



COUNTIES POWER



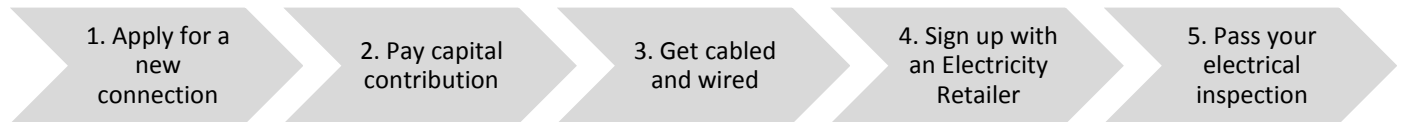
## NEW OR UPGRADED CONNECTIONS

INFORMATION PACK



# Counties Power 5 steps to get power connected

When you are building a new home, office, factory, water pump or other building and want electricity connected in the Counties Power area, you just need to follow the five steps outlined below. If you have further questions, please call Counties Power on 0800 100 202 or 09 237 0300 for more help on how to connect to our Network.



## Step 1: Apply for a new connection

In the Counties Power area you can apply for a new power supply by completing the [new connections application form \(NC1\)](#). The form asks you for:

- Location of the proposed electrical installation
- Details of the person or people who own, and are responsible for the installation
- Your electrician, if known at the time of application
- Details of any entity submitting the application on your behalf. This could be your project manager or a building company contracted to build your home
- Electrical specifications – we suggest you approach your electrician to help you complete this section as it gets a bit technical
- Whether you will be using an electric hot water cylinder, and if you are, whether you want to advantage of cheaper energy rates by using controlled power
- Details of where your nearest power supply point is
- Drawings of where the installation will be placed
- Declaration and acceptance of our terms and conditions

When your form is completed, just send it to Counties Power by post or scan and email it to [newcons@countiespower.com](mailto:newcons@countiespower.com). Counties Power will respond in writing within 2 days to confirm that your application has been received.

### What is controlled power?

As a consumer you have the option to have your hot water controlled by Counties Power. This enables Counties Power to manage peak demand across the Network and provides you with an option for lower energy prices. For price options, contact your electricity retailer.

### What is an ICP and why do I need one?

All electrical installations, such as a house, a business or a water pump, that use electricity is uniquely identified on a national registration system, a bit like your car registration. This unique identification is referred to as an Installation Connection Point, or ICP number.

Counties Power will process your application and inform you when your application is approved. Once capital contribution is paid, an ICP number will be created for your connection.

## How long will my application take to process?

Within 2 business days, Counties Power will review your application and send a written response that your application has been received. If your application is incomplete, we will notify you that more information is required.

Counties Power aims to review and respond in writing to all complete applications within 10 business days. We will respond to you in writing with the following information:

- Your unique Installation Connection Point ([ICP](#)) number
- A pro-forma invoice for any [capital contribution](#) you need to pay to connect to the network
- An indication of how soon the power supply will be available to your property.
- Details of where your power supply will be bought to (normally near your boundary).

## Step 2: Pay capital contribution

If your application to connect to our Network is subject to Capital Contribution, you will be sent a proforma invoice when your application is approved. You will need to pay the capital contribution before you can connect to the network.

If you have purchased land as part of a sub-division it is most likely that the developer has already paid the capital contribution.

If you are sub-dividing your own land, upgrading an existing connection, or adding a new installation, you will need to pay capital contribution for the new point of supply.

### What is a capital contribution and why do I need to pay it?

Counties Power is 100% consumer-trust owned. Since 1925 the people of the area have shared in both the cost of building the network and the benefits it provides.

Capital contribution is how utilities ensure that they can support new growth on the Network without passing charges back to existing customers.

Counties Power will inform you of your contribution requirements when your application is approved.

For information prior to application phone 0800 100 202 or 09 2370300 or by emailing [newcons@countiespower.com](mailto:newcons@countiespower.com)

## Step 3: Get cabled and wired

Your capital contribution covers bringing the power to your nearest 'point of supply' which is normally outside the property boundary. It does not cover the cost of any work needed to:

- Get power from your 'point of supply' to your house, shed or building
- Wire your building or other electrical installation.

The lines and cables needed to bring power from your point of supply to your buildings can be done by either Counties Power or another electrical contractor. Your electrician is responsible for wiring your home or other electrical installation.

The contractors and electricians you use for cable and wiring are responsible for being sure their work and the site meets national electrical regulations and local network standards. When they have completed their work on site, they will issue you with a Certificate of Compliance (COC). Only the person who carried out or supervised the work can issue or alter the COC, so if you have one contractor lay cables to your building and another wire it, you will get two COC's.

## Step 4: Sign up with an Electricity Retailer

You need a contractual arrangement with an energy retailer before you can connect to your local electricity network. Your retailer will choose someone to provide electricity meters at your site. Normally, but not always, they choose Counties Power. It is through your retailer that you can request to have a meter installed at your site.

The retailers operating in the Counties Power area are:

- Contact Energy
- Energy Online
- Genesis Energy
- GLOBUG
- Mercury Energy
- Meridian Energy
- Nova Energy
- Opunake Hydro
- Powershop
- Prime Energy
- Pulse Energy
- Simply Energy
- Trustpower

## Step 5: Pass your electrical inspection

Your new connection needs to pass an electrical inspection and have an electricity meter installed before it can be connected to the local electricity network. If you are arranging the new supply yourself, consider asking your building company or electrician to arrange and pay for your inspection. You can normally expect to wait up to 5 days between when your inspection is booked and the inspector arrives.

Sometimes the electrician or cable layer's work does not pass the electrical inspection or they do not complete the COC accurately, so a re-inspection is required. If this happens to you, please remember that it is the electrician and cable layer's responsibility to be sure their COC is complete and that their work meets both national regulations and local standards. The electrical inspector cannot hang and connect the meters or approve the site for physical connection to any electricity network if it does not pass the electrical inspection of this work.

### What is a builder's temp and how do I get it?

A builder's temporary supply or BTS is a temporary meter that allows you to get power while you build or renovate. To get a BTS, complete the NC1 application form to get an ICP issued, then contact your electricity retailer and ask them to arrange a BTS to be installed. Be sure to check with your builder or electrician before you call for a BTS to make sure the site is ready. It is also wise to confirm who will pay for charges relating to metering services.

### Permanent supply

When your build or renovation is complete you can request for a permanent meter to be installed on site through your electricity