

How to complete

Before you begin

This form allows a landowner to authorise another person to act on their behalf in relation to a Neighbour Payment with Powerlink, including giving directions about how the payment is made. You should complete this form if:

- You are the registered owner of the eligible property; and
- You want another person (for example, a consultant, family member, or advisor) to deal with Powerlink and/or receive payment on your behalf.

What you will need

Before starting, make sure you have:

- Property details (address and Lot/Plan)
- Full legal name(s) of the registered owner of the property (as shown on the title)
- The details of the authorised representative
- Contact details for all parties
- Company or trust details (if applicable)

Important Information

By signing this form, you authorise the nominated person to:

- Discuss the Neighbour Payment with Powerlink
- Provide directions to Powerlink on your behalf
- Nominate the bank account for payment

Powerlink will rely on this authority, so it is important that all information is accurate and complete. All signatories will be contacted for identity verification.

Common mistakes to avoid

- Not including all registered owners
- Using informal or abbreviated names
- Signing in the wrong execution section
- Missing witness details (for individuals)
- Not completing the authorised representative details
- Omitting trust or company information where relevant

After you complete the form

The form can be executed electronically.

Return the completed and signed form to Powerlink via email or post to:

Email

neighbourpayment@powerlink.com.au

Post

Powerlink Queensland
Neighbour Payment Program
PO Box 1193
Virginia QLD 4014
Australia

What happens next?

Powerlink will verify the identity of all signatories. Powerlink will:

- Communicate with the authorised representative; and
- Process payment in accordance with their directions.

Need help?

If you are unsure about how to complete this form or require assistance, please contact Powerlink via email neighbourpayment@powerlink.com.au or by phone to (07) 3898 4090.

Step-by-step guide

1. Property and project details

Complete the table at the top of the form:

- Project name – the relevant Powerlink project
- Neighbour Payment Application reference provided by Powerlink
- Property address – the land to which the Neighbour Payment relates
- Lot/Plan – as shown on your title or rates notice
- Owner/s – full legal names of all registered owners

2. Understanding the authorisation

The main paragraph of the form sets out what you are agreeing to. In practical terms, you are:

- Allowing Powerlink to deal directly with your authorised representative; and
- Agreeing that payment can be made to a bank account nominated by that person.

IMPORTANT - Only appoint someone you trust to act in your best interests.

3. Sign the Form

It is important that each registered owner complete the appropriate execution blocks. If the Authority is not completed or executed correctly, it could delay the assessment and payment of the Neighbour Payment. Please delete the execution blocks that do not apply to your circumstances.

If you would like assistance to customise the Authority to match the registered ownership details for the property, we can assist you. Please contact us via email neighbourpayment@powerlink.com.au or by phone to (07) 3898 4090.

a. Individual landholders

Use this section if one or more of the registered owners is an individual. Each landowner must:

- Enter their full name
- Provide their contact details
- Sign and date the form
- Have their signature witnessed

Each individual registered owner needs to complete this section (which can be copied as required).

b. Company landowners

Use this section if one or more of the registered owners is a company.

Execution must comply with the Corporations Act requirements:

- Two directors; or
- One director and one company secretary; or
- Sole director/secretary (if applicable).

Contact details (mobile phone number and email address must be provided for each signatory).

Make sure you include the Company name and ABN and the names of the directors/secretary.

Each company that is a registered owner needs to complete this section (which can be copied as required).

c. Trustee arrangements

Use this section if one or more of the registered owners is a Trust.

If the land is held in trust:

- Individuals sign as:
"[Name] as trustee for [Trust name and ABN]"
- Companies sign as:
"[Company name] as trustee for [Trust name and ABN]"

Make sure you include the Trust name and the ABN.

Contact details (mobile phone number and email address must be provided for each signatory)

Each Trustee that is a registered owner needs to complete this section (which can be copied as required).

4. Authorised representative (Schedule 1)

Complete the details of the person you are appointing:

- Full name
- Address
- Telephone number
- Email address

Authority to Act and Pay – Neighbour Payment

Powerlink
PO Box 1193
VIRGINIA QLD 4014

Project name	
Application reference	
Property address	
Lot / Plan (Land)	
Owner/s	

The Owner/s of the Land described above **HEREBY AUTHORISES** Powerlink (**Powerlink**), its employees, agents, servants and contractors to discuss and take directions from the authorised representative, as named in **SCHEDULE 1 (the Authorised Representative)** regarding Powerlink's Neighbour Payment with respect to the Project (**Neighbour Payment**).

For the avoidance of any doubt, the Owner hereby authorises the Authorised Representative to discuss and provide directions to Powerlink regarding the acceptance and direction for payment of the Neighbour Payment for the Land and agrees to the Neighbour Payment for the Land being made to the bank account nominated by the Authorised Representative.

In providing this authority, the Owner acknowledges that Powerlink is relying on the warranty provided in this authorisation in conducting any discussions with, or receiving any directions from the Owner's Authorised Representative about the Neighbour Payment.

Note: each party signing this Authority will be contacted for identity verification purposes.

INDIVIDUAL EXECUTION

Landholder name:

Address:

Telephone:

Email:

Signature of Landholder:

DATED at _____ on this _____ day of _____ 2026
Location Date Month

In the presence of:

Signature of Witness:

Full name of Witness:

COMPANY EXECUTION – MULTIPLE DIRECTORS

Executed by _____
in accordance with section 127 of the
Corporations Act 2001 (Cth):

Signature of director

Signature of company secretary/director

Full name of director

Full name of company secretary/director

Email address of director

Email address of company secretary/director

Mobile phone number of director

Mobile phone number of
company secretary/director

COMPANY EXECUTION – SOLE DIRECTOR

Executed by _____
in accordance with section 127 of the
Corporations Act 2001 (Cth):

Full name of sole director and company secretary
who states that he or she is the sole director and sole
company secretary of _____

Signature of sole director and sole company
secretary

Mobile phone number of sole director and company
secretary

Email address of sole director and company
secretary

INDIVIDUAL EXECUTION – AS TRUSTEE

Landholder name: _____ as trustee for _____

Address: _____

Telephone: _____

Email: _____

Signature of Landholder: _____

DATED at _____ on this _____ day of _____ 2026
Location Date Month

In the presence of:

Signature of Witness: _____

Full name of Witness: _____

COMPANY EXECUTION – AS TRUSTEE – MULTIPLE DIRECTORS

Executed by _____

as trustee of _____

in accordance with section 127 of the
Corporations Act 2001 (Cth):

Signature of director

Signature of company secretary/director

Full name of director

Full name of company secretary/director

Email address of director

Email address of company secretary/director

Mobile phone number of director

Mobile phone number of company secretary/director

COMPANY EXECUTION – AS TRUSTEE – SOLE DIRECTOR

Executed by _____

as trustee of _____

in accordance with section 127 of the
Corporations Act 2001 (Cth):

Full name of sole director and company
secretary who states that he or she is the sole
director and sole company secretary
of _____

Signature of sole director and sole company
secretary

Mobile phone number of sole director and
company secretary

Email address of sole director and company
secretary

SCHEDULE 1

Authorised Representative

Full name:

Address:

Telephone:

Email:

EXAMPLE