

**MOVING**

your electricity

**SUPPLY**

Guide to  
costs and  
procedures  
for customers  
wishing to  
**RE-LOCATE**  
their  
**ELECTRICITY**  
**SUPPLY**

## MOVING YOUR ELECTRICITY SUPPLY

This booklet will provide you with all the information you need to plan and cost your supply alteration. It is set out in an easy to follow question and answer format.

Please read it carefully as it includes important safety information and outlines the choices available to you.

Should you have any further queries regarding the re-siting of your electricity supply, please call one of the following helpline numbers:

**South West: 01208 892288**

**South Wales: 01792 784509**



### *Does it matter who my supplier is?*

We can work out who your supplier is from the MPAN number (found on your electricity bill) which you enter on your application form. In most cases your supplier will allow us to move the meter with the service cable. If not, you will need to arrange for your meter operator to visit the site with us when we do the work.

In cases where we are not allowed to move the meter we will contact you to explain the process.



### *Can my service cross my neighbour's land?*

It is simplest if you plan a route which is wholly on your own property. If you plan to cross your neighbour's land we need to obtain their consent before we visit the site. Please speak to your neighbour about this and include their contact details and boundary on your plan. We will contact them for permission before we set a date for your works to be completed.

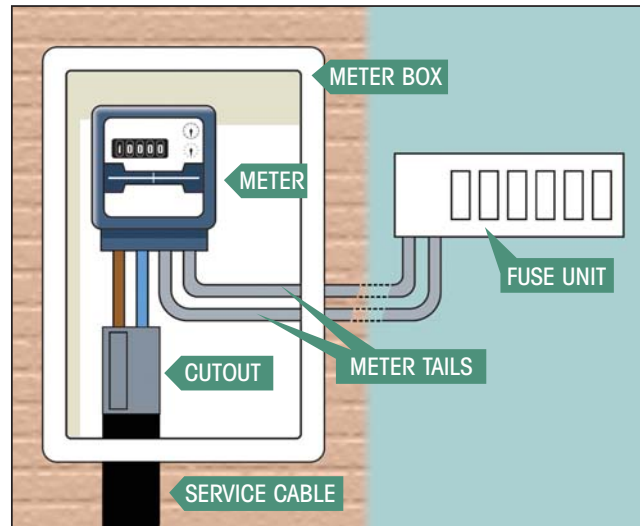


## What does the installation look like?

The diagram to the right shows the different parts of your electricity installation.

If you are planning to change the position of your service, all the items shown above except the fuse unit need to be kept together. The fuse unit can be positioned elsewhere, but we would recommend that your meter tails are no more than 2m long.

**SERVICE CABLE** – this is the cable which connects your property to the local mains. It will either go under the ground to our main, or will be clipped to your house and go overhead to one of our poles. If there are two service cables entering your cutout, note it on the application form. The costings will remain valid but we will need to discuss the job with you when you proceed.



**CUTOUT** – this is our main fuse and needs to be adjacent to the meter.

**METER** – you may have just a meter or, if you have an “Economy 7” type tariff, you may have a separate timeswitch which looks like another meter but has a clock face.

**METER TAILS** – these are your cables and connect the meter to your fuse unit. As the cables are yours, you need to consult an electrical contractor to advise on any works affecting these or your fuse unit.

**FUSE UNIT** – this contains the fuses or trip switches which control the circuits in your house, probably lights, sockets, cooker and immersion heater. This is your property and we cannot work on it, even if you ask us.



## Where can I position the meter?

The first thing to think about is whether you would like an external meter box or not. A meter box offers the benefit of meter reading and maintenance works being carried out with little or no inconvenience to you.

Where a meter box is used there are a choice of styles. See the next section for further information. A meter box must be placed on the external side of a wall where it is accessible from the front of the property and is unlikely to be damaged. It must not open out onto a footpath or right of way. It can go beside, but not above or below, a gas meter box. No other utility equipment (gas, telephone etc) should be below our box.

Where a meter box is not used you need to provide a space big enough for us to fit our equipment. A space 600mm tall x 400mm wide is recommended. The space needs to be easily accessible to us and ideally should be between 1.5m and 2.4m above floor level and on or adjacent to an external wall.

The meter must be positioned where it will not be damaged and as near as possible to the point our service cable enters your house. It is allowable for meters to be sited as listed right:

### PERMISSIBLE METER LOCATIONS:

- ✓ In a Meter box
- ✓ Meter compartment inside or outside the house
- ✓ In a garage
- ✓ Inside the house on an EXTERNAL wall



## Which type of meter box do I need?

There are two types of meter box available to you, flush fit or surface mounted. Once we have received your application you will be able to collect a box and "Hockey Stick" entry tube from your local WPD office.

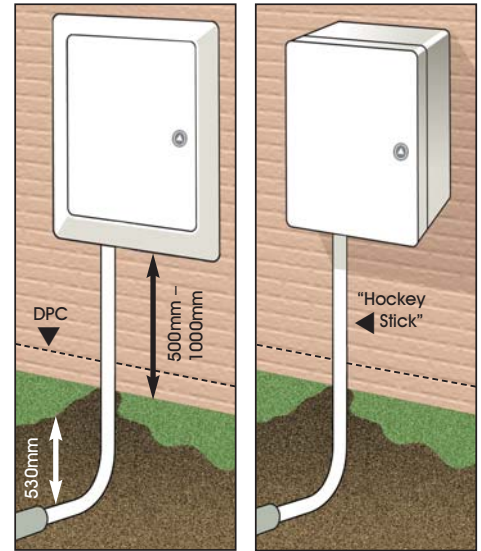
### FLUSH FIT

This is best built into new brickwork, but can be fitted afterwards. You are responsible for fitting the box before we visit site. The base of the box must be between 500mm and 1000mm above finished ground level and above the damp proof course.

### SURFACE MOUNTED

This fits directly onto the outside wall and, again, you are responsible for fitting the box before we visit. The base of the box must be between 500mm and 1000mm above finished ground level. A surface mounted box protrudes by 230mm so you need to ensure this will not cause an obstruction or be likely to be damaged.

- For all types of meter box the meter tails must enter from the lower right hand side of the box, and holes must not be made in the top or back of the box. Our cable enters the bottom of the box on the left hand side and this is where you must fit the hockey stick. The stick must be surface mounted with the bend 530mm below ground level.
- **Once our works are complete the meter box and hockey stick becomes your property and it is your responsibility to ensure it is maintained in good condition.**



FLUSH FIT BOX

SURFACE MOUNTED BOX



## Does it matter if my supply is overhead or underground?

### ● IF YOUR SUPPLY IS UNDERGROUND

If your supply is underground the cable will be buried in your garden and will normally run from your property direct to the road. Some service routes are marked on our plans and we can send you a copy on request. To alter the position of an underground supply we will normally cut the existing cable at a convenient position on your property and join a new cable which will be routed to the new meter position. You can carry out any excavations on your property yourself, which will help reduce our charge. The cost calculator shows prices if you would like us to do this for work you. Works needing excavations on the public highway or footpath require a licence and we must complete these excavations ourselves. Please allow for this in your cost calculation. In some cases where a street is narrow, we may be required to set up traffic lights or close the road. There is a charge for this which we will discuss with you if appropriate. Our start date may be delayed on busy streets where we have to give the Highway Authority more notice.

### ● IF YOUR SUPPLY IS OVERHEAD

If your supply is overhead it will terminate on a bracket on your house. The cable may be clipped along the eaves/fascia/wall until it reaches the point where it enters your house. In some cases our bracket will be on your neighbour's house and the service crosses their house to get to you. To alter the position of an overhead supply but leave the bracket in place we will join a new cable near the bracket or on your wall and follow the new route to your new position. The bracket can be moved so long as the supply does not then run over another person's house, in which case a pole may be needed in your garden. This bracket must always be fixed to strong point (e.g. brick wall) but cannot be attached to a chimney. An overhead supply can be put underground if the pole is adjacent to your property, if not a new pole will be needed in your garden. We cannot clip to the wall above a conservatory if we cannot gain access to it.



