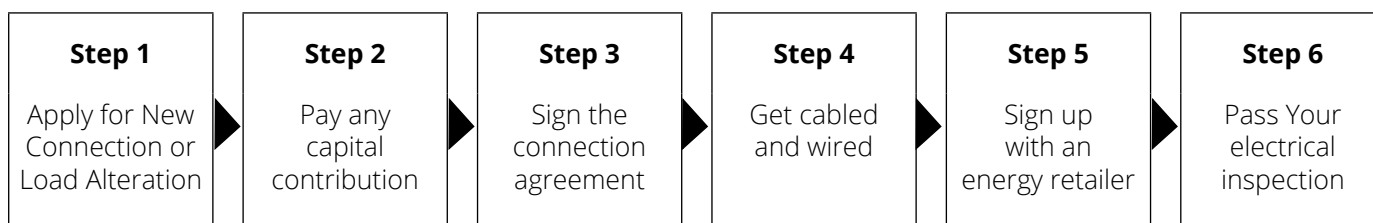


Getting your power connected or load altered



Connecting to The Lines Company network has never been easier with this useful guide and application form helping you navigate through the process.

6 STEPS TO GET YOUR POWER CONNECTED OR LOAD ALTERED



1 COMPLETE THE APPLICATION FORM

The application form [see over] requires a few different fields to be completed and you may need to talk to your electrician in order to complete your application.

You can download and save this document to your computer, then work through the required information with your contractor(s).

When completing your application, please carefully consider what your electrical specifications will be (pricing is based on this information, so it is important the information is accurate).

Once you've completed the application, submit it to us by **emailing it through to connections@thelines.co.nz, or faxing it to 07 878 7024, or by posting it to TLC Connections, PO Box 281, Te Kuiti 3941.**

Once your application has been received it will be assessed to ensure the current TLC equipment can cope with the required loading. Should your application not be approved you will be notified, and the reason/reasons explained.

As part of the new connection process, costs will be incurred for any upgrades to the network (e.g. a new transformer, pillar box).

If you would like a quote for line works to be done (e.g. install new poles and lines) please specify and we will assign a Project Manager make contact.

2 PAY ANY CAPITAL CONTRIBUTION

The Capital Contribution (if applicable) must be paid prior to commencement of any work. For more information on this policy; see <https://www.thelinescompany.co.nz/forms/>.

3 SIGN THE CONNECTION AGREEMENT

A letter of approval will be forwarded to you with Standard Terms of Service and a Connection Agreement. This needs to be completed, signed and returned. This letter also includes a pricing plan for your new installation. The Connection Agreement identifies the Point of Connection to TLC's network; please pass this information on to your electrician.

4 GET CABLED AND WIRED

Your electrician will install your private service cable, any other wiring and the meter enclosure. Their COC (Certificate of Compliance) will need to be left on site. See our Network Code (clause 4.2.3); your electrician will need to know about the meter enclosure requirements.

5 SIGN UP WITH AN ENERGY RETAILER

We need acceptance from your chosen Energy Retailer to energise the installation. If you have specified your Energy Retailer on the application, we will forward your information to them to gain acceptance. For help choosing a Retailer; see <https://www.thelinescompany.co.nz/what-we-do/get-connected/> Please Note: We cannot create and energise an ICP (Installation Control Point) number for the installation without Retailer acceptance.

6 PASS YOUR ELECTRICAL INSPECTION

Once all the paperwork is complete, our Inspector will be booked in to visit the installation. Once he/she has sighted a COC (Certificate of Compliance) the installation will get metered and energised. Please note the inspection and energisation will be invoiced to you. Our team will be happy to discuss estimated costs prior to work being carried out.

Please Note:

The paperwork process can take approximately 20 working days, with quotes and other works outside of this time frame. If your application is an Alteration, some of these steps won't apply. Our Standard Terms of Service and Network Code can be viewed/downloaded on our website, see <https://www.thelinescompany.co.nz/forms/> "Terms" Section.

Need help?

If you require assistance or have a query, please contact us:
Freephone **0800 367 546**
Email **connections@thelines.co.nz**
[thelinescompany.co.nz](https://www.thelinescompany.co.nz)



New Connection or Load Alteration Application Form

Application type

New Connection

Load Alteration

ICP to be altered

WM

Are you a current TLC customer?

Yes

Your TLC customer number

No

LEGAL OWNER OF PROPERTY (OF THE SITE AT THE TIME OF SUBMITTING THIS APPLICATION)

*MANDATORY FIELDS

Full Name (s)*

Entity*

Company

Trust

Other, please specify

Landline*

Mobile*

Email Address*

Street Address*

Suburb*

Town/City*

Postcode*

Applicant name*

(if different to above)

Phone

Email Address*

INSTALLATION DETAILS (THIS REFERS TO THE PROPOSED/CURRENT INSTALLATION WHERE THE POINT OF CONNECTION IS TO BE ESTABLISHED)

Street Address*

Suburb*

Town/City*

Postcode

Legal Description

Lot

DPS

Certificate of Title

Property Type*

Residential

Holiday Home

Accommodation

Dairy Farm

Other, please specify (e.g. sheep farm, dairy farm, clothing retail, liquor retail)

This site generate electricity as Distributed Generation (e.g. solar, wind, hydro generation)

Yes

No

A Distributed Generation plan is included with this application

Yes

No

NOMINATED ENERGY RETAILER (THE POWER COMPANY TO WHOM YOUR POWER BILL WILL BE PAID)

If alteration for an existing ICP, continue to next question

Retailer

Customer #

For help choosing a Retailer, head to thelinescompany.co.nz/tlc-retailers

ELECTRICIAN/ELECTRICAL CONTRACTOR

Company Name
 Phone Mobile
 Email Address
 Electrical Worker Registration Number
 Line Installer Phone
(if different from above)

ELECTRICAL SPECIFICATION FOR PERMANENT CONNECTION (TIP: THIS SECTION IS BEST COMPLETED BY AN ELECTRICIAN OR ELECTRICAL CONTRACTOR)

Builders Temp Supply		Permanent Supply		CT Metering (100Amps+)		
Phases	Amps	Phases	Amps	Phases	Amps	CT Ratio Bore Size
1		1		3		
2		2				Main Switch Size
3		3				Manufacturer

Anytime Max Demand (kVA)* Other Info
 The installation will be unmetered Yes No
If yes, please advise hours of Operation and the Connected Load in Watts

Connection Overhead Underground Cable Size
 Requested Point of Connection Pillar Pole Pole/Pillar #
 Easement for Private Line Yes No

I have included a description of works and/or site plan with this application Yes No
 I would like a quote for private line works Yes TLC Contact (if known)
 My hot water heating will be Electric Other, please specify
 My household heating will be Electric Other, please specify
 I will have controlled load Yes No If yes, kVA on control
 I will have a Electric Vehicle (EV) charger Yes No If yes, specify type

INTERNAL OFFICE USE ONLY - TO BE COMPLETED BY THE LINES COMPANY

Date Received NS Customer # Job #s
 Transformer Size New Existing Change required? Yes No
 TX High Low Density kVA PL TLC P/Tx TLC
 Network POC Metering
CAT1/CAT2/UML
 Capital Contribution received? Invoice Amount \$
 Pricing Schedule received? Connection Agreement received? Yes No
 Retailer SR received? Easement required? #
 Distributed Generation? Yes No
 ICP Number
 Network Approval Date