

SGN Third Party Connections Briefing Note 15

(Guidance on forms)

1. Introduction

This Briefing Note and subsequent Appendices provide guidance on SGN Third Party Connections forms and supporting databases and systems.

See the Forms identification Matrix in Section 6 of this Briefing Note for further guidance on identifying the correct form to use for required work types.

2. Formatting

All SGN Third Party Connections forms are in Microsoft Word format, except the DMP Checker which is a Microsoft Access Database File.

3. Forms in use

Forms are titled according to the relevant work stream and submission type. SGN recognises three main types of submission, Pre-Acceptance Enquiry, Fastrack and Non-Fastrack Requests:

Enquiry

FM137 - UIP Enquiry
FM172 - iGT Enquiry
Land Enquiry (*No Form, Email only*)

Non-Fastrack Request

FM153 - iGT Request
FM138 - UIP Request

Fastrack Request

FM153a - iGT Fastrack Request
FM138a - UIP Fastrack Request

Other

FM176 - Medium Pressure Tier Request
FM183 - Variation Request
DMP Checker
Mapping System

4. Version Control

To ensure compatibility with SGN's internal processes and to avoid undue delay, third parties should ensure only the most current versions of SGN forms are used. SGN does not recommend and will not

provide support where SGN Third Party Connections forms have been modified to be used within third party systems.

Projects submitted on forms not meeting these criteria will not be processed.

The latest SGN forms are available for download from www.SGN.co.uk or upon request.

5. Appendices

Individual Appendices to this briefing note are provided for each form, to assist population.

Appendices A to J are published as separate documents with reference to this briefing note as the parent document.

5.1 Appendix A - iGT Enquiry FM172

An FM172 iGT Enquiry is for use by an Independent Gas Transporter (*iGT*) or an appointed UIP with applicable Agent of Contract between the two parties, to request details on the availability of gas for a new CSEP site.

It should be used for information purposes only to enable an iGT to progress a subsequent FM153a Fastrack Request, if applicable or indicate the requirement for reinforcement.

FM172 responses from SGN will not contain a formal quote, therefore cannot reserve capacity.

Where the load falls within applicable tables of SGN Specification NP/14, third parties should submit an FM153a Fastrack Request form.

iGT Enquiry FM172 Minimum information requirements:

- Completed FM172 Form
- A plan of the proposed site boundary with a corresponding connection point cross, extracted from a valid version of SGN external mapping system

An FM172 iGT Enquiry cannot be used for Non-Typical Loads.

5.2 Appendix B - iGT Non-Fastrack Request FM153

An FM153 iGT Non-Fastrack Request is for use by an Independent Gas Transporter (*iGT*) or an appointed UIP with applicable Agent of Contract between the two parties, to request a quotation on the availability of gas for a new iGT CSEP site.

FM153 responses from SGN will consist of formal quotation, confirming offered source pressure, costed connection costs and costs for associated reinforcement with subsequent lead times, if applicable.

FM153 requests can contain an accompanying design submission, which will be subject to approval by SGN however it is recommended that formal design submissions accompany the Quotation Acceptance.

Quotations will remain valid for a period of 90 calendar days.

Quotations become valid for a further 180 days upon Acceptance, after which if works have not proceeded, the quote will expire.

Extensions to the 180 day Acceptance validity period will be considered where warranted subject to 'Key Milestone Markers' being provided at necessary incremental periods. See SGN Third Party Connections Briefing Note 31 for further guidance on 'Key Milestone Markers'.

Where the load falls within applicable tables of SGN/SP/NP/14, third parties should submit an FM153a Fastrack Request form.

iGT Non-Fastrack Request FM153 Minimum information requirements:

- Completed FM153 Form including C.1 and C.2 info, if required
- A plan of the proposed site boundary with a corresponding connection point cross, extracted from a valid version of SGN external mapping system

5.3 Appendix C - iGT Fastrack Request FM153a

An FM153a iGT Fastrack Request is for use by an Independent Gas Transporter (*iGT*) or an appointed UIP with applicable Agent of Contract between the two parties, to submit a design submission and accepted quotation, based on NP/14 standards, for a CSEP site.

FM153a iGT 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.

FM153a Fastrack Requests are valid for 180 days from submission, after which if works have not proceeded the acceptance will expire.

