# General information

This form must be completed by:

* a Registered Participant who owns, operates or controls a facility eligible to be registered on the Gas Bulletin Board; or
* a Gas Market Participant applying to be a Registered Participant who owns, operates or controls a facility to be registered on the Gas Bulletin Board.

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

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.

# Facility details (complete one form for each facility being registered)

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| --- | --- | --- |
| Submitter company name[[1]](#footnote-1): |  | |
| Company role: | Owner  Operator  Controller | |
| Company ABN: | Participant ID: | |
| Facility name: |  | |
| Facility type: | Production facility  Pipeline  Storage facility | |
| Gas day start time: |  | |
| Effective date of facility operation: | |  |
| Facility owner[[2]](#footnote-2): |  | |
| Facility operator2: |  | |
| Facility controller2: |  | |

# Primary contact details

|  |  |
| --- | --- |
| Given Name: | Surname: |
| Position: | Phone number: |
| Email address: |  |
| Postal address: |  |

# Declaration

To be signed by an authorised person on behalf of the applicant.

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

Signed: Date:

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

1. Pipeline details

Note:Only ‘BB Pipeline’ facilities need to complete this section.

|  |  |  |
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| Facility reporting entity contact details | |  |
| BB reporting entity: | Operator ID: | |
| Facility Name: | Facility ID (if new): NEW (delete if not new) Facility ID (if existing): | |

Instructions:

1. Enter each connection point name.  
   NOTE: AEMO will provide Connection Point IDs after completion of the form.
2. Select the connection point flow direction. The options are Delivery, Receipt or Deliveries & Receipt. The preference is to treat Bi-directional points separately as two connection points, one for delivery and one receipt.
3. Select the State or Territory where the connection point is located.
4. Select the type of facility the connection point is connected to.
5. If a BB pipeline has a connection point that is a gate station, and the owner/operator/controller for that gate station is different to the BB reporting entity making this application, then this needs to be documented.
6. If a BB pipeline has a connection point that is a gate station, enter the gate station capacity in TJ/day.
7. If the connection point connects to another BB facility, enter the name of the BB facility.
8. If the connection point connects to another BB pipeline, enter the corresponding connection point ID(s) - this step can be coordinated with AEMO and the operator of the BB pipeline(s)

| Appendix A | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New Facility Connection Points | | | | Connected To | | | | | |
| 1  Connection Point ID | 1  Connection Point Name | 2  Flow Direction | 3  State/Territory | 4  Connected to Facility Type | 5  Gate Station Owner, Operator, Controller (If different to Applicant) | 6  Gate Station Capacity TJ/day | 7  Connected to BB Facility Name | 8  Connected to Connection Point ID(s) | Additional Notes |
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NOTE: For any additional connection points, complete using Appendix A. in a new form and attach the Appendix to this one stating it is an attachment to Appendix A.

1. Additional Pipeline Information

Note:Only ‘BB Pipeline’ facilities need to complete this section (if necessary).

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| --- | --- | --- |
| Facility details | |  |
| BB reporting entity: | Operator ID: | |
| Facility Name: | Facility ID (if new): NEW (delete if not new) Facility ID (if existing): | |

Instructions:

1. Enter the list of all BB shippers who have contracted primary pipeline capacity on the BB pipeline. Provide the Participant ID (if known) and the company name.
2. Enter the name of the connection point where the nameplate rating is measured from (Receipt Name).   
   **NOTE:** A pipeline may have multiple nameplate ratings for various segments of the pipeline and for different directions on the pipeline.
3. Enter the name of the connection point where the nameplate rating is measured to (Delivery Name).
4. Enter the maximum daily quantity in TJ/day.
5. Provide a description of the capacity.

**NOTE:** For a new facility the connection point IDs won't be known.

| Appendix B | | | | | |
| --- | --- | --- | --- | --- | --- |
| BB Shippers with Primary Pipeline Capacity | | Nameplate Rating | | | |
| 1  Participant ID | 1  Shipper Company Name | 2  Receipt Name (From) | 3  Delivery Name (To) | 4  Maximum Daily Qty (TJ/d) | 5  Capacity Description |
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1. Production Detail Facility Information

Note:Only ‘BB Production’ facilities need to complete this section.

