

# SGN Third Party Connections Briefing Note 15 Appendix D

## (Guidance on UIP Enquiry FM137)

### 1. Introduction

This briefing note is Appendix D to Briefing Note 15 – Primary Document

It has been compiled to aid the correct and consistent completion of Southern Gas Networks form '*UIP Enquiry Form SGN\_3PART\_Fm 137*' by advising when the form may be used and how it should be completed.

It is offered for guidance only and should not be considered a complete description of the process or the information required.

Users should ensure they are aware of Southern Gas Networks policy when completing the form referred to in this briefing note.

Please consider the information being supplied carefully to ensure sufficient detail is available to enable Southern Gas Networks to appraise the project.

### 2. Formatting

SGN's forms are offered as Microsoft Word documents pre-formatted using '*Text Form*' and '*Drop Down*' fields.

Text form fields allow the user to enter their own text

Drop Down Fields allow the user to choose the appropriate response from a pre-defined list.

User input areas are shaded to indicate where a response may be required. The forms are password protected to maintain the formatting

### 3. Guidance Notes

The UIP '*Request*' process is for use by a Utility Infrastructure Provider (UIP) requiring a detailed response on the availability of gas for a potential new load to be offered for network adoption or an '*Alteration*' to an existing supply.

SGN's response will be in the form of a quote which may be costed or nil cost and include details of reinforcement requirements and extended lead times as required.

The quote will remain valid for a period of 90 days. Once accepted it will be valid for a further 180 days after which if works have not proceeded the quote will expire. Requests to extend the 180-day period will be considered on an individual basis.

Designs submitted in support of a '*Request*' remain subject to validation for suitability by SGN.

Where the load falls within the allowed pressure tables within SGN/SP/NP/14 the UIP should submit a '*Fastrack Request*'.

Date of Request: / /	UIP Reference:
Previous Related SGN Ref. No's:	
Submitted on behalf of: Utility Infrastructure Provider . If Other please give details:	
UIP Name:	
UIP Contact Name:	
UIP Address:	
Post Code:	
UIP Contact Telephone No:	
UIP Contact E Mail:	
UIP Fax Number:	

- Date of Request: Enter Date the form will be submitted to SGN
- UIP Reference: This will be recorded within SGN's Database for reference only. Once the project has been 'Booked On' by SGN The UIP will be issued with an SGN reference number which should be used in ALL instances when contacting SGN regarding the project.
- Previous related SGN Ref No's: All known previous SGN references should be supplied.
- Submitted on behalf of: Select from drop down
- UIP Name: UIP Company Name.
- UIP Contact Name: Supply the name who you wish SGN to contact to discuss the project if required.
- UIP Address & Post Code: UIP Registered Business Address.
- UIP Contact Telephone Number: Telephone Number of person given as contact above.
- UIP Contact Email: Email address of person given as contact above.

#### GIRS REGISTRATION SCOPE

Complete this section as appropriate with the name of the company responsible for each element of the project.

<b>A) Proposed Site Details</b>	
Site Contact:	Telephone No:
Current Site Name:	
Proposed Site Name:	
Site Address:	
Post Code:	
Type of works: Information Request	Type of Development: Commercial
Single or Multiple Premises: Single	
Connection Point: Easting: Northing:	

- Site Contact: If known supply name of responsible person at site.
- Telephone Number: If a site contact has been supplied please supply a contact telephone number

Site names will often change as a development progresses. For example when a single property is replaced by multiples. UIP's should supply the best information possible to enable SGN to record the site in the correct location. If you are aware of the original and subsequent details please supply both.

- Current Site Name: The current site name as registered with the Post Office. i.e house number or name
- Proposed Site Name: The proposed site name as intended to be registered with the Post Office. i.e house number/s or site name.
- Site Address: Site address as registered with the post office i.e Street Name, Town, County.
- Post code: Postal Code as registered with the Post Office.(If a revised post code has been or will be allocated supply details in Additional Information Section C)

- Type of Works: Select from drop down as appropriate
- Type of Development: Select from drop down as appropriate
- Single or Multiple Premises: Select from drop down as appropriate
- Connection Point Easting and Northing: Supply the 12 digit Ordnance Survey Co-Ordinates at the intended connection point.

#### B) Proposed Load Details

Does the proposed load follow a normal space heating pattern:  EUC if Known:

Type of Load:

Will a compressor be fitted:

Is the proposed load requested to be Interruptible: (if not completed assume Firm):

Will the project require laying Mains:

	Domestic	Domestic	Domestic	Domestic	Domestic	Ultimate Load
Has the Load been Diversified	Yes	Yes	Yes	Yes	Yes	
No of Individual Premises						
Max Annual Consumption kwh						
Max Instantaneous Rate kwh						
Max Instantaneous Rate in m <sup>3</sup> hr						

Anticipated Gas on Date:  (Please note we are not able to accept ASAP as a response)

MPRN:  (Must be provided in order for Enquiry to be processed For Service Alterations)

Meter Serial Number: (if known)

- 'normal space heating pattern:' Select from the drop down  
If response is No then supply additional details in Section C
- EUC if Known: The EUC code is currently not in use.
- Type of Load: Select from the drop down
- Will a compressor be fitted: Select from the drop down
- 'Is the proposed load requested' Select from the drop down
- Will the project require laying mains Select from the drop down

#### The Table has been formatted to aid its completion.

The type of property i.e. Domestic/Ind/Commercial Select from the drop down

Whether the load has been diversified i.e. Domestic Select from the drop down

No of Ind' Premises Enter the details

Max Annual Consumption Enter the details

Max Instantaneous Rate kwh Enter the details

Max Instantaneous Rate m<sup>3</sup>hr Enter the details

- Anticipated Gas on Date: Enter Calendar Date (ASAP not acceptable)
- MPRN: Enter detail if relevant i.e. Alteration of existing supply
- Meter Serial Number: Enter detail if relevant and known

<b>C) Additional Information / Engineering Difficulties:</b> <div style="background-color: #cccccc; height: 30px; margin-bottom: 5px;"></div>	
UIP Site Contact:	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
Signed:	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
Print Name:	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
Job Title:	<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>

  

<ul style="list-style-type: none"> <li>○ Additional Info' / Engineering Diff'</li> <li>○ UIP Site Contact</li> <li>○ Signed:</li> <li>○ Print Name:</li> <li>○ Job Title:</li> </ul>	<p>Use this space to supply details not already covered by the form or specific Engineering Issues</p> <p>If relevant enter name of responsible person at site</p> <p>Forms submitted via email need not be physically signed by the user as they shall be deemed signed for contractual purposes by the electronic signature of the email. Companies not agreeing to these conditions should ensure they submit their forms signed by the user in the usual manner.</p> <p>Please print your full name</p> <p>Please print your job title</p>
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Ensure you supply a suitably scaled map and copy of your site plan showing the connection point, the site boundary and the exact location of your works. For multiple developments please indicate the number of connections required.

Please check the form carefully before submitting as any missing or correct information will result in your request being delayed.

Any questions regarding the completion of the form or information required should be submitted to the 3<sup>rd</sup> Party Connections Team prior to submitting.

Once completed the form should be forwarded to SGN via the following methods (*in order of preference*).

1. E Mail
2. Fax
3. Post