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| **New Connection form for NHH and HH meters**  Total Gas & Power Limited works closely with all Local Distribution Network Operators and Meter Operators to provide a service for all your Electricity Siteworks.  Our Siteworks Management includes Meter upgrades (2a), Relocations (2b), Meter exchanges (2c), De-energisations (2d), Re-energisations (2d), and Meter Removals (2d)  **PLEASE NOTE:**   * Complete this form in full, without this information we cannot process your New Connection request * The application process may involve a credit check. * The meter installation may take up to 4 to 6 weeks from the Total Gas & Power’s Credit check clearance. * Supply cable installation and removal cannot be arranged by Total Gas & Power. You will need to approach your local distribution network operator (DNO) for these services. * All Distribution works to be completed along with any customer works * Sitework requests are chargeable requests | **d** | **Guidance on Completing Your Application**  Unless otherwise stated, please complete all sections of this application form.  gp.redhill.elec.siteworks@totalenergies.com  Telephone - 01737 854624 |

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| **Check List**   * All mandatory sections of the form have been completed. Mandatory sections are highlighted \* |

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| **Section 1 – Customer Details\*** | | | | | | | |
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| **Organisation Name: \*** |  | | | | Please state the legal entity that will be contracting with Total Gas & Power Ltd | | |
|  | | | | | | | |
| **Existing Account No.\*** |  | | | | If applicable, please provide an existing account which is held with Total Gas and Power. | | |
|  | | | | | | | |
| **Organisation Number: \*** |  | | | | Company registration number, charity registration number or VAT registration number | | |
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| **Registered Address: \*** |  | | | | Please provide the registered company address | | |
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| **Postcode: \*** |  | |  | | | | |
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| **Site Address: \*** |  | | | | Please state the address at which the works is required | | |
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| **Postcode: \*** |  | |  | | | | |
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| **Site Contact Details\***  Please provide details of the individual who will provide access to site. This information will be passed on to the meter operator, MOP, to contact | | | | | | | |
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| **Full Name:** |  | | | | |  | |
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| **Telephone Number/s:** |  | | | | |  | |
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| **E-mail:** |  | | | | |  | |
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| **Further Contact Details (optional)**  Please provide details of the individual who will manage the site works. This may be a customer representative or a third party. | | | | | | | |
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| **Full Name:** |  | | | | |  | |
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| **Telephone Number/s:** |  | | | | |  | |
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| **E-mail:** |  | | | | |  | |
| **Go to your relevant section**  **2a – Meter Upgrades**  **2b – Meter Relocations**  **2c – Meter Exchanges**  **2d – De-energisation / Re-energisation**  **2e – Meter Removals**  **All requests require section 3 completed** | | | | | | | |
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| **Section 2a – Work to be Undertaken – Meter Upgrades** | | | | | | | |
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| **HH and NHH Install - Meter Point Administration Point Number (MPAN)**  This is a 13-digit number provided by the distributor, DNO, when your supply point was created | |  | | | | |  |
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|  | | | | | | | |
| **Distributor works completed. Yes / No** | |  | |  | | | |
| **If No, date of works** | |  | | We cannot complete any works until the distributor has completed their works | | | |
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| **NHH Upgrade\*** | |  | |  | | | |
| **Single to Three Phase Metering Upgrade** | |  | |  | | | |
| **If possible, would you like a Smart Meter Installed?** | |  | | This will be dependent on what is required at the property | | | |
| **NHH to HH Upgrade also known as a Change of Measurement class, CoMC ‘or’ HH to HH Upgrade\*** | |  | |  | | | |
| **Authorised Supply Capacity (KVA)** | |  | | This is the maximum capacity of cable set by your Distribution Network Operator (DNO). This information is available in your Connections Agreement. | | | |
| **CT Ratio** | |  | | CT metering requires a CT Ratio e.g., 200/5. This information is available in your Connections Agreement. | | | |
| **If the kva is 100+, we recommend direct MOP contracts, please provide details below if you would like your contracted agents appointed.**  **If no details are provided, monthly MOP charges will be applied to your invoice** | | | | | | | |
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| **Half-Hourly Meter Operator** | |  | | | Please state the name of your Half Hourly Meter Operator. Please also provide a copy of your HH MOP agreement. | | |
| **Data Collector / Data Aggregator Agreement** (if applicable) | |  | | | Please state the name of your preferred Half Hourly Data Collector/Aggregator. If you leave this blank, Total Gas & Power will appoint its host agents. | | |
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| **Section 2b – Work to be Undertaken – Meter Relocations** | | | | | | | |
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| **HH and NHH Install - Meter Point Administration Point Number (MPAN)**  This is a 13-digit number provided by the distributor, DNO, when your supply point was created | |  | | | | |  |
| **We can only complete meter relocations if they are:**  **On the same wall**  **Within 2m**  **If your meter relocation is outside of this request, please liaise with your local distributor, DNO** | | | | | | | |
|  | | | | | | | |
| **Distributor works completed. Yes / No / N/A** | |  | |  | | | |
| **If No, date of works** | |  | | We cannot complete any works until the distributor has completed their works | | | |
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| **Section 2c – Work to be Undertaken – Meter Exchanges** | | | | | | | |
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| **HH and NHH Install - Meter Point Administration Point Number (MPAN)**  This is a 13-digit number provided by the distributor, DNO, when your supply point was created | |  | | | | |  |
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| **Reason for Meter Exchange** | |  | | |  | | |
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| **Section 2d – Work to be Undertaken – De-Energisation / Re-energisation** | | | | | | | |
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| **HH and NHH Install - Meter Point Administration Point Number (MPAN)**  This is a 13-digit number provided by the distributor, DNO, when your supply point was created | |  | | | | |  |
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| **De-energisation Yes / No** | |  | |  | | | |
| **Re-energisation Yes / No** | |  | |  | | | |
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| **Section 2e – Work to be Undertaken – Meter Removal** | | | | | | | |
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| **NHH and HH Meter Installation\*** | | | | | | | |
| **HH and NHH Install - Meter Point Administration Point Number (MPAN)**  This is a 13-digit number provided by the distributor, DNO, when your supply point was created | |  | | | | |  |
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| **Distributor works completed. Yes / No** | |  | |  | | | |
| **If No, date of works** | |  | | NB – We cannot remove any meter until the distributor has completed / confirmed works to disconnect the meter supply point | | | |
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| **MSN to be removed** | |  | |  | | | |
| **Reason to be removed** | |  | | |  | | |
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| **You may want to consider a de-energisation of your meter instead of a full removal / disconnection. Once a site is disconnected by the distributor, this is not reversable. A new meter point, (MPAN) would need to be created** | | | | | | | |
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| **Section 3 Sign-off** | | | | | | | | | | | | |
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| **Signature:** |  | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
| **Full Name:** |  | | | | | | | | | | |  |
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| **Date:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |  | |
|  | | | | | | | | | | | | |
| **Additional Information** |  | | | | | | | | | | |  |