

Application Content Guide: Transmission & Infrastructure Licences

Required information:

A correctly completed application form executed in accordance with the Registrar Forms Guidance, including the following:

- Applicant details:
 - Evidence of being an eligible person – please ensure that applicant name matches ACN/ARBN certificate
 - Confirmation if foreign investment approval is required
- Area information:
 - Proposed licence area in km²
 - Proposed licence area details attached (should include detailed map, coordinates and shapefiles)
Note: Licence area must be provided in GDA94 geodesic latitude-longitude (EPSG: 4283).
- Application fee payment (should include proof of payment)
- Applicant contact details – *please ensure this person is readily contactable in the event of any lodgement issues.*

The application must describe the offshore infrastructure project to be carried out under the licence (section 60 of the OEI Act and section 21 of the OEI Regulations), including:

- Anticipated transmission capacity within licence area (in MW or GW)
- Source of electricity to be transmitted under the licence
- Renewable energy resource to be transmitted under the licence (section 13 of the OEI Act)
- Infrastructure to be installed in the licence area
- Proposed layout of infrastructure including corridor spacing / operational area within licence area. The corridor spacing on either side of a cable **should not exceed 3 x water depth.**

Additional information to be included with the application:

If the area includes any part of the licence area of another OEI Act licence, provide details that demonstrate that the proposed licence would not unduly interfere with the activities of the other licence holder, including evidence of consultation.

Figures in the application should be legible and also be provided as separate files in an attached appendix at a resolution of at least 300 dpi.

References to the “*offshore infrastructure project*” are to the transmission or infrastructure project to be carried out under the licence.

Please refer to below for guidance on application content that should be provided in demonstrating the merit criteria have been met:

Applicant details

Applicant structure.

- a. Description of the applicant including its principal activities, size, countries of operation, etc.
- b. Diagram showing the Corporate Structure of the applicant. Corporate Structure should be taken to mean all persons, or intermediate and ultimate entities, with a direct or indirect interest in the applicant. Intermediate entities should include all entities which are interposed between the applicant and the ultimate entity.
- c. Documentary information on the corporate relationship between the applicant and all entities in the Corporate Structure (e.g., for Australian registered entities this should include Australian Securities and Investments Commission (ASIC) “Current and Historical” company extracts), including countries of operation.

Governance Framework of the applicant and any entities in the Corporate Structure that the applicant is relying on to meet the merit criteria.

- d. Identify if a recognised corporate governance code is observed and provide a copy of the code that the entity is measuring itself against.
- e. Provide any relevant documentation, for example:
 - Company Constitution
 - Corporate Governance Statement (e.g., Annual Report against the principles of the adopted Corporate Governance Code)
 - Documentation outlining the company process for managing risks and audits of company reports, list of committees and their charter statement and policies (whistle-blower, values, code of conduct) and project governance framework.
 - Level of implementation statement, future plans and timeframes to meet all principles. Where an entity does not implement or does not intend to implement principles of a national code or has yet to implement a project governance framework, provide a rationale for this.

- f. Provide biographies for Directors and key officers of the applicant body corporate including the level of knowledge of the entity and experience in the large-scale electricity or infrastructure industry. An officer of a corporation is defined under section 9 of the Corporations Act.

Note: The Registrar considers key persons to include the Chief Executive Officer, Managing Director, Chief Operating Officer, Chief Financial Officer, and holder of a Power of Attorney relevant to the OEI Act.

- g. Describe the relevant board's size and collective skills (e.g., a skills matrix), and how long they have been on the board. Provide biographies for the relevant board members covering the level of knowledge of the entity and experience in the large-scale electricity or infrastructure industry.

Note: The relevant board is the board of directors or equivalent which the applicant is relying on to meet the merit criteria.

Correctly completed and executed suitability disclosure forms relating to the past performance and conduct of the applicant.

Note: A separate suitability disclosure is required from the body corporate and the key officers of the applicant body corporate.

Previous experience of the applicant to carry out the operations and works that will be authorised by the licence and of any entities in its Corporate Structure that it is relying on to meet the merit criteria.

