



# Small Market Vacation of Site Request Form

Once completed, please email this form to [service@shellenergy.com.au](mailto:service@shellenergy.com.au)

The vacation of a site is subject to the terms of your agreement with us. By completing and returning this form to us, you authorise the disconnection of electricity supply at the site. You will continue to be responsible for charges for the site until the service provider has been able to access and disconnect the meter, or the site has transferred to a new account holder.

Account/Business Details			
Customer/Company Name			
ABN/ACN		Account number (if known)	
Contact Name		Contact Phone	
Contact Email			

Site Details	Site One	Site Two	Site Three
NMI			
Site Address			
Requested Vacation Date (Note, this should be within the notice period specified in your agreement with us.)			
Actual Vacation Date (If different to Requested Vacation Date.)			
Will any electrical work be commenced, in progress or completed at the site between now and the requested vacation date?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are there any known access issues?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If there is not clear and safe access to the meter, please provide the name and contact number of someone we can discuss the access issues with (prior to raising the disconnection request).			
Site Contact Name			
Site Contact Phone			

Final Account	
<input type="checkbox"/> Final billing details are per current billing OR <input type="checkbox"/> Final billing details are provided below	
Billing Email Address	

## Authorisation

By completing and returning this form to us, you authorise the disconnection of electricity supply at the site. You will continue to be responsible for charges for the site until the service provider has been able to access and disconnect the meter, or the site has transferred to a new account holder.

Authorised by:

Customer's authorised representative

Print Name

Position

Date

## Information about our Privacy Policy

We collect information on this form for the purpose of providing the services related to your electricity supply at the site address. Shell Energy will disclose this information to the distributor and other entities who provide services related to your electricity supply. We handle your personal information in accordance with our privacy policy at [shellenergy.com.au/privacy](https://shellenergy.com.au/privacy). The head office of Shell Energy Retail Pty Ltd is Level 30, 275 George Street, Brisbane Qld 4000. Contact details are telephone **+61 7 3020 5100**, facsimile +61 7 3220 6110.