|  |
| --- |
|  |
|  |  |  |
| **Section 1 - Customer Details** |  |  |
|  |  |  |
| \* Company Name |  |  |
|  |  |  |
| Contact Name |  |  |
|  |  |  |
| Contact Number |  |  |
|  |  |  |
| Contact Email |  |  |
|  |  |  |  |
| \* Property Address |  |  |  |
|  |  |  |  |
| Property Postcode |  |  |  |
|  |  |  |  |
| Sewerage Supply Point ID (SPID) |  |  |  |
|  |  |  |  |
| Discharge Point ID (DPID) |  |  |  |
|  |  |  |  |
| Retailer |  |  |  |
|  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Section 1a - Reason for notice** (please state with an “X” in the blue box) |
|  |  |  |
| I'm intending to install/ replace/ exchange an existing meter |  | fill in section 2 |
|   |  |  |
| I have tested an existing meter |  | fill in section 3 |
|  |  |  |
| I have installed a new meter |  | fill in section 4 |
|   |  |  |
| I have repaired an existing meter |  | fill in section 4 |
|   |  |  |
| I have replaced an existing meter |  | fill in section 4 and 5 |
|   |  |  |
| I have exchanged an existing meter |  | fill in section 4 and 5 |
|  |  |  |
| **Section 2 - Proposed Meter Installation** |
|  |  |  |
| Proposed Date of Installation |  |  |  |
|  |  |  |
| Reason For Fitting |  |  |
|  |  |  |
| What will it measure? |  |   |
|  |  |  |
| **Section 3 - Meter Test** |  |  |  |
|  |  |  |  |
| Test Date  |  |   |
|  |  |  |
| Test Result e.g. Pass/ Fail |  |  |
| Please provide the test certificate for pass results |
|  |  |  |
| **Section 4 - New Meter Detail** |  |  |
| Date of Installation/Repair |  |   |
|  |  |  |
| Meter Manufacturer |  |   |
|  |  |  |
| Meter Description (Make/Model) |  |   |
|  |  |  |
| Meter Serial Number |  |   |
|  |  |  |
| Meter Location (GIS X) |  |   |
|  |  |  |
| Meter Location (GIS Y) |  |   |
| For help go to http://www.gps-coordinates.net |
|  |  |  |
| \* Meter Location Description |  |   |
|  |  |  |
| Meter Reading |  |   |
| If old style meter, please provide zeros and black/white numbers, but not red/white numbers |
|  |  |  |
| **Section 5** |  |  |
| **Removed Meter Details** |  |  |
| Date of Removal |  |  |
|  |  |  |
| Removed Meter Manufacturer |  |  |
|  |  |  |
| Removed Meter Make/Model |  |   |
|  |  |  |
| Removed Meter Serial Number |  |   |
|  |  |  |
| Removed Meter Location (GIS X) |  |   |
|  |  |  |
| Removed Meter Location (GIS Y) |  |   |
| For help go to http://www.gps-coordinates.net |
|  |  |  |
| Removed Meter Location Description |  |   |
|  |  |  |
| Removed Meter Reading |  |   |
| If old style meter, please provide zeros and black/white numbers, but not red/ white numbers |
|  |  |  |
|  |  |  |
| **Evidence & Submission** |  |  |  |

Please email this form together with a clear **photograph of the meter**, which clearly shows the meter read and meter serial number if available.

If you have a **calibration certificate** for your newly installed/ repaired/ exchanged meter, please attach a copy of this.

If you have a **test certificate** following a meter test, please attach this.

Please send the form and attachments to WSC@anglianwater.co.uk