

SGN Third Party Connections Briefing Note 16

(Preferred meter locations)

1 Introduction

SGN Third Party Connections will appraise all UIP design submissions for SGN adoptable asset with safety taking precedence over customer aesthetics.

UIPs should therefore take relevant regulation, industry standards and policies into account when proposing meter locations on design submissions for infrastructure that SGN will adopt, including but not limited to:

- The Gas Safety (*Installation and Use*) Regulations
 - Section 12
- SGN specification SER/8 (*Specification for Service Terminations*)
- IGEM Publication GM/8
 - Section 4.1
 - Section 4.2.4.1
 - Section 6.2
 - Section 8.2
 - Section 8.3

2 Preferred meter locations

Wherever possible, especially for Non-Domestic Loads, the following options must be considered by UIPs during the design process:

2.1 First preference (*Option 1*)

- Located externally, at the site boundary, perpendicular to and as close to the connection point on the SGN parent main as possible

2.2 Second preference (*Option 2*)

- Located externally, within the site boundary but as far a distance from the building as is feasible

2.3 Third preference (*Option 3*)

- Located externally, on the frontage of the property or no further than 2 meters along a flank wall, perpendicular to and as close to the connection on the SGN parent main as possible

2.4 Fourth preference (*Option 4*)

- Located internally to a building of occupancy or a bespoke meter room, separate from the main building

Option 4 should only be considered once options 1, 2 and 3 have been exhausted. Ideally a site visit should take place to confirm suitability of internal specifications in line with IGEM publications GM/7 and GM/8. Details of the assumptions and reasoning must be provided within the design submission.

All external meter locations should be selected to minimise the risk of vehicular impact or vandalism. Where a location has been identified as being at risk, an alternative location should be sought or suitable protection methods should be installed and specified within the design submission.

UIPs should be able to justify the selected at-risk location as well as supply evidence of the specified method of protection along with their Design Submission.

Consideration must be given to domestic meter manifold installations to ensure that all tenants have 24/7 access to their respective meters and Emergency Control Valves (ECVs).

Any valve installed on any installation should be located to ensure easy and safe operation and to maximise the lifespan of the asset. Thermal Cut Off (*TCO*) valves, Internal Isolation Valves (*IIV*), Pipeline Isolation Valves (*PIV*) and Service Isolation Valves (*SIVs*) should be installed in line with predictable pipelines routes.

3 Considerations and specifications for internal meter locations

Where warranted and deemed the most practicable and safe option, meters located within buildings must meet strict requirements relating to the location of the meter and conditions and ventilation installed within the meter room.

The below list of specifications should be considered when siting meters internal to a building:

- IGEM specification TD/13
- IGEM specification GM/7
- IGEM specification GM/8
- IGEM specification G/5
- IGEM specification SR/23

Supplies entering a building cannot have an MOP greater than 75mb, therefore only low pressure installations will be considered for internal termination.

When entering a building, meters should ideally be located at ground floor level, immediately upon entry to the building on an external wall of the building. Where ground floor terminations are not deemed feasible for safety reasons, Basement or first Floor terminations are permissible, where compliant to IGEM Specification G/5, but meter locations should still be sited as close to the entry of the building as possible and comply to relevant ventilation requirements.

Internal meter locations should be adequately, naturally ventilated as per IGEM specification GM/8.

External vent terminations should be at least a metre apart and offset at different heights to facilitate the flow of air.

The length of internal service pipework should be kept to a minimum and where it is proposed to travel through a room separate from the meter room, this area should be ventilated to the same

standards as the meter room to prevent an unventilated void and pipe traversing multiple rooms sleeved to prevent seepage of gas between rooms.

Meters cannot be located in an electrical intake room nor in areas of extreme temperature.

Where a meter is proposed to be installed adjacent to electrical equipment, the meter shall be at least 150mm away from all electrical components and insulated accordingly.

A ventilator shall not be located by or near any air in-take duct, thus minimising the possibility of gas entering any building.

A ventilator shall not be located within 1m of the hazardous area zone of a meter. (See GM/7 and SR/25) and should be of a circular or square hole or a louver design. The openings in the ventilator shall be such that a 9.5mm diameter sphere cannot pass through.

The meter room must be capable of being ventilated direct to outside atmosphere without the need for mechanical assistance.

Consideration should be given to a dedicated meter room/cupboard, separate from the main building with full width, louver access doors opening directly to the atmosphere.

4 Supporting Evidence

To avoid undue delays in the appraisal of UIP design submissions, all relevant correspondence should be submitted with the initial request to SGN Third Party Connections.

When option 4 or a deviation to options 1, 2 or 3 from section 2 of this briefing note has been selected a site visit should be carried out with findings and reasonings included in the design submission to SGN.

When design submissions propose to utilise an internal meter location, relevant mitigating evidence must be provided by the UIP as to why the meter cannot be sited externally.

SGN places the responsibility for ensuring all relevant design considerations and caveats, including termination location, protective measures, meter room conditions and ventilation are adhered to by the Project Managing UIP under GIRS.

Where reasonable endeavours have been exhausted by the UIP, SGN may be contacted to discuss specific difficulties in adhering to section 2 of this briefing note, to produce an agreeable solution.

5 UIP Responsibilities

SGN places the responsibility for all design works, surveys, meter housing, materials and relevant on site decisions upon the GIRS accredited UIP for Project Management.

The UIP must ensure the location of the meter including any enclosure, ventilation and if required method of protection from vehicular damage is suitable prior to completing the final connection.

Where any variation to the approved design is required the UIP must implement SGN's Variation approval process prior to completing the final connection. See Briefing Note 13 for further guidance.