|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
|  | | |  | |  | | | | |
| **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](mailto:WSC@anglianwater.co.uk)