



Form B/03:

**Request for Non-Market Meter Read
to be carried out by the Wholesaler**

September 2015

Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping	25 August 2015	Non-material housekeeping changes	ICP/WRC/CP001	All
ICP Quality Assurance	22 September 2015	Clarificatory and syntax changes following review of the texts	ICP/WRC009	Section 3
20150930	30 September 2015	For post-vendor MAP		As per Quality Assurance version

Form B/03: Request for Non-Market Meter Read to be carried out by the Wholesaler

For use by Retailers

To Water Wholesaler

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The purpose of this form is to capture the details required to support the metering Process B11 described in the Operational Terms. This form should be used where the Retailer is requesting the Wholesaler to carry out a meter read of a non-market meter.

The form is divided into sections, as follows

Number	Section
1.	Retailer details
2.	Eligible premises details
3.	Non-market meter details
4.	Declaration

All sections are mandatory.

Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

1. Retailer details

Retailer name

Retailer ID

Retailer's own reference

Contact name

Contact number

Contact e-mail

2. Eligible premises details

Eligible premises details

SPID

VOA BA Reference, if available¹

UPRN, if available²

Address

Building number

Building name

Address line 1

Address line 2

Address line 3

Town

Postcode

3. Non-market meter details

Please provide details of the non-market meter.

Meter serial number

Meter manufacturer

Meter size³

¹ If not available please provide a reason why

² If not available please provide a reason why

³ Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

Meter location (GIS X)
Meter location (GIS Y)
Meter location description

Preferred date of meter reading	
Indicate a preferred date of meter reading	

4. Declaration
<p>By submitting this form I accept the standard terms for metering activity in accordance with the Wholesaler's Wholesale Tariff Document. If activity is for a standard meter in standard circumstances as priced in the Wholesale Tariff Document then it will take place without a quote being issued, and may take place on the first visit.</p> <p>I hereby acknowledge and declare that the information provided in this form is correct to the best of my knowledge and up to date at the date of submission</p> <p>Your details</p> <p>Signature</p> <p>Date (dd/mm/yyyy)</p> <p>Full name (in capitals)</p> <p>Role in the company or job title</p>