|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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**

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| ROAD SURFACE |