

EWR

ELECTRICAL WORK REQUEST

Office Use Only	
NMI:	
Date Received:	
EWR Reference No.	



Request for Initial Connection, Metering Change or Service Alteration			
Electricity Act 1994 (Qld), Electricity Regulation 2006 (Qld), Electrical Safety Act 2002 (Qld) and Electrical Safety Regulation 2013 (Qld)			
Use BLOCK LETTERS and mark appropriate boxes with a cross ('X'). Fields marked with * are mandatory. Embedded Generating Unit Installers and Electric Vehicle Supply Equipment (EVSE) must complete checklist (over).			
Customer Details		Request Details	
*Name (Business Trading name if applicable):		*Ready for Test Date	
*Customer Contact No.:	*Customer's Retailer:	Supply Connection:	☐ OH ☐ U/G
*Address of Electrical Installation (Location of Job)		Property Pole:	☐ Yes ☐ No
Unit/Shop No.:	Street No.:	Meter Location:	☐ Outdoor ☐ Indoor
Lot No.:	Plan No. (RP/SP):	Main Switchboard Location:	☐ Outdoor ☐ Indoor
Street:		No. of Phases:	☐ 1 ☐ 2 ☐ 3
Locality:		*Point of supply	☐ Pole ☐ No.:
Un-metered Supply *GPS Coordinates: (Refer Page 2 Point 2a)		OR	☐ Pole ☐ No.:
Postcode:		*Existing Meter/Relay Number/s: (for existing installations)	
NMI:			
Connection Contract or Work Request No.:			
Other directions to assist in locating address (e.g. nearest cross street):			
*Customer Mains		Do you anticipate traffic control will be required?	
Cable Size:	mm ²	☐ Yes ☐ No	
Maximum Demand:	Amps per Phase	If this request is for a multiple occupancy premises, how many requests will be submitted?	
Note: Unit connections may require an appointment. If this is the case Energex will contact you. If this is a bulk metered site, please respond with "1" to the number of requests required at this point.			
Reason for Request			
*Primary Service (select one only) - Refer to a 'Connect and EWR Service Selections' Guide and point 7 on page 2 of this form			
Connection / Supply	Connection Contract	Metering	Connection Contract
☐ Add additional shop/unit to existing site (new NMI required)	Required	☐ Install additional phases (metering only)	N/A
☐ Overhead point of attachment relocation (incl. drop and re-erect of service)	Required	☐ Install additional meter for hot water or controlled load	N/A
☐ Supply upgrade (Incl. install additional phases)	Required	☐ Add additional appliance to existing controlled load	N/A
☐ Primary fuse upgrade (overhead only - maximum 80A)	Required	☐ Exchange meter	N/A
☐ Provision of un-metered Supply	Required	☐ Remove meter (at least one meter must remain)	N/A
☐ Permanent supply	Required	☐ Relocate meter position / Worked on Switchboard (reseat only)	N/A
☐ Temporary builders supply	Required	☐ Bypassed Relay	N/A
☐ Multi-Unit Dwelling	Required	Embedded Generation (Including Solar)	
☐ Change from overhead to underground	Required	☐ 30kVA or less	Required
☐ Market Generator (Refer Page 2 Point 13)	Required	☐ Greater than 30kVA	Required
☐ Rectify a Form 3 Form 3 No.			
*Secondary Service (where applicable) - Refer to a 'Connect and EWR Service Selections' Guide and point 7 on page 2 of this form		*Metering Required (as applicable per reason for request)	
☐ Point of attachment relocation	☐ Remove meter (incl. H/W or control load)	☐ LV ☐ HV ☐ Un-metered ☐ Whole Current ($\leq 80A$)	
☐ Add meter (H/W or control Load)	☐ Drop and re-erect Service	☐ MEGU ☐ Embedded (net) ☐ Dedicated (gross)	
☐ Add appliance to existing controlled load meter	☐ Relocate meter	☐ CT CT Ratio: No. of Meters:	
☐ Exchange meter	☐ Change from overhead to underground	Note: All CT metering requests will require an appointment and the submission of the LVCT Advice Form, Switchboard Drawings and Single Line Diagrams prior to submission of this EWR.	
*Network Tariffs Required (select all that apply) OR ☐ Tick if No Change from Existing		☐ 1ph Single element No. of Meters: ☐ 1ph Dual element No. of Meters: ☐ Polyphase No. of Meters:	
Refer to page 3 for Tariff Selection Guide		Meter/Relay number/s to be removed if applicable:	
☐ 3900 ☐ 6800 ☐ 5900		☐ No Relay ☐ 1 Channel ☐ 2 Channel ☐ 3 Channel	
☐ 3700 ☐ 8100 ☐ 4000		Off Peak - Controlled Load: ☐ 8 hours (9000) ☐ 18 hrs (9100)	
☐ 3800 ☐ 8300 ☐ 7400		Please list any new items (e.g. appliances/equipment) to be connected as Controlled Load:	
☐ 3600 ☐ 7200 ☐ 1000		My Application is for connection of a primary/secondary load control for business/commercial purposes.	
☐ 9000 ☐ 7500 ☐ 9900		☐ Yes ☐ No	
☐ 9100 ☐ 9800 ☐ Other - please provide detail		Refer to point 8 on page 2 of this form for further information	
☐ 5700 ☐ 9700			
☐ 6000 ☐ 5800			
☐ Appointment required (refer Page 2 Point 3) Note: Ready for test date does not set appointment date. Please refer to page 2 for valid appointment reasons		Additional details about request:	
*Electrical Contractor (please print full details including Business Trading name if applicable)		*Tested by (please print full details of Electrical Mechanic)	
Name:	EC License No.:	Name:	
Email:		License No.:	
Phone/mobile:	Fax: ()	Note - If outgoing circuits are connected, they must be tested.	
*Certification (by Person Authorised Under the Electrical Safety Act 2002 to Perform and Test the Electrical Work)			
I certify that I am authorised under the <i>Electrical Safety Act 2002 (Qld)</i> to perform electrical work and to connect the electrical installation on which I have performed electrical work to a source of electricity.			
I undertake to complete the electrical installation in accordance with the requirements set out in the <i>Electrical Safety Regulation 2013 (Qld)</i> and <i>Queensland Electricity Connection Manual (QECM)</i> and <i>Queensland Electricity Metering Manual (QEMM) / Metering Installation Requirements (MIR)</i> (as applicable), to undertake appropriate tests in accordance with requirements set out in part 10 of the <i>Electrical Safety Regulation 2013 (Qld)</i> and to ensure that the electrical installation will be electrically safe and ready for connection by the Ready for Test Date stated above.			
I confirm that I am authorised by the Customer whose details appear above to provide this information in connection with their Connection Application for the electrical installation at the location detailed above.			
Signature:		Date: / /	
Name (PRINT):			

