

Application to move your electricity supply

For assistance with completing this application form and for further information, please refer to the Moving Your Electricity Supply Guidance document. This is available to view online at nationalgrid.co.uk/alteration

If you have any queries about your application or require a copy of this form in large print, braille, on audiotape, in Welsh, in another language, or in any other format, please contact us.

On receipt of your application and all relevant information, we will provide you with a quotation for the works which will include costs for

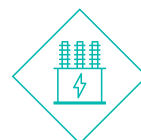
What can this application form be used for?

You may use this application form to make an application to move your existing electricity supply from its current position to a new position. Further information is available in our Moving Your Electricity Supply Guidance document.

Where this symbol appears you will be guided to a specific section of the guidance document.

In most instances you can also use this application form to calculate the charge for the works required. Where this is not possible, we will send you a quotation which will include:

The cost of moving your electricity supply will usually include the following:



Installation of the electrical equipment

We will provide the connection from our existing network up to your meter position.

Excavation

You have the option to dig on your own land if you wish. We will carry out any excavations on the public highway.

Traffic management

Local Authority and set up fees if we need to dig in the public highway.

Meter cabinet

We can supply this. Your builder will need to install it before we carry out the connection works.

Other services you will need to budget for may include the following:



Meter installation

Fee from your energy supplier to provide and fit a new meter.

Electrician

You will need to arrange for a suitably qualified electrician to carry out any internal wiring.

On site excavation

If you have chosen to carry this out yourself.

Builder

To install your meter cabinet.

Typical costs and timescales

Where a Connection Offer is required, each application will be individually assessed and the charges determined in line with our Connection Charging Methodology Statements. These are available to view at nationalgrid.co.uk/charge-statements

Works should normally be completed within 90 days after we have received your acceptance and payment.

Typical costs and timescales

Each application is individually assessed and costs are determined in line with our connection charging methodology statements. The table below provides an indication of the typical cost and timescales for connection.

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See guidance booklet

(If you have any questions regarding how to complete this application form please contact us for assistance.)

Section A – your details (See section 1)

1. Customer address details

Please provide details of the customer who will be responsible for accepting and paying for any connection offer issued.

Title:	First name:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (if applicable):		Company registered number (if applicable):
<input type="text"/>		<input type="text"/>
House/flat number:	Building name:	Street:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town:	City:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime telephone:	Mobile:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Site address details

The location of the new connection(s)

Site name/plot numbers:		
<input type="text"/>		
House/flat number:	Building name:	Street:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town:	City:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>
To help us locate your site please include the address of any adjacent properties:		
<input type="text"/>		

3. Representative details

With your consent we can liaise with a contractor, supplier or agent acting on your behalf.
If you want to nominate a representative please complete the details below

Title:	First name:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company (if applicable):		Company registered number (if applicable):
<input type="text"/>		<input type="text"/>
House/flat number:	Building name:	Street:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town:	City:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime telephone:	Mobile:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Section B – existing supply details

Your MPAN number (◆ See section 1)

S			

How many cables enter the bottom of your cutout? (◆ See section 2)

☐ One ☐ Two or more

Is your supply overhead or underground?
(◆ See section 3)

☐ Overhead ☐ Underground

What type of meter do you have? (◆ See section 4)

☐ Standard ☐ Economy 7 ☐ Smart ☐ Unsure

The metering equipment is the property of your supplier. They will need to attend site to move any smart meters and associated equipment on the same day as we move your supply. National Grid Electricity Distribution are unable to move smart meters. You may need to contact your supplier to confirm what type of meter you have.

Section C – new supply location details

Your proposed meter position (◆ See section 5)

☐ External meter box (recommended) ☐ Internal ☐ Meter cubicle

Earliest date you require the works (please give 4 weeks notice):

DD/MM/YY

Re-location drawing (◆ See section 6)

Please provide an outline drawing in the space below or on a separate sheet, giving details of the existing and proposed layouts. You may prefer to print out a digital photo of the location and draw on the proposed route. Please remember, cables can only run **outside** buildings and we cannot join onto a cable within a building.

- Mark the **existing** meter position EM
- Mark the **proposed** meter position PM
- Show the distances of cable routes
- Indicate boundary to road with road name
- Include features such as porches and conservatories on the route


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Section D – working out cost (See section 7)

You may calculate the cost of the works using the simple steps below. Please note there are some circumstances where you will be unable to price the cost of your works using the steps below. This includes, but is not limited to:

- Applications to move a three phase supply
- Applications to replace an overhead cable with an underground cable
- Cable routes requiring permissions from third party landowners
- Cable routes requiring traffic lights or road closures

In this instance, please skip section D and proceed to section E.

Please refer to the Moving Your Electricity Supply Guidance for confirmation of the type of work which can be costed using this application pack, how to use the cost calculator and some worked examples ( See section 8).

Step 1

An alteration will usually require a new cut-out at the proposed meter position and a re-connection to the existing service cable. An isolator can also be provided on request. For additional excavation, this cost includes the initial joint hole to expose the existing cable only. For additional excavation between this point and your new meter position you will need to include additional costs in Step 3.

Select one option only

- ☐ 1. Overhead reconnection: **Add £951 for an overhead re-connection**
- ☐ 2. Underground reconnection with the customer providing the excavation to expose the existing service cable and subsequent reinstatement: **Add £931 for an underground re-connection**
- ☐ 3. Underground reconnection with National Grid Electricity Distribution providing the excavation to expose the existing service cable and subsequent reinstatement: **Add £1,581 for an underground re-connection**

Step 1 cost

Step 2

You need to calculate the amount of cable needed between the existing location and the new meter position. If any of the cable route requires clipping to a wall, you will also need to add an additional cost for cable clipping.

Step 2 cost

What length of cable will be needed, in metres (m)?

£12 x

m =

What length of cable clipping will be needed, in metres (m)?

£12 x

m =

Step 3 - (See section 9)

Do you want us to do the trenchwork between the existing cable location and the new meter position?

Step 3 cost

☐ Yes, enter the costs on right

Rough ground

£27 x

m =

☐ No, continue to Step 4

Grass/turf

£32 x

m =

Tarmac/concrete

£77 x

m =

Paving modules

£94 x

m =

Step 4 - Add together all above costs for total cost:

Please note that all prices quoted are inclusive of VAT at 20%

Total calculated cost

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Section E – additional information (See section 7)

Please provide any additional information you feel may be relevant to your application:

Section F – terms & conditions for connection

Requests to move electricity supplies up to 100A per phase are subject to both Specific and General Terms & Conditions. The Specific Conditions for Connection Works can be located on the final page of this application.

For the General Conditions, please view the latest version of the SSQ General Conditions on our website at: nationalgrid.co.uk/connection-terms


Section G – confirmation

☐

I have read the Moving Your Electricity Supply Guidance and agree to National Grid Electricity Distribution's Specific Conditions for Connection and General Conditions for Connection (please tick box)

☐

I enclose a cheque made payable to National Grid Electricity Distribution (please tick box)

Alternative payment options are available including credit/debit card payment and BACS transfer. Further details are available in the Moving Your Electricity Supply Guidance. ( See Section 10) Please be advised you will need to obtain your reference number from us before you make a payment using one of the alternative options.

Signed:

Date:

Print name:

Position: If signing on behalf of a company

Please send your completed application form with supporting information to the below address.

National Grid Electricity Distribution
Records Team
6th Floor
Toll End Road
Tipton
DY4 0HH

T: 0121 623 9007
(Lines are open Mon to Fri 08:00-17:00)

nged.newsupplies@nationalgrid.co.uk

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Important

To prevent your application from being delayed, please ensure you have enclosed all the required information.

- Completed application form
- Site layout plan
- MPAN number

What happens next?

National Grid Electricity Distribution:

1

Assess the information you have provided, contact you to provide details of the local team responsible for the connection and, if required, request any additional information.



2

Send you a Connection Offer which is valid for 90 days.



3

On receipt of acceptance and payment, contact you to agree the dates for the works or discuss any pre-requisite matters, such as obtaining legal consents.



4

If required, enter into a legal process to obtain permissions for access to install and maintain our equipment.



5

Send you a Meter Point Administration Number (MPAN).



6

Complete all works to make the connection as stated in the Connection Offer.



Customer:

Provide additional information where requested.

To accept the Connection Offer, sign and return the Letter of Acceptance together with any payment due.

Prepare your site for our arrival in accordance with the requirements set out in your Connection Offer. This may include meter box installation and onsite excavation.

To ensure the legal process runs smoothly, provide any information possible about the land on which the site is based. More information and a guidance document is available on our website: nationalgrid.co.uk/connections/new-connections/legal-permissions-and-consents.aspx

Register your MPAN with a supplier and enter into a supply contract.

Appoint a suitably qualified electrician to carry out any internal wiring and connect this to your supply.

Arrange with your supplier or meter operator a date to install your new meter. Please note, the meter can only be installed after we have completed the connection works.

Any questions?

Call our Contact Centre

on: 0800 096 3080

(8am to 6pm Monday–Friday)

Did you know?

You can get a quotation from an Independent Connection Provider (ICP) or Independent Distribution Network Operator (IDNO) for your electricity connection.

We can provide you with a complete connection service but you may also ask an ICP or IDNO to undertake some of the works (known as the 'contestable works').

Find out more:

nationalgrid.co.uk/connections/competition-in-connections

National Grid Electricity Distribution (East Midlands) plc
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National Grid Electricity Distribution (West Midlands) plc
Registered in England and Wales No. 3600574

National Grid Electricity Distribution (South Wales) plc
Registered in England and Wales No. 2366985

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