|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: |  | | |
| Full Name: |  | | | | Contact Name: |  | | |
| Organisation: (if appl) |  | | | | Organisation: (if appl) |  | | |
| House Name/Number: |  | | | | House Name/Number: |  | | |
| Street Name: |  | | | | Street Name: |  | | |
| Postal Town: |  | | | | Postal Town: |  | | |
| County: |  | | | | County: |  | | |
| Postcode: |  | | | | Postcode: |  | | |
| Email address(es): |  | | | | Email address(es): |  | | |
| Tel No: |  | | | | Tel No: |  | | |
| Tel No: |  | | | | 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) | | | |
| 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)**

|  |  |
| --- | --- |
| C:\Users\sandra.mcpherson\Desktop\house infill.jpg | **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 servcie 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, electric meter box, openings eg. airbricks * Medium Pressure meter installations **must be sited a minimum of 1 meter from any means of ingress; doors, windows etc., and 3 metres from any electrcical apparatus boxes, switches etc.** * **Medium Pressure meters will only be fitted in Semi-Concealed or Multi boxes** * **Under no circumstances should a PE gas pipe be under any part of a building.** |

**FRONT OF PROPERTY**

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| --- |
| ROAD SURFACE |