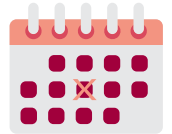


Disconnection



What do you need to do?

Remember: You need to apply at least **6 -12 weeks in advance**



Safety message

Remember: before carrying out demolition work to buildings or structures, you should always contact NIE Networks to:

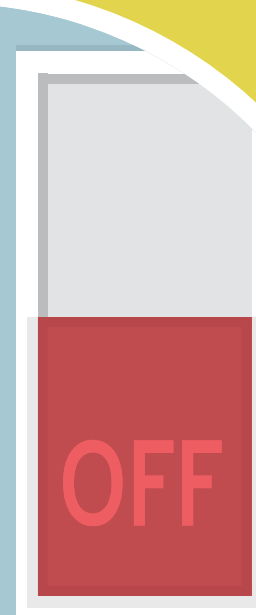
- Remove live equipment from your site in order to work safely.
- Remove overhead electricity lines or underground cables.
- Notify NIE Networks of an unoccupied building that's a safety hazard or where there's been a fire.


















Electricity Kills

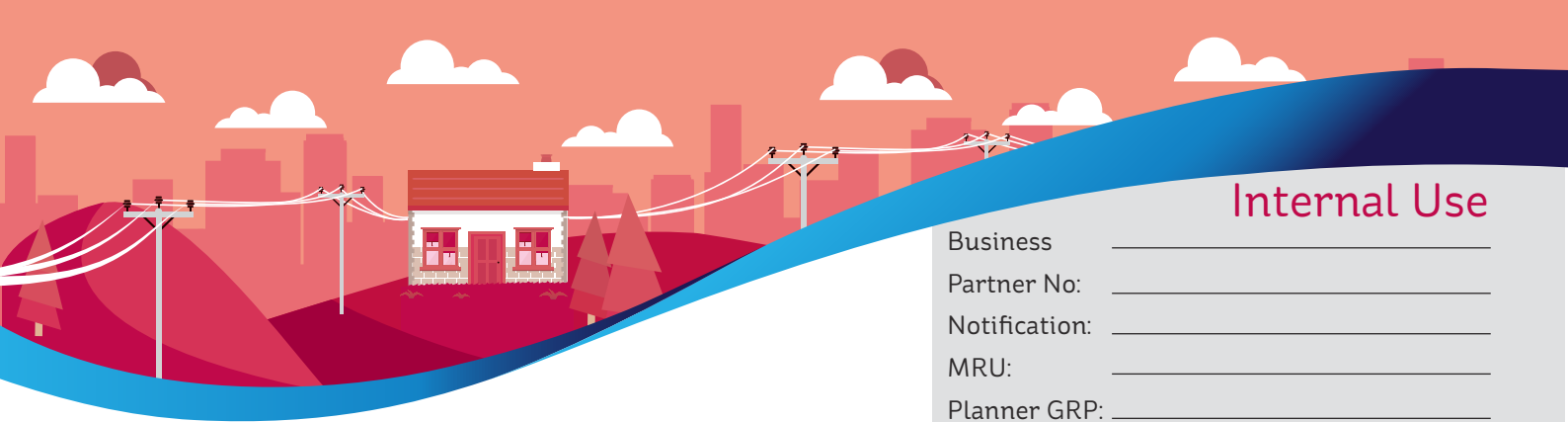
When carrying out demolition work:

- Contact NIE Networks at the planning stage to request a service disconnect.
- It is not sufficient to have the electricity meter removed as the incoming service cable will remain energised.
- Always treat electricity services as live unless it is confirmed otherwise by NIE Networks.
- For queries call our customer helpline **03457 643 643**



How our process works

	<p>Application & Acknowledgement</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>You may need to get permission from third party landowners or government bodies including the DfI before work can commence. If there is any variation, we may need to issue you with a requote including revised terms for your job.</p>	
	<p>Quotation</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>			<p>Notify your supplier</p> <p>You'll need to confirm details of disconnection with your supplier.</p>	 YOU
	<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>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>	
		<p>Confirmation of disconnection</p> <p>If you require confirmation of your disconnection contact us on 03457 643 643.</p>	 YOU	<p>Estimated total time</p> 	



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:

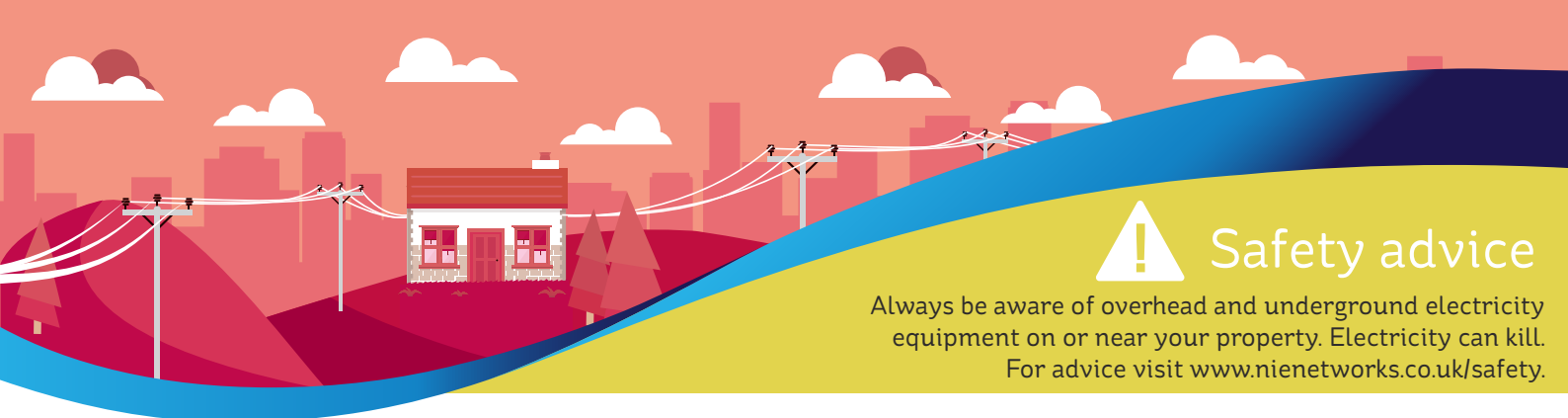
When do you need the work completed? This gives us an idea of your anticipated timescales.

Month: _____ Year: _____

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

Anything else?

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



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.

Meter details

In order to process a disconnection, 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 is found on the front panel of the meter, e.g. YH01234). Use a separate sheet, if necessary.

* MPRN / Meter serial number	Address
1.	
2.	
3.	
4.	
5.	

* If in doubt regarding your meter serial or MPRN, please provide a photo of your meter (s).

Have I included everything? Here's a checklist:

- **Site layout plan: 1:500** - please show the outline of your house or business premises and your proposed meter position. .

Site location plan - please mark your site in red on your plan so we can identify our equipment.

Site elevation plan

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

03457 643 643

nienetworks.co.uk

Disconnection 2