

**ACCESS AND OCCUPATION QUESTIONNAIRE**

<b>Project Name</b>	
<b>Project Code (Customer):</b>	
<b>Customer Name:</b>	
<b>A&amp;O Ref Number (TP):</b>	
<b>Transpower Site:</b>	

**High Level Summary of Project Scope:**

The attached questionnaire is to be used in Transpower's Access and Occupation (A&O) process.

Complete and return the questionnaire with relevant information such as description of proposed installation or existing asset modification, plans and specifications, an aerial image of the site and relevant marked-up drawings. Once the questionnaire is returned it can assist the A&O Gate Keeper to decide if the works are appropriate for the A&O process, or if a customer project is required. Note, this questionnaire stage does not require detailed design to be completed but is designed to tease out any issues that might need to be investigated or have other implications right at the start of the project.

Based on the description of works and the responses to the questionnaire, the various Transpower team leaders and A&O Gate Keeper, will either:

- request for more detail and information to be sent, or
- 'Approval In Principle' can be issued including a series of (a) standard requirements and (b) tailored requirements of things to be completed or issued to Transpower for approval by the customer.

The questions in this questionnaire are organised into the following categories:

- |                                      |                        |
|--------------------------------------|------------------------|
| 1. General Information               | 5. Customer Protection |
| 2. Transpower Buildings and Property | 6. Customer Network    |
| 3. Transpower Protection             | 7. Environmental       |
| 4. Transpower Secondary Sources      |                        |

***Please fill in the following questionnaire and then return to [A&O.Inbox@transpower.co.nz](mailto:A&O.Inbox@transpower.co.nz)***

General information on the Access & Occupation (A&O) process can be found on Transpower's website at <https://www.transpower.co.nz/our-work/industry/co-locating-equipment-transpower-sites>, including a short video detailing how the process works.



## ACCESS AND OCCUPATION QUESTIONNAIRE

## 1. General Information

1.1.	What is the deadline for when you would like the works to be completed?	<b>Date:</b>		
1.2.	Is the proposed works a Transpower Works Agreement (TWA) or any other contract? <b>Contract Ref:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
1.3.	Transpower Project Manager who is associated with 1.2?			
1.4.	If an outage is required, do you have an outage planned already? If yes, date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
1.5.	Is this part of a programme of work and are there likely to be related A&O's submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
1.6.	Any design that affects Transpower equipment or connectivity to Transpower equipment must be completed by a Transpower approved <b>Engineering Design Consultant (EDC)</b> Have you engaged anyone to complete the design work already? If yes, who?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
1.7.	Any works that require access to Transpower equipment (Primary or Secondary) must be undertaken by a Transpower approved Service Provider, who will you engage to do this?	Not Sure <input type="checkbox"/>		
1.8.	The production and updating of Drawings must be undertaken by a Transpower approved EDC who will you engage to do this?	Not Sure <input type="checkbox"/>		
1.9.	Do you have any other A&O that is currently open (not this works)? If yes, what is the reference #?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
1.10.	Do you have a connection/point of supply at the Transpower site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>

**2. Transpower Buildings and Property:**

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2.1. Will you be wanting any Transpower assets to be divested or become redundant as a result of the proposed changes? If yes, please describe briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.2. Are you interested in acquiring any Transpower assets in their current form? (Transpower are open to divestments on a case-by-case basis.) If yes, please describe briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.3. Will you be adding any new panels or equipment into a Transpower building? If yes, please describe briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.4. If you are installing any new panels or equipment, is the space already allocated for your use by Transpower? If yes, please describe briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.5. Will you be installing any new equipment in the outdoor switchyard or on Transpower property ? If yes, please describe briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.6. Will you be adding any antennae to the Transpower communications tower or building? If yes, please describe location briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.7. Will you be making any excavations on Transpower property? If yes, please describe briefly:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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2.8. Have you identified any buried services to be avoided during the Works?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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**3. Transpower Protection:**

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3.1. Will you be wanting to add or subtract any features to existing Transpower protection? Yes ☐ No ☐ Not Sure ☐

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3.2. Will you be making any modifications to protection settings that could affect protection coordination? Yes ☐ No ☐ Not Sure ☐

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**4. Transpower Secondary Services:**

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4.1. Will you be adding or subtracting load for any Transpower DC supply? Yes ☐ No ☐ Not Sure ☐

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4.2. Will you be needing any extra DC supplies from Transpower? Yes ☐ No ☐ Not Sure ☐

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4.3. Will you be adding or subtracting burden from any Transpower VT? Yes ☐ No ☐ Not Sure ☐

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4.4. Will you be needing any extra VT supplies from Transpower? Yes ☐ No ☐ Not Sure ☐

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4.5. Will you be adding or subtracting burden from any Transpower CT that has secondary connections to Transpower equipment? Yes ☐ No ☐ Not Sure ☐

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4.6. Will you be wanting to add or subtract any features to other Transpower assets, e.g., additional cabling for CB Status? Yes ☐ No ☐ Not Sure ☐

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**5. Customer Protection:**

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5.1. Will you be making any significant changes to any feeder loads that could affect load limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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5.2. Will you be installing any new/replacement feeder protection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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5.3. Will you be wanting any changes to protection intertrip either from or to Transpower?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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5.4. Will you be wanting any changes to present auto-reclose functionality?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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5.5. Will you be wanting to add, change or remove control of the feeder CBs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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**6. Customer Network:**

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6.1. Will you be changing any of the existing feeder's names?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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6.2. Will any of the primary circuits be swapped or have significant downstream changes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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6.3. Will you be needing any outages of primary circuits to carry out your works?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
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6.4. Will any of your feeders change to be connected in parallel with each other or another GXP ?

Yes ☐No ☐Not Sure ☐

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6.5. Will you be adding embedded generation to any of your feeders?

Yes ☐No ☐Not Sure ☐

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6.6. Will you be attaching a ripple injection plant to any of your feeders?

Yes ☐No ☐Not Sure ☐

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## 7. Environmental

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7.1. All works must be undertaken in compliance with environmental consents/approvals, relevant regulations, and archaeological requirements, have these been identified? Please describe:

Yes ☐No ☐Not Sure ☐

Have you made necessary applications to the relevant council authority and/or Heritage NZ? If yes, please describe:

Yes ☐No ☐Not Sure ☐

**NOTE:** If the work proposed is part of a Transpower project, there may be an opportunity to obtain joint resource consents for the overall work. Please contact the Transpower Project Manager who can put you in contact with the relevant Environmental Policy and Planning Group person.

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7.2. Have you considered the possibility of contamination, asbestos, hydrocarbons, PCBs etc., and the implications it will have on the management and health and safety controls for Contractors undertaking the Works? Please describe:

Yes ☐No ☐Not Sure ☐

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7.3. Will any soil (not required for backfilling) be removed from site?

Yes ☐No ☐Not Sure ☐