|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: | | |  | |
| Would the customer like to receive Quotation by email? | | | | | Yes  No | Is the building Grade Listed? | | | Yes  No | |
| Is the customer in section 2 the building owner? | | | | Yes  No | |  | | | |
|  | | | | | | What is the main use of the property? | | | Domestic  Non Domestic | |
| Is the building existing or new build? | | | Existing  New Build | |

***(continued overleaf)***

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| --- | --- | --- | --- | --- |
| 1. **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 | |
| What type of Meter Box do you require/prefer? | | Will the work involve land not in the customer’s ownership? | Yes  No | |
| Surface Mounted  Multi Box | Built-In  Internal | If Yes, Customer to provide details of ownership i.e.:  Contract 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 costs associated with this). | | |
| Description of proposed Meter location: e.g. front or side of house | | Who will be excavating on the land outside your ownership? (please note there are specific requirements for excavating in the highway). | | Customer  GTC |
|  | | Do you know the details of any previous land use? | | Yes  No  Not sure |
|  | | If Yes, details of previous land use? | |  |
|  | | 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. | | | | |
|  | | | | |
| **GTC. Synergy House, Woolpit Business Park, Woolpit, Bury St Edmunds, Suffolk IP30 9UP** | | | | |