

# Siteworks Application Form

V1.0

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 Details

|                          |  |
|--------------------------|--|
| Requestor Name           |  |
| Requestor Contact Number |  |
| Requestor Email address  |  |
| Date of Request          |  |

|                                      |  |
|--------------------------------------|--|
| Gas Consumer Company Name            |  |
| Gas Consumer address                 |  |
| Gas consumer contact name and number |  |
| Current Supplier                     |  |
| Account Number                       |  |

|                                      |  |
|--------------------------------------|--|
| Payee Name                           |  |
| Payee Address                        |  |
| Payee contact name                   |  |
| Payee contact number / email address |  |

If same as gas consumer please state.

## Section 2 - Site Details

|   |            |          |               |
|---|------------|----------|---------------|
| Site Name                                       |            |          |               |
| Site Address                                    |            |          |               |
| Site Contact Name                               |            |          |               |
| Site Contact Number / Email address             |            |          |               |
| Can Customer be contacted direct by Contractor? |            |          |               |
| Emergency Site contact name                     |            |          |               |
| Emergency site contact number / email address   |            |          |               |
| Type of Site (please delete as applicable)      | Greenfield | Existing | Redevelopment |

## Section 3 - Works Required

| Works Type                   | Service | Meter | Both |
|------------------------------|---------|-------|------|
| New Installation             |         |       |      |
| Relocation                   |         |       |      |
| Exchange (upgrade/downgrade) |         |       |      |
| Disconnection                |         |       |      |

|  |            |                    |                      |
|--|------------|--------------------|----------------------|
| DISCONNECTION REQUESTS ONLY. Please confirm reason for disconnection (delete as appropriate) | Demolition | Gas No Longer Used | Other (please state) |
|--|------------|--------------------|----------------------|

|  |  |
|--|--|
| Any additional/special requests (full list in explanatory notes) |  |
|--|--|

|   |                         |                           |                          |
|---|-------------------------|---------------------------|--------------------------|
| MPR   |                         |                           |                          |
| MSN (if applicable)                                       |                         |                           |                          |
| Meter Position (please delete as applicable)              | Internal                | External                  |                          |
| Meter Termination required (please delete as appropriate) | Internal (under and up) | Internal (up and through) | Internal in cellar/kiosk |
| Service Diameter  |                         |                           |                          |

## **Section 4 - Technical Information**

*Please note, this does not need completing if a disconnection/removal has been requested.*

| Gas Load Information | Existing | New | Total |
|----------------------|----------|-----|-------|
| Hourly (kW)          |          |     |       |
| Annual (kWh)         |          |     |       |
| Daily (kWh)          |          |     |       |

|   |  |
|---|--|
| Can the supply be isolated for works to be carried out? |  |
|---|--|

|  |     |        |              |
|--|-----|--------|--------------|
| Outlet pressure required                               |     |        |              |
| Current Service pressure (please delete as applicable) | Low | Medium | Intermediate |
| Load Type  |     |        |              |
| Load Profile   |     |        |              |

|  |  |
|--|--|
| Required service and meter completion date |  |
|--|--|

|  |  |
|--|--|
| Any Additional requirements. <i>Please confirm here if any pipework required will cross another's land. Also confirm if site plans are attached.</i> |  |
|--|--|

*By ticking this box, you agree to source and install your own AMR solution to this gas meter by March 2014.*

*Please see overleaf for Explanatory Notes:*

### **Section 1 - Customer Details**

**Requestor name / contact number / email address** - this refers to the name and contact details of the person who is requesting the works. This may not be the same as the payee name or gas consumer.

**Date of request** – the date in which you submit the application form to Total Gas and Power for action.

**Gas Consumer name / address / contact details** - this refers to the details of the customer who will be responsible for the gas supply contract

**Current Supplier** - the current gas supplier for the installation at site.

**Account Number** - the account number for the current gas supply contract. Note, if the site is new - please include an account number for the gas consumer

### **Section 2 - Site Details**

**Site name / address / contact details** - This refers to the person who will allow access to site if it is not the responsibility of the named person(s) above.

**Emergency site contact name / number** - This refers to another person at site who should be contacted in an emergency / who will provide access if the above is unavailable

**Can Customer be contacted direct by Contractor?** - Siteworks will be carried out by a 3rd Party Service Provider who may use contractors. Please advise if you are happy for these contractors to contact you.

### **Section 3 - Works Required**

**Works Type** - Please select what works are required. A tick in the relevant box is required.

**Any additional/special requests** - please select any required from the following: Meter Housing, Meter Housing Base, Meter Bypass, Twin Stream Governor, Chatterbox/EMS, Datalogger, Trenching, Compressors.

**MPR – Meter Point Reference number** – this is the number which allows us to locate the pipe work at site. All work requests should have a MPR number apart from any new installations

**MSN – Meter Serial Number** – this is the serial number of the meter against the MPR provided. This should be provided for works where there is currently a meter already at site.

**Meter position** - this is for where the meter is currently located or where it needs to be installed for new installations.

**Meter termination** - this is where you require the meter to be terminated

**Service Diameter** - please provide the service diameter required or that is currently at site.

### **Section 4 - Technical Information**

**Hourly Load** - this is the load which is used per hour. We will need the existing and new load required.

**Annual Load** - this is the load which is used on an annual basis. Note, TGP can provide an estimated AQ (annual quantity) for those meters which we currently supply.

**Daily Load** - this is the load currently used at site on a daily basis. Again, we will need the existing and new load.

**Can the supply be isolated for works to be carried out?** - please note, for meter exchange works the supply will need to be isolated to exchange the meter.

**Outlet pressure required** – This is the amount of pressure required for the outlet of the meter. Please advise if this is to be greater than 19mbar.

**Current Service pressure** - please delete the options as necessary. Note, low pressure does not exceed 21mBar

**Load type & Profile** – Type can either be Firm or Interruptible. Profile is the type of load used ie, modulating.

**Required service and meter completion date** - this is the date when the meter/service works are required at site. Note, this is **not** the date when gas needs to be on.

**Any additional Requirements** – Service plans should be provided if service works are required or a re-location is requested.