

Gas Distribution Authority Guidance



Queensland
Government

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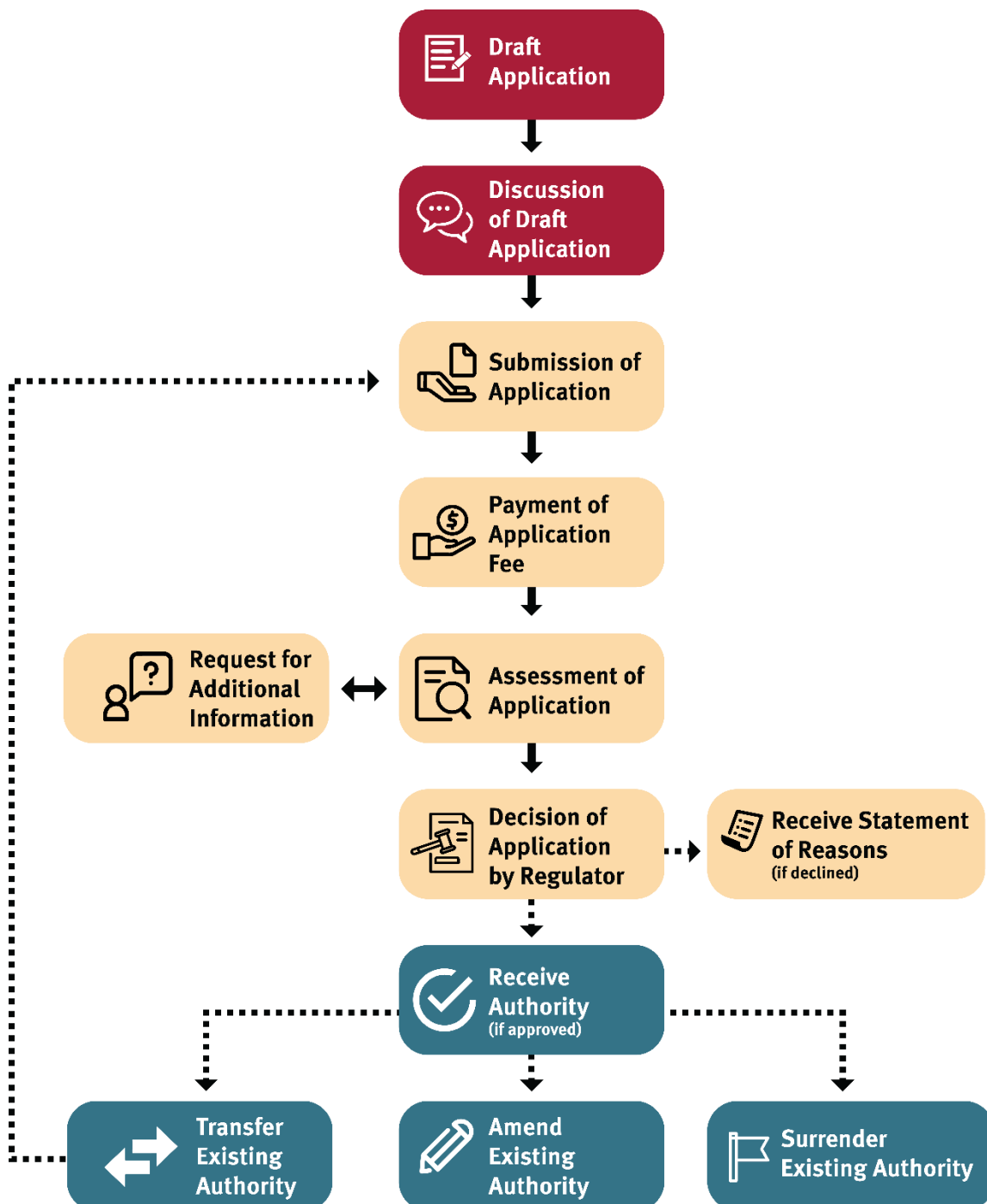
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Purpose of guidance

This guidance contains information designed to assist prospective applicants with preparing and applying for a distribution authority and includes information on:

- Applications for a new gas distribution authority.
- Amending or transferring an existing gas distribution authority.
- Surrendering a gas distribution authority.

Process flowchart



What is a Gas Distribution Authority

A gas distribution authority authorises its holder to supply gas using a gas distribution system within a distribution area.

