

FORM F (2)



Metering Activity Form

For Use by Licensed Providers

Notification of Metering Activity by Accredited Entity

The purpose of this form is to capture the details required to support metering processes 8B, 9B, 10B, 11B1 and 11B2 which are set out in the Operational Code. Under these processes Licensed Providers notify Scottish Water of Metering Activity to be carried out by an Accredited Entity following instruction from the Licensed Provider at a Supply Point. The form should also be submitted where the Licensed Provider wishes to withdraw a Metering Activity request or notice.

1. Licensed Provider Details
2. Premises Details
3. Reason for Submission
4. Notification of Metering Activity to be carried out / Metering activity undertaken
5. Details of work to be carried out by an Accredited Entity following instruction from the Licensed Provider
6. Consent to Contact the Non-Household Customer
7. Request for Scottish Water Assistance
8. Request for a site specific Contribution Offer
9. Withdrawal of Metering Activity Request/Notice
10. Completion Details
11. Declaration

The relevant sections of the form should be completed and submitted to Scottish Water in the following stages:

1. The Licensed Provider, as applicable under the relevant process, notifies Scottish Water in advance of Metering Activity to be carried out by an Accredited Entity following instruction from the Licensed Provider (applicable sections 1-6 and 11).
2. Where the Metering Activity has been carried out by an Accredited Entity following instruction from the Licensed Provider, the Licensed Provider provides the completion details (applicable sections 1-4 plus sections 10 and 11).

Following stage 1, the form should be resubmitted where any of the following circumstances apply:

- the Licensed Provider identifies the requirement for advance notification of the Metering Activity to Scottish Water, in accordance with the relevant process, where this has not previously been provided (e.g. shared supply);
- the Licensed Provider requests assistance from Scottish Water (section 7);
- the Licensed Provider requires a site specific Contribution Offer for a meter installation due to non-standard circumstances (section 8);
- the Licensed Provider wishes to withdraw the notice/request (section 9).

It should be noted that this document represents the Operational Code version of the form and the form may be presented in alternative formats as appropriate (such as an internet-based format); the content of the form will be as presented here. Mandatory information will vary depending on the stage of the process.

1. Licensed Provider Details:

Licensed Provider
Licensed Provider ID:
Licensed Provider's own reference
Contact name:
Contact number:
Contact e-mail:

2. Premises Details:

Supply Point ID
Address of premises to be visited:
.....
.....
.....
Postcode:

Is the address of the meter at which the activity is to be carried out the same as the address provided above?

Yes	<input type="checkbox"/>	Please select one option by placing an X in the appropriate box
No	<input type="checkbox"/>	

If No, please provide details of the meter address below

.....

Postcode:

Is there a Sensitive Customer at this Supply Point?

Yes Please select one option by placing an X in the appropriate box
 No

3. Reason for Submission

Please indicate the reason for the request by inserting an X in the appropriate box and complete the relevant section below. Select one option only.

- Notice to Scottish Water in advance of Metering Activity to be carried out by an Accredited Entity following instruction from the Licensed Provider.
 (Please complete sections 4, 5, 6 and 11)
- Request for Scottish Water assistance with Metering Activity being carried out by an Accredited Entity following instruction from the Licensed Provider.
 Please provide the previous SW reference (7 Digit Numerical Reference)
 (Please complete section 7)
- Request for a site specific Contribution Offer from Scottish Water.
 Please provide the previous SW reference (7 Digit Numerical Reference)
 (Please complete section 6 and 8)
- Withdrawal of a previous Metering Activity Notice
 Please provide the previous SW reference (7 Digit Numerical Reference)
 (Please complete section 9)
- Completion details of Metering Activity carried out by an Accredited Entity following instruction from the Licensed Provider
 Please provide the previous SW reference (if applicable) (7 Digit Numerical Reference)
 (Please complete section 4, 10 and 11)

4. Metering Activity to be carried out (Notification in advance) or confirmation of activity undertaken (Completion):

Where the Licensed Provider is notifying Scottish water in advance of undertaking the meter activity, the details completed in section 4 will be what is proposed.

Where the Licensed Provider is confirming the completion details of the metering activity undertaken, the details completed in section 4 will be the actual details of the activity undertaken and should be completed in conjunction with Section 10.