Fm153a 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*)

iGT Fastrack Request FM153a Minimum information requirements:

- Completed FM153a Form, including relevant design submission information
- A plan of the proposed site boundary
- A plan, extracted from a valid version of SGN external mapping system showing the proposed connection point with a cross
- An approved developer site plan, showing proposed building locations, SGN infrastructure and other relevant geography

5.4 Appendix D - UIP Enquiry FM137

An FM137 UIP Enquiry is for use by a Utility Infrastructure Provider to request details on the availability of gas for new supplies or existing supplies that require increases in demand.

It should be used for information purposes only to enable a UIP to progress a subsequent FM138a Fastrack Request, if applicable or indicate the requirement for reinforcement.

FM137 responses from SGN will not contain a formal quote, therefore cannot reserve capacity.

Where the load falls within applicable tables of SGN/SP/NP/14, third parties should submit an FM138a Fastrack Request form.

UIP Enquiry FM137 Minimum information requirements:

- Completed FM137 Form
- A plan of the proposed site with a corresponding connection point cross, extracted from a valid version of SGN external mapping system

An FM137 UIP Enquiry cannot be used for Non-Typical Loads.

5.5 Appendix E - UIP Non-Fastrack Request FM138

An FM138 UIP Non-Fastrack Request is for use by a Utility Infrastructure Provider (UIP) to request a quotation on the availability of gas for new supplies or existing supplies that require increases in demand.

FM138 responses from SGN will consist of formal quotation, confirming offered source pressure, costed connection costs and costs for associated reinforcement with subsequent lead times, if applicable.

FM138 requests can contain an accompanying design submission, which will be subject to approval by SGN however it is recommended that formal design submissions accompany the Quotation Acceptance.

Quotations will remain valid for a period of 90 calendar days.

Quotations become valid for a further 180 days upon Acceptance, after which if works have not proceeded, the quote will expire.

Extensions to the 180 day Acceptance validity period will be considered where warranted subject to '*Key Milestone Markers*' being provided at necessary incremental periods. See SGN Third Party Connections Briefing Note 31 for further guidance on '*Key Milestone Markers*'.

Where the load falls within applicable tables of SGN/SP/NP/14, third parties should submit an FM138a Fastrack Request form.

UIP Non-Fastrack Request FM138 Minimum information requirements:

- Completed FM138 Form including C.1 and C.2 info, if required
- A plan of the proposed site boundary

- A plan, extracted from a valid version of SGN external mapping system showing the proposed connection point with a cross
- Where a design submission accompanies the Request form:
 - Design drawing that conforms to relevant industry standards as outlined in SGN Third Party Connections Briefing Note 14
 - SNAP or other pressure loss calculations

5.6 Appendix F - UIP Fastrack Request FM138a

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*)

UIP Fastrack Request FM138a Minimum information requirements:

- Completed FM138a Form including
- A plan of the proposed site boundary
- A plan, extracted from a valid version of SGN external mapping system showing the proposed connection point with a cross
- A Design submission including:
 - Design drawing that conforms to relevant industry standards as outlined in SGN Third Party Connections Briefing Note 14
 - SNAP or other pressure loss calculations

5.7 Appendix G - Medium Pressure Tier Request FM176

An FM176 is for use by a UIP or iGT to acquire information relating to SGN Medium pressure systems.

SGN operate five tiers of medium pressure networks, all with different Maximum Operating Pressures which in turn offer different source pressures (*Design Minimum pressures / DMP*) for single service or network extension installations.

In the first instance, third parties should attempt to acquire MP Tier information via the SGN DMP Checker, available as part of the suite of Third Party Connections documents from www.SGN.co.uk

Where the DMP checker results in more than one MP tier being highlighted, an FM176 should be submitted to clarify the specific MP Tier.

An FM176 response will highlight the MP tier information of the system relating to the provided Easting and Northing grid coordinates and can be used by a third party UIP or iGT to design Medium Pressure service or mains extensions, taking into account maximum pressure drop information from NP/14 Table A.3.

FM176 responses will remain valid for a period of 90 calendar days.

Valid FM176 responses should accompany Request or Fastrack submissions where one has been used to identify the MP Tier.

5.8 Appendix H - Variation Request FM183

An FM183 is for use by a UIP or iGT to formally log a variation to a project or design that has already been submitted to SGN Third Party Connections and has been issued an SGN Reference number.

SGN Third party connections will approve third party design submissions for subsequent construction, however when there is a need to alter the approved scope of works the third party should submit a formal variation for SGN approval before the revised works can commence.

Variations can range in complexity and severity, so are therefore categorised into Minor and Major Variations as outlined in IGEM Specification TD/101 and SGN Third Party Connections Briefing Note 13 (*Variation approval process*)

Where a Variation is required as per Briefing Note 13 Section 2, the third party should produce a revised design submission that complies to standards cited in SGN Specification NP/14 and submit to SGN Third Party Connections on an FM183 Variation form.