The requirement to obtain a gas distribution authority is separate from any gas distribution registration processes required by the Australian Energy Market Operator (AEMO) and Australian Energy Regulator (AER).

A gas distribution authority does not relieve its holder or anyone else from complying with laws applying to the development, building, operation or maintenance of a gas distribution system.

How to apply

All applications must be submitted electronically to energy.regulation@epw.qld.gov.au.

To apply for a new gas distribution authority or to transfer an existing authority you must use the [approved form](#). For amendments to an existing authority please see “Application requirements” below.

When to apply

Common application scenarios are provided in the table below.

Application reason	New	Transfer	Amend	Surrender
New gas distribution system	✓			
Change of operator (ABN will change)		✓		
Extension of term			✓	
Change of operator name (no ABN change)			✓	
Changes to gas distribution area			✓	
Any other changes to gas distribution authority			✓	
Project did not proceed				✓

As a guide, applicants for a new gas distribution authority should apply after the project has reached financial close. In order to issue a gas distribution authority, the Regulator must be satisfied that the applicant will operate the gas distribution system, financial close provides sufficient certainty that the gas distribution system will operate.

Applications for transfers should be submitted as soon as the new proposed operator is confirmed.

All amendments must be submitted at least four (4) months prior to the authority expiring.

Timeframes

Applicants should allow around four (4) months for the assessment of new applications, amendments and transfers, following receipt of all required documentation. For more complex assessments, additional time may be required.

Application requirements

The approved forms contain a full guideline of what must be provided to support your application for a new gas distribution authority or transfer. A summary of key documents to support an application are included in the approved forms. Additional supporting documentation may be included as required.

When applying for an amendment include details on:

- what requires amendment
- why and when the amendment is required
- any supporting documentation.

Applicants can refer to sections 27 to 73 of the *Gas Supply Act 2003* for the specific legislative requirements the Regulator considers for new applications, transfers, amendments and surrender.

Application fees

Application fees are required to apply for a new gas distribution authority and to apply for a transfer of an existing gas distribution authority. There are no application fees to amend or surrender an existing gas distribution authority. Fee amounts are available on [our website](#).

The Department will issue an invoice for the applicable fee after receiving the full application. Please provide proof of payment as soon as possible via email.

An application is not deemed complete until the application fee has been paid.

Application assessment

The Regulator will consider the relevant legislative requirements during an application assessment in order to determine whether to approve or refuse an application. Throughout the assessment process the Department may contact you to request additional information.

Consideration of the application includes assessments of:

- Technical capability
- Financial capability
- Honesty and integrity
- Environmental effects
- Projects compatibility with relevant government policies about energy issues
- Confidence the gas distribution system has the technical capabilities to provide an adequate level of customer connection services.

As part of the application process for a new gas distribution authority, the Regulator will publish a notification inviting submissions on the proposed gas distribution authority. This will include an information paper, published on the Department's website, which you will have an opportunity to review prior to publication. You will have the opportunity to respond to any issues raised in submissions. The Regulator must consider any submissions received when making the decision to approve or refuse an application.

Issuing a Gas Distribution Authority

The Regulator may include specific conditions when issuing a gas distribution authority. The Regulator will formally provide you with a copy of the conditions to review and accept. You must accept these conditions within 20 business days or your application will lapse.

Once the conditions are accepted, you will receive a copy of the approved authority and the Regulator will publish a notice that the authority has been issued. A copy of the authority will also be publicly available on the Department's website.

In cases where an application is refused, the reasons for the refusal will be provided to the applicant.

A [gas distribution authority proforma](#) is available on the Department's website.

Note: the proforma should be read in conjunction with the *Gas Supply Act 2003* and the *Gas Supply Regulation 2007*, which contain conditions applicable to gas distribution authorities.

Request to transfer a Gas Distribution Authority

A gas distribution entity may only transfer its authority with the Regulator's agreement. Requests to transfer a gas distribution authority must be in the approved form and submitted via email to energy.regulation@epw.qld.gov.au.

Request to surrender a Gas Distribution Authority

A gas distribution entity may only surrender its authority with the Regulator's agreement. Requests to surrender a gas distribution authority must be submitted via email to energy.regulation@epw.qld.gov.au.

Contact the Department

The Department suggests potential applicants contact us with a completed draft application to discuss any further requirements prior to submitting a final application.

Electricity Licencing Enquiries	
Email	energy.regulation@epw.qld.gov.au
Telephone	13 43 87