Electricity licensing application checklist, attachment list and declaration

Checklist

In order to assess whether an applicant is a suitable person to hold a licence, specific information regarding the proposed operation is required. This includes corporate, financial and technical information. To ensure an application contains the required information the below checklist should be completed, noting any incomplete or missing information may delay the application process. The application and associated documents should be submitted in an electronic format, preferably PDF, in a form considered appropriate by the applicant.

The information set out in the checklist may not be the totality of information required by the Utilities Commission to assess the application. The Commission reserves the right to seek further information or clarification of the information provided in the application.

Application summary

| Application summary – information required | Information provided | Document title | Page number |
| --- | --- | --- | --- |
| All applicants | | | |
| Type of licence/s applied for |  |  |  |
| Proposed date the applicant seeks to have the licence issued (please note the Commission does not undertake to issue the licence by this date) |  |  |  |
| Proposed term of the licence |  |  |  |
| Detailed summary of the proposed operation |  |  |  |
| Geographical area where the operation is proposed |  |  |  |
| Evidence of the status of other essential regulatory approvals required for the operation |  |  |  |

Corporate information

| Corporate information required | Information provided | Document title | Page number | |
| --- | --- | --- | --- | --- |
| All applicants | | | | |
| Legal identity | | | | |
| Full legal name of the applicant (this should match the relevant Access Agreement with the network provider) |  |  | |  |
| ABN/ACN |  |  | |  |
| Registration jurisdiction |  |  | |  |
| Certificate of registration of the company |  |  | |  |
| Contact details | | | | |
| Name and title of a nominated and alternative contact officer on behalf of the applicant |  |  | |  |
| Telephone |  |  | |  |
| Email |  |  | |  |
| Postal address |  |  | |  |
| Physical address |  |  | |  |
|  |  |  | |  |
| Applicant details | | | | |
| Key office holders, to include directors and senior management |  |  | |  |
| Major shareholders |  |  | |  |
| Summary of the corporate structure, associated entities and ownership structure if relevant |  |  | |  |
| Description of the organisation’s core activities |  |  | |  |
| Evidence the applicant is a resident of Australia |  |  | |  |
| Evidence the applicant has the capacity to be sued in their own name in an Australian court |  |  | |  |
| Evidence the applicant is not under external administration |  |  | |  |
| Industry participation | | | | |
| Existing operations in the electricity supply industry |  |  | |  |
| Authorisations held in other jurisdictions |  |  | |  |

Financial information

| Financial information required | Information provided | Document title | Page number |
| --- | --- | --- | --- |
| All applicants | | | |
| Most recent audited financial reports |  |  |  |
| For new entities, detailed cash flow analysis for five years based on projected sales scenarios, including details of the assumptions, information source/s and customer analysis underlying the scenarios |  |  |  |
| Where the applicant is a subsidiary company, audited financial reports for the parent company |  |  |  |
| Copies of any information submitted to ASIC under chapter 2M of the *Corporations Act 2001* over the past three years |  |  |  |
| Evidence the applicant is able to finance the assets and investment necessary to undertake the licensed activities |  |  |  |
| Projected revenue and expenditure figures for at least five years |  |  |  |
| Information about assumptions, risks and risk management strategies |  |  |  |
| Retail applicants only | | | |
| For retail licences the applicant is to provide documentary evidence the applicant has the necessary financial capability to discharge all financial obligations to the suppliers of wholesale electricity, network access services and metering services that would arise from the reasonably expected sale of electricity by the applicant. This is to include an investment grade credit rating for long‑term unsecured counterparty obligations or evidence the applicant has entered into arrangements with a financial institution capable of providing suppliers with acceptable security in the form of a bank guarantee (or an equivalent facility) |  |  |  |

Technical information

| Technical information required | Information provided | Document title | Page number |
| --- | --- | --- | --- |
| All applicants | | | |
| The applicant must identify all of the relevant licence and legislative requirements and show they have the technical capacity to comply with these requirements |  |  |  |
| Experience and knowledge of the electricity supply industry |  |  |  |
| Summary of the human resources available to the proposed operation |  |  |  |
| Summary of the skills and experience of the directors and senior managers |  |  |  |
| If the applicant is to rely on another entity to provide staff and resources, a summary of the relationship between the applicant and this entity, including any formal agreements to provide services, and a summary of this other entity’s experience in and knowledge of the electricity supply industry, and technical capacity to meet relevant requirements of the licence. |  |  |  |
| Evidence that negotiation of relevant agreements necessary to undertake electricity operations in the Northern Territory (for example, network access/generator user agreement, power purchase agreements, provision of standby agreements) is well advanced and no substantive issues have been identified that would stop such agreements being executed |  |  |  |
| Generation and network applicants only | | | |
| Description of the physical environment of the proposed operation and its immediate vicinity |  |  |  |
| Description of the supply infrastructure and interconnected infrastructure systems |  |  |  |
| Construction schedule (where applicable) |  |  |  |

Exemption

| Exemption information required | Information provided | Document title | Page number |
| --- | --- | --- | --- |
| All applicants (if relevant) | | | |
| Details and justification for any exemption sought |  |  |  |

Licence conditions

| Licence conditions – information required | Information provided | Document title | Page number |
| --- | --- | --- | --- |
| All applicants (if relevant) | | | |
| Details and justification for any specific licence conditions sought |  |  |  |

Attachment list

Ensure the documents listed below are included in the licence application along with this document. If the applicant believes information is of a confidential nature, the applicant is responsible to either include it in the confidential version or clearly identify it. The applicant is to list any additional documents to be included as part of the application if the applicant believes they are relevant to or support the application.

| Document number | Document title | Confidential | File type  (docx, pdf, xml) |
| --- | --- | --- | --- |
| A | Licence application – confidential version |  |  |
| B | Licence application – public version |  |  |
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Declaration

All applicants must complete this declaration.

I declare the information provided in this application is true and correct to the best of my knowledge, information and belief, and I am aware of the requirements under the *Electricity Reform Act* for the licence/s being applied for and I have the legal right to make this application on behalf of the applicant.

| Name | Name |
| --- | --- |
| Position | Position |
|  |  |
| Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date       /       / | Date       /       / |