



# CONTRACT FOR SERVICE LINE REQUIREMENTS AND FACILITIES

CO. NO.	CONTRACT NO.
	CUSTOMER NO.

<b>CUSTOMER</b>	LAST NAME					FIRST NAME				
	BUSINESS NAME									
	MAILING ADDRESS							CITY		PROV.
	POSTAL CODE		AGENCY NO.	AREA CODE	TELEPHONE (HOME/BUS.)			FAX NO.		ALTERNATE (CELL/PAGER)

<b>SERVICE REQUIREMENTS</b>	APT. NO.		HOUSE NO.		STREET NAME			TYPE	DIRECT	AGENCY NO.		CUSTOMER REF. (P.O. / JOB # / NAME)			
	LOT	BLK.	REG. PLAN			LSD	¼ SEC.	SEC.	TOWNSHIP		RANGE	MER. W	CO. PLAN NO.		
	CITY/TOWN				PROV.	POSTAL CODE		SUBDIVISION NAME					PLANT NO.		
	CLASSIFICATION 1. NEW 2. ALTERATION 3. DEMO/ DISCONNECT 5. INFRACTION			CATEGORY 01. PRIMARY 02. PRIMARY HEADER 04. EXTENSION 05. SECONDARY 06. STUB OUT 07. METER MOVE				LOCALE 1. URBAN 2. RURAL		IRRIGATION Y - YES N - NO		CONSTRUCTION SEASON 1. SUMMER 2. WINTER		CONSTRUCTION HEAT (Where available) Y - YES N - NO	
TOTAL FLOOR AREA (M <sup>2</sup> )		CUSTOMER LOAD (M <sup>3</sup> H)		ANNUAL CONSUMPTION (GJ)		RATE CODE	UTILIZATION PRESSURE (KPA)		ESTIMATED SITE READY DATE >			YR.	MO.	DAY	
W/O		SIR #			SIC CODE			SPECIAL USE		ACCESS INFORMATION					
DEMO/ DISCONNECT ONLY	IS THERE A METER HERE? Y - YES N - NO		BUILDING VACANT? Y - YES N - NO		WATER OFF? Y - YES N - NO		DATE (YR./MO./DAY) OFF			BUILDING OPEN? Y - YES N - NO					

<b>CHARGES</b>	BILLING METHOD: <input type="checkbox"/>		CONTRACT PRICE \$		<b>SPECIAL CHARGES (new services only)</b>				
	1 = CONTRACT PRICE OR BASIC + FIXED 2 = AT COST 3 = RURAL CUSTOMER CONNECT		OR		<b>CODE SPECIAL CHARGE</b>				
	RURAL USE CODE: <input type="checkbox"/>		BASIC CHARGE \$		A = Pavement/Concrete Breaks		<input type="checkbox"/> \$		
	PIPE SIZE (mm) <input type="checkbox"/>		+ FIXED (< or = 15m pipe) \$		B = Linear > 15.0 metres		<input type="checkbox"/> \$		
		OR		C = 4 Party/Customer Trench (Credit)		<input type="checkbox"/> \$			
		RURAL CONNECT CHARGE \$		D = Compaction		<input type="checkbox"/> \$			
				G = Rural Winter Rates		<input type="checkbox"/> \$			
				H = Shallow Utility Crossing		<input type="checkbox"/> \$			
				I = Crossings		<input type="checkbox"/> \$			
				J = Waste Removal		<input type="checkbox"/> \$			
				K = Construction Heat		<input type="checkbox"/> \$			
<b>CALCULATION OF PREPAYMENT ON ESTIMATED COSTS</b>									
FOR BILLING METHOD 1 & 3 (= CHARGES AND/OR SPECIAL CHARGES + GST)				\$					
FOR BILLING METHOD 2 = ESTIMATED AMOUNT (GST ADDED TO CHARGES AT TIME OF BILLING)				\$					
Where charges exceed prepayment, a separate invoice will be issued requiring payment.									
<b>CODE CUSTOMER CONTRIBUTION</b>									
<input type="checkbox"/> Metering Contribution (Primary) for Elevated Pressure									
<b>CONTRIBUTION AMOUNT</b>				\$ . 0 0					

