|  |  |
| --- | --- |
| 1. **Site Details**
 | 1. **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 No: |       | Tel No: |       |
| Tel No: |       | Tel No: |       |
| Best time to contact: | Morning [ ]  Afternoon [ ]  | Best time to contact: | Morning [ ]  Afternoon [ ]  |
| 1. **Requesters Details \***
 | 1. **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, specify floor level |  |
| Has the customer previously applied for this work? | Yes [ ]  No [ ]  | Number of Bedrooms: |       | Is the building Grade Listed? [ ]  |
| 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 |
|  | Electricity generation expected within the property?  | Yes [ ]  No [ ]  Not sure [ ]  |
| 1. **a. Gas Meter Position Details \***
 | 1. **On-Site Excavations / Site Considerations**
 |
| You should note the Pipeline Safety Regulations and the Gas Industry Standard IGE/TD/4 stipulate Gas Services be as short as possible and meter positions to be on the nearest building elevation to the Gas Main. GTC may accept the meter position to be located on another elevation provided it is no more than 2 metres from the nearest elevation.  | Who will be excavating on private land? | Customer [ ]  GTC [ ]  |
|  | Will the work involve land not in the customer’s ownership? | Yes [ ]  No [ ]  |
|  | 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 |
| What type of Gas Meter Box do you require/prefer?Surface Mounted [ ]  Internal [ ]  Built-In [ ]  Multi Box [ ]  |  |
| Description of proposed Meter location: e.g. front or side of house       | Do you know the details of any previous land use?  | 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 [ ]  |
| **b. Electrcity Meter Position Details \***  | Does the land contain any substances hazardous to health or the environment (e.g. Asbestos, hydrocarbons | Yes [ ]  No [ ]  Not sure [ ]  |
| The procurement and installation of the electric meter box and hockey stick is also not included in this quote. This will need to be installed in your chosen meter location prior to the scheduled date for the work. |  |
| Description of proposed Meter location: e.g. front or side of house      |  |
| **7. Additional Information attach photograph if possible**Please advise of any site anomalies eg. steep steps or high boundary walls, streams, access issues etc. |
| **Under no circumstances should a PE gas pipe be under any part of a building.** |

**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. 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 Infrastructure Ltd, Synergy House, Woolpit Business Park, Woolpit, Bury St Edmunds, Suffolk IP30 9UP**