

Jemena Electricity Networks (VIC) Ltd Network Tariff Assignment Request Form for Business Customer

[Please use one form per Supply Point and e-mail the form to JENTariffs@jemena.com.au]

This **Request Form** must be used to request a network tariff assignment with respect to a *Change of Occupancy* situation where the customer or the customer's representative believes the network tariff and/or contract demand that applied to the previous tenant are no longer appropriate to continue to apply.

Generally, a change of business name or business ownership **does not** constitute a *Change of Occupancy* for network tariff assignment purposes (i.e. current network tariff and contract demand applies). However, where the customer can demonstrate that the business' operation will change (or has changed) as a result of the change in business name or business ownership, then this form can also be used to request a tariff assignment **provided** supporting documentation is submitted with the Request Form.

Supporting documentation may include a statement from the customer (a person holding a General Manager position or higher) explaining what changes will be (or have been) implemented that would cause the site's current load characteristics to change, why in the customer's views these changes will cause the site's current load characteristics to change, the date(s) these changes will be (or have been) implemented and the impact of these changes to the site's current load characteristics.

Note: All fields are mandatory except for those denoted with *

1 – NEW CUSTOMER DETAILS

Business name: _____

Business ABN or ACN: _____

Supply point address: _____

NMI: VDDD _____ or 6001 _____

Date the change of occupancy (name or business ownership) occurred: ___ / ___ / ___

Briefly describe the nature of the business and hours of operation *:

2 – PREVIOUS CUSTOMER DETAILS

Business name: _____

Business ABN or ACN: _____

Date the previous customer moved out: ___ / ___ / ___

3 – TARIFF ASSIGNMENT DETAILS

Type of network tariff assignment request (choose a number from the list below): _____

1. *Change of occupancy, i.e. previous tenant moved out and new tenant moved in.*
2. *Change of business name (supporting documentation is required for this type of request)*
3. *Change of business ownership (supporting documentation is required for this type of request)*
4. *Other (specify) _____*

Site's load characteristics resulting from the change:

1. *Estimated annual consumption in kWh: _____ kWh*
2. *Estimated maximum demand in kW * : _____ kW*

Metering type currently installed (please tick):

1. Interval/Smart meter manually or remotely read
2. Two rate accumulation meter WITHOUT demand meter
3. Two rate accumulation meter WITH demand meter.
4. Single rate accumulation meter

4 – PROPOSED NETWORK TARIFF DETAILS

Nominated network tariff name *: _____

Nominated network tariff code: A _____ or T _____ or F _____

5 – CONDITIONS APPLYING TO THE REQUEST

- The applicant must sign and e-mail the completed request form to JENTariffs@jemena.com.au
- Requests to assign a Customer to a network tariff code starting with the letter "T" must be made by the customer's retailer.
- Where the applicant is not the Customer, the applicant is wholly responsible for conveying the correct information to Jemena Electricity Networks (Vic) Ltd (JEN) and communicating any further requests and decisions made by JEN to the Customer and the Customer's Retailer.
- JEN may request the applicant to re-submit the Request Form if the initial request form is not correctly completed or if the form is modified in any manner.
- The applicant acknowledges that if the completed Request Form is received by JEN within 20 business days from the date the change of occupancy (business name or business ownership) occurred, the new tariff assignment (if approved) will take effect from the date the change of occupancy (business name or business ownership) has occurred. Otherwise, the tariff change (if approved) will take effect from the first billing period after the date JEN receives the Request Form by e-mail at the address specified above.
- Any network tariff assignment request will not take effect until JEN advises the applicant in writing of the approval and the effective date of the new tariff assignment.

6 - APPLICANT DETAILS

Name (person lodging the request form): _____

Business Name: _____

Position Title (if applicable) *: _____

Telephone Number: () _____ E-mail: _____

Applicant's Signature: _____ Date: ____/____/____

Note: If the applicant is the Customer's Retailer, the applicant warrants that it has been authorised to act on the Customer's behalf.

The section below is required to be completed by the customer, if the Applicant is someone other than the Customer or Customer's Retailer.

I _____ at the supply point address referred to in this Request Form, consent to the above applicant acting on my behalf. My contact details are as follows:

Position Title: _____

Telephone Number: () _____ E-mail: _____

Customer's Signature: _____ Date: ____/____/____