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| NOTIFICATION FORM |
| Energise Auxiliary Load |

The information in this Form is not to be altered without the prior written consent of Australian Energy Market Operator Ltd (AEMO).

Rules terms

Terms defined in the National Electricity Rules (*Rules* or NER) have the same meanings in this Form unless otherwise specified. Those terms are intended to be identified in this form by italicising them, but failure to italicise such a term does not affect its meaning.

Submission procedure

To submit this Form to AEMO:

* complete this Form
* print and sign this Form using a written signature[[1]](#footnote-1),
* email a scanned copy including all attachments to the AEMO Registration Team via email to onboarding@aemo.com.au.

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Overview

This Form applies to the National Electricity Market (NEM).

AEMO receives many requests to permit energisation of a generation connection point as a *load*, in order to allow power to auxiliary plant, pending the proponent’s registration as a generator. The information specified in this form is necessary for AEMO to confirm that the energisation of auxiliary load only is acceptable from an NEM perspective.

It is important that proponents understand all the obligations and restrictions that apply to them under the National Electricity Law, National Electricity Rules, and jurisdictional licences, codes and other requirements, prior to operating any auxiliary equipment. The proponent is responsible for ensuring all applicable legislative and regulatory requirements are met.

Please direct any questions regarding your notification to the AEMO Registration Team email: onboarding@aemo.com.au.

# Notification Prerequisite

Prior to submission of a notification to energise auxiliary load to AEMO an application for registration as a *generator* must be submitted and initial assessment completed by AEMO. A notification to energise auxiliary load will not be accepted if a generator application and initial assessment has not been completed.

# Proponent and Installation Details

## Proponent and Installation details

|  |  |
| --- | --- |
| Entity Name:  |       |
| Trading Name:  |       |
| ABN:  |       | ACN:  |       |
| Participant ID:[[2]](#footnote-2) |       | NMI: |       |
| Installation Address: |       |

## Timing

|  |  |
| --- | --- |
| Target date for energisation of auxiliary systems: |       |

## Declaration

The Proponent authorises AEMO to contact any organisation named in any information provided in support of this Notification and any regulatory authority[[3]](#footnote-3).

I, <Full Name>, <Position>, declare that I have been authorised by the Proponent to submit this Notification on their behalf and certify that the contents of the Notification and any further submissions are complete, true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 15/12/2020 |

By signing this form, the signatory warrants that the signatory is duly authorised to sign this document on behalf of the Proponent and to make the declarations set out in this document on the Proponent’s behalf.

# Contact Details

## Notification contact

Please provide details below of a suitably qualified representative of the proponent for AEMO to contact if it has any questions regarding this Notification.

|  |  |
| --- | --- |
| Name: |       |
| Position: |       | Email: |       |
| Phone: |       | Mobile: |       |

## Operational Contacts

Please provide the details of operational staff involved with this energisation of auxiliary load, please add as many relevant contacts as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Organisation** | **Name** | **Position** | **Email** | **Contact Number** |
| NSP |       |       |       |       |       |
| Commissioning Contact |       |       |       |       |       |

# Required Information

The following is a list of mandatory requirements to energise auxiliary load. If you do not indicate that each requirement is met and provide the supporting evidence specified below in Section D, AEMO will not assess your proposal.

* AEMO-approved revenue metering must be installed, with a Metering Coordinator and a Market Customer responsible for the connection point energy settlement - supporting information items 1, 2 and 3.
* The installation NMI/s must be ready to be established in MSATS with the appropriate market roles and NMI standing data assigned - supporting information item 2.
* Confirmation that all parties involved in energisation and operation of plant have the appropriate authorisations and approvals in place and are aware of all compliance requirements – supporting information item 4.
* A process reviewed by AEMO and endorsed by the *Network Service Provider* (NSP) must be in place to ensure that the generating units and any other part of the generating system or supporting plant that requires registration or exemption as a generator is not connected at any time - supporting information items 5, 6 and 7.

Note: Revenue metering is generator metering, even though prior to registration it will be used for settlement of a market load. Revenue metering installations must be approved by AEMO prior to any connection to the grid at the connection point.

# Supporting Information

Include the following information and ensure the information is attached to this Notification. Click in each checkbox to indicate that you have attached the information required.

 Please clearly mark all attachments as "Attachment to Section D" and number each page consecutively.

The following information is required in addition to that provided in the current Application for Registration as Generator to confirm the requirements [in Section B] above:

1. Confirmation that a Market Customer (Retailer) has been engaged by the proponent and the Market Customer has advised AEMO that they will take responsibility for the installation as a load and has provided the Participant ID that is to be assigned to the NMI.

2. Evidence that there is an AEMO-approved NER-compliant metering installation at the connection point, including evidence that NMI standing data is available for NMI creation in market systems.

3. Written confirmation from a Metering Coordinator that they have been advised the installation is to be energised prior to Registration as a Generator.

4. Written assurance that all relevant entities involved in energising auxiliary load:

* Have obtained all necessary licences or authorisations prior to energising and operating any parts of the generating system and any high voltage transformers, lines and other network equipment within the facility.
* Will comply with all applicable safety and regulatory requirements to operate that equipment. It is the proponent’s responsibility to ensure fully informed of all applicable requirements in this regard. AEMO does not authorise the conduct of these activities and cannot advise on or verify compliance.

5. Evidence of how the generating units and any other supporting plant (capacitor bank, SVC, STATCOM, Synchronous condenser etc) have been isolated from the NEM i.e. the opening of breaker and isolators etc.

* Marked-up single line diagram showing which elements will be energised and isolated, and an explanation of how this is acceptable under applicable jurisdictional licencing arrangements.
* Evidence that there are processes in place to prevent energisation of ‘generating units’ (e.g. inverters/turbines) and other supporting plants. This can be in the form of photos of padlocks and tags on relevant switchgear.
* Any relevant operating procedures to further provide evidence that the generating units and other supporting plant that requires registration will not be energised.

6. Evidence that the connecting NSP approves the energisation of auxiliary load at the proposed connection point.

7. Confirmation from the connecting NSP that a technical assessment has been undertaken which confirms all of the following:

* Assets can be switched and energised without adverse impacts to the system (e.g. transformer inrush)
* Energisation of the auxiliary load will not have a material impact on Network voltage control (e.g. Mvar flows from connection assets including cables)
* All energised equipment protection and control schemes successfully commissioned and enabled.
* It is safe to energise auxiliary load and appropriate safety barriers or restrictions are placed between energised part of the plant and the non-energised part.

## Fees and charges

There are no fees or charges associated with this process as they are covered as part of the generator registration application fee.

1. Digital signatures are not accepted. [↑](#footnote-ref-1)
2. Enter the Participant ID provided to you by AEMO as part of the Generator Registration application process. [↑](#footnote-ref-2)
3. Australian Energy Regulator, Independent Pricing and Regulatory Tribunal of New South Wales, Essential Services Commission for Victoria, Queensland Competition Authority, Essential Services Commission for South Australia, Independent Competition and Regulatory Commission for the Australian Capital Territory, Economic Regulation Authority (Western Australia), Office of the Tasmanian Economic Regulator and Queensland Government - The Department of Natural Resources, Mines and Energy. [↑](#footnote-ref-3)