Guide to completing: NOA - Notice of Arrangement
Introduction – NOA Notice of Arrangement

Why use this form

A local council may require you to lodge a subdivision application, a development application and building application, depending on the scope of your proposal. Your local council may also impose conditions of consent, which must be met before development can proceed.

* In most cases one condition of consent in your Development Approval will be that you obtain a Notification of Arrangement (NOA) from Ausgrid. This NOA serves to indicate that you have made the necessary arrangements to provide electrical services to your development and that you have met the costs and any other servicing requirements identified by Ausgrid.

Why complete this form?

Use this application if you are seeking written confirmation from Ausgrid in regards to a council condition.

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Why complete this form?
Ausgrid needs the information requested in this form so it can assess your requirements and make an appropriate response under the National Electricity Rules as they apply in NSW.

IMPORTANT:
You will need to complete all mandatory fields in order to be able to submit the form. Providing incorrect or incomplete information will result in an invalid application; this will mean that you will have to complete a new application and pay an additional submission fee.

This form is designed to be completed by a Qualified Electrical Professional. To provide some of the answers to these questions you will need to consult an electrical contractor or Accredited Service Provider (ASP) who may need to attend the site.
Reference Code
All Forms are identified by unique Reference Codes. Please keep a record of your application reference code. If you have enquiries about your application, we will require this number to assist you.

Reference Code: 0011613

Navigation through the form
The forms have been designed to assist you to quickly navigate and complete all the required information in a tabular step-by-step format.

1. Each section must be completed before moving onto the next step.
2. Complete sections are marked WHITE background with GREEN text.
3. Current section are marked BLUE background with WHITE text.
4. Next sections are marked with a WHITE background with GREY text.

Completing sections

1. The process allows you to go BACK as required.
2. You can SAVE & SHARE the application as you go, share the application link, return at any time and continue.
3. As you complete a section, click NEXT to proceed.

Mandatory Fields
1. Mandatory fields are identified with the use of *,
2. Mandatory fields must be completed before proceeding.
3. Non-completed mandatory fields are shown as

   *Phase A*

4. Tool tips and help are shown as

Useful buttons to help get things done
1. Duplicating a section
2. Add a new section
3. Browse to find file/s to upload and attach to your application
4. Calendar Icon: Opens date picker
5. Checkbox
6. Radio button (select only one)
7. Drop Down selection – allows you to select from prepopulated list of options.
1. Select the **Land Title Type** from the drop down menu for example Torrens, Strata, Community Title, Public or other.

2. Enter the **address** where the new connection is required, this could be entered either as a Street/RMB Number, Lot Number or Lot/DP Number which can be found on the Development Application (DA) or council rate notice.

3. Select the **Land Zoning** from drop down menu for example: Urban, Rural or Other

   **Note:** The Landing Zone information should auto populate with data from the NSW Government Planning Portal.
1. Select the **applicant type** from the drop down menu for example: ASP, Electrical Contractor, Retail Customer etc.

   **Note:** If you are the person who requires an electricity connection for your own use (for example in your house or business) then you are a **retail customer**.

   *If you are applying for electricity to supply to a development which will be sold off and you will not be the end user of the electricity at this premises then you are a **real estate developer**.*

   *If you are applying on behalf of someone, then select the category from the drop down menu that best describes you. (For example ASP on behalf of a retailer Customer or Real Estate Developer).*

2. This section calls for the **applicant details** of the person making the application. YOUR details – i.e. the person lodging this form.

   **Note:** If you are not a retail customer or real-estate developer, you must ensure that the person on whose behalf you are applying has authorised you to make an application, receive and accept a connection offer from Ausgrid on their behalf.
1. Specify **Land Title Type** from the dropdown menu.

2. Select the **Subdivision Type** from the drop-down menu.

3. Select the relevant and most accurate option about the **Nature of the proposed building** from the drop down menu.

   **Note:** Only one option may be selected. However, if the initial options are not suitable, select **Other**, at which time you will see an addition comments field open. Enter specific information into the comments. All relevant information and attachments should correspond.

4. Advise plans for **air conditioning**.

5. Advise plans for **gas** installation for kitchens and/or hot water.

6. Advice **street alignment**.

7. Upload **approved plan/s**.

8. Upload **Notice of Determination**.

9. Provide **detailed comments** relevant to your application and upload any additional/relevant document to support your application.
1. **Review** your application.

2. You will have the option to edit information from this summary page by **Review** associated fees.
1. Review your Declaration that you understand the Total Price to be paid and the Terms and Conditions.

2. By clicking this box you acknowledge the terms and conditions.

3. Click Pay to move to the payment screen or Save & Share your application.

**Note:** You can Save & Share your application. Use the Save & Share function to email your application form to another person for payment and submission.

**Note:** The form will not be submitted to Ausgrid until payment has been made.

A copy of your application can be downloaded in PDF format for your records.
1. To proceed with payment, select **Pay** and follow the payment options.

2. Proceed to the payment gateway to complete your payment.

You can send the completed form to a third party to complete the payment. Then instruct that party they will receive an email and they should follow the link to make payment.