

## Form B/01: Metering activity carried out by the Wholesaler

### For use by Retailers

To Water Wholesaler

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Copy to Sewerage Wholesaler, if relevant

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The purpose of this form is to capture the details required to support the metering Processes B1, B3, B5, B7, B13 and B16 described in the Operational Terms. This form should be used where the Retailer is requesting the Wholesaler to undertake the metering work.

The form is divided into sections as follows:

Number	Section
1.	Retailer details
2.	Eligible premises details
3.	Metering work to be carried out
4.	Consent to contact the Non-Household Customer
5.	Declaration

The parts of this form which are mandatory depend on the metering service being applied for. Section 3 sets out which parts are mandatory for each of the different services requested under this form. Sections 1, 2, 4 and 5 are always mandatory

Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

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

SPID .....

VOA BA Reference, if available<sup>1</sup> .....

UPRN, if available<sup>2</sup> .....

Address of premises .....

Building number .....

Building name .....

Address line 1 .....

Address line 2 .....

Address line 3 .....

Town .....

Postcode .....

<sup>1</sup> If not available please provide a reason why

<sup>2</sup> If not available please provide a reason why

Is the address of the meter at which the metering work is to be carried out the same as the address provided above?

Yes

No

If Other, please provide details of the meter address below

Is there a Sensitive Customer at this eligible premises?

Yes

No

Please confirm if there are any restrictions as to when the proposed work can be carried out on site, e.g. can the work be carried out 9-5 week days, and is a disruption in the water supply acceptable?

Yes (please specify).....

No

### 3 Metering work to be carried out

Please indicate the metering work to be carried out and complete the relevant section below

Meter Installation ..... Please complete section 3.2

Meter accuracy test ..... Please complete section 3.1 and 3.3

Meter repair or replacement due to fault ..... Please complete section 3.1 and 3.4

Change of Meter ..... Please complete section 3.1 and 3.5

### 3.1 Existing Meter Details

Please provide details of the existing meter (mandatory except for meter installation requests)

Meter serial number .....

Meter manufacturer .....

Meter size<sup>3</sup> .....

Meter reading (most recent) .....

Meter location (GIS X) .....

Meter location (GIS Y) .....

Meter location description .....

.....

Where the meter has an associated combination, please provide the serial number of the associated meter

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Where a data logger has been installed by the Non-Household Customer or the Retailer, please confirm if it has been or will be removed

.....

<sup>3</sup> Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

### 3.2 Meter Installation (Please also fill in Appendix A – Meter size Data Assessment Sheet)

#### Proposed Meter details

Proposed physical size<sup>4</sup> of the meter to be installed.

- |                                     |                                |                                    |
|-------------------------------------|--------------------------------|------------------------------------|
| <input type="checkbox"/> 15mm       | <input type="checkbox"/> 20mm  | <input type="checkbox"/> 25mm      |
| <input type="checkbox"/> 30mm       | <input type="checkbox"/> 40mm  | <input type="checkbox"/> 50mm      |
| <input type="checkbox"/> 80mm       | <input type="checkbox"/> 100mm | <input type="checkbox"/> 150mm     |
| <input type="checkbox"/> 200mm      | <input type="checkbox"/> 250mm | <input type="checkbox"/> 300mm     |
| <input type="checkbox"/> 350mm      | <input type="checkbox"/> 400mm | <input type="checkbox"/> 450mm     |
| <input type="checkbox"/> 500mm      | <input type="checkbox"/> 600mm | <input type="checkbox"/> 80 – 20mm |
| <input type="checkbox"/> 100 – 20mm | <input type="checkbox"/> Other |                                    |

If Other, please specify .....

