

## SRF/SMS/001 Siteworks Registration Form

This form should be completed and returned to [projectmanagement@sms-plc.com](mailto:projectmanagement@sms-plc.com) to register interest in obtaining a gas siteworks quote. Further site-specific information will be requested from SMS Plc following successful registration.

Please refer to page 2 of this document for form completion guidance.

### Section 1 - Customer, Site & Correspondence Details

<b>Customer Organisation</b>			
Customer Address			
Postcode			
Contact Details	Name		
	Tel. Nos	T:	M:
	Email		
Current Gas Supplier		Account Number:	

<b>Site Name</b>			
Site Address			
Site Postcode			
Site Contact Name			
Contact Tel. Numbers	T:	M:	
Email Address			
<b>MPRN (if existing)</b>		<b>Existing Meter Serial Number</b>	

<b>Correspondence Details</b>			
Correspondence Company Name			
Correspondence Full Address			
Correspondence Contact Name			
Correspondence Tel Nos.	T:	M:	
Correspondence Email			
Quote Recipient / Payee  <i>Quotes are addressed to the Payee who will be responsible for submitting an acceptance &amp; arranging payment.</i>	Tick the appropriate box to confirm who the quote should be addressed to Customer Organisation <input type="checkbox"/> Site <input type="checkbox"/> Contractor/Consultant <input type="checkbox"/> If selected, please provide recipient contact details on a separate sheet including Contact Name, Full Address, Tel Nos & Email		

### Section 2 - Work Details

<b>Please tick the applicable work type your enquiry relates to.</b> <i>*Please provide a scaled site plan showing the existing surrounding geography of the site and the existing/proposed meter positions for works involving service pipework</i>					
New Meter Only		Meter Upgrade		Meter Downgrade	
Meter Only Relocation		New Service & Meter *		Service and Meter Upgrade *	
Service and Meter Relocation *		New Service Only *		Pressure Increase	
Meter Removal Only		Service and Meter Removal *		Other (Detail on a separate sheet if applicable)	

## SRF/SMS/001 Siteworks Registration Form

### **Section 1 - Customer, Site & Correspondence Details**

**Customer Organisation:** This refers to the Gas Supplier contract account holder, which may be a parent or holding company. This is the actual end consumer of the gas supply. Please indicate your current or preferred gas supplier and also your existing account number with your proposed supplier if applicable.

**Site Name, Address & Contact:** Refers to the location where meter or service work is required. It is essential that you provide a post code where possible. Please also give details of a site contact person who will be able to provide access to the site should a visit be required.

**Existing MPRN:** This is the unique reference number allocated to every service pipe installed. It can be found either tagged on the service pipe or written on your gas bill. This information is essential on sites with an existing gas service pipe.

**Existing Meter Serial Number (if applicable):** This should be stamped on the meter and also written on your gas bill.

**Correspondence Details:** Refers to the person/company requesting the quotation and to whom all future correspondence will be directed. Please note that this does not necessarily refer to the person/company who will make payment for the works. Please advise us in writing if you require this to be changed at any point. Please supply an email address where possible as this will assist greatly with communications.

**Quote Recipient / Payee Information:** The Quote Payee is the party responsible for accepting and making payment for the gas sitework quote. This may be a different party to the Customer Organisation. i.e. when a contractor wishes to accept and pay for work on behalf of the Customer Organisation. From 1<sup>st</sup> March 2021 'Domestic VAT reverse charges' are applicable for businesses within the Construction Industry Scheme who are VAT registered and paying for work to be carried out on a site where they are not the consumer. (See <https://www.gov.uk/guidance/vat-domestic-reverse-charge-for-building-and-construction-services>) We are unable to accept a payment from a person/company other than the party named on our quote.

### **Section 2 - Work Details** *(Site plans showing the existing surrounding geography of the site and the existing/proposed meter positions must be provided for work types involving service or mains pipework)*

**New Meter Only:** If the service pipe is being organised by you with a third party, or is already in situ, and only a new meter is required. A valid MPRN or infrastructure provider's reference number will be required. If the service is planned/new, please provide full details of the service specifications.

**Meter Upgrade:** Meter upgrade to enable an increase in gas consumption which is currently limited by the capacity of the existing gas meter. A survey of the existing gas service pipe is normally required to confirm the additional capacity is available via this pipework from the gas main.

**Meter Downgrade:** A meter downgrade involves removing an existing gas meter and replacing with a meter of lower capacity.

**Meter Only Relocation:** This option is only relevant if you are organising the service relocation pipe work through a third party. Please provide full details of the work of the third party. A meter cannot be relocated without modifications to the service pipe.

**New Service & Meter:** Refers to a new gas pipe being laid from the gas mains in the road to the location on site where a new meter is also required. This does not refer to the outlet pipes leading from the gas meter to your appliances.

**Service and Meter Upgrade:** If you have an existing service and meter installation and wish to increase the gas load available to you i.e. add new gas equipment. We will always check the suitability of your service pipe to ensure that it is adequate for the requested increase in load. Should this not be the case you may need to have a new/upgraded service pipe, as well as an upgraded meter.

**Service and Meter Relocation:** If you require your meter, and the service pipe which supplies your meter, to be relocated, please ensure that you provide site plans showing the existing and proposed meter positions. If applicable, please also indicate on the map the preferred route of the service pipe.

**New Service Only:** Refers to a new gas pipe being laid from the gas mains in the road to the location on site where a new meter will be installed at a later date. This does not refer to the outlet pipes leading from the gas meter to your appliances.

**Pressure Increase:** Requests for changes in metering pressure.

**Meter Removal:** If you require your existing meter to be removed it is essential to provide the MPRN and Serial Number of the relevant meter. (Photos of the existing meter/s may be requested for verification of size/type)

**Service and Meter Removal: Isolation:** If you require both the gas meter to be removed and the gas service to be disconnected at the main - usually where demolition works are planned. Please note that the meter must be removed before the service can be isolated and the isolated dead pipework will remain in the ground.