



# Guide to completing: Subdivision Application

# Introduction - Subdivision

## Why use this form

If you want to subdivide your land for residential, commercial or industrial development.

## The form contains these sections:

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## ***Why complete this form?***

Ausgrid needs the information requested in this form so it can assess your connection requirements and make you a connection offer under the National Electricity Rules as they apply in NSW.

## ***IMPORTANT:***

You will need to complete all mandatory fields in order to be able to submit the form. Providing incorrect or incomplete information will result in an invalid application; this will mean that you will have to complete a new application and pay an additional submission fee.

***This form is designed to be completed by a Qualified Electrical Professional. To provide some of the answers to these questions you will need to consult an electrical contractor or Accredited Service Provider (ASP) who may need to attend the site.***

# Form Symbols – What they mean

## Reference Code

All Forms are identified by unique Reference Codes.  
Please keep a record of your application reference code. If you have enquiries about your application, we will require this number to assist you.

Reference Code : 0011613

## Navigation through the form

The forms have been designed to assist you to quickly navigate and complete all the required information in a tabular step by step format.



1. Each section must be completed before moving onto the next step.
2. Complete sections are marked WHITE with GREEN TEXT
3. Current section are marked BLUE with WHITE TEXT
4. Next sections are marked with a WHITE with GREY TEXT

## Completing sections



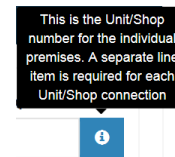
1. The process allows you to go BACK as required
2. You can SAVE & SHARE the application as you go, share the application link, return at any time and continue
3. As you complete a section, click NEXT to proceed

## Mandatory Fields

1. Mandatory fields are identified with the use of \*
2. Mandatory fields must be completed before proceeding
3. Non completed mandatory fields are shown as

\*Phase A

4. Tool tips and help are shown as

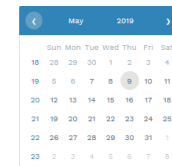


## Useful buttons to help get things done

1. Duplicating a section
2. Add a new section
3. Browse to find file/s to upload and attach to your application



4. Calendar Icon



5. Checkbox
6. Radio button (select only one)  Yes  No
7. Drop Down selection – allows you to select from prepopulated list of options

# Location Information

Subdivision

Reference Code : 0004845

Location

Applicant

Load Details

Summary and Payment

Complete

Property Name		*Land Title Type		1	
*Street Number/RMB	or	*Lot Number	or	*Lot/DP Number	2
*Street Name		Nearest Cross Street			
*Suburb	*Postcode	*Land Zoning			3

1. Enter **Property Name** if relevant.  
Select the **Land Title Type** from the drop down menu for example Torrens, Strata, Community Title, Public or other.
2. Enter the **address** for the subdivision, this could be entered either as a Street Number/RMB, Lot Number or Lot/DP Number which can be found on the Development Application (DA) or council rate notice.
3. Select the **Land Zoning** from drop down menu for example Urban, Rural or Other.

**Note:** If Land Zoning = Rural, please note that Lot/DP Number is mandatory. The Land Zoning information should auto populate with data from the NSW Government Planning Portal.

# Applicant Information

Subdivision Reference Code : 0004845

Location **Applicant** Load Details Summary and Payment Complete


\*Applicant Type 1

\*Title  \*First Name  \*Last Name

\*Email Address  \*Confirm Email Address

Floor Number  Unit/Shop Number  \*Street Number/RMB  or \*PO Box/Locked Bag  2

\*Street Name  Nearest Cross Street

\*Suburb  \*Postcode  \*Phone Number   Other Number



**Note:** The email address supplied for the Connection Applicant will be utilised for ALL communication in relation to your Application. The NMI and / or Permission to Connect emails will only be sent to the provided connection applicant email address.



Phone Number must be 10 characters with **NO** spaces

1. Select the **Applicant Type** from the drop down menu for example ASP, Electrical Contractor, Retail Customer etc.

**Note:** If you are the person who requires an electricity connection for your own use (for example in your house or business) then you are a **retail customer**.

If you are applying for electricity supply to a development which will be sold off and you will not be the end user of the electricity at this premises then you are a **real estate developer**.

You may be applying on behalf of someone who is not a retail customer or real-estate developer then select the category from the drop down menu that best describes you.

Note: Each applicant type may be presented with slightly different input fields.

