

GT1 application guide

Completing the GT1 form

The GT1 request form consists of two pages. Customers need to complete sections 1 to 3 on page one (example below). Sections 4 and 5 on page two will form part of SGN's response to the customer.

The Voice of the Networks		ena energy networks association	
STANDARD FORM FOR REQUESTING INFORMATION ON PRESSURE AND CAPACITY			
REQUEST FOR INFORMATION FROM GT		GT's Request ref no:	
Scotia Gas Networks <input checked="" type="checkbox"/>	Cadent Gas <input type="checkbox"/>	Wales & West Networks <input type="checkbox"/>	Northern Gas Networks <input type="checkbox"/>
1. DETAILS OF PERSON / ORGANISATION REQUESTING INFORMATION			
The Requester completes this section identifying their organisation, contact details and the person who should be sent the response from the GT or who should be contacted in the event of a query about the request.			
Date of Request	22/01/18	Requesters Reference No.	12345
Requester Organisation			
Requesters Address	52 LONDON ROAD, BURGESS HILL WEST SUSSEX		
Post Code	RH15 8XX	Email.	Joe.bloggs@yahoo.co.uk
Contact Name	Joe Bloggs	Phone No.	01293 000 111
2. SITE DETAILS (Where the work is intended to be carried out)			
The Requester completes this section providing details of the valid Site address: Post Code should be provided by the Requester where known. Where not available the requester shall provide a valid ordnance survey grid reference number. The MPRN or connections quotation reference number must be provided by the Requester, unless it is an existing service without an MPRN issued, in which case the Gas Supplier/Shipper will generate a number once they have ensured that service pipe is 'live' and that all measures have been undertaken to ensure that an MPRN does not exist and that a duplicate record is not created.			
Site Name	BIG BLUE HOUSE		
Contact	MR JOE BLOGGS	Phone No.	01293 000 111
Site Address	52 LONDON ROAD, BURGESS HILL WEST SUSSEX		
Post Code	RH15 8XX	O.S. Grid Ref No:	530750 / 119964
MPRN	87654321	Connections quotation reference number ¹	N/A
Status report from Requester	NO GAS AT ECV <input type="checkbox"/> NO ECV <input type="checkbox"/>	Energy Required	SPEV= ...150.....kWh
3. INFORMATION REQUIRED			
The requester completes this section identifying the information required.			
IS THIS REQUEST MADE AS PART OF SMART METERING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Pressure Information Required	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Service Pipe Status Live / Dead Check Undertaken:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Capacity Information Required	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Live / Dead Reference Number: ²	514256
Available ECV Details Required: ³	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	New Service	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
		Existing Service	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
¹ Where a new service pipe has been requested, the 'Connection Quotation Reference Number' must be provided as part of the GT1 Application. ² Where a 'Live/Dead' Check has been undertaken by the client, the 'Live/Dead' reference number must be provided. ³ If the Applicant requires the 'ECV Details', (when available) the Applicant must indicate this in their application. The ECV details, should they be available will be confirmed in the additional information/comments box.			
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Section 1: details of person/organisation requesting information

- **Date of request** – add the date of your request for information.
- **Requester's reference number** – please provide a reference number for your project if you have one. Otherwise, please leave this blank.
- **Requester organisation** – if you are acting on behalf of a client or organisation, please provide the organisation's name. If you are requesting the GT1 to be undertaken for your own property you can leave this blank.
- **Requester's address and postcode** – add the address for where our correspondence should be sent to.
- **Contact name, email and phone number** – add the name and contact details of the person who should be contacted if there is a query about the GT1 request.

Section 2: site details

- **Site name, address and postcode** – please provide the site address for the gas service being checked.
- **Contact and phone number** – up to 70% of GT1 requests will receive a site visit and our surveyor may need to arrange a site visit. Please provide the contact details of the person who will meet our surveyor on site.
- **O.S. grid reference number** – you can use UK Grid Reference Finder [here](#) to find out the coordinates of your site. On their website, enter your site postcode on the left of the map and press go. The map will take you to the postcode you have entered. If using a PC, hover the mouse cursor over your site and right click the mouse button. If using a mobile device, tap twice on your site. A box will appear with X Easting and Y Northing coordinates, which can be entered into the request form.
- **MPRN** – please provide your meter point reference number (MPRN). This can be found on some gas bills or you can contact your gas supplier and ask them for your MPRN.
- **Connections quotation reference number** – if you have recently had a quotation from SGN Connections or a utility infrastructure provider (UIP), please enter the reference number of the quote. Otherwise, please leave this blank.
- **Status report from requester** – tick the relevant box or boxes if you know there is no gas at the emergency control valve (ECV) or there is no ECV on the end of the service. If you are unsure, please leave blank.
- **Energy required** – please provide us with the service pipe energy value (SPEV) in KWh. If you do not know what your maximum hourly gas load will be (with all the appliances working at the same time), you will need to consult a Gas Safe registered engineer. This must be completed prior to submitting your GT1 request.

Section 3: information required

- **Smart metering** – you must inform us if this GT1 request is made as part of smart metering. Tick yes if a smart meter has been or is due to be installed on the service. Tick no if there is no meter on the service and you have not approached a gas supplier to provide one.
- **Pressure information required** – tick yes or no if you want to know the pressure of the service. If you plan on providing this information to a gas supplier or meter asset manager (MAM) please tick yes.
- **Capacity information required** – tick yes or no if you want to know whether a specific gas load can pass through your existing service. If you plan on providing this information to a gas supplier or meter asset manager (MAM) please tick yes.
- **Available ECV details required** – tick yes or no if you require the emergency control valve size. If you plan on providing this information to a gas supplier or meter asset manager (MAM) please tick yes.
- **Service pipe status live/dead check undertaken** – tick yes or no if a live/dead check has been recently undertaken by SGN.

- **Live/dead reference number** – you must provide the SGN reference for the project if a live/dead check has been carried out by SGN. If no check has been made please leave blank.
- **New service** – tick yes or no if a new service has been recently installed to the property. If yes, please provide the SGN Connections or UIP reference in section 2 in the connections quotation reference number box.
- **Existing service** – tick yes or no if there is an existing service to the property.

Once you have completed page one of the form in full, please submit the GT1 request to gt1.gt2@sgn.co.uk.