

Request to update existing Site Responsibility Schedule

This request should be used to provide the necessary information for new contact details for a Site Responsibility Schedule.

Please complete Section 1 and Section 2.

Section 1 - Our Site Details

- Please provide a copy of the current Site Responsibility Schedule. We guide customers to keep a copy in their Switchroom. You should find a copy there.

OR, if you can't find a copy of the current Site Responsibility Schedule, you will need:

- A photograph of the Name Label from our Substation which supplies your site.

AND

- The email address of a person at the organisation who was previously recorded in the Site Responsibility Schedule. We will use this to confirm that their organisation has passed the Ownership responsibility of the site to you. Please enter their email address here:

Section 2 - Our Contact Details

Please provide the following information:

- Company name
- Contact persons name (who should we talk to?)
- Email Address (of the person above)
- Contact Address (What address should we write to, for the person above?)
- What is their Mobile phone Number?
- What is their Land-Line phone number?
- If you have a General Enquiries or Switchboard Land-Line phone number, what is it?
- What number should we ring out of hours (e.g. 24/7, in an emergency)?

I confirm I am the owner/occupier of the above site
I confirm I have accepted an offer for a new connection

I understand that the information provided by UK Power Networks pursuant to this request for information is indicative only. I understand that UK Power Networks accepts no liability for the accuracy, adequacy or completeness of any information or for any loss or damaged caused to me or any third party as a result of any reliance being placed on it. I accept that it is my responsibility to check, verify and analyse any information given to me and I rely on such information at my own risk.

Signed

Date