



# Order form to change the position of a domestic gas supply and meter

Office use only	
Quote ref:	
Date ref:	

Please read the terms and conditions on the back of this sheet before filling in this form. By filling in the form and sending us your payment you are entering a legal contract with us.

There are notes in the application pack to help you fill in this form. The pack is valid for 60 days from the date we issued it.

Are you entitled to get this work done for free? Yes  No

For more information, please see page 2 of the 'Changing the position of your gas supply' pack that we gave you with this form.

## 1 Details of the person making this application

Name:	
Daytime phone number:	
Evening phone number:	
Mobile phone number:	

## 2 Property where we will be carrying out the work

### Correspondence address (if different to address on the left)

House number or name:	House number or name:
Address:	Address:
Postcode:	Postcode:
Do you own the property where we will carry out the work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide the owner's details:	
Name:	
House number or name:	
Address:	
Postcode:	
Daytime phone number:	
Evening phone number:	
Mobile phone number:	

Please tick this box to confirm that you have the owner's permission to carry out work on this property. (We may ask you to provide written evidence of this permission).

### 3 Property details (please tick all that apply)

#### 3a Please tell us what type of property it is:

Terraced  Semi-detached  Detached  Bungalow  Mobile Home

Larger property (more than 6 bedroom)  Flat  Maisonette  Non-domestic

Flats or maisonettes only.

Tell us which floor you would like the meter to be fitted on:

Ground floor:

Other:  (Please say which)

If you would like your meter to be fitted above ground-floor level, we will need to arrange to carry out a survey on your property. If this applies to you please fill in the form and send it back to us. (You do not need to send your payment). We will send you an individual quotation.

#### 3b Do you have a front garden?

Yes  No

Other (eg yard)  (Please say which)

#### 3c Are there any special circumstances that may be relevant to how we carry out the work:

Listed building  Conservation area  Walls are thicker than normal  Parking restrictions

### 4 Your meter details

#### 4a What sort of meter do you have at the moment?

Credit meter  Prepayment meter  None

If you do not have a gas meter, please tell us where your emergency control valve is located:

#### 4b Where is your meter?

Kitchen cupboard  Under stairs  Lounge  Garage  Outside

Other  (Please say where):

#### 4c How big is your current meter? i.e. 212ft<sup>3</sup>/h or 6m<sup>3</sup>/h. You can find this on the dial where you would normally read your meter.

#### 4d Where do you want your meter moved to? Give a brief description.

#### 4e What is your Meter Point Reference Number (MPRN)? You can find this on your gas bill.

Please refer to p7 of the guidance notes for assistance with completing the following section.

#### 4f What type of meter box do you currently have?

Internal  Bolt-on  Built-in

Semi-concealed  None

#### 4g Do you need a new meter box?

Yes  No

If yes, please indicate which type

Bolt-on  Built-in  Semi-concealed

If you require a different type of meter box to the one that you currently have, you may need to contact your gas supplier for a new meter. Again, full guidance is available for this on p7 of the notes.

## 5 Sketch plan

Please provide a sketch below or tell us if you are sending a separate drawing. We cannot process your application without this.

I have included a drawing on a separate piece of paper

Make sure you include the following information on your plan

The road name

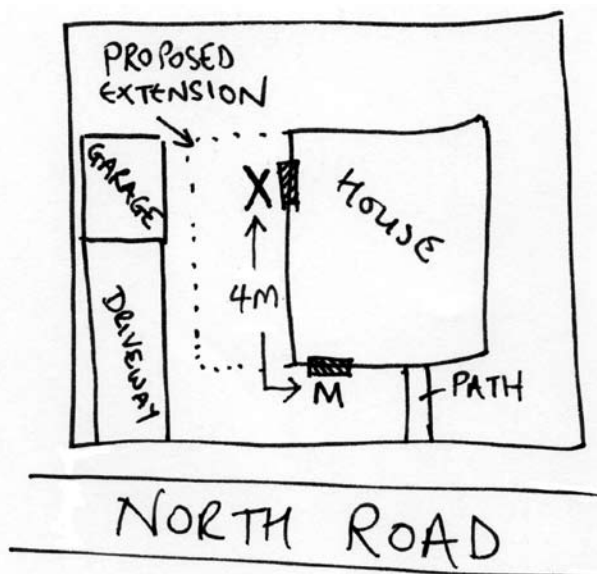
Features like garages, porches, conservatories and planned building work

The current position of your meter. Use an X to show this.

The planned position of your meter. Use an M to show this.

The distance in metres between X and M

We have provided an example below:



Your property

## 6 Date you would like us to carry out the work

Please give us a date when you want us to have finished this work

This date must be at least four weeks from the date we receive your application. However, we cannot guarantee that we will have finished the work by this date.

Please turn over and fill in the payment details and authorisation before returning the completed form.

## 7 Payment due

Please see enclosed price sheet and refer to the guidance notes. All prices include VAT.

### 7a Basic fee

For changing your service pipe and fitting up to three metres of new pipe

£

### 7b Extra length charges

Multiply by the number of metres of service pipe you need after the first three metres

£

**7c Meter reconnection fee** Choose from partial  or full

£

### Important Note

If neither reconnection fee is chosen an Ofgem Authorised Meter Installer will have to be employed to re-connect the meter to the gas service. In some areas such installers may be difficult to locate. THIS COULD RESULT IN CUSTOMERS BEING LEFT WITHOUT GAS FOR SOME TIME.

### 7d Total

£

## 8 Payment method

Cheque/postal order  Credit/debit card

Purchase order  Please give the PO number:

Make cheques payable to 'United Utilities Operations Limited' and write your name, address and postcode on the back. Otherwise, please fill in the enclosed card payment form.

## 9 Declaration

I have read the guidance booklet and accept Northern Gas Networks Limited's current terms and conditions.

I would like Northern Gas Networks Limited to carry out the work set out above, in line with the terms and conditions.

Your signature:

Date: