

Creating a safer state with electricity and gas

# **ESVCONNECT**

# REGISTRATION OF CATHODIC PROTECTION SYSTEMS

# **USER GUIDE**





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**ESV**Connect is optimised for Microsoft Edge, Google Chrome, and Firefox for Windows OS and Android devices only.

Errors will occur using Internet Explorer versions 10.0 and below and Apple devices (iPads and iPhones).



# 1 Creating a user profile

From the ESV website http://www.esv.vic.gov.au/ select Log in to ESVConnect.



On the ESVConnect Login page, select Register for ESVConnect.

Enter the required information. You will receive an email with a verification code and instructions on how to login.

	ESVConnect
8	Email address
A	Password
	Log in
	Forgot Password?
	Register for ESVConnect
	energy safe



## 2 Lodging an application to register a Cathodic Protection System

After logging in, you'll be greeted with the **Home** screen.

energysafe ESVConnect	Home	🔽 🔞
Home	Hi, Elias	
A My Profile	Release History   FAQs   Licensing Guide   COES Guide	
My Applications	What's new on ESVConnect - 23/03/2023   Release 8.6.14	
I Ask A Question	2023-03-23   Release 8.6.14 • CPD check included in renewal workflow from 1st April 2023	
① About ESVConnect	2023-02-09   Release 8.6.13  • Licensing enhancements to assist industry and ESV staff	Welcome to ESVConnect Video Take a tour
	My Registrations	
	Cathodic Protection System           Export Data         Bulk Change Operator         Bulk Change Owner	(S Refresh) 12 >

#### Select My Applications from the left hand menu

energysafe ESVConnect	Home	🔽 🚳 .
A Home	Hi, Elias	
A My Profile	Release History   FAQs   Licensing Guide   COES Guide	<u></u>
📋 My Applications 🛛 🦛 🔤 🛛		
I Ask A Question	2023-03-23   Release 8.6.14 • CPD check included in renewal workflow from 1st April 2023	
① About ESVConnect	2023-02-09   Release 8.6.13  • Licensing enhancements to assist industry and ESV staff	Welcome to ES/Connect Video Take a tour
	My Registrations	
	Cathodic Protection System           Export Data         Bulk Change Operator           Bulk Change Operator         Bulk Change Owner	(G Refresh) 12 >

Select **Apply for a CPS Registration** from the options shown to begin the CPS Registration process (Refer to <u>Section 2.2</u> for more in-depth detail)

energysafe ESVConnect	Home My Applications		v 🙃
🛆 Home	My Applications	/	×
은 My Profile	Help (click to expand/collapse)		
My Applications			
Ask A Question	Apply for an Electrical Licence Apply for a REC Registration	Apply for a CPS Registration Apply for a Lineworker Licence Apply for Employer Regi	stration
① About ESVConnect	To apply for an Electrical Licence, click the button above. To check If you are eligible for an Electrical Licence (Licence Type A, S, L, 1 etc), click the 'read more' link below.	To register a Cathodic Protection System (CPS), click the button above. For more information on registering a CPS, click the 'read more' link below. To check if you are eligible for a Lineworker Licence (including Cable jointing), click the 'read more' link below.	tton 'e ad more'
	Read more	Read more Read more	_



#### 2.1 Ask a question

If you are unsure about the information you need to provide during the application process, or the program is not working as expected, you can use the **Ask a question** function.

You will be directed to the Energy Safe website: https://www.esv.vic.gov.au/esvconnect/cps/

Alternatively you can e-mail manually via sending an e-mail to <u>electrolysismitigation@energysafe.vic.gov.au</u> with **ESVConnect Enquiry** in the title.

#### 2.2 Commence the application process

From the **My Applications** screen, choose **Read more...** to get to the **Registration of Cathodic Protection systems page.** 

	Home My Applications					V 🖂
$\triangle$	My Applications			,		×
	• Help (click to expand	d/collapse)				
2						_
		Apply for an Electrical Licence To apply for an Electrical Licence, click the button above. To check if you are eligible for an Electrical Licence (Licence Type A, S, L I etc.), click the 'read more' link below. Read more	Apply for a REC Registration To register as an Electrical Contractor, click the button above. To check if you are eligible to register as an Electrical Contractor, click the 'read more' link below. Read more	Apply for a CPS Registration To register a Gahodic Protection System (CPS), rick the button above. For more information on registering a PS, click the 'read more' link below.	Apply for a Lineworker Licence To apply for a Lineworker Licence, click the button above. To check if you are eligible for a Lineworker Licence (including Cable Jointing), click the 'read more' link below. Read more	
	D	rafts	Needs Action	In Progress	Completed	
		0	U	0		
	Applications under o	draft				
	Please click C <sup>d</sup> to refre	esh.				
	Total Records: 0					-

From the Registration of Cathodic Protection Systems page you can download the:

- Authorisation form
- Operator **Consent form**, and
- Interference **Testing report**

which may all be required with your application submission.

To begin your application, select **Commence Application Process**.



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	Home	My Applications	Cathodic Prot		EG
	More	information			×
	Regist	ration of Catho	odic Protection S	ystems Commence Application Proce	
্	Intr	oduction			
	Sectio (Cath	on 93(1) of the <i>Electric</i> odic Protection) Regul	<i>ity Safety Act 1998</i> (the A ations 2019. Before insta	ct) prohibits the operation of a cathodic protection system unless it is registered with Energy Safe Victoria (ESV), in accordance with the Electrical Safety Illing a cathodic protection system (CPS), the CPS owner, or an authorised representative, must obtain a certificate of registration from ESV.	
	Find	more details on the CP	PS application process he	re.	
	Reg To ma	istering cathod ake an application, you	lic protection sys	tems representative of the CPS owner. Where required, you will also need to submit the following information electronically, as part of the application process.	
		<ul> <li>A completed Author</li> <li>A completed Conse</li> <li>System drawings</li> </ul>	orisation form from the C ent form from the CPS op	PS owner if the owner is not the operator, or the application is being submitted by a third-party on behalf of the owner) berator, if the owner is not the operator)	
		<ul> <li>A layout map</li> <li>Details of the conta</li> <li>Testing report (if re</li> <li>Credit card details</li> </ul>	acts made with any struc equired by the VEC Techn for payment	ure owners likely to be affected by the system, and their responses ical Sub-Committee)	
	These	e templates will also be	e accessible at relevant s	tages during the application process.	
	Click	Commence Applicati	on Process below to cor	nmence an online application.	
	Cor	nmence Application Pro	ocess		
	Mar	naging applicat	ions and registra	tions	

Alternatively, if you already have the required documents ready you can go straight to the application process by choosing **Apply for a CPS Registration** from the **My Applications** menu (accessed via dragging the cursor to the left side of the screen).

	Home My Applications	1	<b>V</b> 60
$\triangle$	My Applications	<u>í</u>	×
	• Help (click to expand/collapse)		
2			
Ĩ	Apply for an Electrical Lice To apply for an Electrical Lice click the button above. To c if you are eligible for an Ele Licence (Licence Type A, S, etc), click the 'read more' in below. Read more	Apply for a REC Registration         To register as an Electrical Contractor, click the button above. To check if you are eligible to register as an Electrical Contractor, click the 'tread more' link below.       To register a Cathodic Protection system (CPS), click the button above. For more information on registering a CPS, click the 'read more' link below.       Apply for a Lineworker Li To apply for a Lineworker Li Do apply for a Lineworker Li Do apply for a Lineworker Li Contractor, click the 'tread more' link below.         Read more       Read more       Read more	cence bove. e for a ding ead
	Drafts 0	Needs Action In Progress 0 0	Completed
	Applications under draft		



#### 2.3 First steps – basic details and copying previous application data

When a new application for a Cathodic Protection System (**CPS**) is commenced, you're shown the terms and conditions (Once you've read and agreed with them tick the box) and then the basic system details are required. The final question is if you wish to copy a previous application, use the radio buttons to make your choice.

<mark> </mark> ⊦	Home My Applications Cathodic Prot New	v 💽
	New: Cathodic Protection - Apply	
	Create a new application	
	Important Note:	
	As of the 29th of November 2019, Galvanic Anodes operating at 250mA and below are no longer required to be registered with ESV. This is as a result of the new Electricit Protection) Regulations 2019 coming into effect.	y Safety (Cathodic
	If y u are applying to register an Impressed Current CPS or a Galvanic Anode CPS above 250mA then please proceed, else cancel this application.	
	Terms and conditions	
	<ul> <li>A plicants must be an authorised representative of the cathodic protection system will be equired to demonstrate proof of authorisation as part of the applicat <ul> <li>Applicants must be an authorised representative of the cathodic protection system will be equired to demonstrate proof of authorisation as part of the applicat </li> <li>Incomplete or incorrect applications will not be processed, and will be returned to the applications and conditions.</li> <li>Registration of a cathodic protection system will be at ESVs discretion and may be subject to modifications and conditions.</li> <li>ESV will notify the applicant and the owner in writing when registration is accepted, including any conditions.</li> <li>Information provided as part of the application, including your name and contact details, will be made available to members of the Victorian Electrolysis Committee's Technic the application application explication system will be explication application explication system.</li> <li>Information provided as part of the application may be made available to members of the Victorian Electrolysis Committee's Technic the application provided as part of the application may be made available to members of the public. This information will be limited to details of the cathodic protection system will be subject to audit during or after the registration process.</li> <li>I have read and agree to the Terms and Conditions above.</li> </ul></li></ul>	tion process. cal Sub-Committee as part of n and contact details for the
	Basic System Details	
	Cathodic Protection System type \star	
	Galvanic Anodes ( to a Single Point to a Structure to Provide Intentional Cathodic Protection)	
	Impressed Current (to a single Point to a structure to Provide Interitional Cathodic Protection)	

#### Note:

Data may only be copied from previous applications you have made.

Take note of previous application numbers (in the format **G20-1XXXX**) in emails received from **ESV**Connect or from your DRAFT, IN PROGRESS or COMPLETED applications on your **ESV**Connect dashboard.

## 2.4 To copy from an existing application

Select Yes using the radio buttons and enter the existing application number.

	Copy Application
	Do you want to copy data from an existing application?
	○ No
<u>ا</u>	Please enter an existing application number *
	Proceed Cancel



The following data will be copied over to the new application if an existing application number has been provided:

- Applicant details
- **Owner details**
- **Operator details**
- Selected system details (including the type of system, proposed operating current, primary • structures, and secondary structures).

#### 2.5 Starting a new application

A new applicant must first declare their authority to apply for the Cathodic Protection registration. The following authorities are available for selection:

- **Owner** (or employee of the owner) •
- Owner's contractor (an authorised representative of the owner) •
- **Operator** (or employee of the operator) •
- Operator's contractor (an authorised representative of the operator).

If the applicant is not also the owner (or an employee of the owner) an Authorisation Letter Template must be completed.

The letter is available for download after selecting one of the radio buttons.

The applicant must then provide their personal information and contact details.

#### Note:

Classification (OFFICIAL)

ESVConnect is designed to comply with the requirements of the *Electricity Safety Act 1998* and the Electricity Safety (Cathodic Protection) Regulations 2019.

Mandatory information is required to ensure applications are compliant.

#### 2.6 Applications are automatically saved

You can close your application at any time and your information will be automatically saved.

If you are part way through a page when you close the application, you will be asked if you want to save your information or discard it.

You can complete your application from the **Draft** section on your dashboard later.

Unsaved changes

You are about to discard your unsaved changes.

Cancel	Discard Save	
		h
ESVConnect Registration of Cathodic Protection System - User	guide v3.5 - April 2024	

Х



In this section the applicant must enter their personal business details.

You will be required to enter the following information:

Screen guide			
Enter the application details here. If you are not the CP system owner (or an employee of the o Download the authorisation letter template by clicking on th employee of owner. Once you have the appropriate signatur A red asterisk * identifies required information. You cannot	when), then the owner must provide a te <b>Download authorisation letter te</b> re, upload the completed form via the proceed to the next screen without co	uthorisation before your applic mplate download link that disp Attachments screen. mpleting these fields.	ation can be accepted. Jays when you select any Applicant authorisation other than Owner or
Applicant authorisation			
State your authority to apply, are you the:*			
<ul> <li>Owner (or employee of owner)</li> </ul>			
Owner's contractor (an authorised representative of the	e Owner - 3rd party)		
Operator (or employee of the Operator)			
Operator's contractor (an authorised representative of t	the Operator - 3rd party)		
Personal information First name *	Last name <b>*</b>		
Elias	Galanis		
Contact address			
540 Springvale Road, Glen Waverley, Victoria 3150			Search
Select address*			
540 SPRINGVALE RD, GLEN WAVERLEY VIC 3150			
Matching address not found – enter manually			
Street address		Suburb	
540 SPRINGVALE RD		GLEN WAVERLEY	
VIC		3150	
Communication details			
Communication details	Email		

If the applicant is not an operator or an operator's contractor, the final question in this section relates to who operates the CPS.

If the owner is also the operator, select **Yes** using the radio button. If **Yes** is selected the owner will have full legal responsibility for the CPS.

If the owner is not the operator, select **No.** The **Operator Consent Form** must then be downloaded and completed as part of the application.

Additional contacts can be added to manage the owner's CPS by selecting on the **Add another associate** link. These new contacts will have the same access to the owner's systems as the principal contact.

Select  $\xrightarrow{\text{Next}}$  to continue with the application.



#### 2.7 Owner details

In this section the applicant must enter the business or company name associated with the CPS. Business or company names can be searched by **Australian Business Number (ABN)** / **Australian Company Number (ACN)** or **Name.** 

Once the appropriate business or company has been selected, the contact details will be prepopulated from the **ESV**Connect database.

All businesses and companies must register an account with **ESV**Connect before they can be searched. If a business/company does not exist, please submit a request to add a business by emailing electrolysismitigation@energysafe.vic.gov.au and request **I want to add a business**.

ESVConne	ect	energy		Creating a safer state with electricity and gas
Update an exis	ting business	in ESVConnect s	ystem of recor	ď
	Duoin	ooo dotaila		
ACN #	DUSII	ess details		
Company / Entity name				
Business name				
ABN #				
Business address				
Line 1				
City				
State	VIC			
Post code				
Business postal addresss				
Line 1				
City				
State	VIC			
Post code				
	Cant	a at dataila		
First name	Com			
Last name				
Email id				
Phone number				
Contact type	Contact			

You will be required to supply the following information:

Additional contacts can be added to manage the owner's CPS by selecting on the **Add another associate** link. These new contacts will have the same access to the owner's systems as the principal contact.

If the applicant is not an operator or an operator's contractor, the final question in this section relates to who operates the CPS.

If the owner is also the operator, select **Yes** using the radio button. If **Yes** is selected the owner will have full legal responsibility for the CPS.

If the owner is not the operator, select **No.** The **Operator Consent Form** must then be downloaded and completed as part of the application.

Select  $\bigvee$  to continue with the application.



#### 2.8 **Operator Details**

This section requires the applicant to enter the business or company name associated with operating the CPS. The business or company can be searched by Australian Business Number (ABN)/Australian Company Number (ACN) or Name.

Once the appropriate business or company has been selected, the contact details will be prepopulated from the ESVConnect database.

Additional contacts can be added to manage the operator's CPS by selecting on the Add another Associate link. These contacts will have the same access to the operator's CPS as the principal contact.

Select Next >>>> to continue with the application.

#### 2.9 System details

This section requires the applicant to provide **basic details** for the CPS they are registering.

Select the type of system:

- **Galvanic Anodes** the anodes must be able to be disconnected for testing purposes.
- Impressed Current this must have a time switch facility for testing purposes.

The proposed **operating current** of the CPS must be provided in Amps or Milliamps. The application fee (which is based on the operating current) will be automatically calculated and shown.

If the applicant has received an exemption from the relevant registration fee as stated in Section 8 of the *Electricity Safety (Cathodic Protection) Regulations 2009*, this box must be ticked. This waives the application fee. The letter from ESV granting the exemption must be uploaded to the application in the Attachments section.

**Primary Structure Type** details must be provided by selecting the most appropriate response from the drop-down boxes.

To add an additional Primary Structure

Secondary Structure Type details must be entered if relevant to the CPS. A secondary structure is an affected structure not owned by the primary structure owner. The most appropriate response must be selected from the drop-down menu. A reason for including the secondary structure must be indicated.

If there's an additional Secondary Structure use the 💿 button to add them.

Installations Address must be provided for the proposed address of the CPS.

Additional Details are required for the CPS in relation to a description of its location and Melways/VicRoads location reference.

GPS Coordinates are also required for the CPS system (latitude and longitude information).

Select Next to continue with the application.



#### 2.10 Affected Parties

This section requires the applicant to add the details of any affected third parties. Details are entered using the radio buttons to select **Yes** or **No**.

Selecting **Yes** requires the applicant to provide details of the affected parties. The applicant must also select when the party was **notified**, their **response** and the **response date**.

If there is more than one affected party use the 💿 button to add them.

ESV recommends allowing 20 business days for responses to an application, or it may be delayed.

If a third-party requests Interference Testing, your CPS will be authorised as **Install Only - Testing Required**. Where this occurs, you will be notified via email with instructions to:

- conduct Interference Testing once the system has been installed
- get agreement on any mitigation required, and
- complete the registration via the ESVConnect website using the instructions in your initial letter from ESV.

Select  $\longrightarrow$  to continue with the application.

**Note:** The Affected Parties screen will only display if the proposed CPS is greater than 0.25 Amps.



#### 2.11 Attachments

This section requires the applicant to attach all requested supporting documents in relation to their CPS. These documents are matched to the information the applicant has provided.

Select	attachment	to attach	n support	ing docum	entation	l.	
	1 Applicant Details	2 Owner Details	3 System Details	4 Affected Parties	5 Attachments	6 Review Application	Payment
Attachments			,				
Please provide the required docum ESV will review all documents to en A red asterisk * identifies a require	entation by clicking " sure they are approp d attachment. You ca	Add Attachment" b riate. nnot proceed to th	elow. To remove a	file; select and click out providing these o	the trash button documents.	û.	
System drawings *			Add atta	achment			
General arrangement map *			Add att	achment chment required			
Supporting documents			Add atta	achment			
		Cle	ose <	Back Next >	> Subm	nit	
Note:							
The same attachm required informatio	nent can be	e used for led on the	r both the e one dra	System E wing.	Drawing	and the Ge	neral Layout Map if all

Email messages will need to be saved as PDF files before they can be attached.

### 2.12 Review application

This section requires the applicant to review the application before declaring that all the information provided is true and correct.

Declaration

\* I declare that the information contained in this application and attachments is true and correct and that I have read ESV's Privacy Statement and understand the obligations and conditions that apply to registered cathodic protection systems.



## 2.13 Payment

This section requires payment for the application using the Commonwealth Bank payment gateway.

To make a payment:

Select the Proceed to Payment button.

Screen guide			
Pay the CP system registration application	fee here.		
ESV can only accept credit card payment vi	a its secure payment gateway.		
To make a payment: 1. Click the Proceed to Payment button to a	enter your credit card details		
<ol> <li>Select your card type (Visa or MasterCar</li> </ol>	d).		
3. Enter your card details.			
<ol> <li>Select the Pay button. A confirmation en</li> </ol>	ail and tax invoice will be emailed to your registered ESV en	ail address when your payment is approved.	
Payment method <b>*</b>	Amount *		
9ayment method <b>*</b> CreditCard	Amount <b>*</b> \$819.54		
Payment method <b>*</b> CreditCard	Amount <b>*</b> \$819.54		
Payment method <b>*</b> CreditCard	Amount <b>*</b> \$819.54		
Payment method <b>*</b> CreditCard Make sure you have fully reviewed your ap	Amount * \$819.54 slication before proceeding to Payment.		
Payment method <b>*</b> CreditCard Aake sure you have fully reviewed your ap <b>Varning:</b> to avoid a payment failure, alway	Amount * \$819.54 blication before proceeding to Payment. s use the ESVConnect < <back at="" bottom="" button="" of="" sc<="" td="" the=""><td>een, not your browser's Back button.</td><td></td></back>	een, not your browser's Back button.	
Payment method <b>*</b> CreditCard Make sure you have fully reviewed your ap <b>Marning:</b> to avoid a payment failure, alway	Amount <b>*</b> \$819.54 Solication before proceeding to Payment. suse the ESVConnect < <back at="" bottom="" button="" of="" sc<="" td="" the=""><td>een, not your browser's Back button.</td><td></td></back>	een, not your browser's Back button.	

You will be redirected to the secure Payment Gateway to enter credit/debit card details.

Enter the debit/credit card details.

sure payment	
Card number *	
VISA	
Expiry month * Expiry year *	
Sardholder name *	
Security code *	
3 digits on back of your card	
Order details	
Cathodic protection system registration fee	
	TOTAL AUD: \$888.88



#### 2.14 Acknowledgement of receipt and tax invoice

When payment has been successful, the applicant receives an email with attachments acknowledging receipt of the application and a receipt for payment.

The acknowledgement letter contains an application reference number that should be quoted if the applicant needs to contact ESV in relation to the application.

#### Note:

The CPS application reference is **not** the same as the CPS registration number issued when the CPS is approved to operate.

#### 2.15 Exemptions

Applicants may be exempt from providing certain information. Proof of an exemption must be provided with the application.

System drawings	Attach proof of exemption to 'System Drawings' on the attachments page.
General arrangement map	Attach proof of exemption in 'General Arrangement' map on attachments page.
Consultations	Select ' <b>No</b> ' on the <b>Affected Parties</b> screen and attach evidence under <b>Supporting Information</b> on the attachments page.
Fee exemption	Applicants to declare they have an exemption on the <b>System</b> <b>Details</b> screen and attach evidence under <b>Fee Exemptions</b> on the attachments screen.

#### 2.16 Screen guides

In addition to this user guide, screen guides are available on each screen within the system. These screen guides explain the relevance of each screen on the application wizard.

Before commencing data entry, applicants are advised to read these guides and follow the instructions provided.



# **3** The application process (at a high-level)

ESV carries out a Technical Review once an application has been submitted.

The application is then tabled at the next available **Technical Sub-Committee (TSC)** meeting, where ESV will be advised of any objections to the installation and operation of the CPS, or whether it should be approved to operate. TSC meetings are held on the first Wednesday of the month.



#### 3.1 Required testing

If a third party has indicated they require testing to assess whether their assets may be adversely affected by the operation of a CPS, this must be carried out prior to re-submitting the affected application.

A **testing template** can be downloaded and attached to your application from the:

- Registration of Cathodic Protection Systems page, or
- The **Respond to Request for Information** page initiated from the **Needs Action** section on your dashboard.



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E	SVC	onnect			e	ene	rgy <mark>s</mark>	Creating a safer state with electricity and gas		
					Instruc	tions				
1	Save a copy o	f this template to your computer.								
2	Complete as ma	ny rows as required, within the gre	en editable area. Complete all colum	n <b>ns</b> for ea	ich row.					
3	Save your comp	leted work.								
4	Unce done, atta	ich the updated file in your tes	ting response via ESVLonnect. To do t	his, click (	on the "Ad	id attachme	nt' button aga	inst <i>Lannassaning repar</i> attachment	category.	
				Co	mmissior	ning report				
Test Date	Test Current (A)	Owner	Location	Tes CP Off	Result:	s (mV) Effect	Compliant	Agreed Mitigation	Objection	Comments
				-						
				;——						
				<u>—</u>	ř——					
				<u> </u>						
				-						
				-						
	-									

Applicants will also be required to update the **Actual system current output** and whether any **Secondary structures** were included as a result of mitigating any adverse effects.

	or mormation			
SV requires yo	u to provide following info	rmation before your ap	plication can be furthe	r processed:
				Testing Required Fo
Click here to	get commissioning report spre	adsheet		
Basic detai	ils			
Proposed ope 4 Amp	erating current			
Actual system	n output *		Operating current uni	t
Secondary	structure type details			

This application will then return to the **Technical Review** stage and follow the usual process.



