

## Siteworks Application Form Installs Upgrades & Relocations

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> <i>(Refer to page 4)</i>			
Customer Address			
Postcode			
Contact Details	Name		
	Tel. Nos	T:	M:
	Email		
Current Gas Supplier		Total Energies	Account Number:

<b>Quote Payee Information</b> <i>(Refer to page 4)</i>	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	

## 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		Meter Upgrade		Meter Downgrade	
Meter Only Relocation		New Service & Meter*		Service and Meter Upgrade*	
Service and Meter Relocation*		New Service Only*			
Preferred Date for Completion of Works (Not Binding)					
Is Continuity of supply required? (applicable to upgrade and relocation work)	Yes / No (If yes, please specify reason)				

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

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) while in use (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) <i>(Refer to page 5)</i>	Firm / Interruptible
Load Profile (please select one) <i>(Refer to page 5)</i>	Modulating / Process / Constant / CHP / ON-OFF
Proposed Meter Position (please select one)	External <input type="checkbox"/> Internal <input type="checkbox"/> Room if Internal _____
Meter Housing Required?	Yes / No
Base for the Housing Required?	Yes / No
For Meter works only, please state preferred meter outlet orientation. <i>(Not applicable for diaphragm meter installations i.e. typically LP installations with a max. hourly consumption of ≤ 1482kwh or MP installations of ≤ 1706kwh)</i>	vertical up / vertical down / horizontal
Connection to Organise On Site Excavations & Reinstatement.	Yes / No
New Meter Point Reference Number (for New Installations)	
Infrastructure Provider & Reference Number (if applicable) References to 3 <sup>rd</sup> party responsible for new incoming gas service pipework meter will be connected to.	Provider Ref.
Will Compressors (Boosters) be fitted to the downstream pipework to boost pressure?	Yes / No <i>(if yes, additional information relating to your proposed Compressors (Boosters) will be requested to enable a quote to be issued)</i>

Other Special Features for Meter / Site					
Twin Stream		Meter Bypass		Energy Management System Connection (Chatterbox requirement)	
Automatic Meter Readings/ SMART meter (Please tick box if you wish to OPT out)		Site Induction /Risk Assessment / Method Statement ( <b>Please provide clarification in Section 5</b> )		Other ( <b>Please Specify in Section 5</b> )	

## Section 5 – Additional Information

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

**Please complete this form and return to:**

TotalEnergies Gas & Power LTD, Beech Gate, Kingswood Place, Millfield Lane, Lower Kingswood, Tadworth, Surrey KT20 6RP  
email: [gp.redhill.site.works@totalenergies.com](mailto:gp.redhill.site.works@totalenergies.com)

*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.

**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.

**Meter Upgrade:** Meter upgrade to enable an increase in gas consumption which is currently limited by the capacity of the existing gas meter. A survey of the existing gas service pipe is normally required to confirm the additional capacity is available via this pipework from the gas main.

**Meter Downgrade:** A meter downgrade involves removing an existing gas meter and replacing with a meter of lower capacity.

**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.

**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.

**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 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

**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 Gas Supplier and customers would need access to another a source of fuel to run their appliances. Interruptible supply contracts are usually only available to customers using a high annual volume of gas i.e. in excess of 58,600,000kWh.

**Load Profile:**

<b>Modulating</b>	Most heating or cooking loads are modulating, however, if you are unsure please refer to manufacturer's handbook or a Gas Safe engineer.
<b>Process</b>	Where there is a continuous gradual change in use, i.e. Manufacturing Industry
<b>Constant</b>	Where the gas consumption remains unchanged 24/7
<b>CHP</b>	(Refers to Combined Heat and Power). Additional information on the customers proposed Boosters & Compressors must be submitted with the application.
<b>On/Off</b>	Typically a single large appliance with short spans of thermostatically controlled demand

**Proposed 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.

**Connection to Organise On Site Excavations & Reinstatement:** Please indicate if you wish cost for on-site (private land) excavations & reinstatement to be included in your quotation, our contractors will carry-out all excavations & reinstatement on public ground as standard.

**New 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 Name & Reference Number:** This is the company name & reference number used by a 3<sup>rd</sup> party infrastructure provider when a new MPRN has been issued directly to the customer.

**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.