## *How do I progress my application?*

The first thing to consider is the route you want the new cable to take. You need to accurately measure the distance between the existing meter position and the new location. It is important you take note of any obstructions such as drains and other services along the route. There is a space on the application form for you to draw the route. If you have a digital camera you may find it easier to photograph the location and draw on the route.

We will need to make a connection to your existing service cable outside your house and will only be able to run cables either underground or clipped to the wall. We cannot make joints under floorboards and cannot extend a cable inside the property.

With the route planned, you can calculate the cost of the job using the cost calculator form enclosed, which has an easy step by step approach.



## *How much does it cost?*

Using the Cost Calculator in the accompanying form, follow the steps:

### **STEP 1**

All alterations will need a new cutout at the new position. The cost of this work is standard for all alterations. This cost includes the cost of moving your meter where your supplier allows us.

### **STEP 2**

We will need to reconnect the service cable to the mains. The cost for this is shown here and is different for overhead or underground jobs. There are two options for underground connection. Where reconnection is made on your property you can complete the trenchwork but if in the pavement we must complete the trenchwork. Where you carry out trenching you must provide a joint hole 0.5m wide x 1.0m long over the existing cable.

### **STEP 3**

The length of cable as calculated by you can be multiplied by the cable rate. Where a cable is to be clipped to a wall, the clipping rate should also be added.

### **STEP 4**

If you are completing all the excavation and reinstatement works yourself, there is nothing to add in this section. We can, however, complete trenching for you at the rates listed. Remember that you can only complete excavation and reinstatement works on your own land so you need to include the cost of any trenchwork which is not on your land.



## *What happens next?*

Once you return your forms to us with your payment we will check your calculations and plans. If we spot a problem with your plan, or a mistake in your calculations we will contact you to discuss the options available to you. This may affect the cost of the alteration.

We will then contact you to advise you of a planned date for the works to be completed.



## *What happens if the works vary from my plan?*

On the day of the visit, our team will assess the practicalities of completing the works as you have planned. If it is not possible to follow your plan, they will suggest an alternative option. In some cases we will be able to accommodate this change within the costing you have completed, but if the changes are materially different we will agree the new cost with you at the time. Once you have signed to accept the new cost, we will continue with the works.

Please remember that any preparatory works need to be completed in time for our visit. If you are not ready we may have to cancel your job, or charge you for any additional work we do.



## *How long will the works take?*

We can normally complete an alteration in one visit on one day. Bear in mind that your electricity supply will be switched off whilst we carry out the works.

If you have asked us to do the excavation, we may do this in advance of the alteration. Also, our reinstatement team may not visit until a few days after completion to finish off concrete or tarmac surfaces.



## *If I dig the trench, how deep does it need to be?*

We require a trench which is 530mm deep and 300mm wide along its whole length. You can only dig trenches on your own land.

The trench bottom should be level and free from any sharp stones or objects which may damage the service cable. Our cables are normally laid directly into the trench so need to be reinstated with 75mm of stone dust. In some cases ducting can be laid in advance of the alteration, and this ducting can be obtained from your local WPD office.

Also remember that you may be digging near your existing electricity service cable and possibly other services like gas, water and telephone so you should refer to HSE Guidance note HS(G)47 entitled "Avoiding danger from underground services"

If you have any further queries regarding the re-siting of your electricity supply, please call one of the following helpline numbers:

**South West**  
**01208 892288**

**South Wales**  
**01792 784509**

# Application Form

Enquiry Reference no.

Please complete in ink and block capitals.  
Refer to the accompanying booklet for guidance where necessary.

● **Your contact details**

Name .....

Address (site) ..... Postcode .....

Address (for correspondence) ..... Postcode .....

Telephone no. (Daytime) ..... (Evening) .....

● **Your MPAN number** - found on your electricity bill  
in this format

S				

● **Proposed meter position** (i.e located inside/outside front/rear/side, in garage etc)

.....

.....

● **How many cables enter the bottom of your existing cutout?**

One

(please tick box)

Two

● **Do you require a meter box?** (please tick box)

- Flush fit

- Surface mounted

- No

● **Earliest date you require work done** (please give 4 weeks notice) .....

I/We enclose a cheque made payable to Western Power Distribution (please tick box)

I/We have read the Notes of Guidance and agree to Western Power Distribution's  
Terms and Conditions contained in the notes and on the accompanying sheet (please tick box).

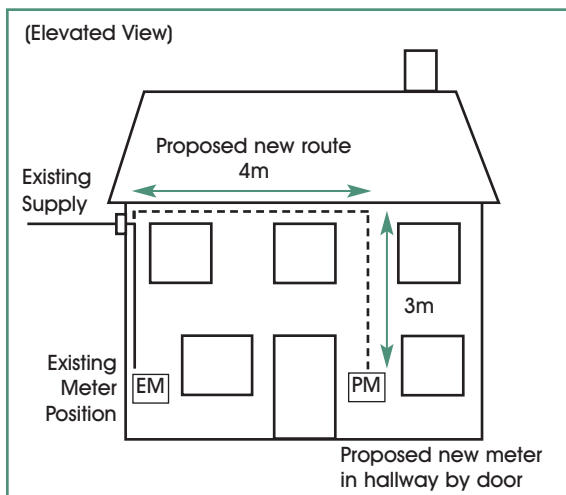
Signed:..... Date: .....

## Example cost calculations

Customers who wish to re-site their electricity supply need to submit an outline drawing or suitably marked photo of the proposal and calculate their incurred costs. Below are example cost calculations and drawings for typical supply re-siting projects using the Step-by-Step calculation system on the following page.

### Example 1

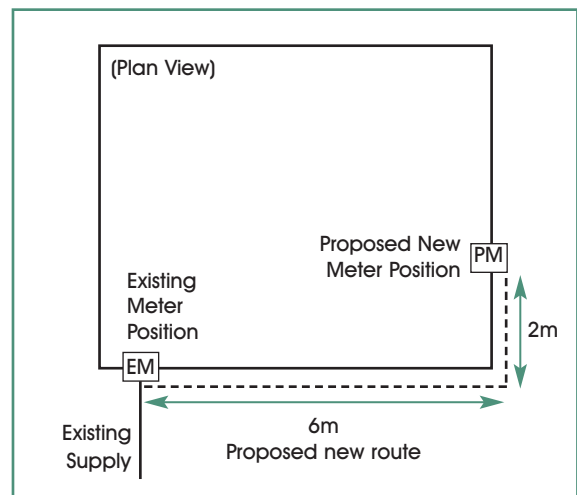
#### Overhead Supply



<b>Step 1</b>	Fixed Cost	£233.00
<b>Step 2</b>	Overhead re-connection	£361.00
<b>Step 3</b>	7m @ £14/m for cable	£98.00
	7m @ £10/m for clipping	£70.00
<b>Step 4</b>	No Trench	–
	<b>Total Cost</b>	<b>£762.00</b>

### Example 2

#### Underground Supply



<b>Step 1</b>	Fixed Cost	£233.00
<b>Step 2</b>	Underground re-connection	£378.00
<b>Step 3</b>	8m cable @ £14/m	£112.00
<b>Step 4</b>	Trenching by customer	–
	<b>Total Cost</b>	<b>£723.00</b>

## Working out the cost

Work through the options and related cost calculations involved in re-siting your electricity meter. Simply enter the cost into the relevant box in each step and add up the total at the foot of the column to work out how much it will cost you. Please ensure you have completed all the relevant steps before calculating the total.

These prices include VAT at 20%.

### Step 1

#### Add the costs for the new cutout

(and meter move where your supplier allows us to do so)

Add £233 for all cases .....

### Step 2

#### Add the costs for the re-connection works

Add £361 for an overhead re-connection .....

Add £378 for an underground re-connection

● (On **YOUR** property with **YOURSELF** completing a 0.5m x 1m trench over the existing cable) .....

Add £995 for an underground re-connection

● (In the **PAVEMENT** with **OURSELVES** completing a 0.5m x 1m trench over the existing cable) .....

