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| --- | --- |
| 1. **Site Details**
 | 1. **Customer Correspondence Details**
 |
| This is the address at which the customer would like the service alteration | This is the address where correspondence will be sent (if different from site address) |
| Title: | [[Title]] | Title: |       |
| Full Name: | [[FullName]] | Contact Name: |       |
| Organisation: (if appl) | [[CompanyName]] | Organisation: (if appl) |       |
| Address: | [[SiteAddress1]] | Address: | [[CustomerAddress1]] |
| Postcode: | [[CustomerPostcode]] |
| Postcode: | [[SitePostcode]] | Reference Number: | [[Reference]] |
| Email address(es): | [[EmailAddress]] | Email address(es): |       |
| Tel No: | [[PreferredPhone]] | Tel No: |       |
| Tel No: | [[AlternativePhone]] | Tel No: |       |
| Best time to contact: | Morning [ ]  Afternoon [ ]  | Best time to contact: | Morning [ ]  Afternoon [ ]  Anytime [ ]  |
| 1. **Property Type**
 | 1. **Meter Position Details**
 |
| What is the type of property? Flat [ ]  Bungalow [ ]  Terraced [ ] Semi-detached [ ]  Detached [ ]  Other      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of Meter Box (existing) | Meter Serial No:       |
| Surface Mounted [ ]  Cavity (built-in) [ ]  Semi-concealed [ ]  |
| Number of Bedrooms: |       | Type of Meter Box (required) | MPR (Meter Point Reference): [[MPR]] |
| Is the building Grade listed? | Yes [ ]  No [ ]   | Surface Mounted [ ]  Cavity (built-in) [ ]  Multi Box [ ]  |
| 1. **Requesters Details**
 | 1. **On-Site Excavations / Site Considerations**
 |
| This section provides GTC with more information about the requester | Will you be performing the excavation/ reinstatement? | Yes [ ]  No  |
| In what capacity is the customer acting? | Customer [ ] Letting Agent [ ]  | Contractor [ ] Other [ ]  | Distance from existing meter position to new position: |      metres/feet |
| Registered Disabled? | Yes [ ]  No [ ]  | Will the work involve land not in the customer’s ownership? | Yes [ ]  No  |
| Would the customer like to receive the Quotation by email?  | Yes [ ]  No [ ]  | **Please advise overleaf of any difficulties on site ie. steep steps, access issues, streams etc.**  |

**Meter Box Relocation Instruction – (please mark any extension on the drawing below)**

|  |  |
| --- | --- |
|  | **Please confirm the following:*** Confirm existing box type and position on the property. Mark with an ‘**M**’
* New box type and position on property. Mark with an ‘**X**’
* Confirm if you will be doing the excavations required to relocate the meter:

(These are: excavation 1.2 metres x 1.2 metres to gain access to the existing service pipe and trenches of 600mm x 600mm wide and deep to the new meter position)This is required for any repositioning of the service pipe* Please identify any doors, windows, drains, vents, electric meter box (meter should be 150mm distance apart)
* **Under no circumstances should a PE gas pipe be under any part of a building.**
 |

**FRONT OF PROPERTY**

|  |
| --- |
| ROAD SURFACE |