

NEW SINGLE ELECTRIC CONNECTION AND SERVICE ALTERATION REQUEST

*All fields marked with an * need to be completed in order for us to issue an accurate quotation*

If required, please attach additional information to this request form

1. Site Details			2. Customer Correspondence Details *			
This is the address at which the customer would like the new supply to be laid			This is the address where correspondence will be sent (if different from site address)			
Title:			Title:			
Full Name:			Contact Name:			
Organisation: (if appl)			Organisation: (if appl)			
House Name/Number:			House Name/Number:			
Street Name:			Street Name:			
Locality/District:			Locality/District:			
Postal Town:			Postal Town:			
Postcode:			Postcode:			
Email address(es):			Email address(es):			
Tel Numbers:			Tel Numbers:			
Best time to contact:	Morning	Afternoon	Best time to contact:	Morning	Afternoon	
3. Requesters Details *			4. Property Type *			
This section provides GTC with more information about the requestor			This section gives GTC specific details regarding the property			
In what capacity is the customer acting? (please choose from list)			What is the type of property? (please choose from list)	Terraced / Detached / Semi Detached / Other If 'other' please state:		
Registered Disabled?	Yes	No	If flat/maisonette, please specify floor level			
Has the customer previously applied for this work?	Yes	No	Number of Bedrooms:		Is the building Grade listed? Yes No	
Would the customer like to receive Quotation by email?	Yes	No	What is the main use of the property?	Domestic Non Domestic		
			Is the building existing or new build?	Existing New Build		
			Type of heating : Gas Electric Storage Heaters Electric Panel Heaters Air-Source Heat Pump Ground Source Heat Pump			
			Any electricity generation expected within the property? Yes No Not sure			

(continued overleaf)

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5. Meter Position Details *			6. On-Site Excavations / Site Considerations		
What type of Meter Box do you require/prefer?			Who will be excavating on private land?		Customer GTC
Surface Mounted	Semi Flush fit	Internal	Will the work involve land not in the customer's ownership?		Yes No
Description of proposed Meter location: e.g. front or side of house			If Yes, Customer to provide details of ownership i.e.: Contact details (Please note that GTC will require an easement for cables not within customer's own land and the customer will be responsible for all cost associated with this)		
Description of existing Meter location (if applicable):					
			Do you know the details of any previous land use?		Yes No Not sure
			Are there any difficulties on site eg. Steep steps, streams, access issues?		Yes No Not sure
			Does your site contain any trees or hedges that may affect or is in close proximity of site excavations?		Yes No Not sure
			Does the land contain any substances hazardous to health or the environment (e.g. Asbestos, hydrocarbons)		Yes No Not sure
7. Additional Information - attach photograph if possible Please advise of any site anomalies eg. steep steps or high boundary walls, streams, access issues etc.					

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Guidelines

We have put together these notes to help you fill out your application form and to ensure we receive all the correct information for your application to be processed easily. We look forward to working with you in the future.

Section 1 – Site Details

Please complete this section with the site address where the new connection is required.

Section 2 – Customer Correspondence Details

If different to site address, please provide contact details for correspondence

Section 3 – Requesters Details

Please complete this section if you are not in residence at the property

Section 4 – Property Type

Please provide property type, number of connections required, type of connection and electric space heating details. Also provide details if there is any onsite generation expected.

Section 5 – Meter Position Details

Details of type and location of meter(s)

Section 6 – On-Site Excavation/Site Considerations

Please complete this section to help us process your application efficiently, in a way appropriate to the environmental and practical considerations on and around the site.

Section 7 – Additional Information

Please provide any additional information that may be relevant to your application

Checklist

Please check you have enclosed the following:

- A copy of location plans showing meter positions
- Two copies of the site layout plans to a recognised scale, including existing road name and meter positions
- Date supply required
- Copy of planning permission
- **Your chosen electricity supplier details (if applicable). Note: We are not an electricity supplier**

Note: We are unable to process your application without the above essential information. Please ensure you sign and date the form.

Important

If you require any further assistance in completing the form, or wish to discuss your application request in more detail, please contact our Customer Services team.

Send your completed application form with supporting documentation to:

GTC. Energy House, Woolpit Business Park, Woolpit, Bury St Edmunds, Suffolk IP30 9UP