



# Application to move existing connection (service alteration)

Please complete all required information accurately, so that we can progress your application as quickly as possible.

If you have already registered your enquiry with our Connections and Engineering Team, please enter the job reference they provided

Address of connection site

Postcode

Ordnance Survey six figure grid references for centre of site

Site contact

Telephone(land-line) for site contact    Mobile

Email for site contact

Preferred method of contact

Written

Email

Telephone

Text message

Applicant contact name

Address

Postcode

Contact telephone (daytime)

Contact email

Will you, the applicant, be responsible for accepting and paying for the quotation?

Yes

No

If no, please complete the following:

Contracted party contact name

Company name

Company registered number

Contact telephone (daytime)

Address

Postcode

Contact email

## Need some help?

➤ Call us on 0800 0483516

➤ Write to us at:

Scottish and Southern Electricity Networks  
Connections and Engineering  
Walton Park  
Walton Road  
Cosham  
PO6 1UJ

➤ Email us on: [connections@sse.com](mailto:connections@sse.com)

➤ Website: [www.ssen.co.uk/connections](http://www.ssen.co.uk/connections)

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Are you the landowner / tenant for this development?

Yes                      No

If no, we cannot provide a formal quotation for the alteration works without agreement from the current owner and/or occupier of the premises.

Please indicate a preferred date for works (month, year)

If you have received from us a previous estimate or quotation for this work, please provide our reference

Please provide existing MPAN (13 digits, found on your electricity bill) or existing meter serial number

Existing supply type

Single phase                      Split phase                      Three phase

Please select all of the following that apply:

Existing connection to the premises is overhead (attaches to chimney or gable end)
Existing connection to the premises is underground
Move meter position to a new external location
Move meter position to a new internal location
Replace all of existing overhead line with underground cable
Replace part of existing overhead line with underground cable
Alter route of overhead line from pole to premises
Alter position where overhead line attaches to premises
Alter route of existing underground cable around new building works / construction / landscaping

If requesting a meter position move, please indicate approximate distance between existing and proposed meter positions metres

Please note that our quotation will not include the cost of moving your consumer unit or wiring, and you must appoint a Registered Electrician if this work is necessary.

The meter position must not be sited in a kitchen, bathroom, shower room, toilet, adjacent to a sink or any other location deemed to be unsafe for installation of the equipment. The equipment must be accessible to enable safety inspections without removal of fixtures.

Please sketch a layout of your premises in relation to an identifiable road. Indicate your required service alteration, including existing and new meter positions where applicable. There are example sketches in the appendix.

If you can, please include annotated photographs of your property and incoming service with your application. These are particularly helpful where your existing service is an overhead line. If you are sending your application via e-mail please attach these additional files.

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Please detail any other information you feel would be useful in support of your application.

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### Once complete, please either:

Save and email your application with any required supporting documents to the following email address:

➤ [connections@sse.com](mailto:connections@sse.com)

Alternatively, you can print your application and post with attachments to us at:

Connections and Engineering  
Scottish and Southern Electricity Networks  
Walton Park  
Walton Road  
Portsmouth  
PO6 1UJ

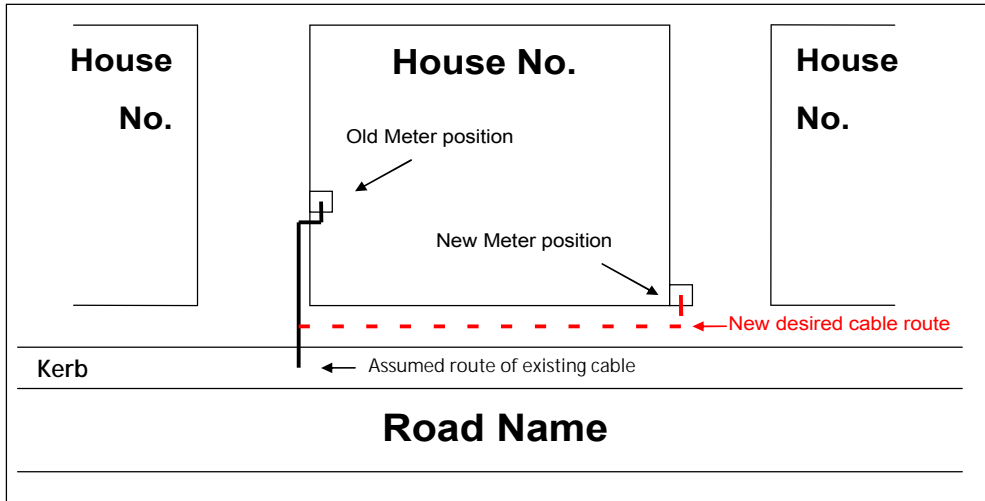
If we need further information before we can progress your application we shall contact you within five working days of receipt. Once we have all the information we require, we will issue you with a quotation or estimate within a Guaranteed Standards timescale (dependent on the level of works required to fulfil your application, where applicable). If we fail to meet the applicable guaranteed standard we will issue a penalty payment to you

### Privacy Notice:

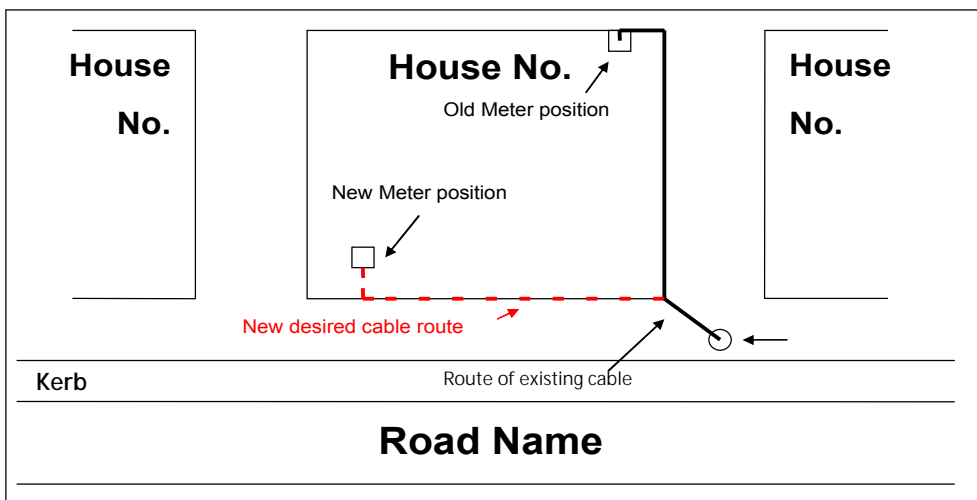
For information on how we collect and process your data, please see our privacy notice, [www.ssen.co.uk/PrivacyNotice/](http://www.ssen.co.uk/PrivacyNotice/). If you do not have access to our website or would like a hard copy sent, please ask a member of staff.

Appendix - example sketches

**Example Sketch 1 (Underground service):**



**Example Sketch 2 (Overhead service):**



**Example Sketch 3 (internal meter position move):**

