



ISPT Pty Ltd

NORTHLAKES SHOPPING CENTRE

NEW SOUTH WALES

Application for
Individual Exemption



9 July 2025

ISPT is committed to achieving 100% renewable electricity across its national property portfolio by 2025. In support of this target, ISPT has launched a strategic rollout of solar and battery infrastructure across more than nine major retail and mixed-use sites along the eastern seaboard. These upgrades are being implemented in conjunction with the establishment of Embedded Networks, allowing for local energy generation and management that benefits both tenants and the broader grid.

This exemption application represents a broader program. Subject to tenant support and regulatory approval, ISPT anticipates submitting similar applications across all eligible sites. Our goal is to enable a future-ready energy model that empowers tenants with access to renewable electricity at more competitive rates, while also contributing to grid stability and carbon reduction.

ISPT already has shopping centres operating under a similar model, where embedded networks integrate with renewable to reduce reliance on the grid during peak times. This setup not only provides tenants with reliable, locally generated power but also shields them from wholesale market price volatility and supports long-term sustainability goals.

Our focus on solar generation aligns with Australia's national energy transition strategy by helping to flatten peak demand, reduce emissions, and create a more resilient and cost-effective energy network.

The applicant provides the following information in relation to the AER NSP Registration Exemption Guideline - March 2018 and AER Exempt Selling Guideline – July 2022.

Table of Contents

PART ONE: GENERAL INFORMATION	3
PART 2: PARTICULARS RELATING TO THE NATURE AND SCOPE OF THE PROPOSED OPERATIONS	7
PART 3: CONVERTING EMBEDDED NETWORKS (RETROFITTING)	12
APPENDIX.....	17



PART ONE: GENERAL INFORMATION

1. Your legal name. If you are a body corporate or community corporation, please indicate this.

ISPT Pty Ltd in its capacity as Trustee of ISPT Retail Australia Property Trust

Company Summary

Name: ISPT PTY LTD

ACN: 064 041 283

ABN: [28 064 041 283](#)

2. Your trading name if different to your legal name.

n/a

3. Australian Business Number (ABN) or Australian Company Number (ACN).

ACN 064 041 283

4. Registered postal address for correspondence. We may verify this information with the Australian Securities and Investments Commission (ASIC) or other relevant agency.

Level 11, 8 Exhibition Street, Melbourne VIC 3000

5. Nominated contact person, including their position in the organisation and contact details.

Garry Hendrix
National Engineering Manager, ISPT Pty Ltd



6. Reasons for seeking an individual exemption (rather than an authorisation).

ISPT's primary business is the ownership and leasing of private retail and commercial properties. Energy selling is incidental to this core function. The use of embedded networks enhances the operational efficiency of ISPT's assets and supports the delivery of sustainable, cost-effective energy solutions to tenants.

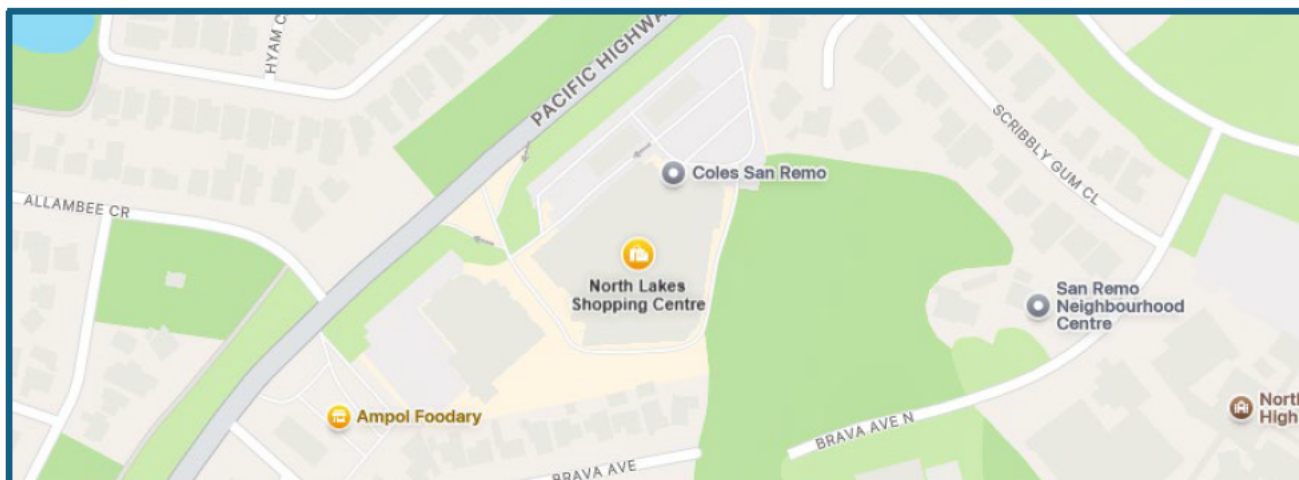
7. Site address and description of current and future use/s.

Northlakes Shopping Centre
Pacific Highway, San Remo, NSW 2262

northlakesshoppingcentre.com.au

Northlakes Shopping Centre is a modern neighbourhood retail centre in New South Wales, anchored by Coles and complemented by a range of specialty retailers. ISPT intends to continue the site as a shopping centre in the future.

The site is located within the Ausgrid distribution area.



8. The primary activity of your business (for example, managing a shopping centre).

The Applicant's primary activity is acquiring, development and management of shopping centres and other property types.

9. Form of energy for which the Applicant is seeking an individual exemption.

Electricity. The embedded network will be directly connected to the grid and supplemented by an on-site solar PV system and battery storage, enabling greater energy efficiency and emissions reduction.

10. Is the Applicant establishing, or have they established, energy supply in an area where there are no other viable energy supply arrangements available?

No.

11. Proposed commencement date for the sale of energy.

Ideally, 1st July 2026

12. Mailing address for site correspondence.

Attn: Centre Management
Northlakes Shopping Centre
Pacific Highway, San Remo
NSW 2262



13. Details of the Applicant's (or an agent's) energy selling experience (under an exemption and/or authorisation):

- **date/s and location/s of previous operations**
- **form/s of energy sold**
- **scale of operations (that is, the number, size and type of customers)**
- **an explanation of which activities will be conducted in-house and which will be contracted out to third parties.**

ISPT has significant experience in the operation and management of embedded electricity networks across both the National Electricity Market (NEM) and Western Australia, where electricity is sold through embedded network arrangements. These networks are professionally administered by Energy Intelligence Pty Ltd, acting as the appointed Embedded Network Service Provider (ENSP) and Embedded Network Manager (ENM).

In NECF jurisdictions, 16 sites currently operate under AER Retail and Network Exemptions, with full compliance to the applicable jurisdictional and federal energy regulations.

In Victoria, 11 sites are registered under AER Network Exemptions and have been duly registered with the Essential Services Commission (ESC), in accordance with jurisdictional requirements. These sites are also part of the Energy and Water Ombudsman Victoria (EWOV) scheme, ensuring tenants have access to independent dispute resolution and consumer protections consistent with best-practice standards.

ISPT delivers comprehensive, end-to-end embedded network management services, including:

- **Embedded Network Retrofitting & Consent Management**
Overseeing the complete retrofit process — from stakeholder engagement and consent campaigns to tenant communications — tailored for both small and large customer classes.
- **Metering, Data & Billing Management**
Ensuring accurate, transparent billing through compliant metering infrastructure, interval data collection, and robust billing systems.
- **Regulatory Compliance & Licensing**
Maintaining ongoing compliance with licence conditions, reporting obligations, and jurisdiction-specific regulatory frameworks across all operating sites.
- **Customer Management & Support**
Delivering customer service and support including dispute resolution, financial hardship assistance, and timely response to customer queries.
- **Embedded Network Manager (ENM) Services**
Through the appointment of INTELENM, ISPT ensures that customers retain their right to retail market access, including the ability to enter into energy-only contracts.
- **Outage Management**
Structured processes are in place for both planned and unplanned outages, ensuring minimal disruption and proactive communication with all affected tenants.

Currently, 27 of these sites are participating in national sustainability initiatives, with rooftop solar PV systems installed and operational. The site referenced in this application is earmarked for inclusion in the next stage of this renewable rollout.



14. Does the Applicant currently hold, or have they previously held or been subject to, any energy selling exemptions or retail licences (retail authorisation) in any state or territory?

Sites in the NECF states have obtained Registered Retail Exemptions (R1 and R5) and Network Exemptions (N1 and N5). Sites in VIC have obtained a Network Exemptions (N1 and N5) and in addition are registered with the ESC.

The Applicant does not hold a retail license/authorisation.

Site in Western Australia actively participated in the Voluntary Code of Practice.

15. What arrangements you have made in the event that you can no longer continue supplying energy (e.g., has the retailer that sells to you agreed that they will service the customers).

If the Applicant could no longer supply energy to tenants in the embedded network, the metering configuration allows tenants to enter into a supply arrangement with an authorised retailer of their choice. There will be no unmetered service points.



PART 2: PARTICULARS RELATING TO THE NATURE AND SCOPE OF THE PROPOSED OPERATIONS

16. Will the Applicant's customers be their tenants? Are tenants at the site residential or business customers?

Yes, the customers will be the Applicant's tenants in the Shopping Centre and are retail businesses.

There are no residential customers in the Embedded Network.

17. Will you be providing other services, aside from energy, to persons on the site (for example, accommodation/leasing of property)? If yes, specify these services and the contractual or leasing arrangements under which you are providing them.

The primary relationship with the tenants is the provision of retail leasing space, which are provided under a lease signed between the tenant and the Applicant and are covered by the relevant Retail Leases Act.

18. Total number and breakdown of customers at the site

The customers at the proposed Embedded Network are all retail customers. There are 13 small retail customers that will be part of the proposed Embedded Network. 1 large customer is not included in the figures below as they will not be part of the Embedded Network. There are NO residential customers.



19. Will any customers be 'wired out' of the embedded network (i.e. because they did not consent to the network conversion)? If so, please provide the number of such customers, broken down between residential, retail and commercial customers (include whether they are small or large, as defined in the jurisdiction in which you intend to operate). Note: This question only applies to retrofit applications.

There is 1 major / large customer that is 'wired out' of the Embedded Network.

20. Will the Applicant be on-selling energy purchased from an authorised retailer or purchasing it directly from the wholesale market?

The Applicant will be on-selling energy purchased from an authorised electricity retailer.

21. What is the estimated aggregate annual amount of energy the Applicant is likely to sell (KW/h, MW/h and mega joules or gigajoules for gas)? What is the average expected annual consumption of each of the types of customers they service?

Annual Consumption	Average Small	Average Large	Residential
340 MW/h	25 MW/h	n/a	n/a



22. Will the Applicant's customers be wholly contained within a site owned, controlled or operated by the applicant?

Yes, the customers will be wholly contained within the site owned, controlled, or operated by the Applicant.

23. Will each premises/dwelling be separately metered? If not, and the application is for a new development/retrofit, please explain why not and how you intend to determine energy charges?

Yes, each premises will be separately metered.

24. Will meters allow your customers to change retailers (i.e. not buy their energy from you) as required by the Network Exemptions Guideline? Please specify the types of meters to be installed at the site.

Yes, all metering installation will conform to current standards for Power of Choice and NEM metering and installation as outlined in Chapter 7 of the NER. All metering installations used in the proposed exempt network are fit for purpose and for full retail contestability if the customer elected to purchase from their retailer of choice.

An ENM will be appointed.

All meter data will be managed by an accredited MC/MDA/MP.

25. In what form and how often will customers be billed? Will the Applicant be issuing bills or through a billing agent?

The Applicant through its agent will issue monthly bills in the format compliant with the AER Core Exemption Conditions and the Better Bills Guideline. See [Appendix L – Bill Sample](#).

It is the intention of the Applicant to use the services of an AEMO accredited MC, MP and MDA to supply, install, commission and manage the data. The consumption to calculate the tenant's bills are based on NEM12 data.

The preference are for bills to be sent via email however tenants have the options of receiving their bills via Post at no additional charge. Tenants can also access their bills via a self-service customer portal 24/7.

26. What dispute resolution procedures will the Applicant put in place to deal with energy related complaints and issues? Confirm that the policy is consistent with the Australian Standards AS/NZS 10002:2022 Customer Satisfaction – Guideline. Provide a copy of the relevant policy.

Dispute Resolution Procedures

The Applicant has a successful history in dealing with disputes, with minimal reported incidents. One of the foremost reasons for the low number of disputes is the long-term structured relationship between the lessor and lessee. Leases can range between 5 to 25 years, and it is in the best interest of the Applicant to identify and resolve issues with their customers. Most calls are managed and resolved while the customer is on the phone, with common queries around rates, payment methods, or contact updates.

The Applicant will be utilising Energy Intelligence's Customer Services resources to manage energy inquiries and disputes. Energy Intelligence manages over 150 embedded networks across Australia, with the majority of their portfolio being shopping centres and commercial properties. Their dispute resolution procedure has been



reviewed and accepted as part of the ENM accreditation and adheres to Australian Standards, consistent with AS/NZS 10002:2022.

Complaints and Dispute Resolution Policy

The purpose of the Complaints and Dispute Resolution Policy is to:

- Recognise, promote, and protect customers' rights to complain about their dealings with Energy Intelligence.
- Ensure that an accessible complaints management process is in place.
- Take appropriate action to resolve complaints as required.
- Provide a mechanism for resolving complaints in a timely, efficient, and courteous manner.
- Inform customers of their right to request a meter test.
- Record, assess, and review complaints on an ongoing basis to improve the service we provide and the products we offer.

The policy acknowledges that all individuals have the right to complain, have their complaint heard, and be treated with dignity and respect. Each complaint is addressed in an equitable, objective, and unbiased manner. When a customer raises a complaint related to their electricity, the complaint is expected to be resolved within a reasonable timeframe, considering the nature and complexity of the complaint. Tenants are always kept well informed. Where the complaint has been escalated to senior management and the tenant is still not satisfied with the resolution, non-residential tenants may have the matter heard by NCAT and residential tenants, EWON.

Additional Information

Since the mandatory requirement for all Victorian Embedded Networks to become members of EWOV in July 2018, Energy Intelligence has not had any complaints or cases reported. Additionally, Energy Intelligence, a member of EWON. We plan to apply for EWON membership for non-residential customers once it becomes available.

Energy Intelligence's Hardship Policy is also offered to small businesses.

[*Appendix P – Dispute Resolution Policy*](#)

[*Appendix K - Small Business Hardship Policy*](#)

- 27. Are you a member of a recognised energy industry ombudsman scheme in the jurisdiction/s in which you intend to on-sell energy to residential customers?** If not, have you taken steps to become a member? Please provide supporting evidence or explain steps taken to obtain membership. Supporting evidence should include an ombudsman membership application reference number if attainable from the relevant ombudsman.

There are no residential tenants at this Centre. When the ombudsman scheme is applicable to non-residential customers, we will ensure we meet jurisdictional requirements.



28. Do you have any further information that would assist us to assess your application?

The Applicant respectfully requests that the AER consider this application. The Applicant has a vested interest in supporting tenant occupancy and enhancing the environmental performance of Northlakes Shopping Centre. All tenants have been informed of the Applicant's intention to implement a retrofitted Embedded Network at the site.

Disclosure to tenants

The consent campaign started in November 2024. As part of an information and education campaign, the Applicant has fully disclosed all necessary information as required by the *ENSP - Registration Exemption Guideline*. This includes a copy of the disclosure provided to existing tenants and the Sale of Energy Agreement between the Applicant and the tenant. All tenants in the Embedded Network have received the Consent Form, the Sale of Energy Agreement, Terms and Conditions, and important information about the Embedded Network.

[Appendix A - Consent Form](#)

[Appendix B - Sale of Electricity Agreement with T&Cs](#)

High acceptance by tenants

Through education and marketing efforts, the Applicant has obtained explicit informed consent of 92% of affected tenants at the Shopping Centre. Efforts to secure consent from the remaining tenant is ongoing.

Mitigation of detriment - state or territory legislation

As "on-market child" NMI allows tenants to purchase energy from an authorised retailer, the Applicant believes there is no legislative detriment that needs mitigation. Our on-market process is provided to retailers to assist in the on-market setup.

[Appendix N – On-Market process – retrofit](#)

Consent Process

The Applicant has conducted a thorough process to obtain explicit informed consent from all tenants regarding the proposed embedded network installation. This process includes:

- Initial written communication to all tenants about the proposal and their right and limited ability to choose a retailer.
[Appendix G – Retrofit Intent and Supporting Documents](#)
- Follow up communications made by Energy Intelligence (the Applicant's subcontractor), including emails and calls to all tenants.
[Appendix C - Consent Campaign Tenant Log](#)
- Several site visits to discuss any tenant questions or concerns face-to-face.
- Notification of AER's formal public consultation process.
[Appendix A - Consent Form](#)
[Appendix G – Retrofit Intent and Supporting Documents](#)
[Appendix I - AER Consultation Notice](#)
- Addressing concerns of non-consenting tenants, with documented approaches. The Applicant's approach to mitigating these concerns specifically is documented.
[Appendix D - Mitigating non-consenting customers](#)
- Ensuring tenants with limited capacity to provide explicit informed consent are properly supported, although no such instances have been identified.
- Storing electronic copies of signed consent forms on file.
[Appendix A - Consent Form](#)



Information Provided to Tenants

Tenants have been informed about various aspects of the embedded network retrofit, including:

- The nature of the retrofit and its implications
- Retail contestability and freedom of choice
- The ability to enter into an energy-only contract with an authorised retailer, acknowledging that some retailers may not bill energy-only contracts
- Potential for receiving two invoices for Tier 2 customers
- Possibility of duplicate charges in the initial EN stage, with commitments to rectify any issues
- Obligation to address any duplication of network fees
- Installation of Power of Choice / NEM compliant meter and meter installation
- Electricity offer matching as per NSP Exemption conditions 4.9.3 and 4.9.4 for the life of their lease
- Sales agreements for prospective tenants
[*Appendix B - Sale of Electricity Agreement with T&Cs*](#)
- Dispute resolution procedures
[*Appendix P – Dispute Resolution Policy*](#)
- Coverage of any exit fees incurred by tenants affected by the Embedded Network retrofit



PART 3: CONVERTING EMBEDDED NETWORKS (RETROFITTING)

PROVISION OF INFORMATION

You must provide evidence in your application that you have supplied prospective customers with easily accessible written information explaining:

- 29. you are proposing to retrofit the site as an embedded network, which requires metering changes and the pros and cons of being an embedded network customer; and.**

Yes, information about the metering changes is included in the Embedded Network Retrofit document.

Appendix G – Retrofit Intent and Supporting Documents

- 30. customers retain the right to contract with a retailer of choice even after inclusion in the embedded network (except where this right does not exist due to jurisdictional legislation); and.**

Yes, information about the customer retains the right to contract with a retailer of choice is included in the Embedded Network Retrofit document.

Appendix F – ISPT Letter of Intent – Northlakes

- 31. to exercise their right to a retailer of choice, customers may need to enter into an ‘energy only’ contract, which is offered at retailers’ discretion and may be difficult to obtain; and.**

Yes, information about ‘energy only’ contract is included in the Embedded Network Retrofit document. A factsheet is also available to tenants and retailers.

Appendix M – On-Market Customer

Appendix N – On-Market process – retrofit

- 32. customers in embedded networks may not receive the same protections as those of an authorised retailer under the Retail Law.**

Yes, information about ‘customers not receiving the same protection’ is included in the Embedded Network Retrofit document.



In addition, you need to confirm that you have provided consumers with:

33. your electricity sales agreement, which details all fees and tariffs; and.

Yes, all tenants have been issued the Sale of Electricity Agreement, Terms and Conditions and Price Fact Sheet which includes all fees and tariffs.

[Appendix B – Sales of Energy Agreement with T&C's](#)

[Appendix H - Price Fact Sheet](#)

34. contact details of a representative from your company to answer any queries or concerns about the proposed retrofit.

Yes, both the Applicant's representative contact details were provided in the Letter of Intent and the Embedded Network Retrofit document and Energy Intelligence's representative contact details are also provided in all emails to tenant.

