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| FORM |
| CER-RET-049 |
| v1.0 29/01/2024 |

3G meter replacement notification form

Section 30C (2) *Renewable Energy (Electricity) Act 2000*

# Purpose of this form

The Clean Energy Regulator (CER) is preparing for the shutdown of 3G mobile networks across Australia and its impact on power stations. Participants impacted by the shutdown are invited to use this form to notify us of any meter replacements.

These will be processed on our own initiative to simplify the transition for power stations as allowed under Section 30C (2) of the *Renewable Energy (Electricity) Act 2000*.

This could affect any internet connect meter. Common brands that may be affected include:

* Solar Analytics
* Watt Watchers

You must confirm that no other changes to your power station have been made before proceeding. This includes no changes to the metering, configuration or other components.

Photographic evidence of the meter installation is required when submitting this application.

Eligibility

Accredited power stations making a like-for-like meter replacement due to the 3G network shutdown are eligible to use this form.

# Instructions for completing this form

Please read each part of the application carefully. Answer each question, sign where indicated, and attach the required documentation.

You must complete and submit:

* **Part A: Nominated person details**
* **Part B: Power station and replacement details** — include photographic evidence
* **Part C: Declaration**

You can choose to complete this form by:

* printing the form and filling it in by hand
* saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections in order to sign them or to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

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| Pen colours | Please use a **black** or **blue** pen to write on the form. |
| Check boxes | Mark boxes like this £ with a ✔ or ✘. When an instruction asks you to ‘tick’ the box, you can still use either ✔ or ✘. |
| Mandatory questions | If all fields in a question are mandatory and must be completed, **(required)** is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, **(required if any)** is added to the end of the question label text. |
| i | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| ë | This symbol advises that additional documentation to support a claim may need to be attached to the application. |
| Duplex printing | This form is designed to be duplex printed to save on paper. All new sections start on the right-hand side of a page spread. |

Help filling in this form

If you require assistance or have any questions regarding this application process, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email CER-RET-Powerstations@cer.gov.au.

Submitting this form

A signed copy of this form should be kept for your records.

### By post

Post your completed application with any accompanying documentation to:

Clean Energy Applications
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601

### By email

Email your completed application to the Clean Energy Regulator at CER-RET-Powerstations@cer.gov.au.

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked by including an identifier in the subject line (for example, '1 of 3', '2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

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| Office use: |  |

1. Nominated person details
* Please enter details of the nominated person and the primary contact for the accredited power station.
1. Nominated person name (required)
* The name must be the same as the listing in the REC Registry.

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| Company or individual name |       |

1. Nominated person’s registration number (required)
* The registration number is found by searching the REC Registry ‘Register of registered persons’.

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| Registration number |       |

1. Details of primary contact (required)
* The primary contact is the person that maintains the REC Registry account for the nominated person.

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| Title (for example: Mr, Ms, Mrs, Dr) |       |
| Name |       |
| Position |       |

1. Power station and replacement details

Please fill out all the fields below using a separate row for each meter being replaced for a power station. Multiple power stations can be entered in this table. You may add or remove rows if necessary.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Power station name | Accreditation code | 3G meter make and model being removed  | 3G meter serial number | Replacement meter make and model | Serial number | Meter accuracy | Effective date | ëPhoto or photo filename | I confirm this meter is a like for like replacement with no other changes  |
|       |       |       |       |       |       |       |       |       |[ ]
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1. Declaration

This section must be signed by the applicant (if an individual) or by a representative of the applicant on their behalf.

By signing below, the signatory:

* declares that the information supplied in this form is true and correct and that they are authorised to make this application on behalf of the applicant named in the form.
* acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal* *Code* *Act* *1995*.

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| Full name of signatory |       |
| Title/position |       |
| Organisation(if applicable) |       |
| Signature |  |

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| --- | --- | --- | --- |
|  | Day (dd) | Month (mm) | Year (yyyy) |
| Signature date |    |    |      |

# Application checklist

* Have you completed the following? Tick the box when you've completed the task beside it.

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| [ ]  | **Part A: Nominated person details** |
| [ ]  | **Part B: Power station and replacement details**ëSupply photographic evidence of the meter installation. |
| [ ]  | **Part C: Declaration**  |

# Additional information

Definitions

For the purposes of this form:

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| Nominated person | (a)  the person who made the application for accreditation if no approvals have been given under section 30B in relation to the power station—; or(b)  the last person to have been approved if one or more approvals have been given undersection 30B in relation to the power station—. |
| Primary contact | the person that maintains the REC Registry account for the nominated person |
| *Renewable Energy (Electricity) Act 2000* | [Renewable Energy (Electricity) Act 2000](https://www.legislation.gov.au/Series/C2004A00767) |
| Personal information | any information from which a person’s identity is apparent or can be reasonably ascertained. |
| person | Any of the following:* a body corporate
* a trust
* a corporation sole
* a body politic
* a local governing body
* an individual.\*
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\* Definitions marked with an asterisk are definitions repeated from legislation.

Assessment of the application

The CER will assess this application and may request further information if required.

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions in Part 3 of the *Clean Energy Regulator Act 2011* and by the *Privacy Act 1988*.

Privacy statement

'Personal information', as defined in the *Privacy Act 1988*, means any information from which a person’s identity is apparent or can be reasonably ascertained.

Personal information collected in relation to this application will be used for the purpose of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. The collection of personal information is authorised by the *Clean Energy Regulator Act 2011* and other relevant Act(s).

Disclosure of information

The Clean Energy Regulator and authorised staff are only able to disclose information relating to the affairs of a person (including personal information) collected in relation to this application in accordance with the *Clean Energy Regulator Act 2011* or as otherwise required by law.

Part 3 of the *Clean Energy Regulator Act 2011* prevents disclosure of relevant information except in circumstances set out in that Part. Those circumstances include:

* disclosure for the purposes of a climate change law
* disclosure to the Minister
* disclosure of summaries or statistics if those summaries or statistics are not likely to enable the identification of a person
* disclosure to certain bodies where the Chair of the Clean Energy Regulator is satisfied that disclosure will assist those bodies in the performance of their functions or powers, including the Australian Securities and Investment Commission, and the Australian Competition and Consumer Commission
* disclosure for the purposes of enforcement of the criminal law, enforcement of a law imposing a pecuniary penalty or for protection of the public revenue, if the Chair of the Clean Energy Regulator is satisfied that disclosure is reasonably necessary for such purpose.

Accessibility disclaimer

The Clean Energy Regulator has worked to ensure that this document is accessible. Please contact us to obtain an alternative version if you are having difficulty or if you have specific accessibility needs. Please call **1300 553 542** or email the name of the form and your needs to enquiries@cleanenergyregulator.gov.au