



CONTRACT FOR SERVICE LINE REQUIREMENTS AND FACILITIES

Contract No
Statement Acct
Site ID
Service Point
Project No

STATEMENT ACCOUNT	Last		First				Initial				
	Business Name										
	Doing Business As				Cust Ref/Attn to						
	Mailing Address										
REQUIREMENTS	Class: Alteration <input type="checkbox"/> New <input type="checkbox"/> Demo/Disc <input type="checkbox"/> Capital Project <input type="checkbox"/> Extension <input type="checkbox"/> Supplemental <input type="checkbox"/>										
	Category: Primary Service <input type="checkbox"/> Header Service <input type="checkbox"/> Banked Meter <input type="checkbox"/> Engineering <input type="checkbox"/> Secondary <input type="checkbox"/>										
	Billing Method: At Cost <input type="checkbox"/> Basic + Fixed + Linear <input type="checkbox"/> Contract Price <input type="checkbox"/> Rural Connection <input type="checkbox"/>										
	Locale Urban <input type="checkbox"/> Rural <input type="checkbox"/>		Use Code		Work Order No.		Company Plan No.				
Demo/Disc Only		Bldg Open? Yes <input type="checkbox"/> No <input type="checkbox"/>		Water Off Date: (yy/mm/dd)		Key Access Notes					
Work Type(s) Install <input type="checkbox"/> Meter Move <input type="checkbox"/> Infracrion <input type="checkbox"/> Demo/Disc <input type="checkbox"/> Diversion <input type="checkbox"/> Replacement <input type="checkbox"/> Cutback <input type="checkbox"/>				Work Condition(s)							
SERVICE POINT/PREMISES	Unit/Apt/Suite		House No		Street		Type		Post Direction	Quadrant	
	Quarter		Section		Township		Range	Meridian	Lot	Block	Reg Plan
	City/Town				Prov		Postal Code		Subdivision/Area		
	District		Community		Municipality		Revenue Allocation Inside <input type="checkbox"/> Outside <input type="checkbox"/>		Service Type PLANNED	Use Class Apt <input type="checkbox"/> Res <input type="checkbox"/> Comm <input type="checkbox"/> Ind <input type="checkbox"/> Irr <input type="checkbox"/>	
	Sic Code		Bldg Class		Special Use				Alternate Energy		
	Service Level DISTRIBUTION		Floor Area (m2)		Manual Annual		Customer Load (m3)		Utilization Pressure (psi)		Charge When Shut Off? NO
CONTRACT COSTS	Basic Charge		\$				Additional Contract Costs (costs which may be incurred at the time construction occurs)		Unit Price	Unit of Measure	
	Fixed Rate		\$						\$		
	Contract Price		\$						\$		
	Rural Connection		\$						\$		
	GST Calculated		\$						\$		
	Total (incl GST)		\$		Prepayment Rec'd \$		Receipt No.		Construction Season Summer <input type="checkbox"/> Winter <input type="checkbox"/>		
Contract Costs provided are an estimate only. Charges for goods and/or services will be those in effect at the time construction is completed.											
AUTHORITY	CONTRACT INITIATOR		Employee Number				Phone		Contract Rec'd Date		
	CUSTOMER		Name (Print)				Estimated Site Ready Date		Property Owner Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Name (Signature)				Contract Signed Date		Contract Entry Date		
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 have been met, including the selection of an energy provider and enrollment of the site. Contract costs are an estimate only. I agree to pay the charges in effect at the time construction is completed.											
NOTES											

SERVICE LINE CONTRACT CONSTRUCTION INFORMATION

CONTRACT NUMBER

MAIN INFORMATION

Size

Material

Pressure

Measurement

Direction

Location

Main to Property

SERVICE POINT INFORMATION

Srv Line Pressure

Srv Line Diameter

Service Line Nbr

PREMISE INFORMATION

District

Community

Municipality

Rev Allocation

Grid

RELEASE TO CONSTRUCTION?

YES NO

APPROVAL WORK EVENTS (check all that apply)

- Title Check
- Letter of Entry
- Stub Ease
- PVC Tie In
- Work Order Req'd (Work Order Request)
- Main Ext Req'd (Approved Work Order)
- Municipal Road Crossing
- HP Gas Crossing

- HP Ground Disturbance
- HP Proximity Agreement
- Highway Crossing
- Railway Crossing
- Creek Crossing
- Body of Water Crossing
- Airport Approval
- Fibre Optic Crossing
- HUCC Approval

WORK MANAGEMENT WORK EVENTS

Meter Remove (Demo/Disc or Alt only)

Date Scheduled: _____

Note: WM Orders must be scheduled in the Work Management System.

Reference Name _____

Reference Nbr _____

SITE INSPECTION REQUIRED?

YES NO

INSTALLATION INSTRUCTIONS

DATE PROCESSED

CONTRACT COORDINATOR

Employee ID _____ Name: _____ Phone: _____

SITE READINESS REQUIREMENTS

Estimated Site Ready Date

A 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
Frost-free conditions 15 working days
Frozen ground conditions 20 working days

Rural primary installations: residential and light commercial
Frost-free 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.

Copies of the ATCO Gas Terms and Conditions for Distribution Service Connections, detailing the obligations of customers and the company, are available upon request.

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

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 unless otherwise specified within this contract.
- 13) The customer shall pay for all invoiced charges associated with the work applied for within 13 business 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.**