SGN will appraise an FM183 Variation form and accompanying revised design, if applicable and if warranted will issue revised design approval or a revised quotation.

5.9 Appendix I – Land Enquiry

A Land Enquiry is for use by any person wishing to acquire information about SGN infrastructure surrounding a proposed development or land parcel.

If purely information relating to the existence of SGN Infrastructure surrounding a proposed site is required, the online utility mapping tool LineSearch should be used. Please visit www.linesearchbeforeudig.co.uk for further information.

No Gas industry accreditation is required to submit a Land Enquiry. A GIRS accredited UIP or an iGT can utilise the Land Enquiry process if they wish, however it is recommended that FM137 and FM172 Enquiries are used for enquiry purposes.

Land Enquiry responses will provide an SGN Mapping extract showing SGN infrastructure surrounding a proposed development or land parcel and an indicative reinforcement requirement based on the basic network analysis undertaken on the proposed load.

Land Enquiry responses are for information only. They are non-contractual, cannot be used to Fastrack a subsequent Request and have no validity period

5.10 Appendix J – DMP Checker

The SGN DMP Checker is for use by a UIP or iGT to acquire information relating to SGN Medium pressure systems.

SGN operate five tiers of medium pressure networks, all with different Maximum Operating Pressures which in turn offer different source pressures (*Design Minimum pressures / DMP*) for single service or network extension installations.

The DMP Checker will highlight all MP tier information of systems within the SGN Mapping grid tile relating to inputted Easting and Northing grid coordinates or Tile Reference.

Where the DMP Checker results in more than one MP tier being highlighted, an FM176 should be submitted.

Where one MP system is returned, the information can be used in conjunction with NP/14 by a third party UIP or iGT to design Medium Pressure service or mains extensions.

Valid DMP Checker responses should accompany Request or Fastrack submissions where one has been used to identify the MP Tier.

DMP Checker responses are valid only for the validity period of the current version in use.

5.11 Mapping Data System

Any iGT or accredited UIP with a Final Connections Agreement can use the SGN Mapping Data system, available from www.sgn.co.uk.

6. Forms identification Matrix

	Land Enquiry	iGT Enquiry FM172	iGT Request FM153	iGT Fastrack Request FM153a	UIP Enquiry FM137	UIP Request FM138	UIP Fastrack Request FM138a	Medium Pressure Tier Request FM176	Variation FM183	DMP Checker
iGT load within NP/14 Tables	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
iGT load outside NP/14 Tables (Info only)	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
iGT load outside NP/14 Tables (Quote Required)	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗
iGT load Increase within NP/14 Tables	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
iGT load Increase outside NP/14 Tables (Info only)	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗
iGT load Increase outside NP/14 Tables (Quote Required)	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗
iGT load increase to account for Nested CSEP, within NP/14 Tables	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
iGT load increase to account for Nested CSEP, outside NP/14 Tables (Info only)	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
iGT load increase to account for Nested CSEP outside NP/14 Tables (Quote Required)	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗
UIP load within NP/14 Tables	✓	✗	✗	✗	✗	✗	✓	✗	✗	✗
UIP load outside NP/14 Tables (Info only)	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗
UIP load outside NP/14 Tables (Quote required)	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗
UIP Alteration within NP/14 Tables	✓	✗	✗	✗	✗	✗	✓	✗	✗	✗
UIP Alteration outside NP/14 Tables (Info only)	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗
UIP Alteration outside NP/14 Tables (Quote required)	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗
UIP Disconnection	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗
Medium Pressure Tier Information only	✗	✗	✗	✗	✗	✗	✗	✓	✗	✓
Variation to pre-approved project, UIP or iGT	✗	✗	✗	✗	✗	✗	✗	✗	✓	✗

7. Supporting Documents

The following list of documents provide additional support for Third Party UIPs and iGTs:

- SGN Specification NP/14 - *'Specification for the Design of System Extensions, Connections and Services to Below 7 bar Scotia Gas Networks' Systems'*
- IGEM Technical Document IGE-TD-101 - *'Adoption of Pipe Systems by a GT Management of UIP activities'*
- Gas Industry Guidance note - GIG-2 *'Gas Industry Guidance Document'*

SGN is not responsible for the use of non-SGN controlled documents.

Companies carrying out work on SGN's network are responsible for ensuring correct and current Legislation is employed when carrying out works.