



✉ cot@nationalgas.org.uk

☎ 030303 11 200

🕒 Mon to Fri 9am to 6pm

New place, same energy – let's get your account set up

If we are the current gas provider at your site, in order to update our records please send us the following:

- A copy of your lease or tenancy agreement
- Business Rates under the new name
- Image of the gas meter along with date it was taken
- Completed Change of Tenancy form (attached)
- Passport or driving license (if sole trader)
- Copy of home utility bill (if sole trader)

Please note, we will not begin your Change of Tenancy process until we have received all required documents listed above. If you are unable to provide one or more of the above documents, please inform us. Your change of tenancy will be processed within 28 days.

You can send your documents to cot@nationalgas.org.uk. Please note, completing a COT does not mean you are entering into a contract with us.

If you have recently moved in, you will be charged for the gas supply at our deemed rates. Our deemed rates will be sent to you along with this letter. If you would like to agree a contract with us, please contact our sales team on 020 3455 3094.

If you wish to discuss your COT further, please send an e-mail to cot@nationalgas.org.uk. Our team is available from 9am until 5pm.

Yours sincerely,
Change of Tenancy Team
National Gas