



Director of Engineering Services
Electrical Services
P O Box 81, EAST LONDON 5200
Sherwood Avenue, BEACON BAY

TEL: 043-705 9657
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BCMM INST NO: _____

ERF NO: _____

REGISTER NO: _____

C.O.C. NO: _____

**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

Occupational, Health and Safety Act, Act 85 of 1993 as amended 2009, Regulation 8(1) of the Electrical Installation Regulations

Note: DETAILS OF PROPOSED INSTALLATION (To be completed by Contractor / Registered Persons)

I hereby advise that Electrical Installation works will commence on (Date) _____ at Erf _____

Address: _____ Township: _____

_____ Name of Building: _____

_____ GPS Coordinates: _____

Name of Tenant / Occupier / Agent / Owner: _____ Signature of Owner: _____

Note: For all farms and rural holdings, a full description as per title deeds is required as well as the owner's name, pole number, GPS co-ordinates, postal address and telephone number

Name of Electrical Contractor : _____

Contractor's / Registered Person's Postal Address :

Contractor's Registration Number : _____ Registered Person's Registration No : _____

Contractor Name : _____ Contractor Signature : _____

Registered Persons Name : _____ Signature : _____

Date of Expiry of Registration : _____

Competent Person : _____ or Approved Inspection Authority (AIA) : _____

or Professionally Registered Person : _____

Competent Person / AIA / Professionally Registered Persons Address:

Competent Person / AIA / Professionally Registered Persons Registration Number :

Telephone Numbers - Office : _____ Cell No: _____

Name of Signatory : _____ Signature : _____

Class of Installation – Domestic : _____ Business : _____ Development : _____

Please mark all applicable work to be carried out- Date by which Supply will be required : _____ (While BCMM will make every effort to meet the date no guarantee is given)

New Installation : _____ Reposition Meters : _____ Overhead to Underground : _____ Increase in Supply : _____

Conversions : _____ Reposition Cable : _____ Disconnect/ Re-connect : _____ Inspection : _____

Ready Board : _____ Credit Meter Test : _____ Overhead Connection : _____ Other : _____

Estimated Maximum Demand : _____

(Note Demands exceeding 50 kVA a load form is required to be completed)

Number of Consumers - Single Phase : _____ Three Phase : _____ Bulk (11 kV) : _____

Was A Building Plan Submitted: YES / NO

DECLARATION BY OWNER
(Only Required For A New Service/Conversions / Meter Changes)

I / We _____ Being the owner/s of the above premises, do hereby signify my/our permission and consent to the making of the service connection as applied for on the said premises for the purposes of an electricity supply.

I / We agree to abide by the Electricity Supply By-Law of the Buffalo City Metropolitan Municipality – Electricity and Energy Business Unit.

Owner's Signature : _____

Address : _____

Date : _____ Identity Number : _____

Note: The installation of the Council's Service Main will not be commenced until all fees and charges haven paid. A letter from the registered owner is requested.

APPLICATION / COSTS

The cost to convert from a credit to a prepayment meter for a single-phase supply and a three-phase (50kVA supply) is defined in the BCMM Tariff Book. **The Connection Fee is adjusted on a yearly basis and will be quoted the relevant Fee at the time of your request.**

SUPPORT DOCUMENTATION

It is essential that you produce a recent municipal electricity account for the property where you wish to have the meter converted. If you are not the owner of the property, you will be required to provide the registered owner's written permission for the conversion. Proof of ownership is required, or a letter from the registered owner. BCMM will require a copy of your Identity Document. Your account must be a current account and up to date.

PROCEDURE

Prepayment meters are installed indoors. On application of a prepaid meter the consumer shall be responsible for the appointment of a Contractor to install the meter communication cable between the meter position (normally inside the property) and the controller (external) or the base, which will be issued at the time of making payment for the prepaid meter.

As this work entails working inside a meter panel or in close proximity to live wires, the contractor shall be registered in term of the Occupational Health and Safety Act. This means that the person carrying out the work or the person supervising such work shall be a Registered Electrician. Proof of such registration should be submitted to the consumer before the work is carried out.

Normal BEC – The Electrician will be required to fit a base in the position where the prepaid meter is to be installed, which will involve drilling holes in the wall where the meters is to be fitted. On completion of the new installation, a Certificate of Compliance (C.O.C.) will need to be submitted.

Split Phase Meter – The Electrician will be required to fit a keypad base and do the necessary communication wiring required. On completion of the new installation, a Certificate of Compliance (C.O.C.) will need to be submitted.

The Contractor must arrange a time for BCMM Electricity Department to fit, seal and commission the prepaid meter. **A Certificate of Compliance (COC) will be required for all new installations**

YOUR NEW METER

The electricity supply will be disconnected for a short period, which will affect all electrical clocks, video recorder timers etc. Choice of type of meter rests with the Electricity Department and depends on availability. Requests from customers for certain type of meter can, unfortunately not be entertained.

RESPONSIBILITY

Please make sure that a swipe-card is issued with the new meter. Swipe-cards will only be provided once the meter is fitted. The meter itself will be loaded with 5 kWh free (kilowatt hours) units of electricity. This should be enough to allow you time to take the card to the nearest vending station. (List of vending stations and their operating hours are available on request) and purchase your first prepaid electricity token. Please be sure to allow yourself time to purchase electricity on the day that the new meter is installed as the free units will be used by your geyser, fridge, etc. which consume electricity on an on-going bases. **Please note that you will not be able to purchase electricity without the swipe-card.**

YOUR MUNICIPAL SERVICES ACCOUNT

The electricity component of your credit meter account will be terminated sometime after the installation of your new prepaid meter.

ADVANTAGES OF A PREPAYMENT METER

- You can control and budget your electricity consumption
- The meter will be in your home (not on the pavement or an outside wall) and will be connected to your own supply of electricity. No one else can tap off
- You can buy electricity to suit your pocket – R5.00, R10.00, R20.00 etc. tokens should be entered in sequence to avoid an outdated token
- The token (card or number) which you buy can only be used in your meters this prevent theft

DISADVANTAGES

- You can run out of power i.e. one must always be sure to have sufficient power available before weekends, holidays etc. Always keep a backup in case you run out of electricity unexpectedly

➡ NOTE: Full refunds of fees paid are only given where no visit to site has taken place. The meter remains the property of BCMM, Electricity Department and is not transferable to any other premises. No unauthorized person/s may move or tamper with the prepaid meter.