# General information

This form must be completed by:

* The outgoing BB reporting entity where there has been a change of identity of the BB reporting entity for a BB facility (Table 1);
* The Responsible Facility Operator where there is a change to the identity of the members of the Facility Operator Group for a BB facility (Table 2).

Depending on the change that has occurred, one or both tables must be completed (as described below). The facility information must be completed for all changes.

If you need any help to complete this form, please contact AEMO’s Information and Support Hub via [supporthub@aemo.com.au](https://aemocloud.sharepoint.com/sites/MarketsProgramDelivery/Shared%20Documents/Services/01-Artefacts%20-%20Applying%20to%20Participate/02-East%20Coast%20Gas/02-1-Documents/supporthub@aemo.com.au) or call 1300 236 600.

Send a copy of the completed and signed application form, and any supporting documents, by email to [bbo@aemo.com.au](mailto:bbo@aemo.com.au).

# Definitions

* The **BB reporting entity** is the facility operator responsible for complying with the reporting obligations in Division 5 Part 18 of the NGR in relation to the facility.
* A **Single Facility Operator** is when one entity is the facility operator (owner, operator and controller) for a facility, and will be the **BB reporting entity** for that facility.
* A **Facility Operator Group** is when there is more than one facility operator (owner, operator or controller) for a facility. Each facility operator is taken to be a member of the group and must appoint one of the members as the **Responsible Facility Operator.**
* The **Responsible Facility Operator** is the **BB reporting entity** for the facility of the **Facility Operator Group**, and these two terms can be used interchangeably in relation to a **Facility Operator Group**.

# Information required

The applicant must provide the following information when applying for a facility transfer:

## Facility Transfer

Where the facility is being transferred from one *facility operator*/*facility operator group* to another *facility operator*/*facility operator group*.

| Outgoing Facility Operator | Incoming Facility Operator | Information to be completed |
| --- | --- | --- |
| Single Facility Operator | Single Facility Operator | * Table 1 Change of BB reporting entity. * This document signed by the outgoing and incoming BB reporting entity. |
| Single Facility Operator | Facility Operator Group | * Table 1 Change of BB reporting entity. * Table 2 Change to Facility Operator Group * This document signed by the outgoing and incoming BB reporting entity. |
| Facility Operator Group | Single Facility Operator | * Table 1 Change of BB reporting entity * Table 2 Change to Facility Operator Group * This document signed by the outgoing and incoming BB reporting entity |
| Facility Operator Group | Facility Operator Group | * Table 1 Change of BB reporting entity * Table 2 Change to Facility Operator Group * This document signed by the outgoing and incoming BB reporting entity |

## Change of Members of a Facility Operator Group

Where one or more members of a Facility Operator Group is leaving the group and/or a new member is joining the group, but the Responsible Facility Operator for the group remains the same.

If a current member is leaving the group and that member is the Responsible Facility Operator for the group, please complete Table 1 for that change, and Table 2 for any other changes to the members of the group.

| Change | Outgoing Facility Operator | Incoming Facility Operator | Information to be completed |
| --- | --- | --- | --- |
| Owner | The current Owner can’t be the Responsible Facility Operator | The new Owner must be a registered BB Participant before the change can be implemented. | * Table 2 Change to Facility Operator Group * This document signed by the existing Responsible Facility Operator |
| Operator | The current Operator can’t be the Responsible Facility Operator | The new Operator must be a registered BB Participant before the change can be implemented. |
| Controller | The current Controller can’t be the Responsible Facility Operator | The new Controller must be a registered BB Participant before the change can be implemented. |

## Change of responsible facility operator (BB reporting entity)

If the Responsible Facility Operator for a Facility Operator Group changes.

| Change | Outgoing Facility Operator | Incoming Facility Operator | Information to be completed |
| --- | --- | --- | --- |
| New Responsible Facility Operator (BB reporting entity) within existing Facility Operator Group | The Outgoing Facility Operator will continue to be a part of the Facility Operator Group. | The Incoming Facility Operator already exists in the Facility Operator Group. | * Table 1 Change of BB reporting entity * This document signed by the outgoing and incoming BB reporting entity. |
| New Responsible Facility Operator (BB reporting entity) not currently included in Facility Operator Group | The Outgoing Facility Operator may or may not continue to be a part of the Facility Operator Group. | The new Facility Operator must be registered as a BB participant prior to the change being implemented. | * Table 1 Change of BB reporting entity * Table 2 Change to Facility Operator Group * This document signed by the outgoing and incoming BB reporting entity |

# Facility details (complete one form for each facility)

|  |  |
| --- | --- |
| Facility name: |  |
| Facility type: | Production facility  Pipeline  Storage facility |

1. Change of BB reporting entity

|  |  |
| --- | --- |
| Outgoing BB Reporting Entity: |  |
| Incoming BB Reporting Entity[[1]](#footnote-1): |  |
| Proposed transfer date[[2]](#footnote-2): |  |

1. Change to Facility Operator Group

|  |  |  |
| --- | --- | --- |
| Current Members (including the member that is the Responsible Facility Operator) | | |
| Owner(s): |  | |
| Operator(s): |  | |
| Controller(s): |  | |
| Proposed Members (including the member that is the Responsible Facility Operator and, if applicable, any Current Members that will remain members) | | |
| Owner(s): |  | |
| Operator(s): |  | |
| Controller(s): |  | |
| Proposed Effective Date: | |  |

Please attach a short summary of the changes for each change in the Facility Operator Group.

|  |
| --- |
| Attached document name: |

# Declaration

To be signed by authorised persons.

## Outgoing BB reporting entity declaration

On behalf of <Company>, I declare that the information contained in and in connection with this *Application for Gas Bulletin Board Change of Facility Operator* is accurate.

Signed: Date:

|  |  |  |
| --- | --- | --- |
| Facility reporting entity contact details | |  |
| Given Name: | Surname: | |
| Position: | Phone number: | |
| Email address: |  | |

## Incoming BB reporting entity declaration

On behalf of <Company>, I declare that the information contained in and in connection with this *Application for Gas Bulletin Board Change of Facility Operator* is accurate and <Company> agrees to be registered as the BB reporting entity for the facility (if applicable).

Signed: Date:

|  |  |  |
| --- | --- | --- |
| Facility reporting entity contact details | |  |
| Given Name: | Surname: | |
| Position: | Phone number: | |
| Email address: |  | |

1. If the incoming BB reporting entity is the Responsible Facility Operator for a Facility Operator Group, confirmation of the appointment of the Responsible Facility Operator by each facility operator member of the group must be attached. [↑](#footnote-ref-1)
2. The outgoing BB reporting entity remains responsible for the provision of information until the incoming facility operator is registered as the BB reporting entity for the facility. The incoming BB reporting entity is responsible for the provision of information including information relating to the period prior to its registration as the BB reporting entity for the facility. [↑](#footnote-ref-2)