

Form B/03: Request for Non-Market Meter Read to be carried out by the Wholesaler

For use by Retailers

To Water Wholesaler

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The purpose of this form is to capture the details required to support the metering Process B11 described in the Operational Terms. This form should be used where the Retailer is requesting the Wholesaler to carry out a meter read of a non-market meter.

The form is divided into sections as follows:

Number	Section
1.	Retailer details
2.	Eligible premises details
3.	Non-market meter details
4.	Declaration

All sections are 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 available¹

UPRN, if available²

Address of premises

Building number

Building name

Address line 1

Address line 2

Address line 3

Town

Postcode

¹ If not available please provide a reason why

² If not available please provide a reason why

3 Non-market meter details

3.1 Existing Meter Details

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

Meter serial number

Meter manufacturer

Meter size³

Meter location (GIS X)

Meter location (GIS Y)

Meter location description

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

Preferred date of meter reading

If the meter reading is required for a Registration of a Customer, please confirm the Registration change date

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4 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