To the Owner / Occupier

The electricity supply to your premises has been disconnected to make safe by an authorised officer from the Office of the Technical Regulator (OTR) in accordance with the Electricity Act 1996. A block on reconnection has been put in place to prevent reconnection of electricity supply without approval from the OTR. An official audit report will be forwarded by post to the owner of the electrical installation.

To have electricity supply reconnected you must comply with the following:

1. Engage a registered Electrical Worker or licenced Electrical Contractor to:
   
   1. Repair all breaches identified on the preliminary report.
   
   2. Carry out a full test and verification of the entire electrical installation in accordance with AS/NZS 3000 and record all verification & test results (earth fault loop impedance test results required for all submains and final subcircuits) on the sheets provided.
   
   3. Repair all further breaches identified during the verification.
   
   4. Complete an Electrical Certificate of Compliance clearly showing all repairs, verification and testing carried out.
   
   5. Leave network operators copy of the Electrical Certificate of Compliance in the meter box on site.

2. Owner / Occupier to:
   
   1. Ensure details of the Electrical Certificate of Compliance, test results and verification report sheets are submitted to the OTR (by fax, post, email or in person).

   When the OTR is satisfied the electrical installation is safe to be reconnected (from the Electrical Certificate of Compliance & test sheets provided) the block on reconnection will be removed. This may require a verification visit.
   
   2. At this time the account holder (occupier or owner) can contact their energy supplier and request that they provide the network operator with a Service Order for Reconnection.
   
   3. Ensure network operators copy of the Electrical Certificate of Compliance is in the meter box on site. The network operator will attend and reconnect electricity supply to premises.

Any queries please contact OTR on details above.