

Vacation of premises (large business gas customers only)



Use this form if you're a large business customer and you're intending to vacate your existing site prior to the end date of your current Retail Gas Contract with us.

Please complete all relevant sections of the form in block letters and select your required action in section 2. If your form is incomplete, your disconnection, transfer of gas supply or meter removal may be delayed.

We will use our best endeavours to finalise the disconnection by your local distributor within the requested timeframe. However, you will be liable for all charges up to the date of disconnection/meter removal or the date that the incoming occupant enters into a new Retail Gas Contract with us. Early termination charges and any charges/fees related to the disconnection services order may also apply. Refer to your current contract for further information.

Email your completed form to us at businessenq@energyaustralia.com.au **at least 30 days before you plan to vacate the site.** If you have any questions, please call us on **1300 362 466** (select option 3) and we'll be happy to help.

1. Customer and site details

Company name:

ABN/ACN:

Primary contact:

Key contact phone no.:

EnergyAustralia account no.:

Meter Install Reference no.:
(MIRN/Can be found at the bottom of your bill)

Site address:

Site address:

Mailing address:
(for final account)

Site contact name:
(if different from primary contact)

Site contact phone no.:

Access instructions

(Please provide as much detail as possible around access to the site and location of the meter)

Will the property be vacant on your requested disconnection date? ☐ Yes ☐ No
If Yes this may impact on the disconnection being completed

Meter location

Are keys required to access the property/meter? ☐ Yes ☐ No
If Yes please ensure nominated contact person has keys

Disconnection to take place during business hours? ☐ Yes ☐ No
If No and after hours access is required, there will be an additional truck fee chargeable to the customer

2. Required action (select only one and nominate preferred date required)

Required action

Condition

☐ **Disconnection
of supply**
(Plug supply)

- Call us on **1300 362 466** (select option 3) one week prior to your preferred disconnection date to confirm arrangements.
- Please ensure a site contact is present on the confirmed disconnection date or that there is safe and unrestricted access to the meter during business hours. Disconnection outside of business hours can be arranged for an additional charge.
- Please note that disconnection of supply is performed by the local distributor. Distributor charges will be passed through which may take up to 12 weeks when received by EnergyAustralia.

☐ **Proposed transfer**
of gas agreement
to incoming occupant

- Please provide the details for the incoming occupant in section 3 below – **this is mandatory** for this option.
- The incoming occupant **must** establish a contract with EnergyAustralia. You will be liable for all charges until the incoming occupant's contract commences.
- By selecting this option, you authorise EnergyAustralia to release all details of the charges in your current Retail Gas Contract to the incoming occupant.
- Transfers of agreements are at the sole discretion of EnergyAustralia.

☐ **Meter removal
and abolishment**
(disconnection of supply
and removal of meter(s))
Note: Generally only
applicable if site is being
demolished

- An Application for Abolishment Form is mandatory in most states.
- Call us on **1300 362 466** (select option 3) one week prior to preferred meter removal to confirm arrangements.
- Please ensure a site contact is present on the confirmed meter removal date or that there is safe and unrestricted access to the meter/meter panel during business hours.

Preferred date requested:

Please note distribution companies do not disconnect on Fridays or the day before a public holiday.

3. Incoming occupant details (or managing agent if applicable)

Mandatory if you have selected Proposed Transfer: when submitting this completed form via email, please also 'copy in' the incoming occupant to the email.

Company name:

ABN/ACN:

Contact name:

Contact phone no.:

Mailing address:

Email address:

4. Authorised signatory of company

Signatory name:

Position:

Signature:

Date: