

# Application form for mains diversions



**SGN**  
Your gas. Our network.

Please fully complete **all the relevant** sections of this form. This will ensure your application is processed as quickly as possible.

For office use only - Our reference

## Section A - Your information

### A1. Contact details

The person/company applying for the work to be done

Your name \_\_\_\_\_

Correspondence address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Your reference (if applicable) \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_

Landline telephone \_\_\_\_\_

Mobile telephone \_\_\_\_\_

Email address \_\_\_\_\_

Email is our preferred method of contact for future correspondence. Please remember to check your junk/spam folder.

### A2. Site details

Where the work will be carried out

Is the site address the same as the correspondence address?  Yes  No

If no, please provide details below

Site address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Site contact name \_\_\_\_\_

Landline telephone \_\_\_\_\_

Mobile telephone \_\_\_\_\_

Email address \_\_\_\_\_

Previous application to SGN Diversions for this site  Yes  No

If yes, please provide reference number \_\_\_\_\_

### A3. Your requirements

In what capacity you are applying? If the scheme is being undertaken on behalf of the local/highway authority please provide further details. Please state below:

What type of estimate would you like? Please note: most estimates are provided within 21 days from receipt of all relevant information

Detailed C4 (an estimate you can accept and proceed with the works)

Budget C3 (a cost indication that you cannot accept)

## Section B - Proposed works information

### B1. Plans - see guidance section (page 04)

If you have electronic versions of your design drawings in PDF format then please include these with your application

#### Is the site

A new development     Bridge works     Carriageway alterations     Other, please state: \_\_\_\_\_

Please provide all the relevant plans. Your plan/s must meet the checklist below:

- |  |  |
|--|--|
| <input type="checkbox"/> Clearly marked new buildings  | <input type="checkbox"/> Clearly marked proposed diversion route (if available)                        |
| <input type="checkbox"/> Show surrounding existing geography   | <input type="checkbox"/> Clearly marked site boundaries  |
| <input type="checkbox"/> Clearly marked construction elevations and level changes                    | <input type="checkbox"/> Scale of plan indicated   |
| <input type="checkbox"/> Clearly marked trial hole locations and associated detail (where available) | <input type="checkbox"/> Clearly marked general arrangement drawing with phasing plans (if applicable) |

## Section C - Additional information

### C1. Additional information/special instructions

Is the development to be phased?  Yes     No

If yes, please provide details below.

Are there future developments anticipated on site?  Yes     No

If yes, please attach any plans for future works as this may affect the design/costings related to this application

Are you intending to pre-excavate any sections of trenching including excavation within the public highway?  Yes     No

If yes, please provide details below

## Section C - Additional information - continued

Are there any known site anomalies or constraints?  Yes  No

If yes, please give details below. This is anything that may interfere with the work, for example, ponds, streams, conservation areas, listed buildings, manholes, railway tracks, emergency service facilities etc.

Is there anything that affects the time we can work? e.g. being near a school or on a busy street.  Yes  No

If yes, please give details below.

If we need to lay pipes across any 3rd party private land, then we will need to arrange for an easement/servitude and consent across this land. This will need to be negotiated prior to commencement of work. Your estimate will include further details and costs. Please provide details of any landowner affected by your proposal within section C above.

**What is your preferred date you require the diversion to be undertaken?**    /    /

(Our lead time for mains diversions is typically 16 weeks from receipt of acceptance and advance payment).

**I certify that the information given is correct to the best of my knowledge**

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

If the site of the work is in **England** please return your application to

**Email:**  
diversionsouth@sgn.co.uk

**Post:**  
SGN Diversions  
2 Leasons Hill  
Orpington  
Kent  
BR5 2TN

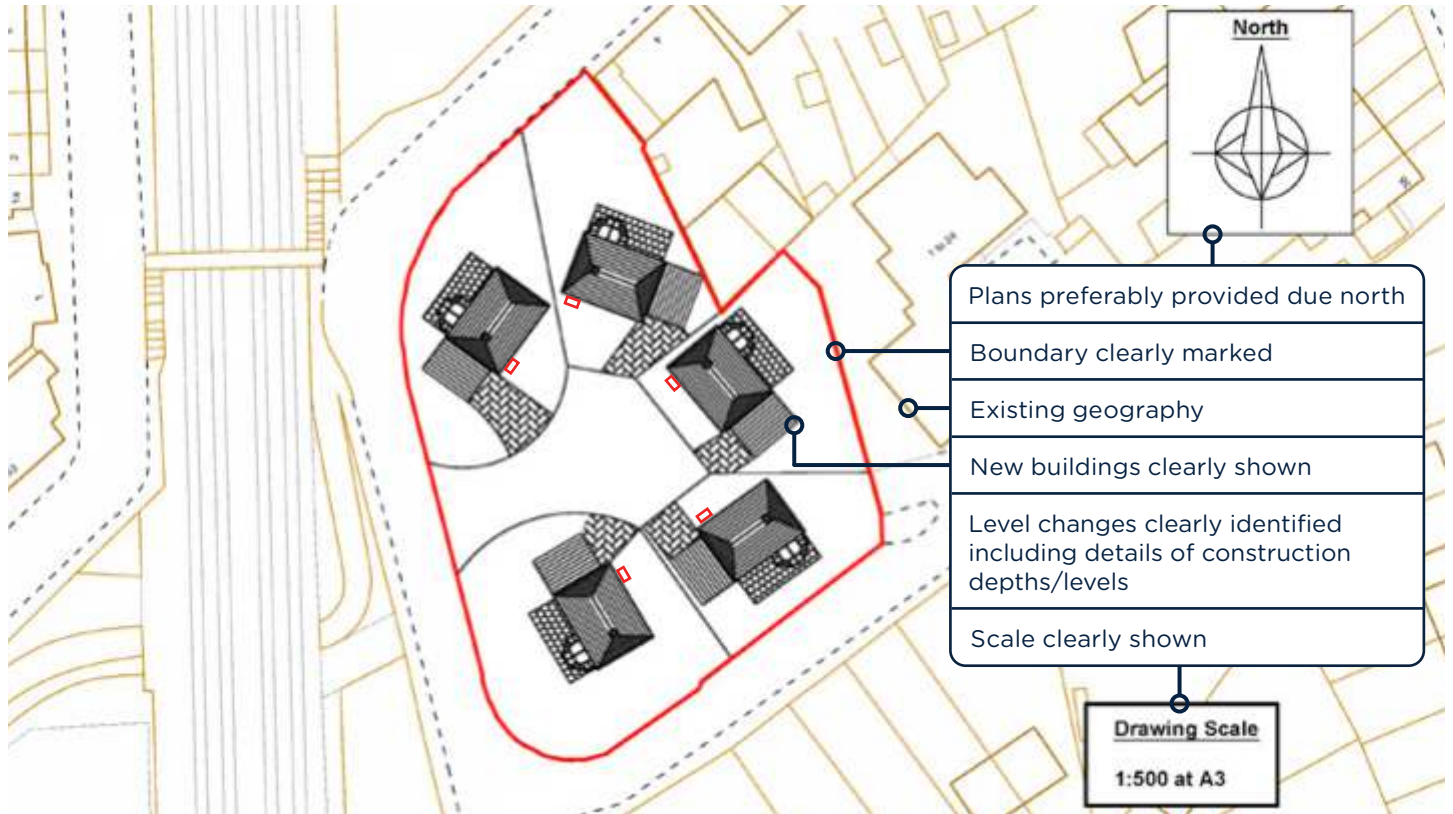
If the site of the work is in **Scotland** please return your application to

**Email:**  
admindesk@sgn.co.uk

**Post:**  
SGN Diversions  
Axis House  
5 Lonehead Drive  
Newbridge, Edinburgh  
EH28 8TG

# Guidance section

## Example of site plans required



### Notes:

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