



**APPLICATION GUIDELINES FOR A SPECIAL APPROVAL
[refer to sections 56 to 61 and 208 to 213 of *Electricity Act 1994*
(Qld)]**

The purpose of Special Approvals under the *Electricity Act 1994* (the Act) is to enable, in special circumstances, electricity entities and other persons to perform activities normally authorised by a Generation, Transmission or Distribution Authority, without the Authority.

Special Approvals may be issued by the Regulator under the Act to authorise the holder to do anything stated in the Special Approval that a generation entity, transmission entity or distribution entity may do under the Act. For example, in special circumstances, a Special Approval may authorise a person to connect specified generating plant to a supply network and/or supply electricity using a supply network to specified persons.

Under the Act, the Regulator is the Director-General, Department of Natural Resources, Mines and Energy. The Regulation section within the Department administers the electricity licensing functions on behalf of the Regulator.

Generally, Special Approvals are issued only when special circumstances apply such that authorisation of the proposed activities by a Generation, Transmission or Distribution Authority, as the case may be, is not appropriate. Usually, this is when the electricity activities proposed to be carried out are incidental to the main business of the applicant.

For example, a Special Approval may authorise the operator of an island resort, which is generating its own electricity and operating its own supply network within the resort, to perform those generation and distribution activities. Also, a Special Approval may authorise the operator of a mine, who takes supply of electricity at a bulk supply substation some distance from the mine and operates its own electric line between the substation and the mine, to perform that distribution function.

Because of the unique nature of Special Approvals, i.e. they are issued in special circumstances, and because of the range of activities that could be authorised by a Special Approval, the information required to be submitted in any application for a Special Approval will vary from case to case. For these reasons, potential applicants should first discuss the application requirements for their particular circumstances with the Department of Natural Resources, Mines and Energy on 13 43 87.

Generally, an application for a Special Approval must be in writing (no prescribed form) to:

The Regulator
c/- Energy Regulation
Department of Natural Resources, Mines and Energy
PO Box 15456
City East QLD 4002

and be accompanied by the prescribed application fee (GST does not apply). For a consolidated list of the fees and charges read the [Electricity licence fees guide](#), available on [the Queensland Government's Business and industry portal](#):
www.business.qld.gov.au

Cheques should be made payable to the Department of Natural Resources, Mines and Energy, ABN 59 020 847 551 and be accompanied by a remittance advice clearly showing the company name and details and stating that the payment is an application fee for a Special Approval. Alternatively, payment may be made by electronic transfer after the Department issues an invoice.

The application must clearly state the things proposed to be done under the Special Approval.

The application should also contain sufficient information to enable the Regulator to properly consider the matters the Act requires the Regulator to consider before issuing a Special Approval (see Section 210 of the Act). As a guide, this should include:

1. A description of the applicant, the nature of its business and its experience relevant to the electricity activities proposed to be performed under the Special Approval.
2. Information about the applicant's suitability to hold a Special Approval, including competence to perform the activities proposed under the Special Approval.
3. If the application relates to generation, transmission or distribution activities, information about the technical suitability of the subject generating plant/transmission grid/supply network and relevant environmental considerations.
4. If the application relates to the supply of electricity to third parties, details of those third parties and any agreements in place or being negotiated between the applicant and the third parties about the supply of electricity.

In some instances, additional information may be requested during the course of considering the application.

Please note that private personal and commercial-in-confidence information may be provided to a third party for the purpose of processing applications. The State of Queensland through the Department of Natural Resources, Mines and Energy has taken steps to ensure the appropriate treatment of such information by departmental staff and contractors.

The Department of Natural Resources, Mines and Energy is collecting your personal and commercial information in relation to your application. By submitting your application you agree that your personal information may be used by the Department for the purpose of processing your application. Your personal and commercial-in-confidence information may also be provided to the following entities as part of the application process:

- a) other Federal and State agencies for verification and due diligence purposes and obtaining additional information in relation to your application; and
- b) contractors engaged by the Department to undertake the application assessment process on the Department's behalf.

All personal information will be stored at the office of the Department, and in accordance with the relevant privacy legislation. The Department's privacy statement can be found at: <https://www.dnrme.qld.gov.au/home/legal/privacy>. If you have any questions or queries you can email the Department's privacy unit at privacy@dnrme.qld.gov.au.

As a guide, applicants should allow a period of around four (4) months for consideration of an application. In some instances, however, the period may be considerably longer, depending upon the particular matters the Regulator needs to consider, whether consultation with third parties is necessary and environmental considerations.

A proforma Special Approval can be downloaded from the Queensland Government's [Business and industry portal](#). The document needs to be read in conjunction with the Act and the *Electricity Regulation 2006*, which contain conditions applicable to Special Approvals.

While it is expected most Special Approvals will be issued in the form of the proforma, it may be that individual Special Approvals may have additional or other conditions.

[May 2018]