Please indicate the Metering Activity to be carried out/completed and complete the relevant section below, select one option only by placing an X in the appropriate

- Meter Installation Please complete section 4.2 (Notifications in advance only)
- Meter Accuracy Test Please complete section 4.1, and Section 4.3
- Meter Repair or Replacement due to fault Please complete section 4.1 and Section 4.4
- Change of meter Please complete section 4.1 and 4.5

4.1 Existing Meter Details:

Please provide details of the existing meter (mandatory except for meter installation requests)

Meter serial number:
 Meter make:
 Meter size:
 Meter easting (X Coordinate):
 Meter northing (Y Coordinate):
 Meter location:

4.2 Meter Installation:

Proposed Meter Details - only required for Notifications in advance

Please also fill in the Appendix A - Meter Size Data Assessment Sheet

Proposed physical size of the meter, please select one option by placing an X in the appropriate box:

- | | | | | | | | |
|-------|--------------------------|-----------|--------------------------|------------|--------------------------|-------|--------------------------|
| 15mm | <input type="checkbox"/> | 20mm | <input type="checkbox"/> | 25mm | <input type="checkbox"/> | 30mm | <input type="checkbox"/> |
| 40mm | <input type="checkbox"/> | 50mm | <input type="checkbox"/> | 80mm | <input type="checkbox"/> | 100mm | <input type="checkbox"/> |
| 150mm | <input type="checkbox"/> | 200mm | <input type="checkbox"/> | 250mm | <input type="checkbox"/> | 300mm | <input type="checkbox"/> |
| 350mm | <input type="checkbox"/> | 400mm | <input type="checkbox"/> | 450mm | <input type="checkbox"/> | 500mm | <input type="checkbox"/> |
| 600mm | <input type="checkbox"/> | 80 - 20mm | <input type="checkbox"/> | 100 - 20mm | <input type="checkbox"/> | Other | <input type="checkbox"/> |

If other please specify:

Type of meter to be installed (from the Scottish Water meter menu) please enter an X in the appropriate box:

Standard Non-standard

Scottish Water meter menu reference

Please indicate the proposed location of the new meter by placing an X in the appropriate box:

Outside the premises/property boundary (M1)

Outside the property/building but within the premises/property boundary close to the boundary (M2)

Outside the property/building but within the premises/property boundary close to the property (M3)

Inside the property/building (M4)

To be determined on survey

Please provide a description of the proposed location of the meter (where available)

.....

Please provide any additional information in relation to the request:

.....

4.3 Meter Accuracy Test:

Please provide the reason for the Meter Accuracy Test by placing an X in the appropriate box:

Meter suspected to be over recording usage

Meter suspected to be under recording usage

Other

If other please specify:

Please provide details of the type of meter to be installed

Type of meter to be installed (from the Scottish Water meter menu) please enter an X in the appropriate box:

Standard Non-standard

Scottish Water meter menu reference

Please provide any additional information in relation to the request:

.....

4.4 Meter Repair or Replacement due to fault:

Please provide details of the suspected / actual nature of the fault at the meter by placing an X in the appropriate box, select one option only:

The meter has stopped recording

The meter has slowed

The meter is running backwards

There is a burst / leak at the meter

The meter is thought to be buried / tarred over but is still in situ

The meter cannot be read due to smashed dials

The meter cannot be read due to condensation

Other

If other please specify:

If the meter has stopped recording please provide a stopped meter read:

Please provide details of the type of meter to be installed

Type of meter to be installed (from the Scottish Water meter menu) please enter an X in the appropriate box:

Standard Non-standard

Scottish Water meter menu reference

Please provide any additional information in relation to the request:

.....

Are there any public health issues in relation to the request? Please enter an X in the appropriate box:

Yes Please complete section 4.4.1

No

4.4.1 Public Health Issues

Please confirm why this is a public health issue by placing an X in the appropriate box:

No water at the premises

Flooding at premises

4.5 Change of Meter

Please indicate the reason for the change of meter (please place an X in the box of all that apply)

Change to a meter of the same size Please complete section 4.2

Change to a smaller meter (downsize) Please complete section 4.2 and section 4.5.1

Change to a larger meter (upsized) Please complete section 4.2 and section 4.5.1

Change to the location of the meter (relocation) Please complete section 4.2 and section 4.5.2

In all cases please provide details of the meter to be installed by completing Section 4.2

4.5.1 Meter Resize Requests

Please also fill in the Appendix A - Meter Size Data Assessment Sheet

Please indicate if any additional information is supplied in support of the request

Logging data Reference:

Other Reference:

Please provide any additional information in relation to the request:

4.5.2 Meter Relocation

Please indicate the proposed location of the new meter by placing an X in the appropriate box:

Outside the premises/property boundary (M1)

Outside the property/building but within the premises/property boundary close to the boundary (M2)

Outside the property/building but within the premises/property boundary close to the property (M3)

Inside the property/building (M4)

To be determined on survey

Please provide a description of the proposed location (required where the metering activity has been completed)

5. Details of work to be carried out by an Accredited Entity following instruction from the Licensed Provider:

Please provide details of the Metering Activity to be carried out by an Accredited Entity following instruction from the Licensed Provider.

Please provide the proposed date on which the Metering Activity will be undertaken (dd/mm/yyyy):

Please provide details of the Accredited Entity who will undertake the Metering Activity.

Accredited Entity Name

Accredited Entity ID/Reference

Will the work be carried out on a shared supply? Please enter an X in the appropriate box:

Yes

No

To be determined on survey

Will the work require an interruption to the supply of services to other customers through the Scottish Water Network? Please enter an X in the appropriate box:

Yes

No

To be determined on survey

Will the proposed work impact on any Sensitive Customers? Please enter an X in the appropriate box:

- Yes
- No
- To be determined on survey

Does a DOMS Impact Assessment Form require to be submitted to Scottish Water in accordance with the applicable procedures? Please enter an X in the appropriate box:

- Yes (Please provide details below)
- No
- To be determined on survey

DOMS IAF Reference:

Additional information relevant to the DOMS IAF requirement:

.....

5.1 Costing Information

Where the Licensed Provider will be claiming a Contribution from Scottish Water for Metering Activity undertaken by an Accredited Entity, please indicate the applicable activities that will be undertaken at the Supply Point, if available, in accordance with the schedule of rates set out in the Wholesale Charges Scheme.

Wholesale Charges Scheme Contribution Code (MET Code):

Description of metering activity:

.....

6. Consent to Contact the Non-Household Customer:

Scottish Water may wish to contact the Non-Household Customer to arrange a visit to the premises. Please indicate whether you give consent for Scottish Water to contact the Non-Household Customer directly to arrange a visit to the premises?

- Yes Please provide contact details below
- No

Where consent is given to contact the Non-Household Customer, please provide contact details below

Contact name at premises:

Contact number:

7. Request for Scottish Water Assistance:

Please complete the following where Scottish Water's assistance is requested in relation to Metering Activity being carried out by an Accredited Entity following instruction from the Licensed Provider.

Please provide the SW Reference number associated with the original notification
SW Reference Number:, (7 Digit Numerical Reference)

Please indicate if the assistance is required urgently, such as in relation to a public health matter by placing an X in the appropriate box:

- Urgent
- Non-urgent

If urgent, please explain below:

.....

Nature of assistance required (please enter an X in the box of all that apply):

- Interruption to the Scottish Water Network required
- Location of isolation valve
- Stuck isolation valve
- Other

If other, please explain below:

.....

Please outline requirements as appropriate:

.....

8. Request for a Site Specific Contribution Offer:

This section should only be completed where the Licensed Provider has previously provided a notice that it will undertake a meter installation at the Supply Point, and there are non-standard circumstances in relation to carrying out the installation.

Please provide the SW Reference number associated with the original notification
SW Reference Number: (7 Digit Numerical Reference)

Please confirm why there are non-standard circumstances in relation to the metering activity (please enter an X in the box of all that apply):

- Access hindered
- Pipework modifications required
- Excavation required
- Traffic management required
- Other

If other, please explain below:

.....

Please provide any additional information in relation to the non-standard circumstances:

.....

9. Withdrawal of Metering Activity Request/Notice:

Please provide the SW Reference number associated with the original notification
SW Reference Number: (7 Digit Numerical Reference)

Please provide the reason for withdrawal by placing an X in the appropriate box:

- Costs inhibitive
- Complexity of work
- No longer required
- Requested in error
- Other

If other, please explain below:

.....

Please provide any additional information in relation to the withdrawal:

.....

10. Completion Details:

This section is for the Licensed Provider to confirm the completion details for the activity detailed in Section 4.

Please provide the SW Reference number associated with the original notification where the metering activity has previously been notified in advance of completion
SW Reference Number: (7 Digit Numerical Reference)

Please provide details of the Accredited Entity who carried out the work:
Accredited Entity Name
Accredited Entity ID/Reference

Where the Licensed Provider is claiming a Contribution Offer from Scottish Water for Metering Activity undertaken by an Accredited Entity, please indicate the applicable activities undertaken at the Supply Point, in accordance with the schedule of rates set out in the Wholesale Charges Scheme.

Wholesale Charges Scheme Contribution Code (MET Code):
Description of metering activity:

.....

For metering activity details provided in Section 4 please complete the relevant section below

- Meter Installation - Please complete section 10.1
- Meter Accuracy Test - Please complete section 10.1, section 10.2 and section 10.5 if appropriate
- Meter Repair or Replacement due to fault - Please complete section 10.3 and sections 10.1 and 10.5 if appropriate

Change of Meter

- Please complete section 10.1, 10.4 and section 10.5 if appropriate

10.1 Completion of Meter Installation

This section is to be completed to record details of new meter installations following a Meter Accuracy Test, Meter Replacement due to fault and Change of Meter.

Please provide details of the meter that has been installed:

Meter serial number:

Meter make:

Meter size (please select by placing an X in the appropriate box):

15mm	<input type="checkbox"/>	20mm	<input type="checkbox"/>	25mm	<input type="checkbox"/>	30mm	<input type="checkbox"/>
40mm	<input type="checkbox"/>	50mm	<input type="checkbox"/>	80mm	<input type="checkbox"/>	100mm	<input type="checkbox"/>
150mm	<input type="checkbox"/>	200mm	<input type="checkbox"/>	250mm	<input type="checkbox"/>	300mm	<input type="checkbox"/>
350mm	<input type="checkbox"/>	400mm	<input type="checkbox"/>	450mm	<input type="checkbox"/>	500mm	<input type="checkbox"/>
600mm	<input type="checkbox"/>	80 - 20mm	<input type="checkbox"/>	100 - 20mm	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other please specify:

Number of dials:

Date of meter installation (dd/mm/yyyy):

Opening meter read:

Please indicate the location of the new meter by placing an X in the appropriate box:

Outside the premises/property boundary (M1)

Outside the property/building but within the premises/property boundary close to the boundary (M2)

Outside the property/building but within the premises/property boundary close to the property (M3)

Inside the property/building (M4)

Meter easting (X Coordinate):

Meter northing (Y Coordinate):

Please provide a description of the location of the meter:

.....

Photograph of meter included:

Byelaws certificate included:

Please enter an X the box below if there is any data logging equipment attached to the meter

Where data logging equipment is attached to the meter, please provide the details below

Please indicate the owner(s) of the data logging equipment by placing an X in the appropriate box:

Scottish Water

3rd party (Non-Scottish Water)

Datalogger make:

Datalogger model/type:

Datalogger serial number:

Date of Datalogger installation (dd/mm/yyyy):

10.2 Completion of Meter Accuracy Test

Meter removed should be as provided in Section 4.1

Meter Installed should be as provided in section 10.1

Date of meter removal (dd/mm/yyyy):

Closing meter read (removed Meter):

Photograph of removed meter included:

10.2.1 Results of the Accuracy Test

Please complete this section when the results of the test are available.

SW Reference Number: (7 Digit Numerical Reference)

Please provide the results of the meter accuracy test by placing an X in the appropriate box:

Pass

Fail

Please confirm the results of the meter accuracy test have been submitted to SW

10.3 Completion of Meter Repair or Replacement due to fault

Please confirm the outcome of your investigation into the fault at the meter by placing an X in the appropriate box:

- No fault was found [end]
- Meter has been repaired please complete section 10.3.1 in addition to this section
- Meter has been replaced please complete section 10.1 and 10.3.2 in addition to this section

Nature of fault should be as provided in Section 4.4

10.3.1 Details of Meter Repair

Faulty meter should be as provided in Section 4.1

Please confirm the action taken to repair the meter by placing an X in the appropriate box:

- Cleaned out mechanism
- Replaced dials / mechanism Please complete section 10.1 and 10.3.2 if the meter serial number has changed.
- Replaced batteries
- Fixed leak at join
- Meter (direction) turned around
- Meter dug up / exposed
- Meter height raised
- Other

If other, please specify:

.....
 Date of meter repair (dd/mm/yyyy):
 Meter Read at start of repair:
 Meter Read at end of repair:

- Photograph of meter before repair included:
- Photograph of meter after repair included:

10.3.2 Details of Meter Replacement

Meter that has been removed should be as provided in Section 4.1

Date of meter exchange (dd/mm/yyyy)
 Closing meter read (removed meter):

- Photograph of meter included:

Meter that has been installed should be as provided in Section 10.1

Please enter an X in the box if the location of the installed meter is different from the location of the meter that has been removed

10.4 Completion of Change of Meter

Meter that has been removed should be as provided in Section 4.1

Date of meter exchange (dd/mm/yyyy)
 Closing meter read (removed meter):

- Photograph of meter included:

Meter Installed should be as provided in section 10.1

10.5 Removed Datalogging equipment

Where a meter has been removed and where data logging equipment was attached to the meter please complete the details in this section

Please enter an X in the box below if there is any data logging equipment attached to the meter

- Where data logging equipment is attached to the meter, place an X in the box and please provide the details below

Where data logging equipment was attached to the removed meter, please confirm the status of the datalogging equipment on completion of the replacement of the meter by placing an X in the appropriate box.

- Datalogging equipment removed and not replaced
- Datalogging equipment replaced with different Datalogging equipment
- Datalogging equipment transferred from the removed meter to the installed mete

Datalogging equipment unaffected by the meter exchange / left in situ

Who does the Datalogger belong to? Please enter an X in the appropriate box:

Scottish Water

3rd party (Non-Scottish Water)

Datalogger make:
Datalogger model/type:
Datalogger serial number:
Date of Datalogger removal (dd/mm/yyyy):

11. Declaration

I hereby acknowledge that the information provided in this form is correct to the best of my knowledge and up to date at the date of submission.

Signature:
Date (dd/mm/yyyy):
Full name (in capitals):
Role in the company or job title:

APPENDIX A - METER SIZE DATA SHEET ASSESSMENT:

Proposed Number of Meters:

1. Site Information	Details of all available data items should be completed.			
	Meter 1	Meter 2	Meter 3	Meter 4
Size of any existing meters, or "NEW" for new meters:				
Any existing meter serial numbers:				
Supply pressure (Bar) if known:				
Diameter of incoming pipe into building/premises (mm):				
Fire supply (Y/N): <i>(If YES, please complete section 4 – Fire Supplies)</i>				
Contaminated land (Y/N):				
Operational time period (hours): <i>Please select one of the following: ,8; 8-12; 12 If no time period is selected, 24 hours will be used as the default</i>				

2. Number of Water Fittings	Please provide details of the number of water fittings (as listed) and indicate whether they are fed from the mains or from a storage tank. If no information is available please complete section 3 – Flowrate.							
	Meter 1		Meter 2		Meter 3		Meter 4	
Storage tank supply pipe size (mm):								
	Mains	Storage	Mains	Storage	Mains	Storage	Mains	Storage
WC flushing cistern:								
Domestic sized wash basin:								
Commercial sized wash basin:								
Bath (tap nominal size 20mm):								
Bath (tap nominal size larger than 20mm):								
Shower:								
Power Shower:								
Sink (tap nominal size 15mm):								
Sink (tap nominal size larger than 15mm):								
Spray tap:								
Bidet:								
Domestic sized washing machine:								
Domestic sized dishwasher:								
Domestic sized waste disposal unit:								
Commercial sized washing machine:								
Commercial sized dishwasher:								
Commercial sized waste disposal unit:								
Outside tap:								
Swimming pool:								
Any other water fitting or outlet:								

3. Flowrate	Where no information is available for the number of water fittings, please complete either section 3.1 or 3.2.			
	Meter 1	Meter 2	Meter 3	Meter 4
3.1 From Logging Data	Please provide details of all three flowrates requested.			
Minimum (l/sec):				
Maximum (l/sec):				
Typical (l/sec):				
3.2 Estimate of Flowrate	Please provide details for the daily water requirement..			
Daily requirement (l/day):				

4. Fire Supplies	Please provide details for the number of fire supplies and their estimated flowrates.							
	Meter 1		Meter 2		Meter 3		Meter 4	
Number of fire hydrants:								
Estimated flowrate (l/sec):								
	Mains	Storage	Mains	Storage	Mains	Storage	Mains	Storage
Number of fire hoses:								
Estimated flowrate (l/sec):								
Number of sprinkler system heads:								
Estimated flowrate (l/sec):								

5. Meter Requirements	Please indicate whether there is power available at the site if a meter that requires power is being selected from the meter menu.			
	Meter 1	Meter 2	Meter 3	Meter 4
Power available (Y/N):				