2. This section calls for the **applicant details** of the person making the application. YOUR details – ie the person lodging this form.

**Note:** If you are not a retail customer or real-estate developer, you must ensure that the person on whose behalf you are applying has authorised you to make an application, receive and accept a connection offer from Ausgrid on their behalf.

# Subdivision Details

Subdivision

Load Details

\*Subdivision Type



1

\*Nearest Ausgrid Asset

2

\*Nearest Ausgrid Asset Identifier



\*Proposed Point of Common Coupling

3

\*Proposed Asset Identifier



4

\*Location Diagram This section is about the physical location of your premises and an electrical schematic will not be accepted. Ensure that your diagram clearly identifies property, nearest cross street, North Point, Proposed Point of Common Coupling, Point of Supply and service cable route to the main switchboard.

Browse File...

5



Some option selections may require additional information and documentation to be uploaded as part of the application process.

\*Subdivision Type



Residential


\*Number of Existing Residential Lots


\*Number of Proposed Residential Lots

This section requires you to:

1. Specify **Subdivision Type**.
2. Provide the **Nearest Ausgrid Asset**. The information captured here is designed to collect information regarding the components of the distribution system (premises connection assets) which is used to provide the connection service to the premises e.g. service cable, metering, new Ausgrid pole, pillar or substation etc.
3. Select the **Proposed Point of Common Coupling** from the drop-down menu – this is the component of the distribution system (premises connection assets) used to provide the connection services to the premises.
4. Provide the **NEAREST Proposed Asset Identifier** for the point of common coupling – if there is no asset identifier the applicant should enter 'unknown'.
5. Upload and save the **Location Diagram** relevant to this application.

# Subdivision Details

**\*Proposed Construction Commencement** 1  


**\*When do you wish to electrify the premises?** 2  

**\*Ausgrid has provided a Certified Design Number(CDN) for a Network Augmentation Project associated with the premises** 3  Yes  No

**\*ASP 1 has been appointed** 4  Yes  No

**\*Do you have development consent (DA) for your proposal?** 5  Yes  No

**Comments** 6

Please attach any documents that are relevant to your connection for example Proposed Design, sketch of the building, Photos etc 7  

This section requires you to provide information regarding the construction period and electricity supply commencement to the location.

1. Provide the **Proposed Construction Commencement** date.
2. Provide the date you require **electricity supply**.
3. Advise whether a **Certified Design** has been issued for the project by entering the **Certified Design Number (CDN)**.  
**Note:** If **Yes**, you may be required to upload a copy.
4. Specify whether an **ASP 1 has been appointed** along with their details.
5. Advise if you have Development Consent or Development Approval (DA) for your proposal.  
**NOTE:** If **Yes**, you may be required to upload a copy.
6. Provide any additional **comments** and attachments.
7. Attach documents that are relevant to this application.




Some option selections may require additional information and documentation to be uploaded as part of the application process.

# Application Summary

Subdivision

Reference Code : 0012978

 Subdivision

1

## LOCATION

Land Title Type  
Torrens  
Street Number/RMB  
39  
Location Address  
Gardinia Street, Narwee, 2209  
Land Zoning  
Urban

2 [Edit]

## APPLICANT

Applicant Type  
Retail Customer  
Full Name  
Miss Ima Subdivider  
Email Address  
subdivide@gmail.com  
Street Number/RMB  
39  
Applicant Address  
Gardinia Street Narwee 2209  
Phone Number  
0412123456

## LOAD DETAILS FOR SUBDIVISION


Subdivision Type  
Residential  
Number Of Proposed Residential Lots  
20  
Total Number Of Proposed Lots  
20  
Nearest Ausgrid Asset  
Pole  
Ausgrid Asset Identifier  
Unknown  
Proposed Point Of Common Coupling  
Pole  
Proposed Asset Identifier  
Unknown  
Location Diagram

File name	Ausgrid filename reference	Size
Location Diagram.jpg	LocationAttachmentFilePath_1	0.063 MB

1. Review your application.
2. You will have the option to edit information from this summary page.



# Summary – Expedited Connection

EXPEDITED CONNECTION  1

Do you want to expedite your connection offer for all premises?  Yes  No

\* Basic connection services - 100 Amps connections (Download here)

\* Basic connection services - over 100 Amps connections (Download here)

\* Basic connection services - Micro EG connections (Download here)

\* Standard connection services - Ausgrid augmentation (substation upgrade) (Download here)

\* Standard connection services - offsite Ausgrid augmentation works (Download here)

\* Standard connection services - contestable ASP1 connections (Download here)

\* I do not know which one of these offers is relevant

Please select one offer.

