

Form C/01: Verification of meter details or meter supply arrangements

For use by Retailers

To Dŵr Cymru Welsh Water

The form is divided into sections as follows:

Number	Section
1.	Retailer details
2.	Eligible premises details
3.	Meters/meter supply arrangements to be verified
4.	Information on meters and meter supply arrangements
5.	Consent to contact the Non-Household Customer
6.	Declaration
7.	Wholesaler – response to investigation or findings of inspection

Sections 1 to 6 are mandatory for the Retailer to complete. The Wholesaler will complete and return section 7.

This form is available in Welsh on request.

1. Retailer details

Retailer Name

Retailer ID

Retailers own reference

Contact Name

Contact number

Contact e-mail

2. Eligible premises details

Address of premises

Building number

Building name

Address line 1

Address line 2

Town

Postcode

3. Meters/meter supply arrangements to be verified

Please indicate if this request is for:

A meter verification, i.e. verification of meter details such as digits, physical size

Meter supply arrangements, i.e. verification of whether the meter serves the Supply Point, or of the Supply Point(s) which the meter serves

Please indicate the number of metered connections associated with the Supply Point

.....

Please tick if the water supply is unmeasured

Please indicate the number of unmeasured supplies

Trough connections

4. Information on meters and meter supply arrangements

4.1 Please provide the meter details that you have on your records in relation to the Supply Point at 2 above (use additional sheets if required)

	Meter 1	Meter 2	Meter 3
Meter Manufacturer
Meter Size
Number of digits to provide reading to 1m ³
Meter Serial Number(s)
Meter location (GIS X)
Meter location (GIS Y)
Last meter read
Meter 1 location			
Meter 2 location			
Meter 3 location			
3			

Where meter details described at 4.1 are to be verified, please indicate the meter information to be verified

4.2 Reason for request of verification of meter details or verification of meter supply arrangements

Please provide the reason(s) for the request or any information to assist the query i.e. why the meter information is thought to differ from records held.

If you consider the meter registered to the Supply Point referenced at section 2 above in fact serves another Supply Point or an ineligible property, please indicate the other Supply Point references and the addresses along with the reasons for your views

4.3 Additional information

Please provide additional information where appropriate

5. Consent to contact the Non-Household Customer

Dŵr Cymru may wish to contact the Non-Household Customer to arrange a visit to the premises. Please indicate whether you give consent for Dŵr Cymru to contact the Non-Household Customer directly to arrange a visit to the premises

Yes No

Where consent is being given to contact the Non-Household Customer, please provide two points of contact at the site

Contact Name 1

Contact number and email address

.....

Contact Name 2

Contact number and email address

.....

Please indicate if you want to be notified of the date of any visit

Yes No

6. Declaration

By submitting this form, I accept the standard terms for metering activity in accordance with Dŵr Cymru's Wholesale Tariff Document and Open Water Operational Code. If the activity is for a standard meter in standard circumstances as priced in the Wholesale Tariff Document then it will take place without a quote being issued, and may take place on the first visit

I accept that Dŵr Cymru may levy a charge for this investigation if they confirm that there is no change required to any of the data held by the Market Operator.

I hereby acknowledge and declare that the information provided in this form is correct to the best of my knowledge and up to date at the date of submission

Your details

Signature

Date(dd/mm/yy)

Full Name (in capitals)

Role in the company or job title

7. Wholesaler – response to investigation or findings of inspection

This section is to be completed following the site investigation and ensures the requisite information is captured at the site visit or as part of the investigation and passed to the Retailer. As appropriate Dŵr Cymru will amend the Supply Point Register in accordance with the Market Terms.

Findings of Inspection	Response	Mandatory / Optional
Date of visit	Mandatory
Meter read on date	Mandatory
Meter location (GIS X)	(Mandatory, if different from market data)
Meter location (GIS Y)	(Mandatory, if different from market data)
Meter manufacturer	(Mandatory, if different from market data)
Meter serial number	(Mandatory, if different from market data)
Number of digits	(Mandatory, if different from market data)
Location	(Mandatory, if different from market data)
Meter physical size	(Mandatory, if different from market data)

Please indicate if investigation will lead to update to data held by the Market Operator

Yes No

If yes, expected date of transaction (dd/mm/yyyy)

Charge to Retailer for visit?

Yes No

Other comments relating to the investigation of the supply arrangements