

27 May 2015

Process requirements for installing SSUMS

Process requirements for installing Special Small Unmetered Services

Special Small Unmetered Services (SSUMS) comprise non-market reportable devices, as applicable under Section 1 – General Requirements, 1.5.7 Special Small Services, of the *Service and Installation Rules for New South Wales*.

They are generally public service installations, such as bus stop shelters, locality sign and decorative lights, speed cameras and public telephones, and are owned by public entities such as local councils, the Roads and Maritime Services and service providers to public entities.

SSUMS have a continuous site load of less than or equal to approximately 400 watts, or 1.67 amps, or an alternate agreed deemed load as approved by Essential Energy.

SSUMS devices are only permitted where there is no alternative metered energy supply. If the device owner has an alternative existing metered supply nearby, then in every case the device must be attached to the meter point.

It is important to note that SSUMS are not public lighting services and this process **does not** apply to public lighting, public lighting wiring or any associated controlled load equipment.

Installation process requirements

All electrical works must comply with Section 5 of the *Service and Installation Rules for New South Wales*.

Only appropriately qualified Accredited Service Providers (ASPs) can commence construction on Essential Energy's electricity distribution network. In circumstances where an ASP is not available, electrical contractors can submit a Request for Service Work (ROSW) form nominating Essential Energy as the ASP to perform the work.

Approval must be obtained for each SSUMS installation.

Prior to commencing any work, you must seek technical advice from Essential Energy's Technical Enquiries Officers by calling 13 23 91.

The next step is to contact Origin Energy on 13 24 61 to obtain a **non-market** NMI. It is important to note that the retailer for all SSUMS is Origin Energy (Essential Energy's network area local retailer).

You must then fill out a Connection Application (CA) form – ensuring that you select 'YES' in the Unmetered Supply Connection field – and submit it via Essential Energy's web portal:

<https://essentialconnect.essentialenergy.com.au/necf/connection-application/home.jsf>

Alternatively, you can e-mail your completed form to: connectionenquiries@essentialenergy.com.au

A non-market NMI and CA must be submitted for each network connection point.

Once the SSUMS device is installed, you need to submit the following forms:

- a Notification of Service Work (NOSW)
- a Certificate of Compliance for Electrical Work (CCEW).

The CA reference number (and, where applicable, ROSW number) must be cross referenced on the NOSW and the CCEW, and **all** forms must include the non-market NMI.

Essential Energy will process the paperwork and apply the appropriate tariff (BLNP1AO) to the newly connected SSUMS device. The latest tariff pricing can be reviewed at:

www.essentialenergy.com.au/networkpricing



Removal process requirements

Any ASP can remove a Special Small Unmetered Supply without prior approval from Essential Energy. However they must be under instruction from the device owner to remove the service.

Following disconnection, ASPs must complete a Notification of Service Work (NOSW) for each removal point and, wherever possible, submit them via Essential Energy's secure web form: <https://swf.essentialenergy.com.au/swf/>

The non-market NMI (which can be obtained from the device owner) must be written on the NOSW.