- h. Evidence of previous experience delivering an offshore infrastructure project/s of a similar size and type to that proposed in the application in a timely manner.

Evidence of previous experience in delivering similar prior offshore infrastructure project/s in a timely manner including how planning and feasibility works successfully addressed risks and uncertainties to progress the prior project/s to a positive final investment decision (**FID**) and successful delivery and operation of the offshore infrastructure project.

Previous financial experience based on the past three years annual financial statements for the applicant and entities in its Corporate Structure that it is relying on.

- i. Provide audited Consolidated Financial Statements for the last three years where available including: profit and loss, balance sheet and statement of cash flows, and accompanying notes. The statements must be audited by an independent auditor.
- j. Where an entity providing financial statements is a corporate trustee, provide a copy of the trust deed specifying how funds are made available to the trustee, and evidence of the funds available in the trust. Note that the assessment will also apply to the trustee and evidence of the past performance of the trust must be provided.

If an applicant is a newly established entity without historical financial statements, it must provide audited consolidated financial statements for an entity in its corporate structure which it is relying on in order to meet the merit criteria.

Other existing project interests in Australia and internationally.

- k. Detail of the applicant's existing projects (in planning and operations) and how the resources available to the applicant (technical and financial) are sufficient to incorporate the licence activities in a timely manner.

A summary of the existing projects of any entities in the Corporate Structure that the applicant is relying on to meet the merit criteria and how the resources (technical and financial) are sufficient to deliver the licence activities in a timely manner.

Technical Capability

Overview of the key personnel (and their experience) that will be responsible for project and compliance management for the operations/work to carry out the offshore infrastructure project for the licence.

Identification of the key personnel that will be directly involved with management of the operations/works to be conducted under the licence including names, job titles and a description of their relevant experience.

- i. This should include an outline of the experience of the personnel in delivering the preferred infrastructure for the offshore infrastructure project and their experience in managing similar project development activities in order to take a positive FID on large scale infrastructure projects in a timely manner and to operate a similar sized project.

Identification of key personnel in the project team who will be responsible for delivering and operating the offshore infrastructure project including all activities to be undertaken in the licence term, and which activities they will be responsible for delivering.

Where the applicant intends to rely on contractors or consultants to demonstrate technical capability please include (formal) documentation of a business relationship with these contractors or consultants, as well as evidence of the contract project team including their relevant experience and their proposed role in carrying out the offshore infrastructure project.

Financial Capability

Evidence that the person has funding in place (cash or equivalents or committed debt facilities that can be drawn down and be in the applicant's own accounts upon grant of the licence) sufficient to meet at least 150% of the estimated cost of the proposed work for the first 12 months of the licence term.

- m. This funding must not be allocated to any other use and must not be put forward in support of any other licence or application under the OEI Act.
- n. It must be available to the applicant to draw upon without the need for negotiation or authorisation by a third party.
- o. A conditional deed of guarantee confirming that, if the licence is granted, funds will be made available on grant of licence to meet 150% of the estimated cost of the proposed work for the next 12 months of the licence term may be considered. The applicant must confirm the identity and corporate structure of the guarantor.
Note: The assessment of financial capability will also apply to the guarantor and evidence of the past performance of the guarantor must be provided.

A detailed funding plan of how the person proposes to arrange the financial resources to carry out the offshore infrastructure project for the licence.

- p. The funds referred to in the funding plan must not be put forward in support of any other licence or application under the OEI Act.
- q. Funding plans should include a description of how, from where, and when future funds will be made available to the applicant, and any milestones that need to be met to release future funding, key terms of agreements and contractual arrangements.
- r. Where an applicant intends to rely on another entity(s) for future funds, identify any entities with which the applicant has a commercial agreement in place to provide financial resources to the applicant, that are not considered under the Corporate Structure.
- s. Provide the most recent audited financial statements for such entities and evidence of the commercial agreement(s).
- t. If agreements are not already in place, provide details on how the applicant intends to secure the finance.
Note: When submitting annual reports during a transmission & infrastructure licence term, licence holders are expected to provide evidence that they have cash or debt facilities of at least 150% of the upcoming 12 months of work and provide an updated funding plan for the remainder of the licence term, to continue to meet the merit criteria.

Description of the offshore infrastructure project to be carried out under the licence

Details of all aspects of the offshore infrastructure project as understood at the time of application.

Where an aspect is to be determined by feasibility work, provide current understanding of estimates and outline the uncertainties as well as activities required to address.

Item	Information
Overview	Provide a descriptive overview of the offshore infrastructure project for the licence (“The TIL Project”).
Design and Construction standards	Name the specific standard/s that would be applied to the design, construction and operation of the infrastructure to be installed and operated within the licence area for the TIL Project.
Licence Area	Size of licence area in km ² . All coordinates of licence area, shapefiles and a map. Please use a geodetic area calculation and provide spatial data in GDA94 (EPSG: 4283). Clearly distinguish placement of cable/s and any requested corridor or spacing on either side of a cable. The corridor or spacing should not exceed 3 x water depth on either side of a cable.
Source of Supply	Source of supply of the electricity to be transmitted under the licence (“The Source Project”). Where the electricity is to be sourced from another offshore infrastructure project (e.g. an offshore wind farm or onshore wind farm), provide details of the Source Project including status/timeframes, any relevant licence/s that have been granted, and any agreements or contracts in place or required to underpin the supply.
Connection	Proposed connection pathway for the electricity transmitted by the TIL Project (route-to-market), including the required grid capacity or offtake capacity as relevant, and relevant consents that will be required.
Site Considerations	Water depths across the whole licence area, with bathymetry. Wave and tidal loading.
Location of Infrastructure	Location and description of infrastructure to be installed in the licence area, with indicative diagrams and coordinates.
Basis of Design – Export Cables	Transmission capacity (in MW). Maximum design voltage (in kV). Transmission system (HVAC or HVDC). Cable system – number of lines, placement. Structure of export cable – conductor, insulation, screens, protective sheath/armour/coatings. Nominal outside diameter in mm and cross-sectional area in mm ² . Core design – number of cores, design. Offshore Substation Platforms – number, design, capacity and location (if within TIL licence area). Burial method and burial depth. Stability controls, if relevant. Plans for ongoing monitoring and maintenance of installed infrastructure in licence area.

Basis of Design – Other Infrastructure (if relevant)	Operating requirements Estimated design capacity Estimated design life Size, material, manufacturer
Crossings	Details of any potential crossings with existing infrastructure and plans to address/consult/mitigate.
Scheduling	Overview of plans for construction, installation and operations phases including construction/installation method(s) and estimated schedule. Please include a Gantt chart. Provide justification for the timeframes proposed, highlighting any areas of risk/uncertainty or that may cause significant delay to progress. Discuss any interlinkages or risks associated with the Source Project.
Phasing	If the offshore infrastructure project for the licence is proposed to be developed in phases, provide a detailed description of the phasing including the proposed transmission capacity to be developed in the initial phase and the associated infrastructure, and similar detail for any subsequent phases. Indicate any milestones or hurdles or uncertainties that must be met/resolved in order to undertake subsequent phases of development. Discuss any interlinkages or risks associated with the Source Project.

The economic outcomes of the offshore infrastructure project for the licence for a base, low and high case and supporting evidence, including but not limited to:

- a. A table showing current estimates of capital costs (real) for all components of project construction, installation and commissioning. Indicate a cost class (uncertainty range) and the components of greatest uncertainty. Owner’s costs/contingency should be listed as a separate item. Indicate the currency used.
- b. Estimated operating costs per annum (real).
- c. Annual production forecasts and supporting analysis of demand/supply showing the potential market for the electricity/renewable energy generated by the proposed project.
- d. Detailed forecast cash flows in nominal currency units (provided in an Excel workbook).
 - o Provide economic and commercial assumptions (price, inflation, depreciation method, financing assumptions, exchange rate etc.)
 - o Provide sensitivities/ranges for key parameters and associated range of economic outcomes for the project on both a pre-tax and post-tax basis.

A discussion of the factors and commercial conditions required for the licence holder to make a positive FID on the project (as distinct from resolution of technical and logistical/ permitting aspects). For example, financing structure, return on investment hurdle, payback period, key commercial agreements etc,

- e. There are no standard conditions or rates that should be provided as commercial conditions are specific to each person and may differ between entities in the person’s corporate structure that have decision making powers. A representative set of conditions can be provided that have a range of values or hurdles.
- f. Identify key activities that are proposed to address these commercial conditions during the licence term.

The proposed Project Governance Framework including key roles and responsibilities, stakeholder identification and engagement plan, risk identification and management, key assurance metrics and project monitoring processes.

Discuss in as much detail as available the impacts and contributions of the offshore infrastructure project to the Australian economy and the local community. Include forecasts and assumptions including but not limited to:

- 1.1. regional development
- 1.2. job creation
- 1.3. workforce training
- 1.4. local content
- 1.5. project emissions
- 1.6. electricity grid security of supply
- 1.7. contribution to the economy at State and Commonwealth levels

Note: Local communities means the communities that are located adjacent to or in close proximity to the proposed licence area.

A discussion of how the offshore infrastructure project would be the most efficient use of the licence area.

- g. This should include justification for the offshore infrastructure project as described, including the area selected, corridor spacing within the licence area, operational and maintenance requirements, timeframes for delivery, phasing if appropriate etc.
- h. Where potential risks or conflicts may arise with other uses or users of the licence area that could impact FID or operations, a pathway to resolve these should be proposed or a justification should be provided showing how the offshore infrastructure project is the most efficient use of the area.

Project Development Plan and Activities to be Undertaken during the Licence Term

A project development plan including a risk assessment outlining key issues that need to be resolved before FID can be made and post-FID to construction and operations of the offshore infrastructure project, including but not limited to:

- 1.1. Technical complexities (including site considerations, technology and infrastructure considerations, supply chain assumptions) – current understanding and planned activities for the licence.
- 1.2. Commercial complexities
- 1.3. Stakeholder negotiations
- 1.4. Identification of potential conflicts with other uses and users of the licence area and strategies for investigating resolution during the licence term
- 1.5. Supply source considerations including interlinkages, risks, timing of the Source Project and impacts on the TIL.
- 1.6. Commercial barriers.
- 1.7. Consenting requirements.
- 1.8. Stakeholder mapping and engagement/consultation plans. Provide a discussion of the key stakeholders identified, the potential risks or concerns relating to each stakeholder and the schedule for stakeholder consultation and addressing concerns raised during consultation.
- 1.9. Consents and approvals that must be obtained and an approximate schedule for obtaining them e.g. EPBC Act, Director of National Parks, State and Territory Government, energy regulators, design notification, Management Plan, where relevant.
- 1.10. Licence area surveys e.g. Geological, geophysical, and geotechnical surveys, metocean and environmental surveys. Identify the key activities to be undertaken and their purpose, and the estimated schedule.
- 1.11. Front End Engineering and Design work and tendering schedule, construction schedule.
- 1.12. Current and potential supply chain capabilities globally and locally. Investigate supply chain opportunities for feasibility, production, fabrication, manufacturing, construction, logistics, operations and maintenance activities.
- 1.13. Identify any other key commercial arrangements that need to be in place for a positive FID to be made and for construction/operations phases and outline any uncertainties.
- 1.14. Detail of funding agreements/investor milestones etc. that need to be in place for positive FID and for construction/operations phases and outline any uncertainties.

Describe how each of the proposed activities in the project development plan will address the key issues and support progress to FID and to construction/operations phases.

Licence Expenditure

The estimated total costs of delivering the offshore infrastructure project including all activities proposed during the licence term and annual costs corresponding to the schedule of activities.

Note: These should be provided in nominal Australian dollars. The applicant's funding plan for the licence activities (financial resources) should be able to be reconciled with the amounts in this section on a rolling 12-month basis.