Vacation of premises
(large business electricity customers only)

EnergyAustralia
LIGHT THE WAY

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 Electricity 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 electricity supply or meter removal may be delayed.

We will apply reasonable endeavours to finalise the disconnection within the required timeframe, however you will be liable for all charges up to the date of disconnection/meter removal or where applicable, the date that the incoming occupant enters into a new Retail Electricity Contract with us. Early termination charges 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 2) and we'll be happy to help.

1. Customer and site details

Company name:	ABN/ACN:
Key contact:	Key contact phone no.:
EnergyAustralia Account no.:	National Meter Identitier (NMI): (10-digit number can be found on your bill)
Site address:	
Mailing address: (for final account:)	
Site contact name: (if diferent from key contact)	Site contact phone no.:
Access instructions: (Please provide as much detail as possible around access to the site and location of the meter/meter panel)	

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

Required action	Condition
☐ **DISCONNECTION OF SUPPLY** (fuse removal)	• Call us on 1300 362 466 a week prior to your preferred disconnection date to confirm arrangements. • If registered for Life Support contact us to process a deregistration so the site can be disconnected. • Please ensure the site contact is on site on the confirmed disconnection date or there is safe and unrestricted access to the meter/meter panel during business hours.
☐ **PROPOSED TRANSFER** of electricity agreement to incoming occupant	• Please provide the details for the incoming occupant 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 Electricity Contract to the incoming occupant. • Transfers of agreements are at the sole discretion of EnergyAustralia. • If this site is registered for Life Support is a deregistration required?
☐ **METER REMOVAL & ABOLISHMENT** (disconnection of supply and removal of meter/s) Note: Generally only applicable if site is being demolished	• Please contact your electrician - an **Application for Abolishment Form** is mandatory in most states. • Call us on 1300 362 466 a week prior to your preferred meter removal date to confirm arrangements. • If registered for Life Support contact us to process a deregistration so the site can be disconnected. • Please ensure site contact is on site on the confirmed meter removal date or there is safe and unrestricted access to the meter/meter panel during business hours.

PREFERRED DATE REQUIRED: /   /

Note: (i) **Minimum of 30 days notice is required** (ii) Distribution companies do not disconnect or remove meters on Mondays or Fridays.

Continued overleaf

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. Please also advise us if the new occupant of this site requires Life Support to be registered.*

Company name: _____ ABN/ACN: _____

Contact name: _____ Contact phone no.: _____

Mailing address: _____

Email address: _____

4. Authorised signatory of company

Signatory name: _____ Position: _____

Signature: _____ Date: _____