1. Dependent on your application type you may have the option to **expedite your connection** offer if you are seeking The Model Standing Offer\*. **Select** one offer.



The expedited connection process allows you to save time by skipping the offer and acceptance steps to a connection contract. If you request expedition and indicate that a particular model standing offer is acceptable, the contract is taken to have begun on the day we received your connection application, provided we agree that any model standing offer you have nominated is appropriate. If you do not request expedition or you nominate an inappropriate model offer, it could add up to **55 days** to your connection process.

# Declaration

## DECLARATION

Applicant Name  
Miss Ima Subdivider

Application Date  
28-May-2019

Price Description Subdivision 1 x	Price Including GST AUD \$
Total Price	AUD \$

[Terms and Conditions:](#)

In submitting this application you are engaging Ausgrid to provide you with a connection offer. Once submitted the fee charged is consumed. Ausgrid will aim to provide you with a written response within 10 business days. If additional work and/or fees are required, we will contact you to advise prior to providing the response.

Where this application requests an expedited connection, I declare that I have read and understood the terms and conditions of the connection offer and agree that if the connection is expedited that a contract based on that offer will be formed with Ausgrid on the date that Ausgrid receives the application. Where this application is being made on behalf of a retail customer or real estate developer, I declare that I have obtained the authority of that person to make this application of their behalf, including where applicable, making a request for expedition of the connection application.

\*I acknowledge the terms & conditions.

Back

Save & Share

Download PDF

Pay



A copy of your application can also be downloaded in PDF format for your own records.

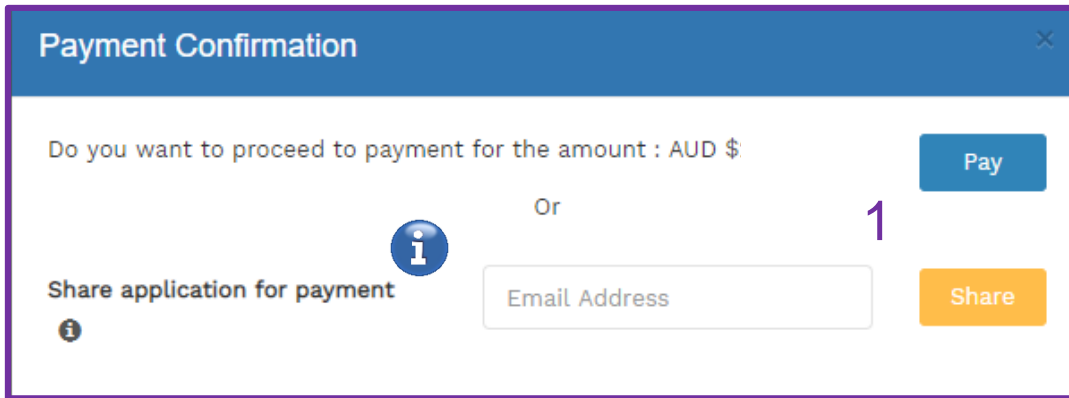
1. Review your **Declaration** that you understand the Total Price to be paid and the Terms and Conditions.
2. By clicking this box you **acknowledge the terms and conditions**.
3. Click **Pay** to move to the payment screen or **Save & Share** your application.

**Note:** You can Save & Share you application. Use the Save & Share function to email your application form to another person for payment and submission.



