

## LETTER OF ACKNOWLEDGEMENT – TEMPORARY ISOLATION/REINSTATEMENT

Thank you for choosing Safe Power Services to perform a temporary isolation/reinstatement (temporary disconnection) from the Orion Network. For us to carry out this work on your behalf, please read the points below, along with completing the second page questionnaire:

1. An Orion close approach consent is required to work within 4m of overhead power lines or to excavate within 5m of a power pole. Orion will include perimeters within their documentation regarding distances and reduction allowance (generally between 1-1.5m).  
Please apply online at: <https://online.oriongroup.co.nz/consentrequests/default.aspx>
2. If any electrical work is performed on site during the period of isolation from the network, we require an electrical Certificate of Compliance (COC) and an Electrical Safety Certificate (ESC) from your electrician conducting these works.  
This must be provided via email to [office@safepowerservices.co.nz](mailto:office@safepowerservices.co.nz) 24-hours prior to the time of reinstatement/livening. We will NOT attend the site without receipt of this certificate/s.
3. Please be aware that if no electrical work is scheduled, we recommend that you have an electrician complete a Certificate of Verification (COV), as this will ensure the job can proceed on the date scheduled. Not having a COV means that if we find that the installation is electrically unsafe for continued use on visual inspection, we will not be able to reinstate the power until the unsafe component has been remedied. If that is not possible, the job will be turned down, and a site visit fee of \$115.00 + GST will be charged.
4. When we are attending a site that has not had a COV completed, we will require access to the site to complete visual inspection/s. This includes earthing, MEN-compatible installation and no access to live parts. Therefore, someone must be on site at the time of isolation **and** reinstatement/livening to allow entry. Alternatively, please arrange other means with the Safe Power administration team to ensure access.  
*Note: if the site is unattended at the time of reinstatement/livening, the mains switch will be turned to the off position, leaving the rest of the installation isolated.*
5. If we attend the site and an electrical installation is non-compliant, or we are unable to conduct the isolation/reinstatement, you will be charged the full rate for the isolation of \$250.00 + GST
6. Safe Power Services can only verify the electrical workmanship of work completed by Safe Power Services contractors/employees from the Orion network to the installation
7. Isolations are conducted between 7:30am – 10:00am, Monday – Thursday
  - a. *Friday bookings are only available by prior arrangement/agreement*
8. Reinstatements are conducted between 3:30pm – 4:30pm, Monday – Thursday
9. Our costs for isolation and reinstatement can be provided by emailing:  
[office@safepowerservices.co.nz](mailto:office@safepowerservices.co.nz)

*Please note - costs do not include:*

- *GST*
- *Travel charges (kms and time) for a site located outside of a 20km city radius*
- *Materials such as mains entry box, shackles and/or dead ends that may need to be replaced*
- *On-site scope for pole access and traffic management that may be required (site-dependent)*

Company/Customer name	Site address for works	Phone number
<b>Is the company/customer detailed above accepting the cost incurred?</b>  <b>If not, please detail accordingly.</b>	Company:  Postal address:  Contact name:  Contact phone number:  Contact email address:  Purchase order number:	
<b>What is the ICP for the site?</b> <i>If unknown, we will be required to confirm this.</i>		
<b>What is the reason/requirement for the isolation and reinstatement?</b> <i>(i.e., painting, roofing, meter relocation)</i>		
<b>What is the type of installation for?</b> <i>(i.e., commercial, units, domestic).</i> <i>Please note: If the connection affects others' power supply, the occupants will need to give written authority for these works to commence.</i>		
<b>How long is the isolation required for?</b>		
<b>Is the property vacant or occupied?</b>		
<b>Please email pictures of the following:</b> <ol style="list-style-type: none"> <li>1. The connection point on the building from the network pole</li> <li>2. The pole top the building is connected to</li> </ol>	Pictures attached to email: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Questions	Answers	
<b>1. Have you applied for a Close Approach consent from Orion?</b> <ul style="list-style-type: none"> <li>• <i>If yes, please provide the Close Approach (CA) number:</i></li> <li>• <i>If not, please apply as noted above</i></li> </ul>	CA number: CA- <input type="text"/>	
<b>2. Does the building work change the current distance to existing overheads?</b> <ul style="list-style-type: none"> <li>• <i>(i.e., new deck below, extension or garage/carport)</i></li> </ul>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>2a. If yes, what is the approximate distance to the new work</b>		
<b>3. Do the lines need to be fully removed?</b> <ul style="list-style-type: none"> <li>• <i>(i.e., replacing the barge board on the building)</i></li> </ul>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>4. Is any electrical work scheduled to be completed by an Electrician whilst isolated?</b>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>4a. If yes, are we to inspect the electrical work being completed?</b> <ul style="list-style-type: none"> <li>• <i>Please ensure the Electrician's COC is provided and/or left on-site</i></li> </ul>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

I hereby declare that the electrical installation relevant to this application conforms to all applicable electrical standards and is in good working order for continued use. If any prescribed electrical work is undertaken during the period of isolation, I will provide an electrical safety certificate and/or certificate of compliance from a registered electrician certifying their workmanship. I affirm that Safe Power Services, including its subcontractors, will not be liable for any electrical faults downstream from the point of entry.

Name/Signature:

Date: