



ESVConnect

Registration of Cathodic Protection Systems

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User guide

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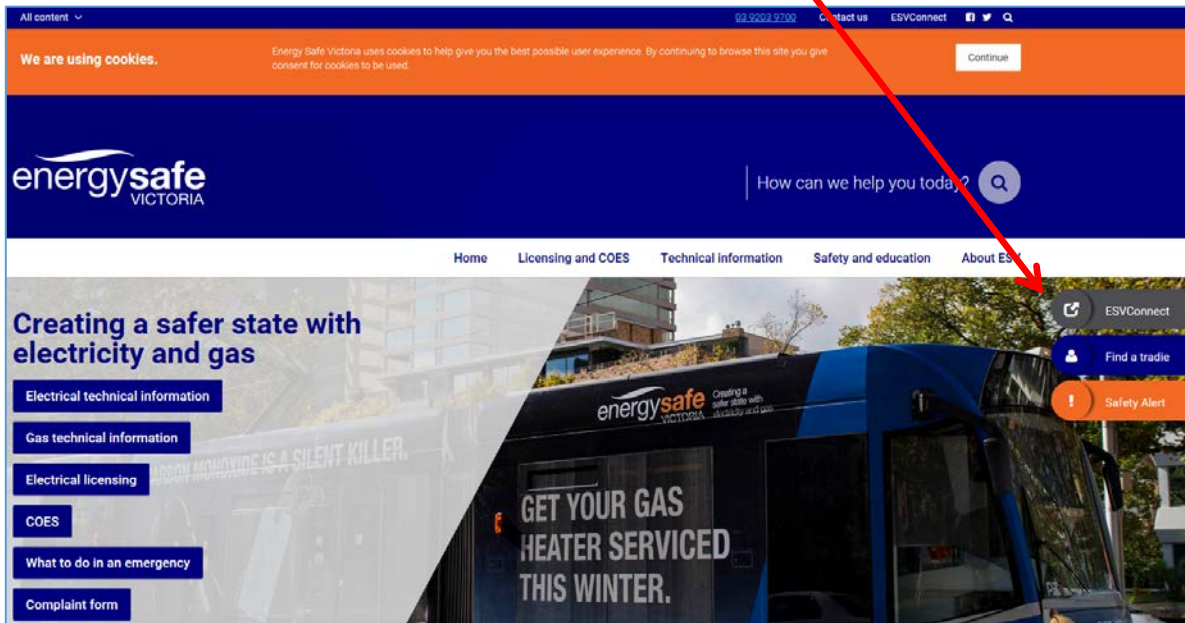
Please note

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

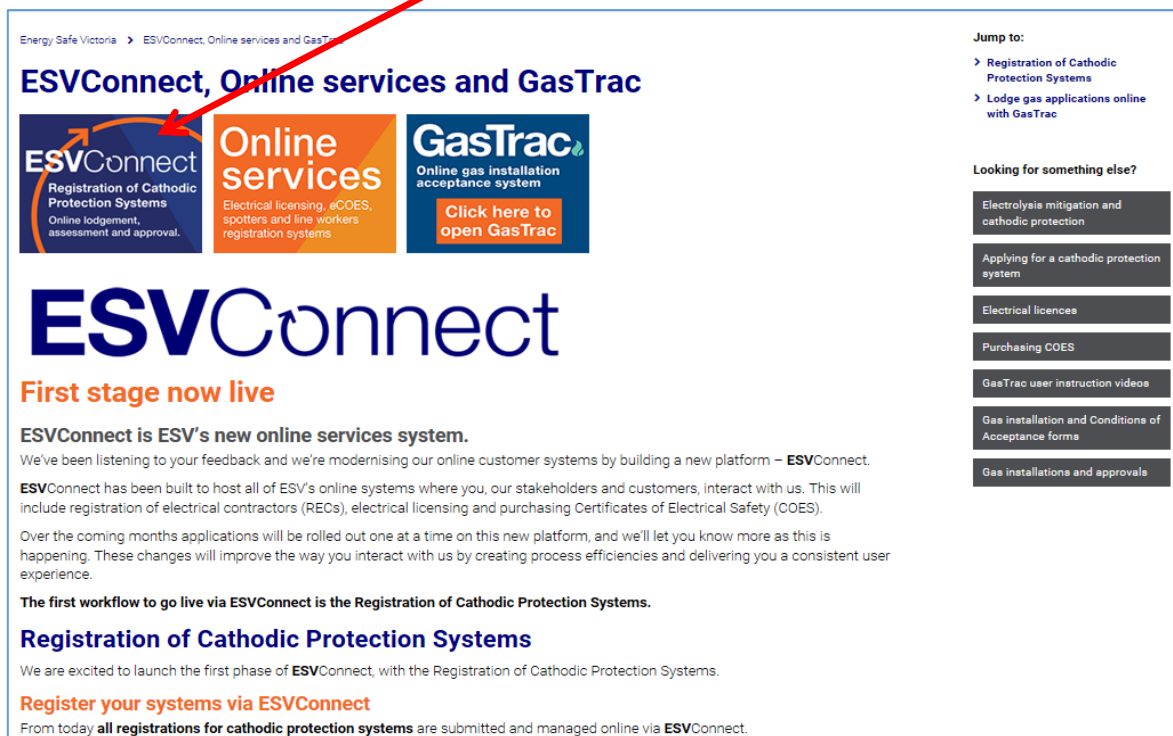
Errors will occur using Internet Explorer versions 10.0 and below and Apple devices (iPads and iPhones).

1 Creating a user profile

1. From the ESV website <http://www.esv.vic.gov.au/> click the **ESVConnect** link.



2. Select the **ESVConnect Registration of Cathodic Protection Systems** box.



3. On the **ESVConnect** Login page, select **Create an account now**. Enter the required information. You will receive an email with a verification code and instructions on how to login.

ESVConnect

User Name

Password

Log in

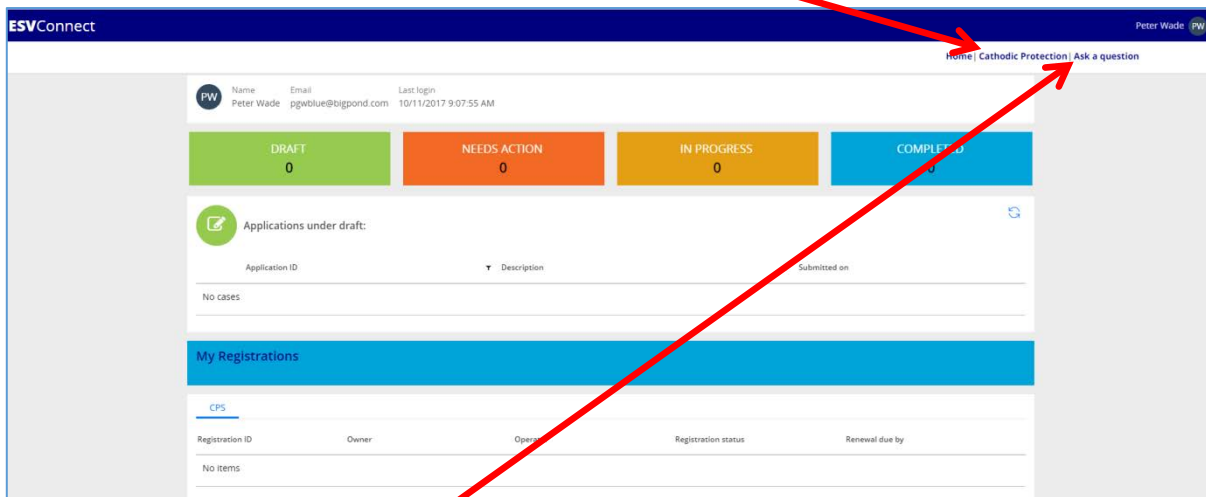
Create an account now

Forgot your password?

ESVConnect is optimised for Edge, Chrome & Firefox for Windows OS and Android devices (not iPad or iOS)

2 Lodging an application to register a Cathodic Protection System

From your dashboard select the **Cathodic Protection** tab.



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. A separate screen will display with drop-down selections. Select the most appropriate topic for your enquiry:

- I want to add a business
- I cannot see my registrations
- Assistance regarding a CPS application
- Other

An email will be generated and sent to the appropriate ESV team.

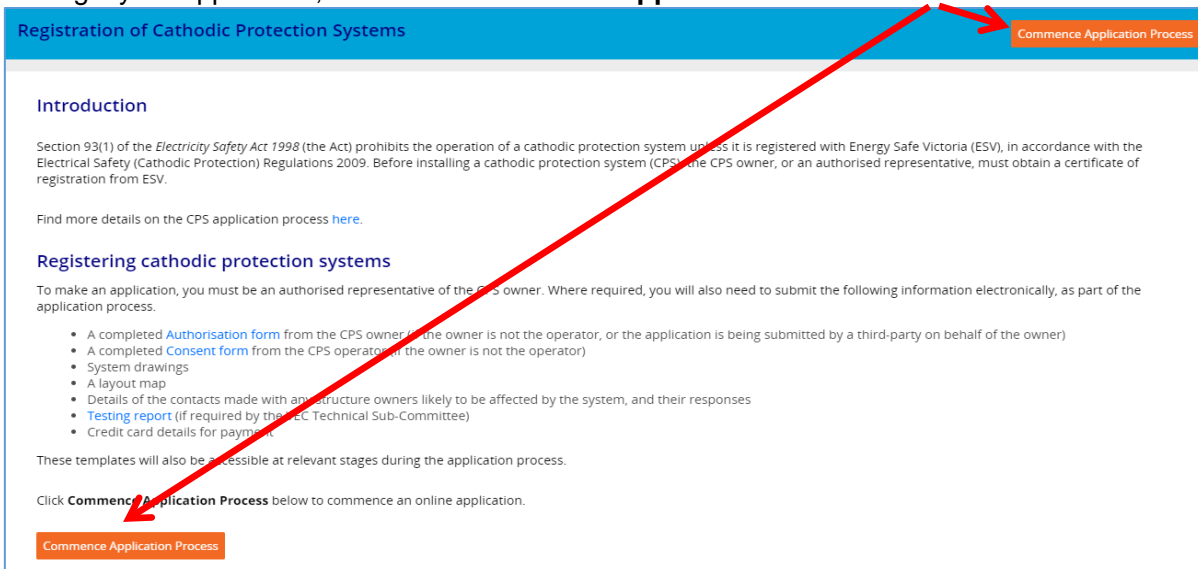
2.2 Commence the application process

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 the **Commence Application Process** button.



Registration of Cathodic Protection Systems

Commence Application Process

Introduction

Section 93(1) of the *Electricity Safety Act 1998* (the Act) prohibits the operation of a cathodic protection system unless it is registered with Energy Safe Victoria (ESV), in accordance with the Electrical Safety (Cathodic Protection) Regulations 2009. Before installing 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 CPS application process [here](#).

Registering cathodic protection systems

To make an application, you must be an authorised representative of the CPS owner. Where required, you will also need to submit the following information electronically, as part of the application process.

- A completed [Authorisation form](#) from the CPS owner (if the owner is not the operator, or the application is being submitted by a third-party on behalf of the owner)
- A completed [Consent form](#) from the CPS operator (if the owner is not the operator)
- System drawings
- A layout map
- Details of the contacts made with adjacent structure owners likely to be affected by the system, and their responses
- [Testing report](#) (if required by the ESEC Technical Sub-Committee)
- Credit card details for payment

These templates will also be accessible at relevant stages during the application process.

Click **Commence Application Process** below to commence an online application.

Commence Application Process

2.3 First steps – copying data from previous applications

When a new application for a Cathodic Protection System (CPS) is commenced, the applicant is asked if they wish to copy data from an existing application.

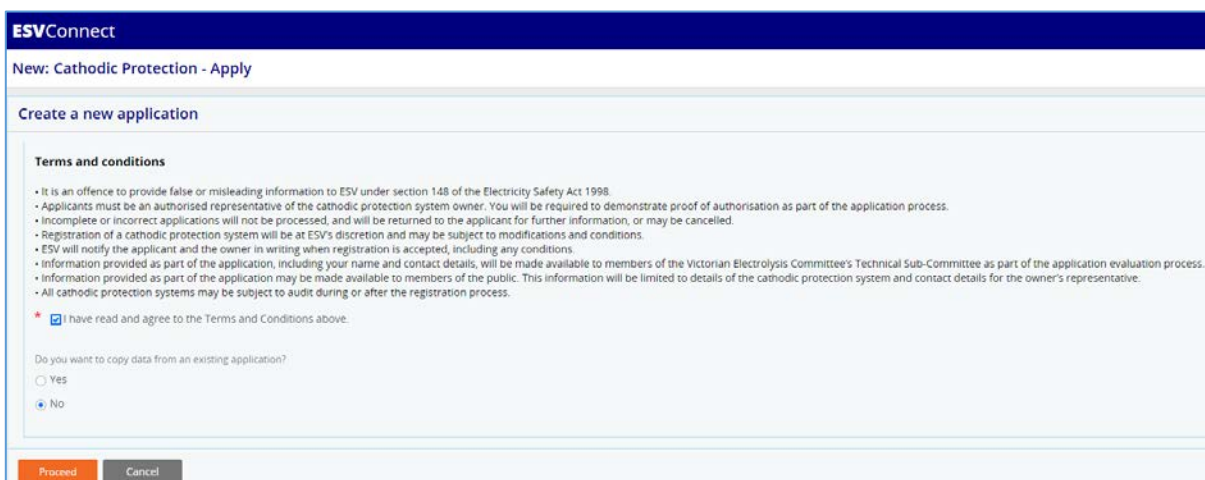
Note:

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 **ESVConnect** or from your **DRAFT, IN PROGRESS** or **COMPLETED** applications on your **ESVConnect** dashboard.

To copy from an existing application

1. Select **Yes** using the radio buttons and enter the existing application number.
2. Click **Proceed**



ESVConnect

New: Cathodic Protection - Apply

Create a new application

Terms and conditions

- It is an offence to provide false or misleading information to ESV under section 148 of the Electricity Safety Act 1998.
- Applicants must be an authorised representative of the cathodic protection system owner. You will be required to demonstrate proof of authorisation as part of the application process.
- Incomplete or incorrect applications will not be processed, and will be returned to the applicant for further information, or may be cancelled.
- Registration of a cathodic protection system will be at ESV's discretion and may be subject to modifications and conditions.
- ESV will notify the applicant and the owner in writing when registration is accepted, including any conditions.
- 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 Technical Sub-Committee as part of the application evaluation process.
- Information 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 and contact details for the owner's representative.
- All cathodic protection systems may be subject to audit during or after the registration process.

* I have read and agree to the Terms and Conditions above.

Do you want to copy data from an existing application?

Yes

No

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).

2.4 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.

Click  to continue with the application.

Note:

ESVConnect is designed to comply with the requirements of the *Electricity Safety Act 1998* and the *Cathodic Protection Regulations 2009*.

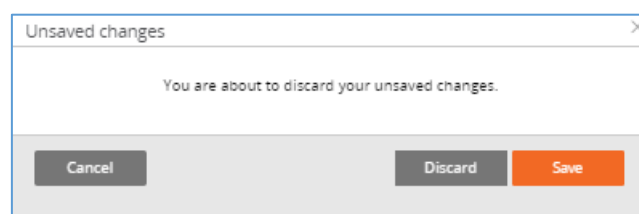
Mandatory information is required to ensure applications are compliant.

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 at a later time.



2.5 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 pre-populated from the **ESVConnect** database.

All businesses and companies must register an account with **ESVConnect** before they can be searched. If a business/company does not exist, please submit a request to add a business by clicking **Ask a question** and select the category **I want to add a business.**

You will be required to enter the following information:

Update an existing business in ESVConnect system of record	
Business details	
ACN #	
Company / Entity name	
Business name	
ABN #	
Business address	
Line 1	
City	
State	VIC
Post code	
Business postal address	
Line 1	
City	
State	VIC
Post code	
Contact details	
First name	
Last name	
Email id	
Phone number	
Contact type	Contact

Additional contacts can be added to manage the owner’s CPS by clicking 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.


Click  to continue with the application.

2.6 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 pre-populated from the ESVConnect database.

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

Click  to continue with the application.

2.7 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 click .

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.

To add an additional Secondary Structure click .

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).

Click  to continue with the application.

2.8 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**
- **reapply for registration via the ESVConnect website using the instructions in your initial letter from ESV.**


Click  to continue with the application.

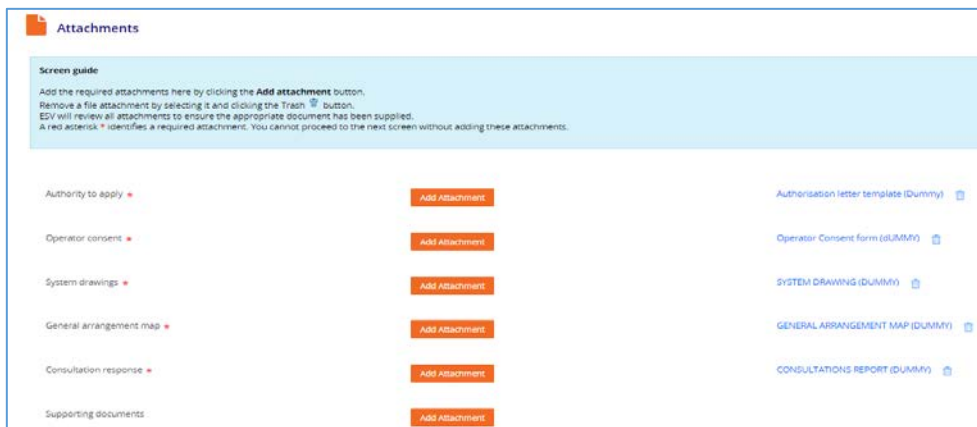
Note:












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

2.9 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.

Click  to attach supporting documentation.



Document Category	Action	Document Name
Authority to apply		Authorisation letter template (DUMMY) 
Operator consent		Operator Consent form (DUMMY) 
System drawings		SYSTEM DRAWING (DUMMY) 
General arrangement map		GENERAL ARRANGEMENT MAP (DUMMY) 
Consultation response		CONSULTATIONS REPORT (DUMMY) 
Supporting documents		

Note:

The same attachment can be used for both the System Drawing and the General Layout Map if all required information is included on the one drawing.

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

2.10 Review application

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

Declaration

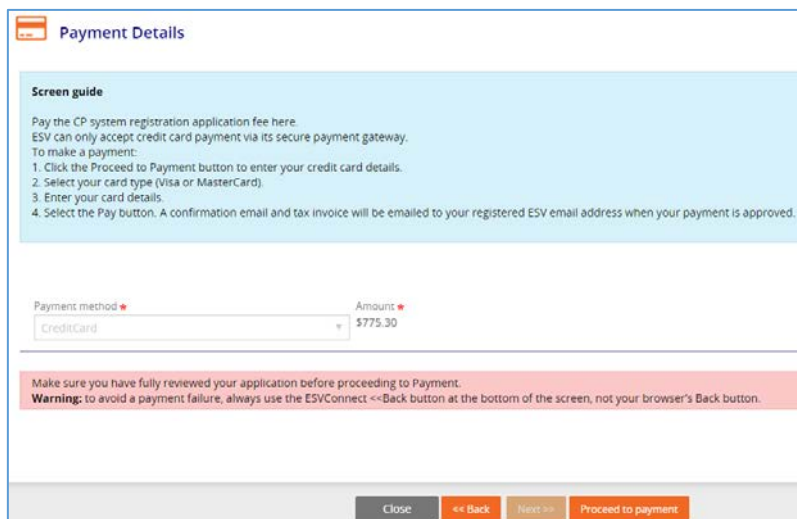
I declare that the information contained in this application and attachments is true and correct and that I have read ESV's Privacy Statement and understand the obligations and conditions that apply to registered cathodic protection systems.

2.11 Payment

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

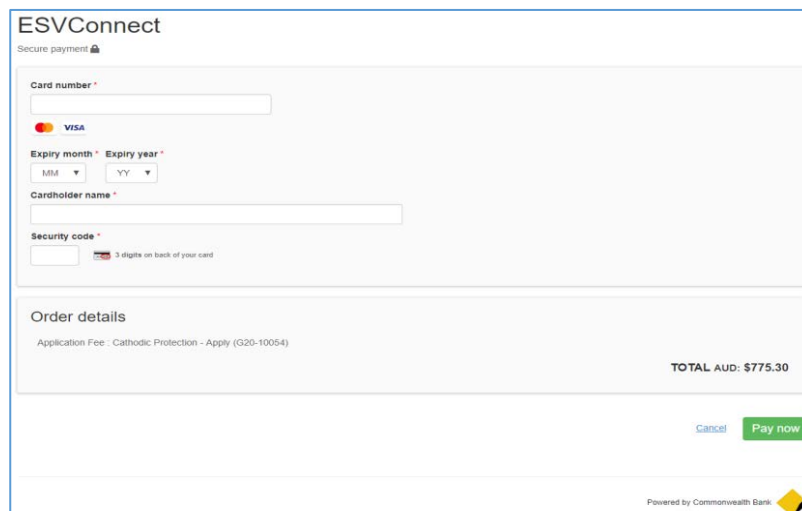
To make a payment:

1. Select the Proceed to Payment button.



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

2. Enter the debit/credit card details.



2.12 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.

2.13 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 ' No ' on the Affected Parties screen and attach evidence under Supporting Information on the attachments page.
Fee exemption	Applicants to declare they have an exemption on the System Details screen and attach evidence under Fee Exemptions on the attachments screen.

2.14 Screen guides

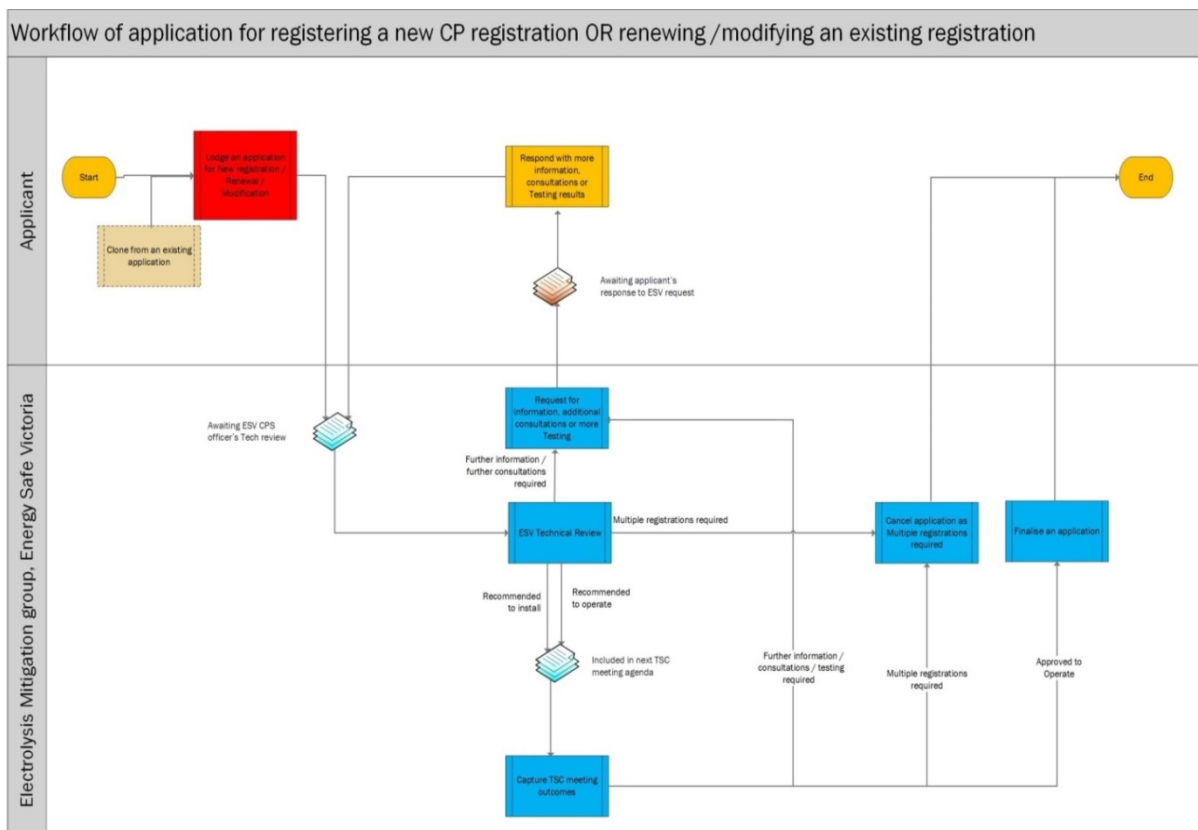
In addition to this user guide, screen guides are available on each screen within the system. These screen guides explain the relevance of each screen on the application wizard.

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.

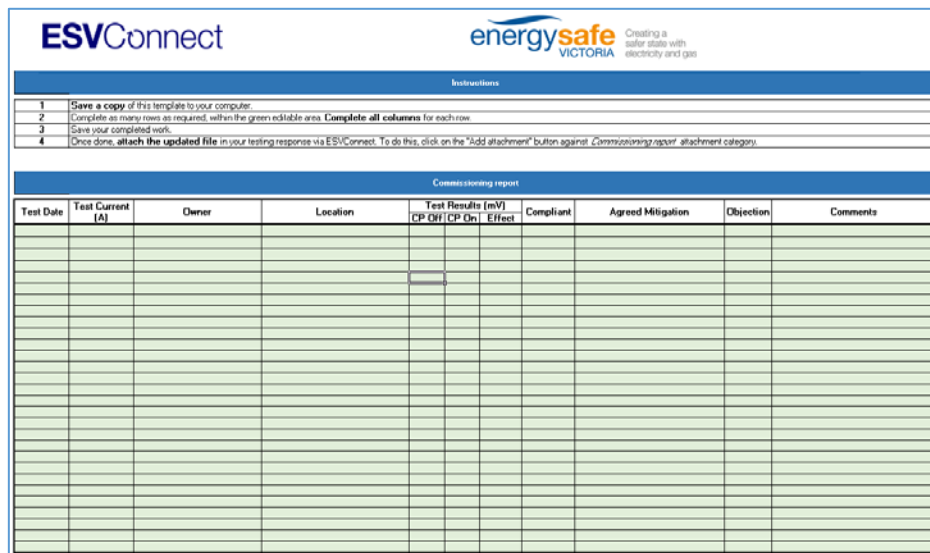


3.1 Required testing

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.

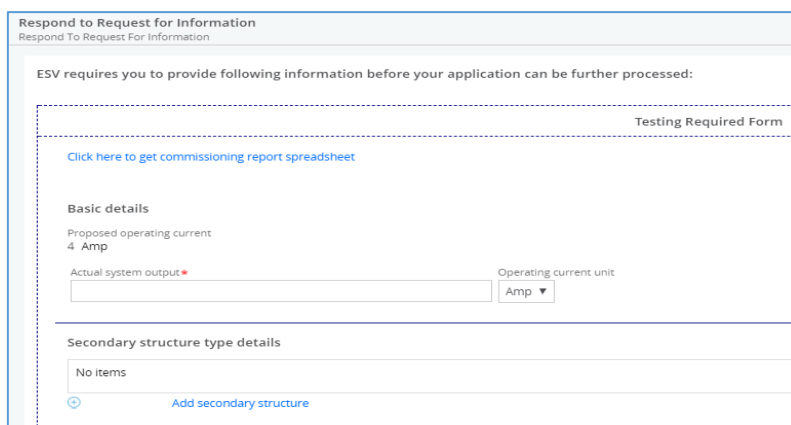
A **testing template** can be downloaded and attached to your application from the:

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



The screenshot shows the ESVConnect interface with a 'Commissioning report' spreadsheet. The spreadsheet has the following columns: Test Date, Test Current (A), Owner, Location, Test Results (mV) (with sub-columns for CP, Off, CP On, Effect), Compliant, Agreed Mitigation, Objection, and Comments. The table body consists of multiple empty rows for data entry.

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.



The screenshot shows a 'Respond to Request for Information' form. It contains the following elements:

- Header: Respond to Request for Information
- Message: ESV requires you to provide following information before your application can be further processed:
- Section: Testing Required Form
- Link: [Click here to get commissioning report spreadsheet](#)
- Section: Basic details
 - Proposed operating current: 4 Amp
 - Actual system output:
 - Operating current unit: Amp (dropdown menu)
- Section: Secondary structure type details
 - No items
 - [Add secondary structure](#)

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, **ESVConnect** 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.

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 **ESVConnect** requiring you to notify them.

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

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.

Transfer Ownership Change Operator Notify Date of Operation Modify CPS Renew CPS		
Cathodic Protection System ID CPS-20387		
Date of registration 18/09/2017	Date of operation ---	Last renewed on ---
Next renewal due by 17/09/2027	Status OPERATIONAL	
System Details		
Type of system Impressed Current	Time switch facility available? Yes	Operating current (Amp) 5.0
Installation address 4 Riverside Quay Southbank VIC 3006		
Primary structure(s)		
Owner Details		
ABN 11000494708	ACN 000494708	
Principal business address 501 SWANSTON STREET MELBOURNE VIC 3000		

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 **ESVConnect** 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 **ESVConnect** dashboard.
2. On the registration detail screen, click the [Transfer Ownership](#) button.
3. Read and accept the **Terms and Conditions** of starting a new application. Once the **Proceed** button is clicked, the registration is locked from further operations.
4. On the **Applicant details** screen, capture the contact address and **Communication** details.
5. Click [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.
6. 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 clicking the <<**Back** button).
 7. Read and agree the declaration before clicking 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.

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 **ESVConnect**. 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 **ESVConnect** 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.

4.2 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 **ESVConnect**.

To change an operator

1. Navigate to the relevant CPS registration via the **My registrations** section of the **ESVConnect** dashboard.
2. On the registration detail page, click the **Change Operator** button.
Read and accept the Terms and Conditions of starting a new application.
3. Click 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. Click **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.
6. 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 clicking the **<<Back** button).
7. Read and agree the declaration before clicking the **Submit** button.

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

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 **ESVConnect**. 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.

4.3 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 **ESVConnect**.

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

1. Log in into **ESVConnect**.
2. Navigate to the relevant CPS registration via the **My registrations** section on the **ESVConnect** dashboard.
3. On the **Registration Details** page, click **Notify Date of Operation** button.
4. Enter the proposed date of operation using the calendar.

4.4 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:

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

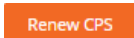
To modify a CPS registration:

1. Log in to **ESVConnect**.
2. Navigate to the relevant CPS registration via the **My registrations** section of the **ESVConnect** dashboard.
3. On the registration detail page, click the **Modify CPS** button.
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.

4.5 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 **ESVConnect**.

To renew a CPS registration:

1. Login in to **ESVConnect**.
2. Navigate to that CPS registration on '**My Registrations**' section of your **ESVConnect** dashboard.
3. On the registration detail page, click the  button.

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 **ESVConnect**.

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:

1. Create a **User Profile**.
See **Section 1 Creating a user profile** for more information about how to do this.
2. Log in to **ESVConnect**, select **Ask a Question** from the CPS owner's dashboard, and select **I cannot see my registrations**.
See **Section 2.1 Ask a question** for more information about how to do this.

ESV will notify the CPS owner's representative by email when registrations can be accessed.

Once email notification has been received:

1. Select the CPS to be renewed and click the  button.
See **Section 4.2 Requesting a change of operator** for more information about how to do this.
2. Enter the details for the contact from the operator company.
3. The operator can now renew the requested CPS. See **Section 4.5 Renewing a CPS registration** for more information about how to do this.

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 one of two ways:

1. Log in to **ESVConnect** using your **User Profile**.
2. Select **Ask a Question** and **I cannot see my registrations** from your dashboard. You will be required to fill out a downloadable form with the required information. See **Section 2.1 Ask a question** for more information about how to do this.

  Creating a safer state with electricity and gas	
Associate user to CPS Registrations in ESVConnect system of record	
Contact details	
First name	
Last name	
Email address	
Phone number	
CPS Registration	
CPS Registration Number	CPS-xxxxx

Alternatively:

- 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.

Contact person

Role*	First name*	Last name*
Contact person	Peter	Wade
Email*	Contact number	
peter.wade@energysafe.vic.gov.au		
Role*	First name*	Last name*
Select		
Email*	Contact number	