<b>PREPAYMENT</b>	PAYMENT METHOD		CARD NO.		EXPIRY DATE MM/YY		CO. RECEIPT NO.		PAYMENT AMOUNT	
	1. CASH	3. VISA <input type="checkbox"/>								
	2. CHEQUE	4. MASTER CARD <input type="checkbox"/>								
<b>GST REGISTRATION NO.</b>		NORTH R103939484		SOUTH R1193256652		GST EXEMPT CODE T - TAXABLE E - EXEMPT <input type="checkbox"/>		GST EXEMPTION REFERENCE		

<b>AUTHORITY</b>	<input type="checkbox"/> OWNER <input type="checkbox"/> BUILDER/AGENT		ATCO GAS REPRESENTATIVE (PRINT NAME)					CONTACT INFORMATION.		
	CUSTOMER NAME (PRINT)		Please contact me at anytime regarding your application.							
	As the customer, I have read and agree to the description of services applied for and the Terms and Conditions under which construction will occur. I have read and I acknowledge that ATCO Gas will not install a meter for the specified facilities in this contract until all conditions are met, including an energy provider has enrolled the site. I agree to pay the charges in effect at time of construction.									
CUSTOMER SIGNATURE X					CONTRACT DATE		YR.	MO.	DAY	AGENCY NO.

INSTALLATION INSTRUCTIONS									
READING ROUTE AND SEQUENCE								CYCLE	

## SITE READINESS REQUIREMENTS

### Customer's Estimated Site Ready Date must meet all of the following conditions

- The street address must be clearly marked and visible from the road.
- The site must be within 150 mm (6 in.) of final grade and, except in joint trench installation areas, the foundation walls should be backfilled.
- Water, wire and sewer utilities have been installed.
- Service pipe alignment has been staked and entry location has been marked on the foundation wall with an "X" with the word "GAS". (ATCO Gas inside/outside meter setting instructions are available upon request).
- The route to install the service line must be clear of spoil, building materials and other debris.

### Installation Guidelines

Only after a satisfactory site inspection will ATCO Gas schedule the construction specified in this contract. The following installation timeframes are in effect from the date of a satisfactory ATCO Gas site inspection and when main extensions and third-party approvals are not required.

Urban primary installations: residential and light commercial	Rural primary installations: residential and light commercial
Frost-free conditions 15 working days	Frost-free conditions 20 working days
Frozen ground conditions 20 working days	Frozen ground conditions 25 working days

## IMPORTANT CUSTOMER INFORMATION

If work requested has not been completed within 12 months of contract date, this contract becomes null and void.

ATCO Gas is committed to protecting the privacy of your personal information (see [www.atcogas.com](http://www.atcogas.com) for our privacy commitment). ATCO Gas Terms and Conditions for Distribution Service Connections, detailing the obligations of customers and the company, are available at [www.atcogas.com](http://www.atcogas.com)

ATCO Gas does not provide natural gas supply and the company's employees are unable to provide recommendation of a supplier. Information about companies licensed to provide natural gas in Alberta is available from the Alberta Government.

### Interference with Company's Gas Pipeline System

As stated in article 6.4 in the Terms and Conditions for Distribution Service Connections, approved by the Alberta Energy and Utilities Board:

*The Customer shall not install or allow to be installed on property owned or controlled by the Customer any temporary or permanent structures that could interfere with the proper and safe operation of the Company's Gas Pipeline System or result in non-compliance with applicable statutes, regulations, standards and codes. The Company shall not be liable for any damage to any structure or improvement erected, installed or placed in contravention of these Terms and Conditions resulting from the maintenance of such gas line or service line.*

### Alberta One Call 1-800-242-3447 [www.albertaonecall.com](http://www.albertaonecall.com)

Before starting any major digging project, contact Alberta One Call for a free underground natural gas, electric and telephone line locate. Landscaping or changes to the ground surface may leave buried facilities much closer to the surface than expected. There may be natural gas, electric or telephone lines buried between your house and garage. Please allow at least two working days to ensure lines can be marked before digging.