**Note:** The form will not be submitted to Ausgrid until payment has been made.

# Payment Details



Payment Confirmation

Do you want to proceed to payment for the amount : AUD \$

Or

Share application for payment

Email Address

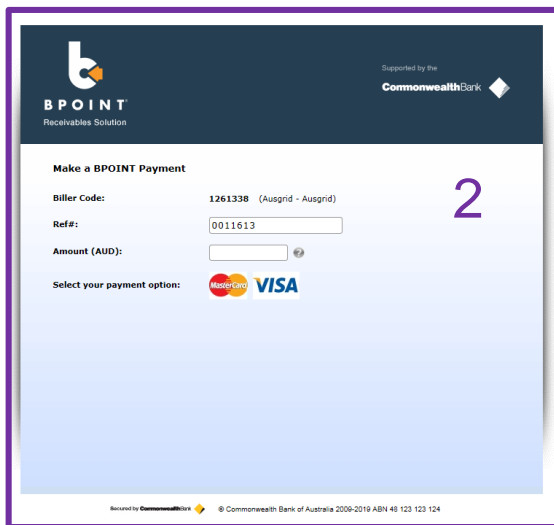
Pay

Share

1

The dialog box is titled "Payment Confirmation" and has a close button (X) in the top right corner. It contains a question: "Do you want to proceed to payment for the amount : AUD \$". Below this, there are two options: "Pay" (a blue button) and "Share" (an orange button). The "Share" option is highlighted with a purple "1" and a purple dashed box. To the left of the "Share" option, there is an information icon (i) and the text "Share application for payment". Below this text is an input field labeled "Email Address".

1. To proceed with payment, select **Pay** and follow the payment options.
2. Proceed to the payment gateway to complete your payment.



BPOINT  
Receivables Solution



Supported by the  
CommonwealthBank

Make a BPOINT Payment

Billor Code: 1261338 (Ausgrid - Ausgrid)

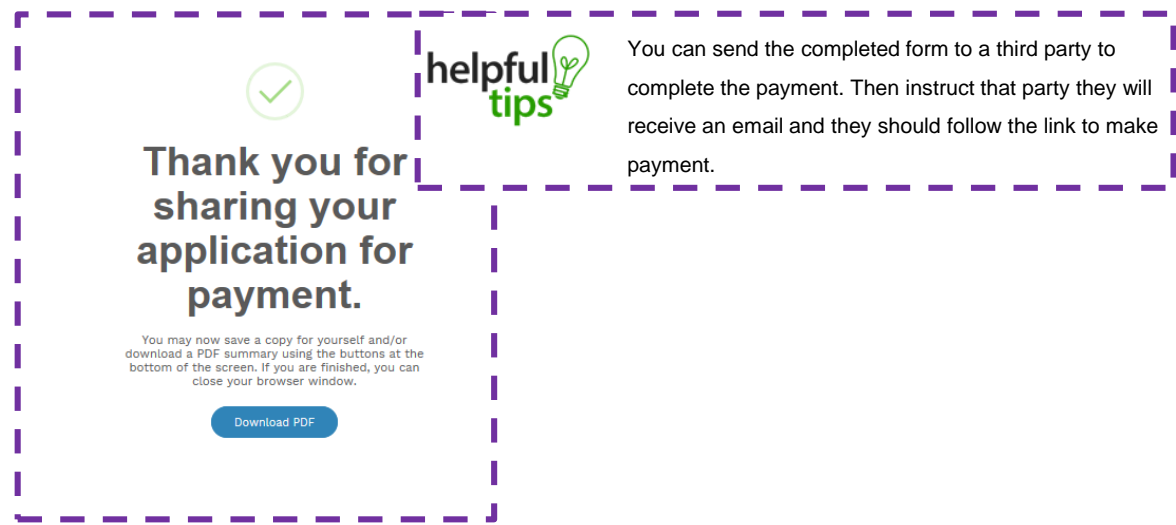
Ref#: 0011613

Amount (AUD):

Select your payment option:  

2

The form is titled "Make a BPOINT Payment" and is supported by CommonwealthBank. It contains the following fields: "Billor Code: 1261338 (Ausgrid - Ausgrid)", "Ref#: 0011613", and "Amount (AUD):". Below these fields, there is a section for "Select your payment option" with logos for MasterCard and VISA. A purple "2" is placed to the right of the form.



helpful tips

Thank you for sharing your application for payment.

You may now save a copy for yourself and/or download a PDF summary using the buttons at the bottom of the screen. If you are finished, you can close your browser window.

Download PDF

You can send the completed form to a third party to complete the payment. Then instruct that party they will receive an email and they should follow the link to make payment.

The block is enclosed in a purple dashed border. It features a green checkmark icon at the top left. The text "Thank you for sharing your application for payment." is prominently displayed. Below this, there is a "helpful tips" section with a lightbulb icon. The tip text reads: "You can send the completed form to a third party to complete the payment. Then instruct that party they will receive an email and they should follow the link to make payment." At the bottom, there is a "Download PDF" button and a paragraph of instructions: "You may now save a copy for yourself and/or download a PDF summary using the buttons at the bottom of the screen. If you are finished, you can close your browser window."