

# Telstra account/invoice activation form



This form is to activate an account for invoicing for Telstra 'Dial Before You Dig' responses that have a data extraction fee. Requests that have a data extraction fee include -

(A) **Planning & Design, Tendering, Conveyancing, Sub-division**

(all the DBYD activity types listed above have a Telstra data extraction fee)

(B) **Large projects or other non standard responses**

(for example data use agreements or large areas that have to be manually extracted)

**Please Note**

- If you do not wish to be invoiced for Telstra DBYD responses that incur a Telstra data extraction fee (as listed in A and B above) then simply do not fill out and return this form.
- By not activating an account for invoicing then any Telstra DBYD request that has a data extraction fee will be automatically 'no actioned'.
- Details of applicable data extraction fees can be found in the document 'Data Extraction Fees' (should be included as attachment in email)
- If you are breaking ground (excavating for example) you will need to resubmit the DBYD request with the applicable ground breaking activity description. For example, 'mechanical excavation'.

Company Name (or Private Name) & address

ABN (if business)

Contact name for accounts (If different to your own name)

Account contact phone number

Email address for accounts

**Authorised users of the account (use separate sheet if more required)**

DBYD caller ID

User Name

Contact Number

Your Name

Contact Number

Date

Please forward completed form to - [NI.Planservice@team.telstra.com](mailto:NI.Planservice@team.telstra.com)

Post - Telstra Plan  
Services Locked Bag  
3820 Brisbane Qld 4001

Enquiries - [NI.Planservice@team.telstra.com](mailto:NI.Planservice@team.telstra.com)

or Anthony 07 3455 2365 (alternately 1800 653 935)