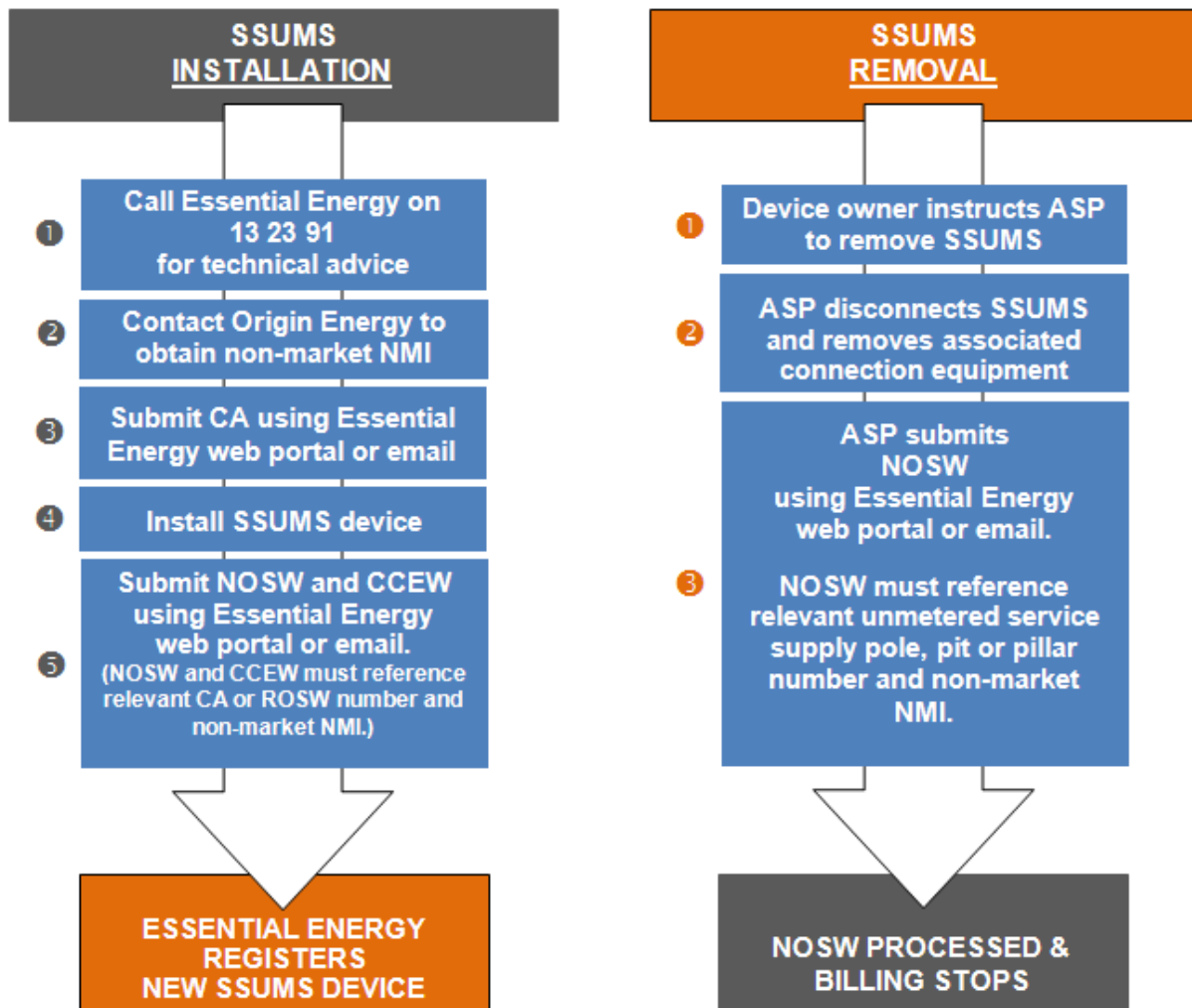
The removed unmetered service supply pole, pit or pillar number must also be nominated on the NOSW.

All equipment associated with disconnection of the SSUMS device (such as conductors, riser wires, etc) must be removed from Essential Energy's network. These must also be detailed on the NOSW.

NOTE: Billing for the device will continue until the NOSW is received and processed by Essential Energy.

The attached diagram summarises the critical steps you should follow for any SSUMS installation or removal. If you have any questions regarding any of these processes, please contact Essential Energy's Technical Enquiries Officers on 13 23 91.

DIAGRAM 1:
**Summary of critical steps for Special Small Unmetered Services (SSUMS)
 Installation / Removal**



Submit your completed CA, NOSW and CCEW forms using the Essential Energy web portal at:

<https://essentialconnect.essentialenergy.com.au/necf/connection-application/home.jsf>

Alternatively, you can e-mail your completed forms to:

connectionenquiries@essentialenergy.com.au