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| Facility details | |  |
| BB reporting entity: | Operator ID: | |
| Facility Name: | Facility ID (if new): NEW (delete if not new) Facility ID (if existing): | |
| 1  Nameplate rating: |  | |

Instructions:

1. Enter the nameplate rating for the production facility in TJ/day (see the above table).
2. Select each BB pipeline the facility connects to.   
   NOTE: AEMO will provide Connection Point IDs after completion of the form.
3. Enter the corresponding connection point ID(s) on the BB pipeline - this step can be coordinated with AEMO and the operator of the BB pipeline(s).
4. Select the connection point flow direction (options are Delivery, Receipt or Deliveries & Receipt).
5. Select the State or Territory where the connection point is located.

| Appendix C | | | | |
| --- | --- | --- | --- | --- |
| New Facility Connection Points | | | | |
| 2  Connection Point ID | 2  Connected to BB Pipeline(s) | 3  Connected to Connection Point ID(s) | 4  Flow Direction | 5  State/Territory |
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NOTE: For any additional connection points, complete using the Appendix C. in a new form and attach the Appendix to this one stating it is an attachment to Appendix C.

1. Storage Detail Facility Information

Note:Only ‘BB Storage’ facilities need to complete this section.

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| Facility details | |  |
| BB reporting entity: | Operator ID: | |
| Facility Name: | Facility ID (if new): NEW (delete if not new) Facility ID (if existing): | |
| 1  Nameplate ratings: | Holding capacity:       Receipts:       Deliveries: | |

Instructions:

1. Enter the storage facility nameplate ratings in TJ/day for the holding capacity, maximum receipts and maximum deliveries (see the above table).
2. Select each BB pipeline the facility connects to.  
   NOTE: AEMO will provide Connection Point IDs after completion of the form.
3. Enter the corresponding connection point ID(s) on the BB pipeline - this step can be coordinated with AEMO and the operator of the BB pipeline(s).
4. Select the connection point flow direction (options are Delivery, Receipt or Deliveries & Receipt).
5. Select the State or Territory where the connection point is located.

| Appendix D | | | | | |
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| New Facility Connection Points | | | | | |
| 2  Connection Point ID | 2  Connected to BB Pipeline(s) | 3  Connected to Connection Point ID | 4  Flow Direction | Capacity (TJ/d) | 5  State/Territory |
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NOTE: For any additional connection points, complete using the Appendix D. in a new form and attach the Appendix to this one stating it is an attachment to Appendix D.

1. Checklist

| Document | Description | Mandatory Status | Checkbox |
| --- | --- | --- | --- |
| Additional Facility Operators | For additional owners, operators, or controllers, written documentation needs to be provided detailing each of the entities | Where there is more than one owner, more than one operator or more than one controller then this is mandatory |  |
| Written Authorisation - Facility Operator Groups | If the same company submitting the document is the owner, operator and controller, and is therefore the responsible facility operator there is no requirement to submit a written authorisation. The written authorisation is where there are one or more different owners, operators or controllers (that form a part of a facility operator group) | Not required if the BB Reporting entity (submitter) is the sole Owner, Operator and Controller of the Facility |  |
| Additional Contact Details | If there are other contact details other than the primary contact for the purpose of this facility registration, send through written information of this | Not required if the primary contact is the only registration contact for this facility |  |
| Facility Registration Form | A scanned and signed copy of the facility registration form must be attached | Mandatory to provide |  |
| Detailed Facility Information | This document, including a filled in facility registration form and facility schematic needs to be attached | Mandatory to provide |  |
| Additional Pipeline Information | BB pipeline operators must fill in the tab "Pipeline Additional Info" | Mandatory to provide for pipeline operators |  |
| Schematic | A schematic of the facility is mandatory to show the receipt and delivery points and other related information | Mandatory to provide |  |
| Nameplate rating/Gate Station information | If there is any planned permanent capacity reduction or expansion due to modification of the BB facility, the nameplate rating that is expected to result and the time the modification is expected to take effect. For pipeline operators this information is also required for gate stations. | This is only mandatory in the case where there is a planned reduction or expansion (and this information is different to what is provided in the detail facility info tab) |  |
| Written Authorisation - Agent | If the BB reporting entity engages a third party to act on its behalf, written authorisation needs to be provided from the BB reporting entity | Only required if there is an agent submitting on behalf of BB reporting entity |  |

1. The submitter is the responsible facility operator for the purposes of the facility registration.

   The responsible facility operator is the BB reporting entity for the relevant BB facility.

   The responsible facility operator of a facility operator group applies on behalf of itself and all other members of the facility operator group to register the relevant BB facility. [↑](#footnote-ref-1)
2. If the facility owner, operator or controller is not registered as a BB Participant, please submit a completed Application for Registration in a Regulated Gas Market form. Forms are available at www.aemo.com.au [↑](#footnote-ref-2)