



Form B/01:

**Metering activity carried out by the
Wholesaler**

Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping	25 August 2015	Non-material housekeeping changes	ICP/WRC/CP001	All
20150930	30 September 2015	For post-vendor MAP		
ICP Operational Forms – Consistency Alterations	13 October 2016	Changes to reflect ICP Change Proposal ICP/WRC044	ICP/WRC044	Section 2; Section 3.1
20161013	13 October 2016	For 20161013		As per ICP/WRC044

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

For use by Retailers
Request for Wholesaler to carry out metering work

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.

1. Retailer details

Retailer name

Retailer ID

Retailer's own reference

Contact name

Contact number

Contact e-mail

2. Eligible premises details

SPID

VOA BA Reference, (if not available please provide reason why)

UPRN, (if not available please provide reason why)

Address of eligible premises to be visited

Secondary Addressable Object.....

Primary Addressable Object.....

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

PAF Address Key (if available)

Postcode

Customer Name

Customer Banner Name (if different from Customer Name)

.....

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 No, please provide details of the meter address below

.....

Postcode
Is there a Sensitive Customer at this eligible premises?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Metering work to be carried out	
Please indicate the metering work to be carried out and complete the relevant section below.	
<input type="checkbox"/> Meter installation	Please complete section 3.2
<input type="checkbox"/> Meter accuracy test	Please complete sections 3.1 and 3.3
<input type="checkbox"/> Meter repair or replacement due to fault	Please complete sections 3.1 and 3.4
<input type="checkbox"/> Change of meter	Please complete sections 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 ¹
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	

Is there a data logger attached that has been installed by the Non-Household Customer or the Retailer?	

¹ Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

- Yes
- No

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

- Removed
- Will be removed

3.2 Meter installation *(Please also fill in Appendix A – Meter Size Data Assessment Sheet)*

Proposed meter details

Proposed physical size² 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

.....

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

- Standard Non-standard

Wholesaler's meter menu reference

Please indicate the proposed location of the new meter.

- Inside building
- Outside building
- To be determined on survey

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

² Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

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Please provide any additional information in relation to the request

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3.3 Meter accuracy test

Please provide the reason for the meter accuracy test.

Meter suspected to be over recording usage
 Meter suspected to be under recording usage
 Other
 If other please specify

Please provide details of the model of meter to be installed

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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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 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 reason for the change of meter.

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Change to a meter of the same size | Please complete section 3.2 |
| <input type="checkbox"/> | Change to a smaller meter (downsize) | Please complete sections 3.2 and 3.5.1 |
| <input type="checkbox"/> | Change to a larger meter (upsized) | Please complete sections 3.2 and 3.5.1 |
| <input type="checkbox"/> | 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 indicate if any additional information is supplied in support of the request.

- | | | |
|--------------------------|--------------|-----------------|
| <input type="checkbox"/> | Logging data | Reference |
| <input type="checkbox"/> | 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.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Inside building |
| <input type="checkbox"/> | Outside building |
| <input type="checkbox"/> | 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 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/yyyy)

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. ³ .				
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				

³ 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.

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 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				

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)								

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 ³ 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
3.1 Existing supplies	Please provide details of all three flowrates requested			

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	
From Logging Data, if applicable								
Please note that this is not applicable to new connections								
Minimum (l/sec)								
Maximum (l/sec)								
Typical (l/sec)								
3.2 New supplies				Please provide details for the daily water requirement				
Estimate of Flowrate								
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								

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)				