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Embedded Generating Unit Installers must complete checklist (below).

For Assistance see Guidelines (below).

Embedded Generating Unit Installer's Confirmations				Electric Vehicle Supply Equipment (EVSE) Confirmations			
	Yes		Yes	N/A			
The inverter has been installed in accordance with the applicable Connection Standard and commissioned with the prescribed inverter settings	☐	Inverter capacity >10 kVA has been spread over multiple phases. For multi-phase installations the capacity difference per phase does not exceed 5 kVA Note: On Single Wire Earth Return (SWER) networks, up to 10kVA single phase is allowable if approved by Energex.	☐	☐	Have you installed new EVSE or worked on pre-existing EVSE as part of this work request?	Yes ☐	No ☐
The embedded generating system has been tested and deemed safe for connection to Energex's Distribution Network	☐				Based on QECM requirements, will this EVSE load require connection to a Network Device?	Yes ☐	No ☐
All required meter isolation links are installed, and meter board hinged in accordance with QECM & QEMM/MIR (as applicable) requirements	☐				Will the EVSE be installed on Primary or Secondary Tariff?	Primary ☐	Secondary ☐
For connections approved for connection with export limits, the export limit settings have been applied to the embedded generating system	☐				Note: At installation 100A per phase or less, the QECM mandates Active Device Management for single-phase EVSEs over 20A or three-phase EVSEs over 40A. When required, a Network Control Device will be installed by the Distributor.		

Guidelines - Request for Initial Connection, Metering Change or Service Alteration

Information and guidelines regarding completing Request for Initial Connection, Metering Change or Service Alteration Form (Hard Copy aspects as indicated – all other requirements apply to both electronic and hard copy forms)

