

Application to Move Your Electricity Supply

To move an electricity supply up to 100A per phase

April 2020

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 www.westernpower.co.uk/alteration

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 to your new 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 alteration works.

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



Meter Installation

Fee from your energy supplier to move your meter. In some instances we may be able to move this for you.



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 www.westernpower.co.uk/charge-statements

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



Any questions?
Call our Contact Centre
on: 0800 096 3080
(8am to 6pm Monday to Friday)



Did you know?

You can get a quotation from an Independent Connection Provider (ICP) to move your electricity connection. Find out more: www.westernpower.co.uk/CiC



For assistance with completing this form you can visit:
www.westernpower.co.uk/alteration

Guidance on Moving Your Electricity Supply - Application Form

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

Section A – Your Details

1. Customer address details

This is a correspondence address, enter the site address in section 2

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 alteration works, if different from above

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"/>

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"/>

Section B – Existing Supply Details

Your MPAN number ( See section 1)


S	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is your supply overhead or underground?

( See section 3)

Overhead Underground

How many cables enter the bottom of your cutout?

( See section 2)

One Two or more

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. WPD are unable to move smart meters. You may need to contact your supplier to confirm what type of meter you have.

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Section C – New Supply Location Details

Your proposed meter position (See section 5)

External meter box (recommended) Internal Meter cubicle

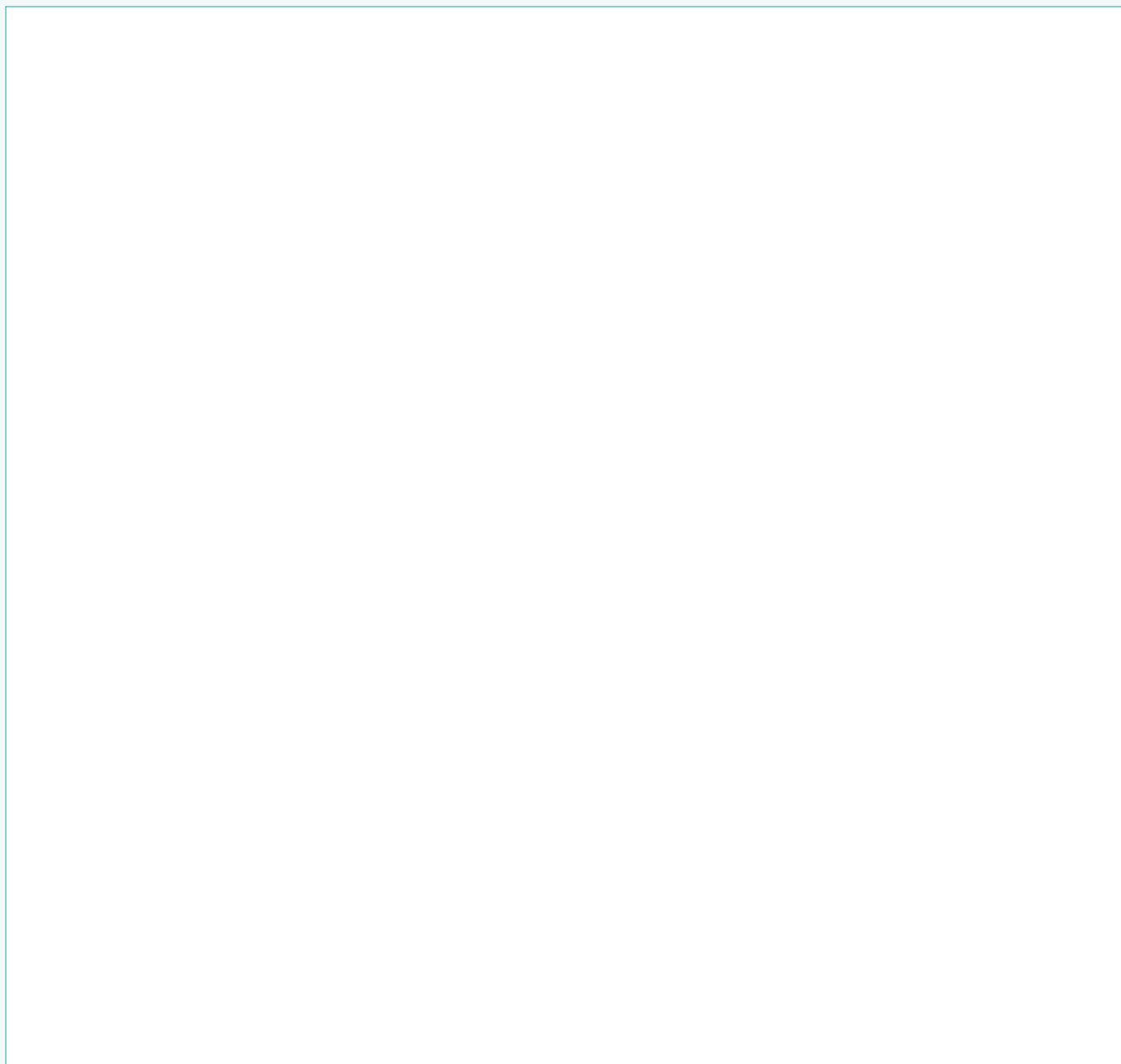
Earliest date you require the works (please give 4 weeks notice):

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 the 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
- Cable routes requiring permissions from third party landowners
- Applications to replace an overhead cable with an underground cable
- 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 £771 for an overhead re-connection**
2. Underground reconnection with the customer providing the excavation to expose the existing service cable and subsequent reinstatement: **Add £746 for an underground re-connection**
3. Underground reconnection with WPD providing the excavation to expose the existing service cable and subsequent reinstatement: **Add £1,361 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.

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

£11 x

m =

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

£9 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?

Yes, enter the costs on right

No, continue to Step 4

Rough ground

£26 x

m =

Grass/turf

£30 x

m =

Tarmac/concrete

£74 x

m =

Paving modules

£90 x

m =

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

Total calculated cost

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

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Section E – Additional Information

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:

www.westernpower.co.uk/connection-terms

Section G – Confirmation

- I have read the Moving Your Electricity Supply Guidance and agree to WPD's Specific Conditions for Connection and General Conditions for Connection (please tick box)
- I enclose a cheque made payable to Western Power 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 documentation to your regional office:

Midlands

Western Power Distribution
Records Team
3rd Floor,
Toll End Road
Tipton,
DY4 0HH

T: 0121 623 9007

(Lines are open Mon to Fri, 8:30 to 5pm)

wpdnewsuppliesmids@westernpower.co.uk

South Wales

Western Power Distribution,
Records Team,
Phoenix Way,
Llansamlet
Swansea,
SA7 9HW

T: 0179 278 4509

(Lines are open Mon to Fri, 8:30 to 5pm)

wpdnewsupplieswales@westernpower.co.uk

South West

Western Power Distribution
Records Team
Lostwithiel Road
Bodmin,
PL31 1DE

T: 0120 889 2288

(Lines are open Mon to Fri, 8:30 to 5pm)

wpdnewsupplies@westernpower.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?

Western Power 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

If a self-quotation is not suitable, we will send you a Connection Offer which is valid for 90 days.

3

On receipt of payment, contact you within 7 working days to agree a date for the works. We aim to complete the works within 90 days of acceptance.

4

We will obtain permissions for access to install and maintain our equipment, if required.

5

Advise you on whether or not we are able to move the metering equipment.

6

Complete all works to move your supply to the new location.

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 the guidance document. This may include meter box installation and onsite excavation.



To ensure the legal process runs smoothly, provide any information possible about the land through which the cable may be routed. More information and a guidance document is available on our website: www.westernpower.co.uk/legal-permissions



Where we are unable to move your meter, contact your supplier to arrange this. To prevent being without power, it is advisable to book an afternoon appointment the same date WPD are attending to complete the works.



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

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 Offer Letter 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 service tubing and meter box, 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 there to 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 customers 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 (single phase) 50mm (three phase) 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 50mm 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 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 cable guard 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 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. 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.



WESTERN POWER DISTRIBUTION

Serving the Midlands, South West and Wales

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

Midlands

T: 0121 623 9007

(Lines are open Mon to Fri, 8:30 to 5pm)

wpdnewsuppliesmids@westernpower.co.uk

South Wales

T: 0179 278 4509

(Lines are open Mon to Fri, 8:30 to 5pm)

wpdnewsupplieswales@westernpower.co.uk

South West

T: 0120 889 2288

(Lines are open Mon to Fri, 8:30 to 5pm)

wpdnewsupplies@westernpower.co.uk

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