Full Company Name of Customer (Party to Facilities Access Agreement, Customer Relationship Agreement or equivalent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Execution Date of Facilities Access Agreement, Customer Relationship Agreement or equivalent**:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

The Customer requests that Telstra cancels their facilities access to Telstra ducts or external interconnection cables as described below:

**1. Customer’s Reference No. for this Cancellation Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Customer’s Nominated Contact Point for technical enquiries:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Customer’s Initial Point of Contact where Telstra can request additional information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_ E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Destinations between which facilities access to the relevant duct or external interconnection cable is cancelled:**

‘A’ End Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

‘B’ End Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Please attach a plan of the duct or external interconnection cable route being cancelled or sections of, showing any intermediate points.**

Full Cancellation□ Part Cancellation □

**5. Duct/external interconnection cable length (metres), between the destinations being cancelled: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Installed**\*** □ Never Installed □

**6. Underground equipment the Customer has cancelled and will remove:**

Splice/loops to be removed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number)

Breakouts to be sealed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number)

Multiple Subduct Joiners (MSJ)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFTU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFTU Acquirer’s Cables: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7.** **Special requirements/comments (or attach details)**:

**8. Estimated date of removal of underground equipment:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**9. Customer’s Telstra-approved contractor/s undertaking this equipment removal:**

Name**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customers must submit this request for cancellation of facilities access to ducts/external interconnection cable to Telstra Wholesale at:

[! Facilities Access Duct Group](mailto:!%20Facilities%20Access%20Duct%20Group)

**NOTE**:

* We will review this request and will let you know within 7 working days when you can begin this cancellation.
* If we advise you to proceed with the cancellation then, unless we tell you otherwise, this means that we agree to you removing your equipment from tunnels.
* If the cancellation request relates to an external interconnection cable, we will let you know if you should *remove* or *cut* the interconnect cable and you must follow that direction.
* You must comply with the cancellation and notification obligations set out in your agreement with Telstra.
* Once you have removed the approved sections/equipment you must submit a Duct Cancellation Compliance Inspection form to us.

Cancellation Checklist

##### NOTE: This will be used as part of the compliance inspection for cancellation.

When you cancel access to a Telstra duct or external interconnection cable and we advise you to proceed with the cancellation, you must (if relevant and we don’t tell you otherwise):

* Remove all cable from the sections of the relevant Telstra subduct and/or tunnel.
* Remove it so you don’t disturb/damage existing networks.
* Remove all loops, splices and identification tags from the cancelled sections of the relevant duct/external interconnection cable.
* Remove all identification tapes from the relevant subduct.
* Remove all Multiple Subduct Joiners.
* Remove all sections of subduct entering your conduits. Our subducts must be left in situ.
* Reseal all redundant breakout points once cable and/or subducts have been removed to prevent gases or liquids transferring between conduit networks. The conduit should be relabelled to indicate that the sealed conduit is owned by you.
* Provide drawings to us of the locations of the duct or external interconnection cable to which access is being cancelled
* Submit a Duct Cancellation Compliance Inspection form