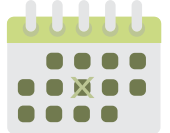


Alteration



Remember: Apply at least
12-14 weeks in advance

What do you need to do?

Complete an application

Complete your application for your home or business and attach your plans listed in the checklist on page 2.

Prepare site

Prepare your site as required, which may include employing an electrician, or digging a trench within private property as required.
















Safety message

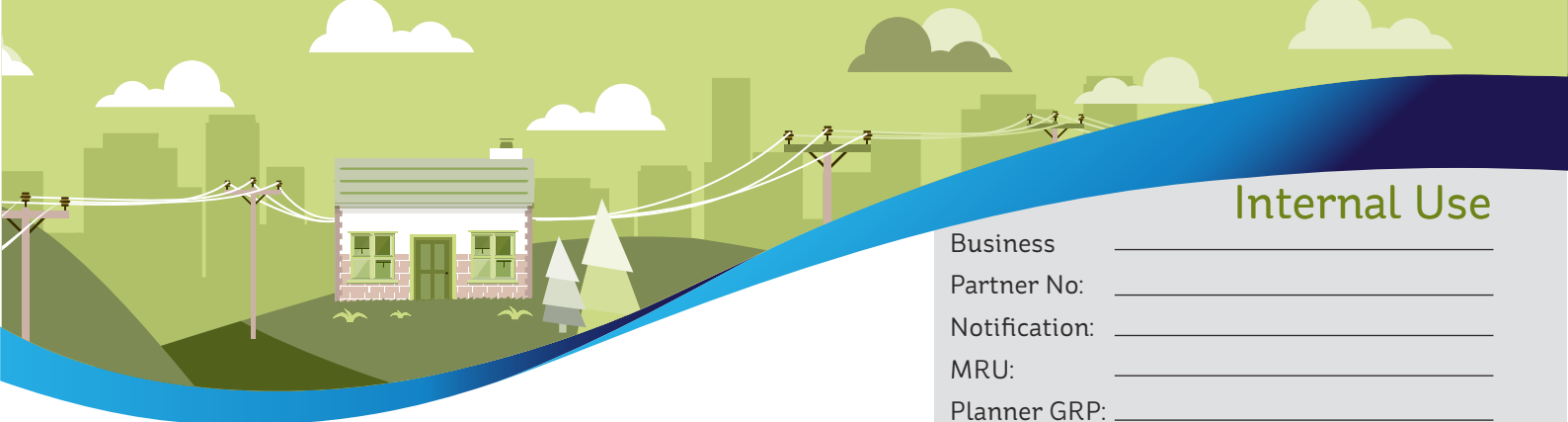
Contact NIE Networks at the planning stage to request an alteration. Do not attempt to alter electricity services yourself. Always treat electricity equipment as live unless it is confirmed dead by NIE Networks

If you have any queries please contact our customer helpline on 03457 643 643



How our process works

	<p>Application</p> <p>Submit your application including the attachments outlined in the checklist on page 2. It may delay your application if we don't receive all this information. Once we review your application you will get your job reference number within 5 working days. We will then contact you to talk through your application.</p>	 YOU	<p>Legal consents</p> <p>If your connection requires electricity equipment to be sited on other people's land, we'll need to get permission from the landowner or government bodies before work can proceed. We may need to obtain a lease/easement on your land. These negotiations can take up to 9 months or more. Any variation may require a requote including revised terms for your job.</p>	 9 MONTHS
	<p>Quotation and payment</p> <p>We will provide you with a formal quotation within 15 days provided we have all the relevant information. Your quotation will be valid for 90 days, after which time the quote will expire and if we need to reissue a quote the costs may increase.</p>	 15 DAYS	<p>On-site construction</p> <p>Once we've received full payment (if applicable) and all legalities have been obtained we will contact you to agree a date to start your work. Please prepare your site according to the design agreed and ensure your electrician's work is complete.</p>	 6-8 WEEKS
	<p>Accept terms & payment</p> <p>You can accept our terms online (using our online payment system) or return a signed copy by post to the address on page 2. You can pay by online payment (Debit/Credit), online banking (Bank Transfer / BACS), or by cheque.</p>	 YOU	<p>Complete a connection card</p> <p>Download from nienetworks.co.uk/connectioncard and get your electrician to complete it. You can submit to connectioncard@nienetworks.co.uk</p>	 YOU
	<p>Site visit & survey</p> <p>Site visits are usually carried out within 7-10 working days. On occasions a full site survey will be required which may take up to 3 months. Depending on the outcome of the survey costs we may have to issue you with a requote with revised terms.</p>	 10 DAYS	<p>Installing or moving your meter</p> <p>Once you've submitted a connection card, we'll contact you to arrange an appointment to change to your meter setup.</p>	 3-5 DAYS
<p>Estimated total time</p>				 12-14 WEEKS



Internal Use

Business _____
 Partner No: _____
 Notification: _____
 MRU: _____
 Planner GRP: _____
 Reg by: _____

Tell us about your project

Site details This is where you need the work done and who we will contact with regards to your site.

Name: _____ Email: _____

Address: _____

Postcode: _____ Tel/Mobile number: _____

Customer correspondence details (if different from site address)

Name: _____ Company Name: _____

Address: _____ Postcode: _____

Email: _____ Tel/Mobile number: _____

Who will be paying for the connection work? (if different from the customer details above)

Name: _____ Company Name: _____

Address: _____ Postcode: _____

Email: _____ Tel/Mobile number: _____

Quotation preference: Our quotations are issued by email. Please tick here if you would prefer to receive your quotation by post.

How would you like us to contact you? Email: Phone: Letter:

When do you need the work completed? Month: _____ Year: _____

***MPRN/Serial number** In order to process your application, please provide either your **MPRN** (this is an 11 digit number that begins with 8 and can be found on your electricity bill.) or **meter serial number** (This can be found on the front panel of the meter (e.g. YH01234):

* If you're in doubt regarding your MPRN or meter serial number, you can include a photo of your meter.

What work do you require?

Relocate my meter (please specify existing earthing arrangements, consult with your electrician if applicable) _____

Move electricity equipment or lines (overhead)

Move electricity equipment (underground)

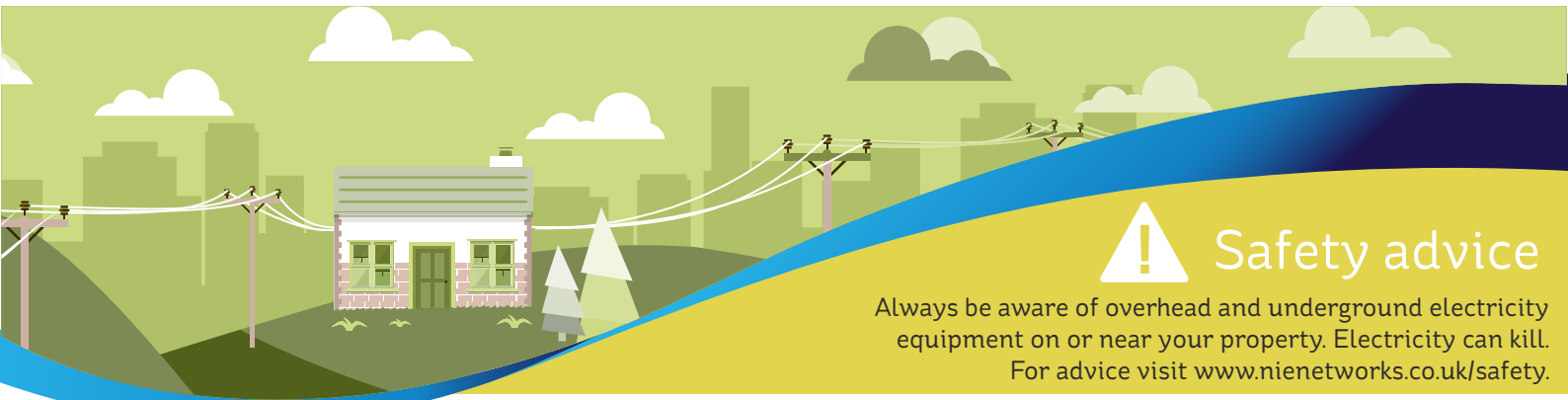
Replace the back board of my meter

Other (please specify):

Replace my meter box

Install new earthing

Temporarily disconnect my supply



Safety advice

Always be aware of overhead and underground electricity equipment on or near your property. Electricity can kill.
For advice visit www.nienetworks.co.uk/safety.

Anything else?

If you have any site specific information relevant to this application, please include it below:

Is this application related to an existing job?
If yes, please provide the reference number?

Have I included everything? Here's a checklist:

- Signed & dated application form
- Breakdown of new and existing load - please consult your electrician or electrical consultant
- Site elevation plan
- Site layout plan: 1:500 - please show the outline of your house or business premises and your proposed meter position. External meter position for new constructions must be on the front elevation or within 2m of the front elevation on a side elevation.

Signature* _____ Date: _____

*Before submitting this application form, please check that you have completed all relevant sections. The quote for your electricity connection will be based on the information provided including maps and drawings. NIE Networks may require additional information to provide you with a quote.

Feedback

For the sole purpose of evaluating your satisfaction with the services provided by NIE Networks and to help enhance our services we may forward your contact details to our nominated research company to contact you on our behalf. Please tick the appropriate box:

Yes, happy for you to contact me
No, please do not contact me

You can change your option at anytime by contacting NIE Networks on 03457 643643.

Data Protection

Northern Ireland Electricity Networks (NIE Networks) will use the information you have supplied to us on this form for the purposes of preparing a design and quotation. If you decide to accept our quotation and terms, your data will be used in the managing of your electricity supply connection and in our functions as a Distribution Network Operator. In performing these functions, NIE Networks may utilise the services of contracted third parties and may disclose your data to these third parties for the purpose of ensuring your connection. For more information, please visit www.nienetworks.co.uk/privacypolicy

Return by post to:

NIE Networks, Connections Customer Liaison,
Unit 3, 21 Old Channel Road, Belfast, BT3 9DE