



## Siteworks Request Form Installs Upgrades & Relocations

Please see explanatory notes enclosed for help completing this form. You can also contact a Gas Safe Registered Engineer to help complete this form. Please complete this form in full and return to [site.works@totalgp.com](mailto:site.works@totalgp.com). For further information on our Siteworks process, please visit our website [www.totalgp.com](http://www.totalgp.com) or call 01737 859499. Please note, Total Gas & Power Ltd will only process Siteworks for customers who are in a fixed contract with a minimum of 3 months remaining. Should you have any queries in regards to your contract, please contact us on 01737 275800.

**If the meter AQ is equal to or greater than 732,000kWh, our Service Provider will install AMR free of charge, along with your new meter.**

### Section 1 – Customer and Site Details

<b>Customer Organisation</b>		
Customer Framework		
Customer Address		
Postcode		
Contact Name		
Current Gas Supplier	Total Gas & Power	Account Number:

<b>Site Name</b>		
Site Address		
Site Postcode		
Site Contact Name 1		
Contact Numbers	T:	M: F:
Email Address		
Site Contact Name 2		
Contact Numbers	T:	M: F:
Email Address		
Type of Site	Greenfield <input type="checkbox"/>	Existing <input type="checkbox"/> Redevelopment <input type="checkbox"/>

<b>Correspondence Company</b>		
Correspondence Address		
Correspondence Postcode		
Contact Name		
Contact Numbers		
Contact Email		



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### Section 2 – Work Details

<b>Please tick the applicable work to be quoted below.</b>			
Please provide a scaled site plan showing the existing surrounding geography of the site and the existing/proposed meter positions. This information is essential for all new services and relocations.			
New Meter Only		New Service & Meter	
Meter Only Relocation		Service and Meter Relocation	
Preferred Date for Completion of Works (Not Binding)		Service and Meter Upgrade	
		New Service Only	
Is Continuity of supply required? (applicable to upgrade and relocation work)		Yes / No (If yes, please specify reason)	

### Section 3 – Existing Meter Details (if the work involves an existing Meter on site)

Existing Hourly Load (kWh)			
Additional Hourly Load (kWh)			
New Total Hourly Load (kWh)			
Existing MPRN		Existing Meter Serial Number	

### Section 4 Technical Information

Estimated Total Annual Consumption (kWh)	
Maximum Hourly Consumption/Peak Instantaneous Demand (kWh)	
Minimum Hourly Consumption/ Peak Instantaneous Demand (kWh) (this should not be zero)	
Is Meter Inlet Pressure required to be greater than 21mb?	Yes / No
If Yes please specify required pressure (mb)	
Load Type (please select one)	Firm / Interruptible
Load Profile (please select one)	Modulating /Process / Constant / CHP / ON-OFF
Meter Position (please select one)	Internal / External
Meter Housing Required?	Yes / No
Base for the Housing Required?	Yes / No
For Meter works only, please state preferred meter outlet orientation	vertical up / vertical down / horizontal
SMS Connection to Organise Trenching on Site?	Yes / No
Meter Point Reference Number (for New Installations)	
Infrastructure Reference Number (if applicable) Reference number used by 3 <sup>rd</sup> party responsible for gas service pipework.	
Will Compressors (Boosters) be fitted to the downstream pipework to boost pressure?	Yes / No (if yes, please provide the following information, available from your compressor supplier)
What is the Peak Instantaneous Demand of the total demand to be compressed?	



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What is the Compressed gas pressure requirement, i.e. what pressure will the gas in the outlet pipework be compressed to?			
What is the proposed ramp rate in kW per minute?			
Where a Ramp Rate is to be used, describe it's profile at start up (e.g. 0-3secs)			
Other Special Features for Meter / Site			
Twin Stream		Meter Bypass	Energy Management System Connection (Chatterbox requirement)
Datalogger		Automatic Meter Readings/ SMART meter (Please tick box if you wish to OPT out)	
Site Induction /Risk Assessment / Method Statement ( <b>refer to Section 5</b> )		Other (Please Specify)	

### Section 5 – Additional Information

Please use this space to inform us of any additional requirements/constraints:



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### **Section 1 Customer and Site Details** (Site plans should always be provided with an application form)

**Customer Organisation:** This refers to the Gas Supplier contract account holder, which may be a parent or holding company. This is the actual end consumer of the gas supply. Please indicate your current or preferred gas supplier and also your account number if applicable.

**Site Name & Address:** Refers to the location that gas supply/meter is required. It is essential that you supply a post code where possible. Please give details of a site contact person who will be able to provide access to the site should a visit be required.

**Correspondence:** Refers to the person/company requesting the quotation and to whom all future correspondence will be directed. Please note that this does not necessarily refer to the person/company who will make payment for the works. Please advise us in writing if you require this to be changed at any point. Please supply an email address where possible as this will assist greatly with communications.

### **Section 2 Work Details**

Please choose from the following options and provide more information if necessary. This refers to the works that you wish us to quote you for.

**New Meter Only:** If the service pipe is being organised by you with a third party, or is already in situ, and only a new meter is required. A valid MPRN or infrastructure provider's reference number will be required. If the service is planned/new, please provide full details of the service specifications.

**New Service & Meter:** Refers to a new gas pipe being laid from the gas mains in the road to the location on site where a new meter is also required. This does not refer to the outlet pipes leading from the gas meter to your appliances.

**Service and Meter Upgrade:** If you have an existing service and meter installation and wish to increase the gas load available to you i.e. add new gas equipment. We will always check the suitability of your service pipe to ensure that it is adequate for the requested increase in load. Should this not be the case you may need to have a new/upgraded service pipe, as well as an upgraded meter.

**Meter Only Relocation:** This option is only relevant if you are organising the service relocation pipe work through a third party. Please provide full details of the work of the third party. A meter cannot be relocated without modifications to the service pipe.

**Service and Meter Relocation:** If you require your meter, and the service pipe which supplies your meter, to be relocated, please ensure that you provide site plans showing the existing and proposed meter positions. If applicable, please also indicate on the map the preferred route of the service pipe.

**New Service Only:** Refers to a new gas pipe being laid from the gas mains in the road to the location on site where a new meter will be installed at a later date. This does not refer to the outlet pipes leading from the gas meter to your appliances.

**Preferred Date for Completion of Works:** It is important to supply us with this date as it will help us to manage your project effectively. However, please note that this date is not binding in any way.

**Is Continuity of supply required:** Supply continuity will affect the design and hence quotation that will be provided

### **Section 3 Existing Meter Details**

This section is applicable only if you require work to be done on an existing meter/service installation. Please provide details of the meter relevant to this enquiry only. If there are other meters on site, you may give details of these in the additional information section if you wish.

**Existing Hourly Load:** This is the existing gas load that is being used at present. Every gas appliance displays a badge rating, which supplies input and output readings. We require the input reading and this would apply to all appliances attached to your gas supply, please add all hourly loads together and supply the total load. Alternatively a Gas Safe registered plumber will be able to advise you on how to obtain this information.

**Additional Hourly Load:** Refers to extra gas supply of new/upgraded appliances. Manufacturer's handbook will supply the input.

**New Total Hourly Load:** The new total requirements i.e. the existing load plus any additional load.

**Existing MPRN:** This is the unique reference number allocated to every service pipe installed. It can be found either tagged on the pipe or written on your gas bill. This information is essential.

**Existing Meter Serial Number:** This should be stamped on the meter and also written on your gas bill.



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### **Section 4 Technical Information**

**Estimated Annual Consumption:** Is an estimate of how much gas will be used in a year. This should be the new total load.

**Maximum Hourly Consumption:** Is the maximum hourly load that will be used. Please add up the values of all the gas equipment that will be connected to the meter. These values can be found on either the actual appliance or obtained from the manufacturer. A Gas Safe registered engineer would be able to help if needed.

**Minimum Hourly Consumption:** Lowest gas appliance input required.

Meter Inlet Pressure less than 21mb: 21mb is standard low pressure. Please state if your manufacturers handbook on your appliance or/appliances requires a higher pressure. Please note that the pressure available is dependent on the gas mains present in your area.

**Required Pressure:** Please state the pressure required at the inlet of the meter and allow for any pressure drop across the meter and across the length of outlet pipework.

**Load Type:** Firm means a permanent supply. Interruptible will allow the gas supply to be turned off by the supplier and customers would need access to another a source of fuel to run their appliances. Interruptible supplies are usually only available to customers using a high annual volume of gas i.e. in excess of 58,600,000kWh.

**Load Profile:** The type of load used - most heating or cooking loads are modulating, however, if you are unsure please refer to manufacturer's handbook or a Gas Safe engineer.

**Meter Position:** Please state if you require your meter to be located internally or externally. Please indicate the location on your site plan.

**Meter Housing Required:** Please indicate if you wish us to include the price for a kiosk in our quote. A Meter housing will be required if the meter is to be located in an external location. Customers can, if desired, supply/build their own housing. Housing specifications may be obtained from the Institute of Gas Engineers Website ([www.igem.org.uk](http://www.igem.org.uk))

**Meter Base Required:** Please indicate if you wish you're quote to include a cost for casting a concrete meter base to support the external meter and housing installation.

**Trenching on Site:** Please indicate if you wish on-site (private land) trenching to be included in your quotation, our contractors will carry-out all trenching on public ground.

**Meter Point Reference Number (MPRN):** should your application be for meter work only and the infrastructure is being provided by another company, we will require the Meter Point Reference Number. Please contact your infrastructure provider for this.

**Infrastructure Reference Number:** This is the reference number provided by the infrastructure provider where the MPRN for the new service is unavailable. This information is essential.

**Compressors be fitted to the downstream pipework:** If you intend to fit compressors, detailed technical information is required as it will affect the design of the service and meter installation

**Special Features:** Please indicate if any special features are required on the meter. Please note that the meters can be provided with Automated Meter Reading (AMR). Please contact us for further details.

### **Section 5 Additional Information**

Please use this space to inform us of any site characteristics e.g. close proximity to railways/dual carriageways/water courses etc, any building constraints, site regulations/ inductions or any other relevant information. Please confirm all site restrictions possible on day of working – i.e. Permits to Work, Safety Cards, Site Safety Inductions, PPE etc.