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<sup>4</sup> Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

<p>Model of meter to be installed (from the Wholesaler's meter menu).</p> <p style="text-align: center;"> <input type="checkbox"/> Standard             <span style="margin-left: 150px;"><input type="checkbox"/> Non-Standard</span> </p> <p>Wholesalers meter menu reference .....</p>	
<p>Please indicate the proposed location of the new meter including GPS co-ordinates and photograph of the area.</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Inside building  <input type="checkbox"/> Outside building  <input type="checkbox"/> To be determined on survey             </p> <p>Please provide a description of the proposed location (where available)</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Please provide any additional information in relation to the request</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p><b>3.3 Meter accuracy test</b></p> <p>Please provide the reason for the meter accuracy test</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Meter suspected to be over recording usage (include supporting evidence)  <input type="checkbox"/> Meter suspected to be under recording usage (include supporting evidence)  <input type="checkbox"/> Other             </p> <p>If Other, please specify</p> <p>.....</p> <p>If over/under recording please include reason and any supporting evidence</p> <p>.....</p> <p>.....</p>	
<p>Please provide details of the model of meter to be installed</p> <p>Model of meter to be installed (from the Wholesaler's meter menu).</p> <p style="text-align: center;"> <input type="checkbox"/> Standard             <span style="margin-left: 150px;"><input type="checkbox"/> Non-Standard</span> </p> <p>Wholesaler's meter menu reference .....</p>	

Please provide any additional information in relation to the request

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**3.4 Meter repair or replacement due to a fault or other issue with the meter**

Please provide details of the suspected nature of the fault at the meter.

The meter has stopped recording

The meter has slowed

The meter is running backwards

There is a burst / leak at the meter

The meter is thought to be buried / tarred over but is still in situ

The meter cannot be read due to smashed dials

The meter cannot be read due to condensation

The meter cannot be read due to electrical/battery fault

Other

If Other, please specify .....

If the meter replacement request is due to reduced usage, has the customer been contacted to verify that there isn't a valid reason for the lower use

Yes

No

If the meter has stopped recording please provide a reading for the stopped meter

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Model of meter to be installed (from the Wholesaler's meter menu).

Standard

Non-Standard

Wholesaler's meter menu reference .....

Please provide any additional information in relation to the request

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Are there any public health issues in relation to the request?

Yes ..... Please complete section 3.4.1

No

**3.4.1 Public health issues**

Please confirm why this is a public health issue

No water at the premises

Flooding at premises

**3.5 Change of meter**

Please indicate the metering work to be carried out and complete the relevant section below

Change to a meter of the same size ..... Please complete section 3.2

Change to a smaller meter (downsize) .....Please complete section 3.2 and 3.5.1

Change to a larger meter (upsized) .....Please complete section 3.2 and 3.5.1

Change to the location of the meter (relocation) ..... Please complete section 3.5.2

**3.5.1 Meter resize requests** (Please also fill in Appendix A – Meter Size Data Assessment Sheet)

Please confirm why this is a public health issue

Logging data                      Reference .....

Other                                Reference .....

Please provide any additional information in relation to the request

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### 3.5.2 Meter relocation

Please indicate the proposed location of the new meter including GPS co-ordinates and a Photograph of the area.

Inside building

Outside building

To be determined on survey

Please provide a description of the proposed location (where available)

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## 4 Consent to contact the Non-Household Customer

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

Yes                      Please provide contact details below

No

Where consent is being given to contact the Non-Household Customer, please provide contact details below

Contact Name at premises .....

Contact number .....

Please confirm if the customer has been informed that they will be contacted by DCC to arrange for the requested work to be carried out

Yes

No

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

Yes

No



## 5 Declaration

By submitting this form I accept the standard terms for metering activity in accordance with the Wholesaler's Wholesale Tariff Document. 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 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 .....

## Appendix A – Meter Size Data Assessment Sheet

Please note this Form is for use in assessing existing supplies and new supplies.

Where there is a new supply or supplies to a new eligible premises, proposed number of meters to be installed

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1.Site Information	Details of all available data items should be completed			
	Meter 1	Meter 2	Meter 3	Meter 4
Size of any existing meters or the design standard for new meters; as defined by - the value $Q_3$ (in $m^3/hr$ ), - the ratio $Q_3/Q_1$ , and - the value DN.  Defined in BS EN ISO 4064-1:2014 Water meters for cold potable water and hot water. Metrological and technical requirements. <sup>5</sup> .				
Any existing meter serial numbers at the premises				
Supply pressure (Bar) if known				
Diameter of incoming pipe into building/premises (mm)				
Fire supply (Y/N) If YES, please complete section 4 – Fire Supplies				
Contaminated land (Y/N)				
Operational time period				

<sup>5</sup> Older meters may not carry the newer designations (described above), and may carry the older meter designation used in BS 5728. In these cases the existing meter should be defined by:

- the value  $Q_n$ ,
- the Class letter (B, C or D), and
- the value DN.

Defined in BS 5728 Measurement of flow of cold potable water in closed conduits

<b>1. Site Information</b>	<b>Details of all available data items should be completed</b>			
	<b>Meter 1</b>	<b>Meter 2</b>	<b>Meter 3</b>	<b>Meter 4</b>
please select all time periods that apply 00:00 - 08:00;  08:01-12:00;  12:01 – 18:00;  18:01 – 24:00 If no time period is selected, 24 hours will be used as the default				

<b>2. Number of Water Fittings</b>	<b>Please provide details of the number of water fittings (as listed) and indicate whether they are fed from the mains or from a storage tank. If no information is available, please complete section 3 – Flowrate.</b>							
	<b>Meter 1</b>		<b>Meter 2</b>		<b>Meter 3</b>		<b>Meter 4</b>	
Storage tank supply pipe size (mm)								
Maximum fill rate for storage tank l/sec								
	<b>Mains</b>	<b>Storage</b>	<b>Mains</b>	<b>Storage</b>	<b>Mains</b>	<b>Storage</b>	<b>Mains</b>	<b>Storage</b>
WC flushing cistern								
Domestic sized wash basin								
Commercial sized wash basin								
Bath (tap nominal size 20mm)								
Bath (tap nominal size larger than 20mm)								
Shower								
Power shower								
Sink (tap nominal size 15mm)								
Sink (tap nominal size larger than 15mm)								

2. Number of Water Fittings	Please provide details of the number of water fittings (as listed) and indicate whether they are fed from the mains or from a storage tank. If no information is available, please complete section 3 – Flowrate.							
	Meter 1		Meter 2		Meter 3		Meter 4	
Spray tap								
Bidet								
Domestic sized washing machine								
Domestic sized dishwasher								
Domestic sized waste disposal unit								
Commercial sized washing machine								
Commercial sized dishwasher								
Commercial sized waste disposal unit								
Outside tap								
Swimming pool capacity m <sup>3</sup> or max fill rate l/sec								
Water re-use system								
Water treatment unit								
Any other water fitting or outlet								
Description of plumbing work								

3. Flowrate	Where no information is available for the number of water fittings, please complete either section 3.1 or 3.2			
	Meter 1	Meter 2	Meter 3	Meter 4
<b>3.1 Existing supplies</b> <b>From Logging Data, if applicable</b> Please note that this is not applicable to new connections	Please provide details of all three flowrates requested			
Minimum (l/sec)				
Maximum (l/sec)				
Typical (l/sec)				
<b>3.2 New supplies</b> <b>Estimate of Flowrate</b>	Please provide details for the daily water requirement			
Daily requirement (l/day)				
Estimate of maximum flow rate (l/sec)				

4. Fire Supplies	Please provide details for the number of fire supplies and their estimated flowrates. Fire supplies may not be metered.							
	Meter 1		Meter 2		Meter 3		Meter 4	
Number of fire hydrants								
Estimated flowrate (l/sec)								
	Mains	Storage	Mains	Storage	Mains	Storage	Mains	Storage
Number of fire hoses								
Estimated flowrate (l/sec)								
Number of sprinkler system heads								
Estimated flowrate (l/sec)								
Fill rate for any tank if the fittings are not fed directly from the mains								

<b>5. Meter Requirements</b>	<b>Please indicate whether there is power available at the site if a meter that requires power is being selected from the meter menu.</b>			
	<b>Meter 1</b>	<b>Meter 2</b>	<b>Meter 3</b>	<b>Meter 4</b>
Power available (Y/N)				