### Step 3

#### What length of cable will be needed?

Add £14 per metre for cable .....£14 x m =

Add £10 per metre for clipping overhead cable to wall .....£10 x m =

### Step 4

**Do you want us to do the trenchwork?** YES  NO

(Remember to include here all off-site trenching and any other trenching you would like us to do)

If YES:-

Add £19 per metre for rough ground .....£19 x m =

Add £23 per metre for grass .....£23 x m =

Add £59 per metre for tarmac/concrete .....£59 x m =

Add £71 per metre for paving/modules .....£71 x m =

● If you require a new pole to complete the works (see page 3 of guide booklet), please contact us to discuss this further.

**TOTAL CALCULATED COST**

**ALWAYS** include Step 1 cost

233 : 00

Add relevant Step 2 cost

:

:

:

Add Step 3 cost

:

:

Add Step 4 cost if needed

:

:

:

:

Add together all above costs for total cost

:

## Re-location Drawing

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



If you have any further queries regarding the re-siting of your electricity supply, please call one of the following helpline numbers:

**South West: 01208 892288**

**South Wales: 01792 784509**

**WESTERN POWER DISTRIBUTION ("WPD")**  
**GENERAL CONDITIONS FOR CONNECTION WORKS ("the Conditions")**

1. These Conditions relate to the design, installation, reinforcement and alteration of WPD's connection equipment (being the equipment and plant which form WPD's electricity distribution system) ("the Connection Equipment") and other related matters ("the Works") at the premises to be connected ("the Premises"). WPD's Offer for electricity connection Works ("the Offer") shall comprise the Characteristics and Charge Statement, the Specific Conditions for Connection Works and these general conditions for Connection Works. For self-quoted alterations, the completed application form, cost calculator and relocation drawing replace the Characteristics and Charge Statement. These documents will form WPD's contract with the customer.

2. WPD shall use its reasonable endeavours to obtain all necessary easements, leases and consents in respect of any adjacent land to the Premises which is necessary to carry out the Works. If WPD is unable to obtain all the necessary consents then it may propose alternative routes for the Works which shall, together with any revised charges, be agreed with the Customer as soon as is reasonably practicable. WPD may, in its discretion, carry out the Works if it has obtained a wayleave to carry out the works in lieu of any easement. The acquiring of a wayleave shall not diminish the duties and obligations on the customer.

3. The Customer as occupier of the site agrees to except and reserve out of the transfer/conveyance/lease to the purchaser/lessee of the premises full right and liberty for WPD to place electric lines through the property and to use the same provided WPD shall make good any damage caused and shall not break open the surface of land covered by a building.

4. The Customer, as owner/occupier of the site, agrees to indemnify WPD from and keep WPD fully indemnified against any proceedings, claims, demand, costs, charges and expenses WPD incurs as a result of the Customer's failure to grant or obtain for WPD the appropriate easement or property rights to carry out the Works, install and maintain its plant and apparatus on the site.

5. The Offer is open to acceptance for 90 days after which it will automatically expire. The Offer is made on the condition that the works are completed within 90 days of the date of acceptance. Should the works be incomplete after 90 days, WPD reserve the right to withdraw or amend this Offer.

6. WPD may, in its discretion, not commence the Works on the agreed date in the following circumstances:

- (a) if the Customer fails to provide suitable and adequate access to the Premises, or has failed to complete any necessary civil works, civil engineering or building work.
- (b) where there is a distribution system emergency.
- (c) if all the necessary permissions have not been granted to WPD.

in which event WPD shall agree with the Customer a new commencement date for the Works. For the avoidance of doubt WPD shall not be in breach of these Conditions due to the circumstances listed in this clause 6.

7. In addition to its obligations in clause 6(a) the Customer shall:

- (a) before the time specified for delivery of any of WPD's Connection Equipment to the Premises, obtain all consents and approvals in connection with the regulations and by-laws of any local or other authority which shall be applicable to the Works on the Premises.
- (b) provide all accommodation, equipment, buildings, structures, foundations, approaches or work equipment of the quality specified in any special terms for connection specified by WPD.
- (c) take all steps necessary to ensure the safety of WPD, its employees, contractors and agents while carrying out the Works.

8. The Customer warrants that either it is the owner and/or occupier of, or has legal entitlement to possession of the Premises and that it can fulfil its obligations as set out in these Conditions or it will procure the necessary rights from the landowner for WPD to carry out the Works.

9. If the Customer or a third party prevents WPD from entering the Premises, adjacent land or other land with the result that WPD is unable to carry out the Works, or the Works are suspended on the Customer's instruction for which WPD are not responsible, or due to alterations to the layout of the development, WPD will not be in breach of these Conditions and any additional cost reasonably incurred by WPD in consequence thereof shall be added to the charges set out in the attached Characteristics and Charge Statement other related matters ("the Works") at the premises to be connected ("the Premises").

10. The property in the Connection Equipment shall remain with WPD unless stated otherwise in the Offer and WPD may use it to connect its other customers.

11. WPD will invoice the Customer the amount stated in the Offer and the invoice becomes due on receipt by the Customer. The Customer must pay the invoice within 28 days of the invoice being due. WPD shall connect/energise the Works once the invoice has been paid. For self quote alterations the Customer must return full payment with the application. In the event that additional works are necessary to complete the alteration these shall be agreed with the Customer prior to completion and payment must be made within 28 days of the works date.

Should the Customer fail to agree to the additional works required they shall be deemed to have cancelled their request for an alteration and any monies paid shall be refunded.

12. Customers seeking an electrical connection from WPD may be asked for security before work is carried out.

13. As soon as reasonably practicable after WPD has received the Customer's acceptance of the Offer, WPD shall agree a date for the commencement of the Works.

14. Without prejudice to any right or remedy WPD may have against the Customer for breach or non-performance of these Conditions WPD may, by notice in writing, suspend or cancel the Works with immediate effect on or at any time after the happening of any of the following events:

- (a) the Customer commits a breach of these Conditions provided that where such breach is capable of remedy the Customer has been advised in writing of the breach and has not rectified it within 30 days of receipt of such advice.
- (b) the Customer: is (i) wound-up or dissolved; (ii) an administration order is made; (iii) a receiver or an administrative receiver is appointed over, or the taking possession or sale by an encumbrance of any of its assets; (iv) an arrangement or composition being made with its creditors generally; (v) ceases to do business at any time for 30 consecutive days.
- (c) if WPD is unable for any reason to commence the Works within 2 months from the date of the Customer's acceptance of the Offer.

15. In carrying out the Works WPD will accept unlimited liability for death or personal injury caused by the negligence of WPD and limited liability for physical damage to the Customer's tangible property resulting from WPD's negligence limited to an amount equal to £1,000,000.

16. Save as provided for in clause 15 WPD will not be liable for any loss or damage:

- (a) to the Customer's property.
- (b) any defect, malfunction or otherwise in the Customer's electrical equipment.
- (c) for defects in WPD's Connection Equipment and/or WPD's distribution system which are a result of any works having been carried out by the Customer.
- (d) any loss of profit, business, contract, revenues, reputation, customers, use of software or data, computer or other equipment and plant, wasted management/staff time, loss or liabilities in any other contract, goodwill or anticipated savings.
- (e) any special or indirect loss.
- (f) loss arising from any claim made against the Customer by any other person.

17. WPD shall not be liable for and the Customer shall indemnify WPD from and keep WPD fully indemnified against all proceedings, claims, demands, costs, charges, expenses in relation to death or personal injury or loss or damage arising directly or indirectly out of the Customer's or its employees, contractors and agents breach, negligent performance or failure in performance of obligations as set out in the Offer.

18. Neither party shall be liable to carry out any of its obligations under these Conditions due to circumstances beyond its reasonable control.

19. To the extent that any provision of these Conditions is found by any court or competent authority to be invalid, unlawful or unenforceable will not affect the enforceability of the remainder of the Conditions.

20. No delay by either party in enforcing the provisions of these Conditions shall be deemed a waiver of that party's right to enforce that provision.

21. WPD will use all reasonable endeavours to complete the Works, by any specified or requested date, but each such date is to be treated as an estimate only and time shall not be of the essence.