- Please use a black pen and print in legible block letters - applies to hard copy only.
- The following mandatory information must be provided:
 - Sufficient detail to identify the customer and to locate the premises and metering position on site. Note – In the address section "Locality" heading refers to the city suburb, town, or local area in rural locations. Un-metered supplies will require GPS coordinates.
 - Details of the connection, customer/s mains, metering arrangements and/or requirements.
 - Meter number of at least one existing meter unless this is an initial connection.
 - Supply requirements (e.g. metering, number of phases, etc.) and network availability.
 - Location of point of supply. Mark whether supply is from underground pillar or overhead pole and provide number displayed on pillar or pole.
 - Details of the electrical contractor responsible for the work.
 - Details of the electrical mechanic who tested the work. **Note – If outgoing circuits are connected, they must have been tested.**
- If an appointment is required, Energex will contact you to confirm a date and time.
Note: Ready for test date does not equal appointment date. Please contact an Energex Technical Support Officer 1300 762 397 (option 1) if you believe your request requires an appointment and is not a scenario listed below:
 - When changing the point of attachment that cannot be temporarily bridged or changing the point of attachment from the fascia of a building to a property pole
 - To keep power on while changing the meter position OR replacing an existing meter enclosure, OR damaged property pole
 - The EWR is for more than 80A and/or CT metering.
- Unmetered connection of load will only be permitted where the load type (e.g. tramline crossing lights) meets the relevant legislation and rules. These loads must be miniscule in nature and have a predictable load pattern. Contact Energex for further information.
- In most situations work will only commence when Energex has received a Service Order Request (SOR) from the customer's retailer.
- Service connection support brackets and steel service poles must have a minimum rating of 1kN for 25mm and 35mm services or 3.5kN for 50mm and 95mm services. Timber service poles must have a minimum rating of 5kN. (Refer to the Queensland Electricity Connection Manual).
- Only applicable Primary and Secondary services will be accepted. Please refer to 'Connect and EWR Service Selection' guide for details.
- NMIs or circuits connected to business primary/secondary load control will be provided with a minimum 18 hours per day (except where tariff 9000 is selected). Times when supply is available is subject to variation at the absolute discretion of the distribution entity.
- If sufficient information is not provided, the Electrical Work Request Form will be returned unactioned.
- Illegible and mutilated forms will not be accepted.
- Customer's retailer must be made aware of any alterations or additions.
- The Certification statement must be completed (signed) by the Qualified Technical Person making the certification –NB applies to hard copy only. (Qualified Technical Person/s are those endorsed on the Contractor's License).
- For electricity market generator use only.

How to Lodge a Completed EWR

Recommended method: Submit electronically via the Energex Electrical Partners Portal - <https://www.energex.com.au/contractors/electrical-partners-portal>

Alternatively, if you are unable to submit your Electrical Work Request (EWR) online, please forward the request via post to:

Energex GPO Box 1461 Brisbane Qld 4001

Enquiries - Energex

General Customer Service: All Network enquiries (including in relation to Connect Agreements) - All Locations: **13 12 53**

Faults - 13 62 62 / Emergency - 13 19 62

Contractors Hotline - All Locations: 1300 762 397

Other Information

Energex retail electricity pricing information can be found on the QCA website at www.qca.org.au

Network tariff pricing information can be found on the AER website at www.aer.gov.au

Privacy Notice

Energex is collecting information on this form for the purpose of processing your electrical work request. By completing this form, you consent and agree to Energex collecting, managing and disclosing the personal information you have provided to us in accordance with our Privacy Statement. Our Privacy Statement and contact details are available at energex.com.au.

Tariff Guide only – This Page is not required to be submitted with the EWR

Energex Network Tariff Guide

Network Tariff Description	Class		Network Tariff Code
	NMI	Customer	
Flat - Residential Inclining Block Tariff (Light & Power)	SMALL	RESIDENTIAL	8400
Residential Transitional Demand	SMALL	RESIDENTIAL	3900
Residential Demand	SMALL	RESIDENTIAL	3700
Flat - Small Business Inclining Block Tariff (General Supply)	SMALL	BUSINESS	8500
Business Transitional Demand	SMALL	BUSINESS	3800
Business Demand	SMALL	BUSINESS	3600
Flat – Volume Night Controlled (Super Economy)	SMALL	BOTH	9000
Flat – Volume Night Controlled (Economy)	SMALL	BOTH	9100
Small Business Primary Load Control	SMALL	BUSINESS	5700
Net Generation 2 – Feed in Tariff	SMALL	BOTH	7500
Net Generation – No Feed in Tariff (Gross Metering)	BOTH	BOTH	9700
Net Generation – No Feed in Tariff (Net Metering >5kW, no Government rebate)	BOTH	BOTH	9800
Flat – Demand Small (greater than 100MWh)	LARGE	BUSINESS	8300
Flat – Demand Large (greater than 100 MWh)	LARGE	BUSINESS	8100
Demand Time of Use	LARGE	BUSINESS	7400
11kV Business	LARGE	BUSINESS	4000
LV Demand Time of Use	LARGE	BUSINESS	7200
Residential Time of Use Energy	SMALL	RESIDENTIAL	6900
Small Business Time of Use Energy	SMALL	BUSINESS	6800
Large Business Primary Load Control	LARGE	BUSINESS	5800
Large Business Secondary Load Control	LARGE	BUSINESS	5900
Individually Calculated Customers (ICC)	LARGE	BUSINESS	1000
Net Generation 1 – Feed in Tariff (Existing Customers Only)	SMALL	BOTH	9900

For the full range of retail tariffs including for High Voltage, Streetlighting and Unmetered Supplies please request your customer consult with their chosen Electricity Retailer. For further selections of Retail or Network Tariffs not listed above please discuss options with your Electricity Retailer.