

Vacation of premises (Large business gas customers only)



Use this form if you are a large business customer and you are intending to vacate your existing site prior to the end date of your current Retail Gas Contract with us.

Please complete all relevant sections of the form in block letters and **select your required action in section**.

If your form is incomplete, your disconnection, transfer of gas supply or meter removal may be delayed.

We will apply reasonable endeavours to finalise the disconnection within the required timeframe, however you will be liable for all charges up to the date of disconnection/meter removal or where applicable, the date that the incoming occupant enters a new Retail Gas Contract with us. Early termination charges may also apply. Refer to your current contract for further information.

Email your completed form to us at least 30 days before you plan to vacate the site.

If you have any questions, please contact us on **1300 362 466** (select option 2) and we will be happy to help.

1. Customer and site details

Company Name:	ABN/ACN:
Contact Name:	Contact Phone No.:
EnergyAustralia Account No.:	Meter Install Reference No.: (MIRN/Can be found at the bottom of your bill)
Site Address:	
Mailing Address: (for final account)	
Site Contact Name:	Site Contact Phone No.:
Access Instructions: (Please provide as much detail as possible around access to the site and location of the meter/panel)	

2. Required Action (Select only one and nominate preferred date required)

DISCONNECTION OF SUPPLY (Plug supply)	<ul style="list-style-type: none">• Call us on 1300 362 466 (select option 2/2) one week prior to your preferred disconnection date to confirm arrangements.• Please ensure site contact is on site on the confirmed disconnection date or there is safe and unrestricted access to the meter/meter panel during business hours.• Please provide the details for the incoming occupant below - this is mandatory for this option.• The incoming occupant must establish a contract with EnergyAustralia. You will be liable for all charges until the incoming occupant's contract commences.
PROPOSED TRANSFER of gas agreement to incoming occupant	<ul style="list-style-type: none">• By selecting this option, you authorise EnergyAustralia to release all details of the charges in your current Retail Gas Contract to the incoming occupant.• Transfers of agreements are at the sole discretion of EnergyAustralia.• An Application for Abolishment Form is mandatory in most states.
METER REMOVAL & ABOLISHMENT (Disconnection of supply and removal of meter(s)) Note: Generally, only available to sites being demolished	<ul style="list-style-type: none">• Call us on 1300 362 466 (select option 2/2) one week prior to preferred meter removal to confirm arrangements.• Please ensure site contact is on site on the confirmed meter removal date or there is safe and unrestricted access to the meter/meter panel during business hours.
PREFERRED DATE REQUIRED	Note: (i) Minimum of 30 days' notice is required (ii) Distribution companies do not disconnect or remove meters on Mondays or Fridays.

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3. Incoming Occupant Details (Or managing agent if applicable)

Mandatory if you have selected Proposed Transfer: when submitting this completed form via email, please also 'copy in' the incoming occupant to the email

Company Name:

ABN/ACN:

Contact Name:

Contact Phone No.:

Mailing Address:

Email Address:

4. Authorised Signatory of Company

Signatory Name:

Position:

Signature:

Date: