

# Highway Services Request Form

1. CUSTOMER DETAILS * - (To be completed in all cases)					
Request Date		Request Raised By		Contact Number	
Organisation / Company Name		Email Address			
Purchase Order Number		Customer Reference			
Correspondence Address					
Invoice Address (If not as above)					
Works Contact Name		Works Contact Number		Works Contact Email	
Are you a third party organisation (e.g. Contractor) making this request on behalf of a Parish, District or Borough Council?			If YES, please provide a letter of consent (with this request) from the asset owner, giving permission to undertake these works.		

2. ASSET TYPE AND VOLUME * - (Enter the number of connections per asset)					
Lamp Column		<sup>1</sup> Feeder Pillar		Kiosk	
Bollard		Bus Shelter		Pay & Display	
Sign Post		Belisha Beacon		Advertising Hoarding	
Cabinet		CCTV Cab / Pole		Pole / Wall Bracket	
Please provide key type / access information (Use NOTES section if necessary)					
Do any of the assets have non-standard base / plinth / root design?			If YES please use NOTES section to provide details.		
Is the asset(s) ready for connection (installed into final position / accessible etc)?			If NO when will the asset be ready?		
NB: Abortive charges may be applicable if your asset is not ready and 10 working days written notice has not been provided to your UK Power Networks (Operations) Ltd point of contact, prior to the planned connection date. Your 'asset ready date' is for UK Power Networks (Operations) Ltd information purposes only and does not constitute an agreed programme date. UK Power Networks (Operations) Ltd must be in receipt of your Installation Certificate(s) prior to making the connection to your asset(s).					

3. ASSET SITE INFORMATION ** - (Please provide any relevant site information which may assist us with your request)					
Will this work incur Transport for London (TfL) Lane Rental charges?			Click <a href="#">here</a> for further information on the TfL Lane Rental Scheme		
Out of hours working		Traffic Management		Access / Egress Issues	
Near School / Hospital etc		Red Route		Parking Suspensions	
CDM Site		Wayleave / Easement		Other (use NOTES section)	

4. PRICING OPTIONS * - (Please select one option. If you require Jointer Only or Rent-a-Jointer, please leave this section blank)		
<b>Budget Estimate</b>	<b>Quotation</b>	<b>Current Schedule of Rates</b>
A desktop exercise based on the information you provide. It is an indication of the likely cost to deliver the service requested. It is not a substitute for a quotation; it cannot be 'accepted' and is not legally binding.	A more accurate, expected cost to deliver the service requested based on the information you provide, with additional input from UK Power Networks (Operations) Ltd (which may include a visit to site/meetings etc).	A self quotation service based on our standard schedule of rates; (should any variation to your submitted quote be identified during the delivery process, you may be billed / invoiced separately).
Delivery Options: Full Turnkey   Jointer Only	Delivery Options: Full Turnkey   Jointer Only	Delivery Options: Full Turnkey   Jointer Only   Rent-a-Jointer

5. DELIVERY OPTIONS * - (Please select one option. For 'Jointer Only' or 'Rent a Jointer' options, complete sections 1, 2, 3, 5 & 11 only and submit)		
<b>Full Turnkey</b>	<b>Jointer Only</b>	<b>Rent a Jointer</b>
This service includes the full package of core activities carried out by UK Power Networks to deliver your order; this comprises programming, notice / permitting / street works management, excavation, underground or overhead jointing and backfill / reinstatement.  Terms and conditions apply.	This service allows you to carry out the contestable elements of the delivery task (normally the excavation / backfill / reinstatement). A programme date would be offered for us to complete your connection. The jointing team is non-exclusive; they will be completing other programmed works.  Excludes Overhead Line Connections.	This service also allows you to carry out the contestable elements of the delivery task and offers you exclusive use of a jointing team for a defined period of time (minimum 5 working days). Ideal for schemes and project work; you own and drive your own agreed programme. This service is priced on request and a contract will be set up between all parties.  Excludes Overhead Line Connections.

6. STREET WORKS OPTIONS *					
UK Power Networks (Operations) Ltd to provide Notice / Permit?		or	Customer to provide Notice / Permit?		
If the Notice / Permit is to be raised by UK Power Networks (Operations) Ltd please provide us with the Operational District Code					
If you are a Parish, District or Borough Council; has your Local Authority devolved the rights to you to place Works For Road Purposes (WRP) work?			If NO, please attach a letter of consent from the asset owner giving permission to undertake these works.		
If Street Works (notice/permit) charges are applicable, please include the schedule item in Section 9. 'Work request Costs'. (enter the total value of charges on this request)					

\* REQUIRED INFORMATION      \*\* OPTIONAL INFORMATION

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7. WORK REQUEST DETAILS \* – (Please complete all applicable fields)

Metered / Unmetered	Licence Number	WRP	Asset Type	Asset ID / Ref	Primary Address	Secondary Address	Borough	Post Code	USRN	Easting	Northing	Watts

## 8. UNMETERED SUPPLY AGREEMENT \* – (To be completed for all Unmetered Connection requests)

I confirm that an Unmetered Supply Agreement exists with UK Power Networks (Operations) Ltd

New Unmetered Connection Works cannot be undertaken unless an Unmetered Supply Agreement exists. To arrange an Unmetered Supply Agreement please contact Income Management at: UK Power Networks (Operations) Ltd, Energy House, Carrier Business Park, Hazelwick Avenue, Three Bridges, Crawley, West Sussex, RH10 1EX or email [UMSO@ukpowernetworks.co.uk](mailto:UMSO@ukpowernetworks.co.uk) for an application form and further advice.

## 9. WORK REQUEST COSTS \* – (Please complete in all cases where applicable; note totals are calculated automatically)

Schedule of rates code / Asset description	Number of items	Price per item (From current Schedule of Rates or Quotation Acceptance Form)	Sub-Total

<b>Approved Variation Amount</b>	<b>Estimated Total Cost</b>	
(£)                      or                      (%)		<i>Prices shown exclude VAT</i>

## 10. NOTES / COMMENTS \*\* – (Please provide any information which may assist us with your request)

Non-standard base / plinth / root design? Key Type? Asset site / location information? Street works information? Site contact? Additional asset information / access?

## 11. TERMS AND CONDITIONS \* – (Please read and complete in all cases)

UK Power Networks (Operations) Ltd standard terms for carrying out connections work ("Terms and Conditions") can be found at [www.ukpowernetworks.co.uk](http://www.ukpowernetworks.co.uk) or obtained by request in writing to: Head of Highway Services, Metropolitan House, Darkes Lane, Potters Bar, EN6 1AG and will be the basis for any work carried out pursuant to this request. For your own benefit and protection you should read the Terms and Conditions carefully before completing this form. If you do not understand any point please ask for further information.

*I acknowledge that I have read the Terms and Conditions and agree that any works carried out pursuant to this request will be carried out upon, and that I will be bound by, those Terms and Conditions.*

(please tick)

## 12. CHECKLIST \* – (please tick the items applicable)

<input type="checkbox"/> Location plan showing extent of customer request *	<input type="checkbox"/> Network Map (scale 1:500) **
<input type="checkbox"/> Details of any Wayleaves / Easements *	<input type="checkbox"/> Wattage of individual asset(s) *
<input type="checkbox"/> Installation certificate (if asset ready now) *	<input type="checkbox"/> Purchase order number / document attached *
<input type="checkbox"/> Earth certificate *	<input type="checkbox"/> WRP Notice / Permit charge *
<input type="checkbox"/> Transport for London (TfL) Lane Rental charges *	<input type="checkbox"/> Feeder Pillar supply information (as per section 2.) *

Failure to provide required minimum information requested in this form, may lead to delays in progressing your order.

Payments should be addressed to: Finance Team, UK Power Networks (Operations) Ltd, Metropolitan House, Darkes Lane, Potters Bar, Herts. EN6 1AG

\* REQUIRED INFORMATION      \*\* OPTIONAL INFORMATION