



NOTICE OF INTENTION TO DISCONNECT SOLAR PANELS

About this form

You must use this form to provide notice to the Norfolk Island Regional Council if you intend to disconnect solar panels from an address to which the supply of Electricity is connected. Please read all parts of this form carefully.

How to complete this form

- Ensure that all fields have been filled out correctly in BLOCK LETTERS.
- Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form.
- Once completed you may submit this form by mail or in person. Please see Lodgement Details for further information.
- If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

I/We,

Title *	Given Name / s *	Family Name *

Of,

Postal Address *

Give notice that on (Date).....	
I/We intend to disconnect and remove solar panels from:	
Address	
Portion Number	
Number of Panels	
Number of Kilowatts	
To which the main public grid supply of Electricity is connected. I request a disconnection inspection and termination reading of the mains meter to be carried out as soon as practicable.	

Important Conditions and Requirements:

1. Solar array and panels must be disconnected and removed from the structure prior to inspection by Council staff.
2. It is a strict condition at all times of the *Electricity Supply Regulations 1986* - Form 3 Ministerial approval certificates (regardless of any connection to the main grid or not) that any solar facility must not be connected at any time to a battery or similar storage system.
3. Disconnection is finalised only once Council staff have inspected and agreed that the solar panels and array is permanently disconnected.
4. Solar Infrastructure Access Charges are invoiced quarterly. No charges will be applied to the account from the first full quarter that solar is disconnected. If you remain connected for part of the billing quarter, you will be invoiced. No pro rata billing will be undertaken.
5. If you are not connected to the main electricity supply grid operated by the Council (i.e. "off the grid"), you do not need to complete this form.

OWNER(S) / OCCUPIER(S) *

Name(s) and Signature(s) below. (* Strike out whichever of the above is inapplicable)

Name	Signature	Date
Name	Signature	Date

LODGEMENT DETAILS	
Mail:	Norfolk Island Regional Council PO Box 95 NORFOLK ISLAND 2899
Email:	customercare@nirc.gov.nf Subject- Attention: Authorised Officer - Electricity
In Person:	Customer Care Team 9 New Cascade Road NORFOLK ISLAND
What now:	Once your form is lodged a Council Officer will contact you within 10 working days.

OFFICE USE ONLY:		
No KWs disconnected confirmed	<input type="checkbox"/>	Date:
Termination Reading	<input type="checkbox"/>	Date:
Service Number		