## 3.2 Further information required

If further information is required or incorrect information has been supplied, **ESV**Connect will send an email to the applicant advising that rectification of the issue is required.

To correct or supply missing information, access your application via the **Needs Action** tab on your **ESVConnect** dashboard.

#### **My Applications** × Help (click to expand/collapse) To apply for a Lineworker Licence, click the button above. To check if you are eligible for a Lineworker Licence (including Cable Jointing), click the 'read more' link below. To apply for Employer Registration, click the button above. To check if you are eligible for an Employer Registration, click the 'read more' link below. To apply for an Electrical Licence, To register a Cathodic Protection System (CPS), click the button To register as an Electrical Contractor, click the button above. To check if you are eligible to register as an Electrical Contractor, click the 'read more' click the button above. To check if you are eligible for an Electrical above. For more information on registering a CPS, click the 'read more' link below. Licence (Licence Type A, S, L, I etc), click the 'read more' link belo link below. Read more... Read more Read more.. Read more.. Read more Drafts In Progress **Needs Action** Completed 3 0 Applications that need action Please click C to refresh. Total Records: 0 Application ID Description ▼ Submitted on Ŧ



### 3.3 Further consultation required

If the ESV Technical Review or the TSC members have indicated that all third parties have not been consulted in relation to the operation of your CPS, you will receive an email from **ESV**Connect requiring you to notify them.

To correct or supply missing information, access your application via the **Needs Action** tab on your **ESV**Connect dashboard.

My Applications				×
Help (click to expand/collapse)				
Apply for an Electrical Licence Click the button above. To check if you are eligible for an Electrical Licence (Licence Type A, S, L, I etc), click the 'read more' link below. Read more	Apply for a REC Registration To register as an Electrical Contractor, click the button above. To check if you are eligible to register as an Electrical Contractor, click the 'read more' link below. Read more	Apply for a CPS Registration To register a Cathodic Protection System (CPS), click the button above. For more information on registering a CPS, click the 'read more' link below.	Apply for a Lineworker Licence To apply for a Lineworker Licence, click the button above. To check if you are eligible for a Lineworker Licence (including Cable Jointing), click the 'read more' link below. Read more	Apply for Employer Registration To apply for Employer Registration, click the button above. To check if you are eligible for an Employer Registration, click the 'read more' link below. Read more
Drafts 3	Needs Action 0		In Progress 0	Completed
Applications that need action Please click C to refresh. Total Records: 0				
Application ID	▼ Description	n	▼ Submit	ted on T



# 4 Managing your CPS

To manage your CPS, select the individual system number from your dashboard.

From there you can:

- Transfer Ownership
- Change Operator
- Notify Date of Operation
- Modify CPS
- Renew CPS.

	Decommission Transfer Ownership	Change Operator Notify Date of Operation Modify CPS Renew CPS
Cathodic Protection System ID CPS-20415		
Date of registration 10/07/2020	Date of operation	Last renewed on
Next renewal due by 09/07/2030	Status APPROVED	
System Details		
Type of system Impressed Current	Time switch facility available? Yes	Operating current (Amp) 3.0
Installation address 75 ISLAND RD KOO WEE RUP VIC 3981		
Latitude -38	Latitude 143	

### 4.1 Transferring ownership of a CPS registration

CPS owners **must notify ESV of any transfer of ownership** to a new company as part of the ongoing management of the CPS. While transferring ownership, the CPS registration should also be transferred via **ESV**Connect so ESV's register can be updated to reflect the new owner's details.

To transfer ownership of a CPS registration via ESVConnect:

- 1. Navigate to the relevant CPS registration on the **My registrations** section of your **ESV**Connect dashboard.
- 2. On the registration detail screen, select Transfer Ownership.
- 3. Read and accept the **Terms and Conditions** of starting a new application. Once the **Proceed** button is selected, the registration is locked from further operations.
- 4. On the **Applicant details** screen, capture the contact address and **Communication** details.



- 5. Select (Next >>> , the **Owner Details** screen displays:
  - The current owner's details are already populated.
  - Search for the new owner's business using the *Business lookup* section. When selected, the ABN and business name details are populated in accordance with information recorded by the Australian Securities and Investments Commission (ASIC).
  - Capture the new owner's contact person details. It is expected the new owner is aware that a CPS registration transfer has been requested, through conversations outside the system.
- Review the details supplied in the application using the **Review Application** screen. Correct any errors by navigating to the relevant page using the buttons at the top of the page (or by selecting the <<**Back** button).
- 7. Read and agree the declaration before selecting the Submit button.
- 8. When submitted, a letter is generated and sent to the new owner's specified contact person, the applicant, and the ESV Electrolysis Mitigation section.