## TERMS AND CONDITIONS

- 1) The customer represents that if the customer is not the owner, the owner has consented to be jointly and severally responsible for payment of all charges associated with the work stated in this contract.
- 2) The customer grants ATCO Gas or its agents right of entry to the property to perform the work applied for.
- 3) **All primary service line piping, regulating and metering equipment shall remain the sole property of ATCO Gas.**
- 4) **All secondary service lines are owned and maintained by the customer.**
- 5) To change or cancel your contract for installation, alteration, or the disconnection of the service line, please contact your local ATCO Gas office.
- 6) ATCO Gas, for purposes of this agreement, is authorized to verify the credit worthiness of the customer and, if necessary, require prepayment of the estimated charges before construction commences.
- 7) To comply with installation and safety standards, the exact location and conditions under which construction will occur will be determined by ATCO Gas.
- 8) The customer must supply an estimated site ready date. It is the customer's responsibility to notify ATCO Gas if the estimated site ready date changes.
- 9) A site inspection will be carried out by ATCO Gas after the customer's estimated site ready date. Where unsatisfactory site conditions exist, it is the customer's responsibility to notify ATCO Gas when the situation has been rectified. Only after a satisfactory site inspection has been completed will the work requested in this contract be scheduled.
- 10) **Winter construction rates may apply if there are winter conditions at the site (typically 150 mm or more of frozen ground and/or at least 300 mm of snow cover).** If construction occurs within the winter construction season as determined by ATCO Gas, the customer authorizes ATCO Gas to complete installation/alterations under winter conditions where the winter construction rates will apply. If winter construction rates apply, ATCO Gas will perform clean-up on property to the best of their ability. The customer acknowledges that any additional clean-up required later becomes the responsibility of the customer.
- 11) Should underground obstacles and/or changes in alignment arise, which have not been identified prior to construction and which significantly impact the cost, ATCO Gas agrees to contact the customer for approval of costs.
- 12) **Charges for goods and/or services received by the customer will be those in effect at the time construction is completed.**
- 13) The customer shall pay for all invoiced charges associated with the work applied for within 20 days of invoice date. Overdue accounts will be assessed interest at the company's standard non-gas rate, subject to change without notice.
- 14) The customer agrees to indemnify ATCO Gas for any damage caused to its facilities due to the customer's negligence or wilful misconduct.
- 15) The customer or an agent of the customer is responsible for notifying ATCO Gas of all underground utilities, right of ways, easements, sprinklers, septic tanks, cisterns, etc.
- 16) **Our standard service facilities and pipe installation does not include** special backfilling and trenching, mechanical compaction, driveway gravel, resodding, reseeding, black soil, shrub or tree removal or trimming, lifting patio blocks, concrete or asphalt breaking/repair or alteration of internal house piping.
- 17) Customers are responsible for protecting their property from damage resulting from heat loss when service lines are disconnected temporarily or permanently or when gas meters are removed or shut off for any reason.
- 18) **ATCO Gas will install a meter after installation of service, receipt of a gas permit number and an energy provider has successfully enrolled the site. It is the customer's responsibility to secure a natural gas supplier of choice.**
- 19) The customer agrees that Rural/Urban Pool service line installations will not occur until the following conditions are satisfied:
  - extension or upgrade of the gas main is economically feasible.
  - right-of-way land acquisitions have been finalized and/or
  - the necessary crossing permits have been acquired.

**Note:** charges for facilities extension/upgrade are at customer's expense and will be invoiced separately from this contract.