

**NEW CONNECTION OR ALTERATION TO COMMERCIAL GAS SERVICE**

*All fields need to be completed in order for us to issue an accurate quotation  
Please allow 6-8 weeks for work to be completed following payment/returned documentation*



New Connection  Alteration

1. Site Details		2. Customer Correspondence Details	
This is the address at which the customer would like the new connection or 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)	
Address:		Address:	
Postcode:		Postcode:	
Email address(es):		Email address(es):	
Tel No:		Tel No:	
Best time to contact:	Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Anytime <input type="checkbox"/>	Best time to contact:	Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Anytime <input type="checkbox"/>
3. Property Type		4. Meter box and Position Details	
Type of commercial property? Office <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/>		Type of Meter Box (existing)	Meter Serial No:
Other _____		Surface Mounted <input type="checkbox"/>	Cavity (built-in) <input type="checkbox"/> Kiosk <input type="checkbox"/>
Existing or New Build?		Type of Meter Box (required*)	Surface Mounted <input type="checkbox"/> Cavity (built-in) <input type="checkbox"/> Kiosk* <input type="checkbox"/>
Is the building Grade listed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	*GTC do not quote for meter installations or kiosks, this will have to arranged independently through a 3rd party/supplier.	

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5. Requesters Details		6. On-Site Excavations / Site Considerations	
This section provides GTC with more information about the requester		Will you be performing the excavation/ reinstatement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would the customer like to receive the Quotation by email? Yes <input type="checkbox"/> No <input type="checkbox"/>		Distance from existing meter position to new position:	metres/feet
In what capacity is the customer acting?	Owner/Occupier <input type="checkbox"/>	Will the work involve land not in the customer's ownership?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Letting Agent <input type="checkbox"/>	Are you aware of any privately owned land along the service route which will require consent from a 3rd party? If so please provide details:	
Contractor <input type="checkbox"/>			
Other _____			
7. Load details		8. Additional Information - attach photograph if possible	
Annual Quantity (AQ):		Please advise of any site anomalies eg. steep steps or high boundary walls, streams, access issues etc.	
Peak Demand (kWh):			
Service termination:	Internal* <input type="checkbox"/> External Kiosk <input type="checkbox"/>		
Are any boosters/compressors required (non typical demand) Yes <input type="checkbox"/> No <input type="checkbox"/>			
*Please note if the mains pressure is medium or above this cannot be internal. If internal, additional design criteria will need to be met.			

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**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 – 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 4 – Meter Box Type /Position Details**

Details of type and location of meter(s)

**Section 5 – Requesters Details**

Please complete this section and advise who is the owner of the property

**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 – Load details**

Please provide load details, if you are un sure please contact a local gas safe engineer for advice

**Section 8 – 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
- site layout plans to a recognised scale, including existing road name and meter positions
- Date supply required
- Copy of planning permission
- **Your chosen gas supplier details (if applicable). Note: We are not a gas 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: [myconnections@gtc-uk.co.uk](mailto:myconnections@gtc-uk.co.uk)**

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