#### 4.2 To bulk change owners on multiple CPS registrations

**Note:** this process can be used to change the contact details of the existing owner by keeping the same ownership and only changing the contact details.

- 1. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.
- 2. Select Bulk Change Owner underneath My Registrations.
- 3. Select **Proceed** on the next screen.
- 4. Fill in the applicant details as required.
- 5. Choose the CPS systems that you wish to register to a new owner by ticking the box to the left of each unit. Select **Next** when ready to proceed.
- 6. Choose to register the units with a new owner via the radio buttons
- 7. Read through the application and tick the Declaration box at the bottom when you're ready to **Submit** your application.

#### 4.3 New owner's actions

The new owner's specified contact person (or persons) will be able to see the **Transfer Ownership** application via the **Needs Action** section on their dashboard. When the application is opened, the user will see the current owner and system details of the CPS being transferred.

Upon reviewing the ownership transfer request, the new owner can:

#### 1. Accept ownership

The CPS registration now belongs to the new owner and the previous owner will no longer be able to manage this registration online.



The new owner:

- can immediately start managing the CPS registration via **ESV**Connect. A letter is generated and sent to the new owner, notifying them of their obligations and providing them with a new Certificate of Registration
- takes on the obligations of the registered CPS owner including the obligation to ensure the CPS is operated in accordance with the Act, Regulations, and any conditions to which the registration is subject.

When a CPS registration is being transferred to a new owner, the operator details automatically revert to the new owner. The new owner can notify ESV of their operator details via **ESV**Connect once the transfer is complete.

#### 2. Refuse ownership

The nominated new owner can comment about why they are not accepting ownership and return the request to the applicant.

The CPS registration remains with the old owner. A letter is generated and sent to the applicant advising the reasons for refusal.



## 4.4 Requesting a change of operator

CPS owners may change the operator at any time as part of the system's ongoing management. When changing an operator, the CPS registration should also be updated via **ESV**Connect.

#### 4.5 To change an operator

- 1. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.
- 2. On the registration detail page, select Change Operator . Read and accept the Terms and Conditions of starting a new application.
- 3. Select the **Proceed** button. The registration is locked from further operations. The **Applicant Details** screen displays.
- 4. Complete your contact address and other communication details.
- 5. Select Next. The Operator Details screen displays:
  - The current operator's details are already populated.

Either nominate the owner as the new operator **OR** nominate a new operator.

If **nominating the owner as the new operator**, ESV's register is automatically updated with those details and ESV's Electrolysis Mitigation section is notified of the change via email. No further processing is required.

#### If nominating a new operator:

- Search for the new owner's business using the *Business lookup* section.
   When selected, the ABN and business name details are populated in accordance with information recorded by the Australian Securities and Investments Commission (ASIC).
- Capture the new operator's contact person details. It is expected the new operator is already aware they are being nominated through conversations outside the system.
- Review the details supplied in the application via the **Review Application** screen. Correct any errors by navigating to the relevant page using the buttons at the top of the page (or by selecting <<**Back**).
- 7. Read and agree the declaration before selecting Submit.

When submitted, a letter is generated and sent to the new operator's specified contact person, the applicant, and ESV's Electrolysis Mitigation section.



#### 4.6 To bulk change operators on multiple CPS registrations

**Note:** this process can also be used to change the operator contact details by keeping the operator company the same and only changing the contact details.

- 1. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.
- 2. Select Bulk Change Operator underneath My Registrations.
- 3. Select Proceed on the next screen.
- 4. Fill in the applicant details as required.
- 5. Choose the CPS systems that you wish to register to a new operator by ticking the box to the left of each unit. Select **Next** when ready to proceed.
- 6. Choose to register the units with a new operator via the radio buttons
- 7. Read through the application and tick the Declaration box at the bottom when you're ready to **Submit** your application.

#### 4.7 New operator's actions

The new operator company's contact persons will be able to see the **Change of Operator** application under the **Needs Action** section on their dashboard. On opening the application, the user will see the current operator and CPS details.

#### Upon reviewing the request, the new operator can:

1. Accept

The CPS registration is now associated with the new operator and the old operator will no longer be able to manage this registration online.

The new operator can immediately start managing the CPS registration via **ESV**Connect. A letter is generated and sent to the new operator confirming the change.

2. Refuse

The nominated new operator can comment about why they are not accepting ownership and return the request to the applicant.

The CPS registration remains unchanged.

A letter is generated and sent to the applicant advising the reasons for refusal.

#### 4.8 Notifying ESV about the date of operation

For **Impressed Current systems**, the CPS owner or operator must provide ESV with **at least five (5) days' notice** before commencing its operation. This notification can be made through **ESV**Connect.