22. No person who is not a party to the agreement between the Customer and WPD shall be entitled under the Contracts (Rights of Third parties) Act 1999 to enforce any of its terms but this does not affect any right or remedy of a third party which exists or is available apart from that Act.

23. If a dispute arises out of or in connection with these Conditions, the parties agree to try in good faith to resolve the dispute through negotiations between the Customer and WPD's Distribution Manager. Upon such notification of a dispute a meeting must be held between the Customer and the WPD Distribution Manager within 21 days. If the dispute is not resolved at the meeting either party may refer to the Gas and Electricity Markets Authority (Ofgem) pursuant to and in accordance with the Utilities Act 2000. Should you wish to pursue this route please contact our Regulation and Government Affairs Team, Avonbank, Feeder Road, Bristol BS2 0TB, telephone number 0117 933 2175, who will advise you of the correct procedure.

24. The parties agree that the Offer will be governed by and construed in accordance with English law and to irrevocably submit for all purposes to the exclusive jurisdiction of the courts of England and Wales.

# WESTERN POWER DISTRIBUTION ("WPD")

## SPECIFIC CONDITIONS FOR CONNECTION WORKS

**These Specific Conditions must be considered in conjunction with the General Conditions for Connection Works and any additional Specific Conditions provided on the Characteristics and Charge Statement or the Alterations Application Form.**

### SERVICE TERMINATION AND METERING

The exit point and metering will be at an agreed position, normally in an external meter cabinet. The exit point will be the outgoing terminals of WPD's fused cut-out or as otherwise defined. The meter tails and metering equipment will be the responsibility of the meter operator. The responsibility for the installation beyond the outgoing terminals of the meter is that of the Customer/Developer.

### STORES

Where the Customer/Developer wishes WPD to supply the ducts and service tubing and the cost of these items have not already been included in this Offer, these may be purchased by arrangement with our Engineering Stores Office at Osprey Road, Sowton Industrial Estate, Exeter EX2 7WP. Telephone 01392 - 352700 Fax 01392 352676

Where the Customer/Developer wishes WPD to supply the ducts and service tubing and the cost of these items have already been included in this Offer, collection may be made by prior arrangement with the WPD Construction Team at local offices.

Usual Collection times:-

Monday to Thursday (0900 - 1530) hrs. Friday (0900 - 1430) hrs.

(To avoid disappointment, please check with local offices for individual collection times)

Draw cords are not provided by Western Power Distribution

### SAFETY

Any work in the vicinity of WPD equipment must be carried out in a safe manner including, as a minimum, compliance with the relevant Health and Safety Executive Guidance Notes available from HMSO. In particular:

GS6 Avoidance of danger from overhead electric lines.

HS(G)47 Avoiding danger from underground cables.

### STREET WORKS BY CUSTOMER/CONTRACTOR

A Customer/Developer intending to carry out trenchwork in the public highway must obtain a licence from the relevant Highway Authority and will be responsible for the issue of Street Works Notices. All work, including reinstatement, must comply with the New Road and Street Works Act 1991.

### ELECTRICAL DISTURBANCE

WPD's proposals and charge are based on the Customer not installing any equipment likely to cause disturbance to WPD's distribution system or other customers.

### METER TAILS

The meter tails presented for connection must be clearly marked to indicate polarity (and phase colour where appropriate). Individual earthing conductors and main equipotential bonding conductors must be marshalled at a customer's main earthing terminal and only one main earthing conductor presented for connection to the WPD main earthing terminal. Where more than one set of tails is presented for connection due to tariff variations, each set must be clearly identified and only one set of tails presented for each tariff.

### EARTHING

The Customer/Developer is responsible for providing and maintaining adequate arrangements for earthing the customer's installation and WPD shall not be responsible for any such arrangements except in so far as any applicable regulations may place certain responsibilities on WPD and subject thereto the customer's use of an earth terminal provided by WPD shall be at the customer's own risk. No earth terminal shall be provided by WPD for a temporary connection and the installer should provide an RCD.

### PHASE BALANCE

Where the connection is provided in two or more phases the customer's load shall, as far as is reasonably practical, be balanced.

### EXCAVATION AND DUCTS

Unless specifically included in the cost calculation, all on-site excavation, provision of a stonedust bedding and blinding material, installation of WPD approved ducts and reinstatement will be carried out by the customer/developer at no cost to WPD. Draw cords should be incorporated and the ends marked for ease of location. Trench depths in pavement or private land shall be 530mm (min. cover over cable 450mm) and in roadway shall be

600mm (min. cover 520mm). Where cables are not protected in duct they must be blinded with 75mm of crushed stone dust and approved yellow "electric cable" marker tape laid above.

### SERVICE TUBING

Without charge to WPD the Customer/Developer will, where agreed by prior arrangement, install suitable 38mm internal diameter WPD approved tubing from the service position to the footpath or verge etc. as shown on the plan. Where an internal meter position is agreed a 500mm slow bend entry should be installed at the meter position. A draw cord should be incorporated and the end marked for ease of location. There should be a minimum of 520mm cover in the roadways and 450mm cover in pavements and private land.

### STANDARD METER CABINETS

Where agreed by prior arrangement and without charge to WPD, the Customer/Developer will install and maintain a flush or surface mounted single phase meter cabinet to WPD specification into the structure of each dwelling at the agreed position. The cabinet will only house the service termination, metering equipment and isolation switch (if fitted). The bottom edge of the cabinet must be between 500mm and 1000mm from ground level. The tails for connection to the meter must enter from the lower right hand side of each cabinet, and holes must not be made in the top or back for any purpose. The WPD service cable will enter the bottom of the cabinet through a surface mounted hockey stick therefore no gas, water or telecom termination equipment must be installed below it.

### CUSTOMERS INSTALLATION

It is the Customer's responsibility to ensure that the electrical installation to which the Customer requires an electricity connection from WPD installed in such a manner that it will comply with Regulations 8(4) and 25 of the Electricity, Safety, Quality and Continuity Regulations 2002 ("Regs. 8(4) and 25") immediately prior to energisation.

The customer must grant WPD access to check compliance with Regs 8(4) and 25 when requested to do so.

**ISOLATING SWITCH OPTION** – where the Meter Operator allows WPD to provide this service.

1. It is the Customer's responsibility to ensure that the electrical installation in each property to which an electricity supply is required from WPD is installed in such a manner that it will comply with Regulations 8(4) and 25 of the Electricity Safety, Quality and Continuity Regulations 2002 ("Regs 8(4) and 25") immediately prior to energisation.
2. By accepting the terms of WPD's offer the Customer confirms that it fully understands the requirements of Regs. 8(4) and 25.
3. The Customer must ensure that the electrical installation in the property is carried out by a competent electrical installer (the "Installer") and that the Installer provides the Customer with an Electrical Installation Certificate prior to energisation and complies with the Connection Procedure for Electrical Contractors.
4. The Customer must ensure that the Installer is bound by similar conditions in his contract with the Customer which have the same effect as these conditions 1 to 6.
5. The Customer must grant WPD access to check compliance with Regs. 8(4) and 25 when requested to do so.
6. The Customer must at WPD's request and at the Customer's cost provide documentation and any other information necessary to enable WPD to check that the Customer has complied with its obligations as set out in WPD's Offer.

### ALTERATION OF METER POSITION

When a connection is made at the new meter position the existing service cable will be disconnected at the old position. It is the customer's responsibility to have installed suitable private sub-mains as required, complete with tails ready for connection. A "Notice of Completion of Installation" must be submitted in advance of the Works unless a contract allowing the use of a WPD isolating switch has been entered into.

### NEW CONNECTION WORKS

The final connection is part of the "non contestable" works that can only be done by WPD. Other works such as the provision of materials to the job specification, trenching and other construction work is "contestable". This work can be carried out by WPD but could also be done by an agreed contractor employed by the customer/developer. In that case, following satisfactory final testing and connection, the ownership of the assets will be transferred to WPD who will be responsible for their ongoing operation repair and maintenance. An adoption agreement for this purpose would be entered into which includes a 2 year guarantee period and insurance provision. More detailed information is given in a guide and Customer Handbook available on request.