

Please read the attached explanatory notes before completing this form

If you require any assistance in completing this form please contact us on 01737 859 499

## Section 1 – Customer, Site & Correspondence Details

<b>Customer Organisation</b> (Refer to page 3)			
Customer Address			
Postcode			
Contact Details	Name		
	Tel. Nos	T:	M:
	Email		
Current Gas Supplier		Total Energies	Account Number:

<b>Quote Payee Information</b> (Refer to page 3)	Will Payee be the end consumer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered Company Name of Payee			
VAT Registration Number of Payee (If applicable)		CIS No. (If applicable)	

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

<b>Correspondence Details</b>			
Correspondence Company Name			
Correspondence Full Address			
Correspondence Contact Name			
Correspondence Tel Nos.	T:	M:	
Correspondence Email			
Quote Recipient / Payee  <i>Quotes are addressed to the Payee who will be responsible for submitting an acceptance &amp; arranging payment.</i>	Tick the appropriate box to confirm who the quote should be addressed to Customer Organisation <input type="checkbox"/> Site <input type="checkbox"/> Contractor/Consultant <input type="checkbox"/> If selected, please provide recipient contact details within 'Section 5 - Additional Information' including Contact Name, Full Address, Tel Nos & Email		



<p align="center"><b>Please tick the applicable work to be quoted below.</b></p> <p>*Please provide a scaled site plan showing the existing surrounding geography of the site and the existing meter position/s. This information is essential for all Service Isolations.</p>			
Meter Removal		Service Isolation*	
Preferred Date for Completion of Works (Not Binding)			

Existing MPRN		Existing Meter Serial Number	
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Meter Position (please select one)		External <input type="checkbox"/> Internal <input type="checkbox"/> Room if Internal _____
Connection to Organise Trenching on Site?		Yes / No
Infrastructure Reference Number (if applicable) Reference used by 3 <sup>rd</sup> party responsible for isolation of gas service pipework.		
Other Site Requests		
Site Induction /Risk Assessment / Method Statement <b>(refer to Section 5)</b>		
Other (Please Specify)		

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

*If you require any further information please call our siteworks team on 01737 859 499*

### **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.

**Quote Payee Information:** The Quote Payee is the party responsible for accepting and making payment for the gas sitework quote. This may be a different party to the Customer Organisation, i.e. when a contractor wishes to accept and pay for work on behalf of the Customer Organisation.

From 1<sup>st</sup> March 2021 'Domestic VAT reverse charges' are applicable for businesses within the Construction Industry Scheme who are VAT registered and paying for work to be carried out on a site where they are not the consumer. (See <https://www.gov.uk/guidance/vat-domestic-reverse-charge-for-building-and-construction-services>)

**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.

**Quote Recipient / Payee:** Refers to the person/company named on the gas siteworks quote. The party named on the quote is the only party who can place an acceptance. We are unable to accept a payment from a person/company other than the party named on our quote.

### **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. (Tick both boxes for Meter Removal & Service Isolation Quote Requests)

**Meter Removal:** If you require your existing meter to be removed it is essential to provide the MPRN and Serial Number of the relevant meter. (Photos of the existing meter/s may be requested for verification of size/type)

**Service Isolation:** If you require the gas service to be disconnected at the main - usually where demolition works are planned. Please note that the meter must be removed before the service can be isolated.

**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.

### **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 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.

### **Section 4 Technical Information**

**Meter Position:** Please state if the existing meter is located internally or externally. Please indicate the location on your site plan.

**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.

**Infrastructure Reference Number (if applicable):** This is the reference number provided by the infrastructure provider responsible for isolation of gas service pipework.

**Other Site Requests:** Please indicate if any additional site requirements we should be aware of either prior or after issue of a quotation.

### **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.