

# SGN Third Party Connections Briefing Note 15 Appendix F

## (Guidance on FM138a UIP Fastrack Request)

### 1. Introduction

An FM138a UIP Fastrack Request is for use by a Utility Infrastructure Provider to submit a design submission and accepted quotation, based on NP/14 standards, for SGN adoptable mains and service installations and service alterations and disconnections.

FM138a UIP Fastrack Requests may be subject to an additional Security of Supply check and may possibly require SGN to undertake General Reinforcement, possibly resulting in additional lead times for the availability of gas.

FM138a Fastrack Requests are valid for 180 days from submission, after which if works have not proceeded the acceptance will expire.

Fm138a Fastrack requests should contain an accompanying design submission, which will be subject to approval by SGN.

The following criteria of works cannot be Fastracked:

- New or increase of existing loads in excess of the specified values in NP/14 Tables A.1 & A.2
- Requests for pressures higher than those quoted in NP/14 Tables A.2 & A.3
- New loads proposed to be taken from an Intermediate Pressure (*IP*) system
- New loads considered to be '*Non-typical*'
- New or increase of existing loads to be supplied from one of the Independent Undertakings (*SIU*)

### 2. Formatting

Third Party Connections forms are in Microsoft Word document format, utilising Text Forms and Drop Down menus shaded grey.

Text form fields allow free-text entry, as required.

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

### 3. Guidance on form sections

#### 3.1 Third Party details

Date of Request:  /  /  UIP Reference   
Previous Related SGN Reference Numbers:   
UIP Name:   
UIP Contact Name:   
UIP Address:   
  
Post Code:   
UIP Contact Telephone No:   
UIP Contact E Mail:

<b>Date of Enquiry</b>	Input the date of submission of form, this should match the date of the Email upon which the form was sent to SGN, based on a normal working day period of 09:00 – 17:00
<b>UIP Reference number</b>	Input the unique reference of the UIP
<b>Previous related SGN Reference numbers</b>	Where there has been previous enquiries or Requests, input these reference numbers
<b>UIP Name</b>	Input the name of the UIP company
<b>UIP Contact</b>	Input the name of individual from the UIP company
<b>UIP Address</b>	Input the Address of the UIP company
<b>Post Code</b>	Input the Post Code of the UIP company
<b>UIP Phone Number</b>	Input the phone number of the responsible person from the UIP
<b>UIP Email</b>	Input the Email address of the responsible person from the UIP

#### 3.2 GIRS registration scope box

<b>GIRS REGISTRATION SCOPE</b>	
CONFIRM THE NAME OF THE COMPANY RESPONSIBLE FOR THE FOLLOWING ELEMENTS OF THE PROJECT	
Design:	<input type="text"/>
Construction Commissioning:	<input type="text"/>
Project Management:	<input type="text"/>
Final Connection:	<input type="text"/>
CMOB/DMOB:	<input type="text"/>

Input the details of the individual companies undertaking the relevant complex under GIRS. See SGN Third Party Connections Briefing Note 2 for further guidance.

### 3.3 Section A - Proposed site details

#### A) Proposed Site Details

Site Contact:	<input type="text"/>	Telephone No:	<input type="text"/>
Current Site Name:	<input type="text"/>		
Proposed Site Name:	<input type="text"/>		
Site Address:	<input type="text"/>		
Post Code:	<input type="text"/>		
Type Of Works:	<input type="text" value="New Supply"/>		
Type Of Development:	<input type="text" value="Domestic"/>		
Single Or Multiple Premises:	<input type="text" value="Multiple"/>		

**Site Contact** Input the Site contact name

**Telephone No.** Input the Site contact

**Current site name** Input the current name of the site, or leave blank if a completely new build

**Proposed site name** Input the proposed name of the site

**Site Address** Input the Site Address

**Post Code** Input the Post Code of the site

*Note – if a proposed site is yet to formally be issued a Post Code or the site is large enough to cover multiple Post Codes, a single Post Code should be selected on a sensible, 'nearest to site' basis*

**Type of Works** Choose a work type from the drop down list

**Type of Development** Choose a development type from the drop down list

**Number of premises** Input whether the supply is to feed single or multiple premises

*Note – if a supply is a single service to a bulk meter that will feed a district heating system to multiple domestics, this is considered a single bulk supply and should therefore state single premise.*

### 3.4 Section B – Total site load details

#### B) Proposed Load Details

Max Instantaneous Rate (SHQ):	<input type="text"/>	kwh
Max Annual Consumption (AQ):	<input type="text"/>	kwh
Predicted Mains Pressure Drop:	<input type="text"/>	mbar
Predicted Service Pressure Drop:	<input type="text"/>	mbar
Does the Proposed Load Follow A Normal Space Heating pattern?:	<input type="text" value="Yes"/>	

**Max Instantaneous Rate (SHQ)** Input the total required hourly demand (SHQ) in Kwh

**Max Annual Consumption (AQ)** Input the total required yearly demand (AQ) in Kwh

<b>Predicted Mains pressure drop</b>	If a design submission that incorporates mains accompanies the Request, input the total calculated mains pressure drop in Millibar
<b>Predicted Service pressure drop</b>	If a design submission that incorporates Services accompanies the Request, input the total calculated Service pressure drop in Millibar
<b>Normal Space Heating Pattern?</b>	Input the total required yearly demand (AQ) in KWh

*Note - See SGN Third Party Connections Briefing Note 17 (Load Classification) for further guidance.*

### 3.5 Section C – Proposed Infrastructure Details

#### C) Proposed Infrastructure Details

Design Submission supplied?	<input type="text" value="Yes"/>
Mains To Be Installed:	<input type="text" value="Yes"/>
Service To Be Installed:	<input type="text" value="Yes"/>
Connection Point:	<input type="text" value="Easting:"/>
Easement / Servitude Required?:	<input type="text" value="Yes"/>

<b>Design submission supplied?</b>	If a design submission accompanies the Request, choose Yes from the drop down list
<b>Mains to be installed?</b>	Where the proposed infrastructure is to incorporate mains and services, choose Yes from the drop down. If the proposed infrastructure is purely a single or dual service, choose no from the drop down list
<b>Services to be installed?</b>	Where the proposed infrastructure is to solely incorporate a single or dual service new lay or alteration, choose Yes from the drop down. If the proposed infrastructure is to incorporate mains, choose No from the drop down list
<b>Easting</b>	Input the Easting Grid Coordinate of the proposed connection point
<b>Northing</b>	Input the Northing Grid Coordinate of the proposed connection point
<b>Is an Easement/Servitude required?</b>	Where an Easement or Servitude is required, choose Yes from the drop down list and complete an SGN Easement/Servitude Form

*Note – See SGN Third Party Connections Briefing Note 18 (Guidance on Easements) for further guidance*

### 3.6 Section D - Existing Infrastructure details

#### D) Existing Infrastructure Details (Including details of the Existing Supply where a Disconnection / Alteration is required)

Parent Main: Diameter:  mm Material: MDPE Pressure Tier: LP  
Service: Diameter:  mm Material: MDPE Pressure Tier: LP

**Existing SGN parent main** Input the Diameter and choose the Material and Pressure tier from the drop down list of the existing SGN parent main that the proposed infrastructure is to connect onto

**Existing SGN Service pipe** Input the Diameter and choose the Material and Pressure tier from the drop down list of the existing SGN Service pipe that is to be altered, if applicable

### 3.7 Section D – Alteration/Disconnection Requests

#### The Following Information must be provided for Alteration or Disconnection Requests.

MPRN:  Meter Serial No: (If Known)   
Alteration / Disconnection Point: Easting:  Northing:   
Existing Load Details (if applicable) SHQ:  kwh

**MPRN** List Meter Point Reference Numbers for affected supplies, if known

**MSN** List Meter Serial Numbers, if known

**Alteration/Disconnection Point** Input Easting & Northing for Alteration/Disconnection location

*Note – MPRNs are a mandatory requirement for minimum information when submitted an Alteration request, MSNs are optional, where available*

**Existing Load Details** Input hourly demand (SHQ) for existing supply, in KWh

### 3.8 Section E - Commercial / Industrial premises details

#### E) Industrial/Commercial Premises Details

Type of Load: Modulating  
Atypical Load? No (Abnormal Loads cannot be Fastracked)  
Is The Pressure At The Inlet To Supply Meter Installation Required To Be >20.7Mbarg: No If Yes Specify:  mbar

**Type of Load** Choose an applicable option for the proposed Load Type. Where multiple services of different load types are required, choose 'Mixed'

**Atypical Load?** If the proposed load will use gas in a non-typical fashion, input yes

*Note - See SGN Third Party Connections Briefing Note 17 (Non-typical gas usage classification) for further guidance.*

**Elevated pressure** Where inlet pressure to meter is required to be greater than 20.7mbar, input required pressure

### 3.9 Section F - Domestic premises details

#### F) Domestic Premises Details

Property Ownership: Private

Details Of Exceptional Loads: (e.g. Swimming Pools):

Developer Details:

#### Property Ownership

Choose the type of property ownership from the dropdown

#### Details of Exceptional Loads

List any details of atypical Domestic gas usage

*Note - See SGN Third Party Connections Briefing Note 17 (Non-typical gas usage classification) for further guidance.*

#### Developer Details

List any information relevant to the Developer, if applicable

### 3.11 Section G – Service Alterations/Disconnections

#### G) Service Alterations/Disconnections

*Note- Where a Service Alteration results in work being carried out on the existing connection to the Parent Main the Service should be renewed in accordance with the requirements of SGN/SP/NP14*

Requester Name (Gas Consumer/Supplier):

Requester Company (If Not Gas Consumer):

Requester Address:

Post Code

#### Requester Name

Input Name of the requester for the works (*end user*)

#### Requester Company

Input name of Company, if applicable

#### Requester Address

Input address for requester of works

#### Post Code

Input Post Code for requester of works

### 3.12 Section H – UIP Site Contact details

#### H) UIP Site Contact Details

Authorising Engineer / Competent Person:

Telephone No:

#### AE/CP

Input Name of Authorising Engineer/Competent Person from UIP

#### Telephone Number

Input AE/CP Phone number

### 3.13 Section I – Plot/Service Details

#### I) Individual Plot /Service Details:

Plot No:  of  Material:  MDPE Diameter:  mm Length:  m  
Easting:  Northing:  MPRN:

#### Proposed Services

Input or choose from the drop down list the diameter and subsequent unit, Material and length of proposed services to be installed. Where multiple connection points onto SGN's network are proposed, input the connection point number accordingly in the plot number cell

### 3.14 Section J - Property Type and Load details

#### I) Complete the Remainder of the Form for Both Domestic and Industrial / Commercial Properties

Properties to be Connected and Gas Usage (For Non-Domestic Loads Indicate Unit Numbers)						TOTAL
Property Type	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If Other please specify	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No of Premises /Unit No's	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Central Heating?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Domestic Only (kwh)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Annual Consumption	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Peak Instantaneous Demand (kwh)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is The Development Or The Load Growth Phased?:  No

If Yes, Please Provide Details (Include The Number Of Proposed Connections And Their Associated Loads Per Year):

Is Growth Beyond This Site Anticipated Within The Next 5 Years:  Yes

If Yes, Please Provide Details (Including Number Of Proposed Connections Per Year):

#### Property Type

Choose a Domestic property type from the drop down list

#### If Other, please specify

If property type is not listed, input into free-text field

#### Meter Housing

Input Meter Housing type/name

#### Number of premises

Input the number of premises that correspond to the respective Domestic Premise type

#### Central Heating?

If gas is to be used for Central Heating for the respective Domestic Premise type, choose Yes from the drop down list

#### Total Annual Consumption

Input the total annual gas demand for the respective Domestic Premise type in KWh

#### Total hourly Consumption

Input the total hourly gas demand for the respective Domestic Premise type in KWh

#### Load Growth Phased

Input Yes or No if the development build is to be phased or not and provide details accordingly

#### Load Growth beyond 5 Years?

Input Yes or No if the load growth is to be beyond 5 Years and provide details accordingly

### 3.15 Non-Costed Connections works (*UIP to make final connection*)

Complete this section when the UIP will be carrying out the Final Connection (*Non-Costed works*)

I confirm on behalf of  (the "Customer")  
that the proposed connection at the above site will operate with a pressure of  mbar  
and I confirm that   
will be undertaking the Final Connection works subject to the terms and conditions of  
the UIP Connection, Service Disconnection and Service Alteration Agreement entered  
into between SGN and the Customer.

If the UIP are to undertake the final connection, input the UIP name ('the customer'), source pressure connection point will operate at (*as per relevant tables of NP/14*) and again input the name of the UIP again.

Input the expected planned commencement and anticipated substantial completion dates:

Works on Site are anticipated to commence on:  /  /

Anticipated substantial completion:  /  /

**Signed** SGN accept that electronic form submission via Email does not warrant a formal signature, but where applicable, electronic signatures or signature images should be inserted

**Print Name** Input name of individual completing the form

**Job Title** Input the job title of the individual completing the form

### 3.16 Costed Connections works (*SGN to make final connection*)

If SGN are requested to undertake the final connection, input the UIP name ('the customer'), source pressure connection point will operate at (*as per relevant tables of NP/14*) and the cost of the connection, as per current costs from SGN Connections Service Charges document as available from SGN.co.uk.

*Note – See SGN Third Party Connections Briefing Note 10 (Guidance on Costed jobs) for further guidance on VAT classification. For SGN Bank account details, please contact SGN Third Party Connections.*

Input the requested date for SGN to undertake the final connection.

*Note – requested plan dates are subject to SGN Operational availability.*

**Signed** SGN accept that electronic form submission via Email does not warrant a formal signature, but where applicable, electronic signatures or signature images should be inserted

**Print Name** Input name of individual completing the form

**Job Title** Input the job title of the individual completing the form