EXPLICIT INFORMED CONSENT

35. provide evidence of the explicit informed consent

See [Appendix A - Consent Summary](#)

36. confirm the explicit informed consent percentage calculation for total customers affected by the proposed retrofit; and

Status	#	%
No. of customers at site that is in the Embedded Network	13	100%
Vacant (n/a for Consent)	1	-
No. of customers that refused consent (Non-Consent)	0	0%
No. of customers that have not responded (Pending)	1	8%
No. of customers who provided consent (Consent)	11	92%

11 tenants out of 12 tenants have provided written consent as of February 2025. This equates to 92% of tenants that will be affected by the proposed retrofit. *Please note we do not obtain consent from Vacant tenancies or tenancies that will not be part of the Embedded Network and so are excluded from the Consent %.*

[Appendix C – Consent Campaign Tenant Log](#)

[Appendix D – Mitigating non-consenting customers](#)



- 37. The Applicant must confirm that consent to the retrofit was sought separately from consent to the sale of energy agreement.** Provide an explanation of when and how consent documents were provided to customers.

The Applicant confirms that consent to the retrofit was sought separately from any agreement to purchase energy. Tenants are provided with a standalone Retrofit Consent Form, which is entirely separate from the Energy Supply Agreement (ESA). Signing the ESA is not a condition of providing retrofit consent, and tenants are not pressured or incentivised to enter into an ESA as part of the retrofit process.

Executed consent forms are stored electronically, and a communication log is maintained to track outreach and responses, including where tenants have either not responded or have explicitly declined to provide consent.

[*Appendix A - Consent Form*](#)

[*Appendix C – Consent Campaign Tenant Log*](#)

- 38. provide dated records of consultation and meetings with all customers affected by the proposed retrofit, identifying and recording any non-consent and the reasons for non-consent; and**

See [*Appendix C - Consent Campaign Tenant Log*](#)

- 39. The Applicant must provide documentation outlining any concerns raised by tenants, and evidence of the Applicant's attempts to address those concerns.**

See [*Appendix D - Mitigating non-consenting customers*](#)

RETAIL CONTESTABILITY

To demonstrate you have addressed any potential customer detriment resulting from a loss of retail contestability, you must confirm whether you have:

- 40. The Applicant must confirm that it sought advice from the relevant distributor about whether non-consenting customers can be wired out of the embedded network.** Provide evidence of advice sought/received and details of wiring out options available. If wiring out is not being offered as an option, explain why not.

Where a centre has tenants who are unwilling to provide consent, the Applicant along with the preferred electrical engineer and electrician will review the options of wiring the tenant out of the Embedded Networks. Currently only the majors are offered this solution. Energy Intelligence has project managed numerous retrofits and greenfield Embedded Networks and has a good working relationship and understanding of Ausgrid's requirements and policy. We have active projects in Ausgrid's jurisdiction and can confirm that this has not changed.

[*Appendix C - Consent Campaign Tenant Log.*](#)

- 41. taken steps to ensure customers who wish to remain with their retailer, but cannot be wired out, will not be financially disadvantaged by the retrofit.** Measures to reduce financial detriment are likely to include price matching for affected customers, and taking financial responsibility for any double billing of network charges.

To further mitigate potential detriment as per the requirements of the Retail Exempt Selling Guideline, the Applicant has implemented the following measures:



- **Notification to Tenants:** Tenants are notified via emails, phone calls, and site visits about their right to choose their own retailer, the possibility of receiving two invoices if they do not purchase energy from the Applicant, and for non-consenting tenants, that the Applicant will price match any genuine electricity offer available to a grid-connected customer.
[Appendix J - Sample Email Correspondence](#)
- **Facilitating Competition:** Tenants who wish to remain with their authorised retailer will be allocated “on-market” NMIs once their retailer provides the necessary standing data to initiate the process. This ensures tenants can continue with their existing authorised retailer under their current contract arrangements. A fact sheet is available to guide tenants and their retailers through the process.
[Appendix N – On-Market process – retrofit](#)
- **Preserving Contractual Arrangements:** Efforts are made to preserve access to existing contractual arrangements for customers on C&I contracts.
- **Energisation Notification:** Once the embedded network energisation date is confirmed, the Applicant will notify all authorised retailers:
 - If a tenant has chosen to purchase energy from the Applicant (off-market), the retailer will be requested to cease billing from the date of embedded network installation.
 - If a tenant has chosen to continue purchasing energy from their authorised retailer (on-market), the retailer will be requested to cease invoicing for network charges effective from the installation date. The appointed ENM will follow up with relevant market participants to ensure the AEMO Market Settlements and Transfer Solution (MSATS) is updated, minimising double charging instances. The ENM will work closely with the retailer to ensure accurate billing. AEMO and the ENM provide publicly available factsheets to assist retailers in offering services to embedded network customers, clearly outlining the roles and responsibilities of market participants to resolve incorrect charges.
- **Addressing Double Charging:** If a tenant notifies the Applicant of double charging, the Applicant’s agent will follow up with relevant market participants to ensure proper billing by the retailer, provided the tenant offers a Letter of Authority to engage with their authorised retailer on their behalf.
- **Customer Bill Notification:** When an on-market customer receives their first bill from us, it will be accompanied by a notice. This notice will remind them of the billing change and provide instructions to contact us if they:
 - have been billed under their old NMI
 - have been billed for network charges
 - wish to review their billing for accuracy[Appendix Q – Important information about your bills \(1st bill\) - on-market](#)
- **Annual Price Reviews:** The Applicant commits to ongoing annual price reviews to ensure that rates offered are competitive compared to authorised retailers and below the Default Market Offer.

Customer dispute resolution services

- 42. The Applicant must advise customers of its dispute resolution process and the options available for external dispute resolution such as ombudsman schemes.** For individual exemptions relating to retrofits, we will assess the need for ombudsman scheme membership on a case-by-case basis.

The Consent Form includes the dispute resolution process applicable to the embedded network. This process also informs customers of their right to seek recourse through NCAT (NSW Civil & Administrative Tribunal) if they are not satisfied with the internal dispute resolution. This information is also highlighted in the Terms and Conditions provided to tenants and in the Customer Charter that will accompany their first bill. Additionally, this information is accessible online and is included in our email communication to tenants.

[Appendix A - Consent Form](#)

[Appendix B - Sale of Electricity Agreement with T&Cs](#)

[Appendix G – Retrofit Intent and Supporting Documents](#)



AER Consultation

43. The Applicant must confirm that it has advised consumers of the AER's consultation process, including that:

- a) consult on individual exemption applications**
- b) publish your application on its website**
- c) invite public submissions on your application from interested stakeholders, and**
- d) ensure that the public consultation period runs for at least 20 business days.**

Tenants have been informed of these details both in the Consent Form and through a project update email. They were notified that:

- the submission process includes a thorough review by the AER
- if the application is accepted, it will undergo public consultation for 20 business days, available on the AER website
- the AER will accept public submissions, and we will notify tenants when the public consultation is open, including providing links to the consultation.

Notice of the open consultation process will be sent to tenants by email once the AER initiates the public consultation process.

[*Appendix G – Retrofit Intent and Supporting Documents*](#)

[*Appendix I - AER Consultation Notice*](#)



APPENDIX

Supporting Documents (Confidential)

- Appendix A - Consent Form
- Appendix B - Sale of Electricity Agreement with T&Cs
- Appendix C - Consent Campaign Tenant Log
- Appendix D - Mitigating non-consenting customers
- Appendix E - Initial Email Correspondence
- Appendix F – ISPT Letter of Intent - Northlakes
- Appendix G – Retrofit Intent and Supporting Documents
- Appendix H - Price Fact Sheet
- Appendix I - AER Consultation Notice
- Appendix J - Sample Email Correspondence
- Appendix J - Sample Email Correspondence 1
- Appendix K - Small Business Hardship Policy
- Appendix L – Bill Sample
- Appendix M – On-Market Customer
- Appendix N – On-Market process – retrofit
- Appendix O – Brownfield flyer
- Appendix P – Dispute Resolution Policy
- Appendix Q – Important information about your bills (1st bill) - on-market