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

For use by Retailers

To Water Wholesaler .

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:

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| **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.

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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 why  2 If not available please provide a reason why |

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| 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    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 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 |