To notify ESV of the date of operation of a CPS registration:

- 1. Log in into **ESV**Connect.
- 2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.



- 3. On the **Registration Details** page, select
- 4. Enter the proposed date of operation using the calendar.

### 4.9 Modifying a CPS registration

CPS owners must notify ESV if the system will be modified in any way within **ten (10) working days** of the change being made. A modification includes but is not limited to a change in:

Notify Date of Operation

- current output
- configuration of structures being protected including secondary structures
- ground-bed location this may constitute a new registration.

#### To modify a CPS registration:

- 1. Log in to **ESV**Connect.
- 2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.
- On the registration detail page, select Modify CPS.
   Any notifiable modifications will have a Technical Review carried out by ESV and will be tabled at the next TSC meeting, where ESV will be advised about any objections to the modification and operation of the CPS or whether it should be approved to operate.

#### 4.10 Renewing a CPS registration

All Cathodic Protection Systems with an output **greater than 2 amps** are registered for a period of **ten (10) years**. A registration can be renewed at any time prior to the expiry of the ten-year period through **ESV**Connect.

#### To renew a CPS registration:

- 1. Log in to ESVConnect.
- 2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.
- 3. On the registration detail page, select Details of the previous registration copied to aid the renewal include:
  - Owner Details
  - Operator Details
  - System Details (output current and secondary structures can be updated).

Details that must be re-entered include:

- Applicant Details
- Affected Party Details
- Relevant Attachments.

When a renewal is in progress, the **CPS details cannot be changed** using **ESV**Connect.

**ESV**Connect Registration of Cathodic Protection System - User guide v3.5 - April 2024 Classification (OFFICIAL)



## 4.11 Changing contact details

Contact details can be changed for both the owner and operator by following the Bulk Change Ownership (see 4.2) and Bulk Change Operator (see 4.6) process. This is done by keeping the ownership or operator companies the same and only changing the contact details. This can also be done for the Administrative contact details by using the Add another associate button.

#### 4.12 Filtering your data

From the **My Registrations** screen it's possible to filter your data to only show the Cathodic Protection Systems' data you wish to see. The filters will also affect any data extracted via the **Export Data** function. **To apply a filter to CPS data**:

- 1. Login to **ESVConnect**.
- 2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.
- 3. To the right of the sub-heading of the data you wish to apply a filter too, use the **T** button to bring up the filter menu.

A Filter can be applied to the following categories:

- Туре
- CPS ID
- Status
- Op (A)
- Street Address
- Suburb
- Owner
- Operator
- Next Renewal Due By
- 4. Select the checkbox to the left of the options presented to select that option as a filter (multiple options are possible). You can also use the "Search Text" function to create your own options. Select **Apply** to apply your chosen filters to your dataset.
- 5. To remove a filter, bring the filter option up again and choose **Clear Filter** from the top of the box.
- 6. It's also possible to sort most of the data columns by selecting on the subheading (Please note that **Op (A)**, **Owner** and **Next Renewal Due By** currently can't be sorted)



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See here for an example of applying an <b>Impressed Current</b> filter to the	
types of systems registered.	

#### My Registrations





# 5 FAQs

#### Question

As a contractor (operator), I've been asked by a CPS owner's representative to assist with renewing their CPS. The owner has no knowledge of ESVConnect or if they are the registered contact person.

What is the process from start to finish?

#### Answer

To renew the CPS, the owner's representative will need to:

• Create a User Profile.

See Section 1 Creating a user profile for more information about how to do this.

 E-mail manually via sending an e-mail to <u>electrolysismitigation@energysafe.vic.gov.au</u> with **ESVConnect Enquiry** in the title, requesting access to all of the CPS belonging to the company they represent.

ESV will notify the CPS owner's representative by email when registrations can be accessed. Once email notification has been received:

Select the CPS to be renewed and select
 Change Operator

See Section 4.2 Requesting a change of operator for more information about how to do this.

- Enter the details for the contact from the operator company.
- The operator can now renew the requested CPS. See **Section 4.5 Renewing a CPS registration** for more information about how to do this.



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#### Question

I am not the main representative for either an owner company or an operator company, but still require access to registrations associated with my company to assist with managing a CPS.

How do I get access?

#### Answer

This can be done by:

 When the main representative applies for a CPS registration, they can add you as an additional contact by selecting the Add another associate function.
 See Section 2.5 Owner Details for more information about how to do this.

- 2. Log in to ESVConnect using your User Profile.
- 3. You will now have access to that CPS

Role*	First name*	Last name*	
Contact person	Peter	Wade	
Email \star	Contact number		
peter.wade@energysafe.vic.gov.au			
Role *	First name*	Last name*	
Select 🔻			
Email \star	Contact number		<b>a</b>
Add another associate			
S Add brother dissociate			