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

For use by Retailers

To Water Wholesaler .

Copy to Sewerage Wholesaler, if relevant

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:

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| **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.

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| 1 Retailer details |
| Retailer Name Retailer ID Retailers own reference Contact Name Contact number Contact e-mail  |

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| 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 why2 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[ ]  NoIf Other, please provide details of the meter address below   |

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| 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 |

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| 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 Pease complete section 3.1 and 3.4[ ]  Change of Meter Pease complete section 3.1 and 3.5 |
| 3.1 Existing Meter DetailsPlease provide details of the existing meter (mandatory except for meter installation requests)Meter serial number Meter manufacturer Meter size3 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 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 3 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 size4 of the meter to be installed.[ ]  15mm [ ]  20mm [ ]  25mm[ ]  30mm [ ]  40mm [ ]  50mm[ ]  80mm [ ]  100mm [ ]  150mm[ ]  200mm [ ]  250mm [ ]  300mm[ ]  350mm [ ]  400mm [ ]  450mm[ ]  500mm [ ]  600mm [ ]  80 – 20mm[ ]  100 – 20mm [ ]  OtherIf Other, please specify   4 Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15 |
| Model of meter to be installed (from the Wholesaler's meter menu).[ ]  Standard [ ]  Non-StandardWholesalers meter menu reference  |
| Please indicate the proposed location of the new meter including GPS co-ordinates and photograph of the area.[ ]  Inside building[ ]  Outside building[ ]  To be determined on surveyPlease provide a description of the proposed location (where available)    |
| Please provide any additional information in relation to the request    |
| 3.3 Meter accuracy testPlease provide the reason for the meter accuracy test[ ]  Meter suspected to be over recording usage (include supporting evidence)[ ]  Meter suspected to be under recording usage (include supporting evidence)[ ]  OtherIf Other, please specify  If over/under recording please include reason and any supporting evidence    |
| Please provide details of the model of meter to be installedModel of meter to be installed (from the Wholesaler's meter menu).[ ]  Standard [ ]  Non-StandardWholesaler's meter menu reference  |
| Please provide any additional information in relation to the request    |
| 3.4 Meter repair or replacement due to a fault or other issue with the meterPlease 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[ ]  OtherIf 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  |
| Model of meter to be installed (from the Wholesaler's meter menu).[ ]  Standard [ ]  Non-StandardWholesaler's meter menu reference  |
| Please provide any additional information in relation to the request    |
| Are there any public health issues in relation to the request?[ ]  Yes Please complete section 3.4.1[ ]  No |
| 3.4.1 Public health issuesPlease confirm why this is a public health issue[ ]  No water at the premises[ ]  Flooding at premises |
| 3.5 Change of meterPlease 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 (upsize) 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    |
| 3.5.2 Meter relocationPlease indicate the proposed location of the new meter including GPS co-ordinates and aPhotograph of the area.[ ]  Inside building[ ]  Outside building[ ]  To be determined on surveyPlease 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[ ]  NoWhere consent is being given to contact the Non-Household Customer, please provide **two** contact details below:

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| Contact Name at premises | Contact Number | Email Address |
| 1) |  |  |
| 2) |  |  |

 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 [ ]  NoPlease indicate if you want to be notified of the date of any visit[ ]  Yes [ ]  No |

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| 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 visitI hereby acknowledge and declare that the information provid ed 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 Q3 (in m3/hr),- the ratio Q3/Q1, and- the value DN.Defined in BS EN ISO 4064-1:2014 W ater meters for cold potable water and hot water. Metrological and technical requirements.5. |  |  |  |  |
| 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 |  |  |  |  |

5 Older me ters ma y not carry the newer de signa tions (de scribed above), and may carry the older meter de signation used in BS 572 8. In these cases the existing meter should be define d by:

- the value Qn,

- the Cla ss le tter (B, C or D), and

- the value DN.

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

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| **1. Site Information** | **Details of all available data items should be completed** |
| **Meter 1** | **Meter 2** | **Meter 3** | **Meter 4** |
| please select all time periods that apply00:00 - 08:00;08:01-12:00;12:01 – 18:00;18:01 – 24:00If no time period is selected, 24 hours will be used as the default |  |  |  |  |

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| **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** |
| Storage tank supply pipe size (mm) |  |  |  |  |
| Maximum fill rate for storage tank l/sec |  |  |  |  |
|  | Mains | Storage | Mains | Storage | Mains | Storage | Mains | Storage |
| 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) |  |  |  |  |  |  |  |  |

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| **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 m3 or max fill rate l/sec |  |  |  |  |  |  |  |  |
| Water re-use system |  |  |  |  |  |  |  |  |
| Water treatment unit |  |  |  |  |  |  |  |  |
| Any other water fitting or outlet |  |  |  |  |  |  |  |  |
| Description of plumbing work |  |

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| **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** |
| 3.1 Existing supplies From Logging Data, if applicablePlease 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) |  |  |  |  |
| 3.2 New supplies Estimate of Flowrate | Please provide details for the daily water requirement |
| Daily requirement (l/day) |  |  |  |  |
| Estimate of maximum flow rate (l/sec) |  |  |  |  |

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| **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 |  |  |  |  |  |  |  |  |

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