

Application form for commercial and multiple residential properties



Please fully complete **all the relevant** sections of this form. This will ensure your application is processed as quickly as possible.

For office use only - Our reference

Section A - Your information

A1. Contact details

The person/company applying for the work to be done

Your name

Correspondence address

Postcode

Your reference (if applicable)

Company name (if applicable)

Landline telephone

Mobile telephone

Email address

Email is our preferred method of contact for future correspondence. Please remember to check your junk/spam folder.

A2. Site details

Where the work will be carried out

Is the site address the same as the correspondence address? Yes No

If no, please provide details below

Site address

Postcode

Site contact name

Landline telephone

Mobile telephone

Email address

Have you have previously submitted an application to SGN for this site? Yes No

If yes, please provide reference number

A3. Your requirements

In what capacity you are applying? Tick the correct box below or state in 'Other'

Owner/Occupier Landlord Gas supplier

Utility company Developer Council

Architect/Consultant Other Please state: _____

Are you the (or working on behalf of) Freeholder or Leaseholder

What type of quotation would you like?

Firm (a quotation you can accept and proceed with the works)

Budget indication (a cost indication that you cannot accept)

Section A – Your information – continued

A4. What type of work is required?

Please tick the box below

Single new commercial supply	<input type="checkbox"/>		Complete sections B & E only
Single commercial alteration	<input type="checkbox"/>	Capacity increase	<input type="checkbox"/> Complete sections C & E only
Multiple new supplies	<input type="checkbox"/>	Multiple alterations	<input type="checkbox"/> Complete sections D & E only

Section B – Single new commercial supply

B1. Property type

What type of property requires gas?

Warehouse Workshop Restaurant Church hall
 Office Shop Other Please state: _____

B2. Gas load information

Please provide peak hourly gas loads in kW along with the estimated annual consumption in kWh. Your Gas Safe® registered engineer or energy consultant will advise you on this information. For a list of Gas Safe® registered engineers in your area, please visit gassaferegister.co.uk

Peak hourly gas load (kW)

Estimated annual gas load (kWh)

B3. Plans – see guidance section (page 09)

If you have electronic versions of your design drawings in Layered PDF, AutoCAD or DWG format then please include these with your application

Is the site

a new development Existing A Conversion Other Please state: _____

If the site is a new development please provide a scaled site plan. Your plan must meet the checklist below:

Clearly marked new buildings	<input type="checkbox"/>	Clearly marked meter positions	<input type="checkbox"/>
Show surrounding existing geography	<input type="checkbox"/>	Clearly marked site boundaries	<input type="checkbox"/>
If meter position is to be located >3m above ground level then include elevation drawings	<input type="checkbox"/>	Scale of plan indicated	<input type="checkbox"/>

B4. Meter boxes for loads equal to or below 65 kW

Our quotes include either a unibox or a surface mounted meter box at no additional charge where each property is using a peak hourly gas load equal to or below 65 kW. For further help please see the guidance section (page 08) at the end of this form. Please choose which meter box you would like from the options below.

Unibox supplied and installed by: SGN or customer

Surface mounted meter box supplied and installed by: SGN or customer

Built-in meter box supplied and installed by customer (see page 08, guidance section)

If no external option is available, we may be able to provide an internal meter location, subject to approval.

Section B – Single new commercial supply – continued

B4.1 Meter kiosks for loads more than 65 kW

If you have a peak hourly gas load which exceeds 65 kW we will look to provide an external boundary location where we can. If this is not possible, we will look to provide an external location at the building. If no external option is available, we may be able to provide an internal meter location, subject to approval.

External GRP kiosk* supplied and installed by: SGN or Customer

*If known, please provide kiosk type (see page 08 and 09, guidance section): _____

Self-build meter housing supplied and installed by customer Internal meter location

If the kiosk you require is not in our guidance section (page 08 and 09) you will need to provide the size (external dimensions) in mm

L= _____ W= _____ H= _____

Do you need us to provide a concrete base for your kiosk? Yes No

B5. Excavation – Should any digging/reinstatement work be required on 3rd party/shared land SGN will need to carry this out.

Do you need us to dig within the site boundary? Yes No

B6. Elevated pressure/compressors/boosters/non-typical loads

Do you require an elevated pressure of >19mbar at the ECV? (only applicable for annual loads >732,000 kWh)

Yes No If yes, please provide the pressure required: _____

Do non-typical loads apply? e.g. seasonal and/or daily fluctuations including combined heat and power (CHP), boosters or compressors.

Yes No

*If yes, additional information will be requested on receipt of application.

Please complete section E next

Section C – Single commercial alteration/capacity increase

C1. Property type

Please tell us what type of property requires gas?

Warehouse Workshop Restaurant Church hall Office

Shop Flat House Other Please state: _____

C2.1 Gas load information

Alterations – Please provide the existing peak hourly gas loads in kW along with the estimated existing annual load in kWh. Your Gas Safe® registered engineer or energy consultant will advise you on this information. For a list of Gas Safe® registered engineers in your area, please visit gassaferegister.co.uk

Peak hourly gas load (kW): _____

Estimated annual gas load (kWh): _____

C2.2 Gas load information

Capacity increases – to increase your load please provide the existing and total new peak hourly gas loads in kW along with estimated and new expected annual consumption in kWh. Your Gas Safe® registered engineer or energy consultant will advise you on this information. For a list of Gas Safe® registered engineers in your area, please visit gassaferegister.co.uk

	Peak hourly gas load (kW)	Estimated annual gas load (kWh)
Existing		
Additional		
Totals		

Section C – Single commercial alteration/capacity increase – continued

C3. Meter point reference number (MPRN)

Your MPRN can be found on recent gas bills, it is also known as the 'supply number' or 'M number'. If you do not have an MPRN then please visit www.findmysupplier.energy website, Alternatively call the Meter point reference enquiry line on 0870 608 1524* and they should be able to provide you with the information.

Meter point reference number: _____

Meter serial number: _____

If you are applying for more than one alteration then please provide a separate attachment of the properties MPRN's or MSN's.

*This service is not run by SGN. This call will cost 7p per minute plus your phone company's access charge.

C4. Meter boxes for loads equal to or below 65 kW

Our quotes include either a Unibox or a surface mounted meter box at no additional charge where each property is using a peak hourly gas load equal to or below 65 kW. For further help please see the guidance section (page 08) at the end of this form. Please choose which meter box you would like from the options below.

Unibox supplied and installed by: SGN or customer

Surface mounted meter box supplied and installed by: SGN or customer

Built-in meter box supplied and installed by customer (see page 08, guidance section)

If no external option is available, we may be able to provide an internal meter location, subject to approval.

C4.1 Meter kiosks for loads more than 65 kW

If you have a peak hourly gas load which exceeds 65 kW we will look to provide an external boundary location where we can. If this is not possible, we will look to provide an external location at the building. If no external option is available, we may be able to provide an internal meter location, subject to approval.

External GRP kiosk* supplied and installed by: SGN or customer

*If known, please provide kiosk type (see page 08 and 09, guidance section): _____

Self-build meter housing supplied and installed by customer Internal meter location

If the kiosk you require is not in our guidance section (page 08 and 09) you will need to provide the size (external dimensions) in mm

L= _____ W= _____ H= _____

Do you need us to provide a concrete base for your kiosk? Yes No

C5. Excavation – Should any digging/reinstatement work be required on 3rd party/shared land SGN will need to carry this out.

Do you need us to dig within the site boundary? Yes No

C6. Elevated pressure/compressors/boosters

Do you require an elevated pressure of >19mbar at the ECV? (only applicable for annual loads >732,000 kWh)

Yes No If yes, please provide the pressure required: _____

Do non-typical loads apply? e.g. seasonal and/or daily fluctuations including combined heat and power (CHP), boosters or compressors. Yes No

*If yes, additional information will be requested on receipt of application.

Please complete section E next

Section D - Multiple new supplies/multiple alterations

D1.1 Gas load information - domestic

Please provide peak hourly gas loads in kW along with estimated annual consumption in kWh. Your Gas Safe® registered engineer or energy consultant will advise you on this information.

For a list of Gas Safe® registered engineers in your area, please visit gassaferegister.co.uk

Property type	Number of each	Property/ies is/are occupied?	Peak hourly loads (kW) per property		Estimated annual gas loads (kWh) per property	
			Default*	Other (please specify)	Default*	Other (please specify)
Flat		<input type="checkbox"/>	30		12,700(SC) 12,500(ENG)	
House		<input type="checkbox"/>	60		12,700(SC) 12,500(ENG)	
Others		<input type="checkbox"/>	n/a		n/a	
Totals		<input type="checkbox"/>				

*These are default loads for normal domestic usage, up to and including 4 bedrooms. If your demands are different, please state in the table above

D1.2 Gas load information - commercial

Please provide peak hourly gas loads in kW along with estimated annual consumption in kWh. Your Gas Safe® registered engineer or energy consultant will advise you on this information.

For a list of Gas Safe® registered engineers in your area, please visit gassaferegister.co.uk

Property type	Number of each	Peak hourly loads (kW) per property	Estimated annual gas loads (kWh) per property
		Please specify	Please specify
Commercial			
Others			
Totals			

* If you are applying for more than one commercial property then please provide a separate attachment showing the breakdown of the individual Peak Hourly and Annual Loads.

D2. Meter boxes for loads equal to or below 65 kW

Our quotes include either a unibox or a surface mounted meter box at no additional charge where each property is using a peak hourly gas load equal to or below 65 kW. For further help please see the guidance section (page 08) at the end of this form.

Please choose which meter box you would like from the options below.

Unibox supplied and installed by: SGN or customer Number required: _____

Surface mounted meter box supplied and installed by: SGN or customer Number required: _____

Built-in meter box supplied and installed by customer (see page 08, guidance section) Number required: _____

If no external option is available, we may be able to provide an internal meter location, subject to approval.

D2.1 Meter kiosks for loads more than 65 kW

If you have a peak hourly gas load which exceeds 65 kW we will look to provide an external boundary location where we can. If this is not possible, we will look to provide an external location at the building. If no external option is available, we may be able to provide an internal meter location, subject to approval.

External GRP kiosk* supplied and installed by: SGN or Customer Number required: _____

*If known, please provide kiosk type (see page 08 and 09, guidance section): _____

Self-build meter housing supplied and installed by customer Number required: _____

Internal meter location Number required: _____

If the kiosk you require is not in our guidance section (page 08 and 09) you will need to provide the size (external dimensions) in mm L= _____ W= _____ H= _____

Do you need us to provide a concrete base for your kiosk? Yes No

Section D - Multiple new supplies/multiple alterations - continued

D3. Timber-framed properties

Is your property timber-framed? Yes No

Please note we will not install pipe through any timber-framed structure.

D4. Excavation - Should any digging/reinstatement work be required on 3rd party/shared land, then SGN will need to carry this out.

Do you need us to dig within the site boundary? Yes No

D5. Plans - see guidance section (page 09)

If you have electronic versions of your design drawings in Layered PDF, AutoCAD or DWG format then please include these with your application

Is the site

a new development Existing A Conversion Other Please state: _____

If the site is a new development please provide a scaled site plan. Your plan must meet the checklist below:

Clearly marked new buildings	<input type="checkbox"/>	Clearly marked meter positions	<input type="checkbox"/>
Show surrounding existing geography	<input type="checkbox"/>	Clearly marked site boundaries	<input type="checkbox"/>
If meter positions are to be located >3m above ground level then include elevation drawings	<input type="checkbox"/>	Scale of plan indicated	<input type="checkbox"/>

Please complete section E next

Section E - Additional information

E1. Additional information/special instructions

Is the development to be phased? Yes No

If yes, please provide details below.

Are there future developments anticipated on site? Yes No

If yes, please give details below including future annual and hourly loads and the number of properties needed.

Section E - Additional information - continued

Are there any known site anomalies or constraints? Yes No

If yes, please give details below. This is anything that may interfere with the work, for example, ponds, streams, conservation areas, listed buildings, manholes, railway tracks, emergency service facilities etc.

Is there anything that affects the time we can work? e.g. being near a school or on a busy street. Yes No

If yes, please give details below.

If we need to lay pipes across any 3rd party private land, then you may need to arrange for an easement/servitude or consent across this land. This will need to be negotiated prior to commencement of work. Your quote will include further details.

What is the date you first require gas on? / /

I certify that the information given is correct to the best of my knowledge

Signature _____

Print name _____

Date _____

If the site of the work is in **England** please return your application to
Email:
non.domestic.quotations@sgn.co.uk

Post:
SGN
St Lawrence House
Station Approach
Horley, Surrey
RH6 9HJ

If the site of the work is in **Scotland** please return your application to
Email:
admindesk@sgn.co.uk

Post:
SGN
Axis House
5 Lonehead Drive
Newbridge, Edinburgh
EH28 8TG

Guidance section

Meter boxes and kiosks

The pictures below show typical meter boxes for domestic-sized meters. These are called U6 meters. They can register peak hourly gas loads up to 65 kW and are generally used for small shops and domestic properties with up to four bedrooms. Loads above this require larger meters and bigger meter kiosks. If you are unsure of your peak hourly gas load then check the input rating for each of the gas appliances in your property and total them up.

Please consult a Gas Safe® registered engineer or an energy consultant if you need further advice. For a list of Gas Safe® registered engineers in your area, please visit gassaferegister.co.uk

When you know your hourly load you can then decide if you require a meter box or a kiosk.

Typical meter box types for U6 meters gas loads up to 65kW



Built-in (recessed) meter box

The supply and fitting of this box is your responsibility. These are available from builder's merchants and large DIY stores.



Bolt-on box (wall-mounted box)

Supplied and fitted by us.



Unibox

Supplied and fitted by us.



Above ground entry

For internal meter positions. We will always look for external meter positions for your meter unless this is the only available option.

Meter positions must be located externally whenever possible, they should be on the wall closest to our gas main or not more than 2m up the side of the property. An external meter position allows us to maintain our equipment safely and avoids inconvenience when your meter is read by your supplier.

Typical glass reinforced plastic (GRP) meter kiosks for larger meters (>65kW)



Example of wall mounted kiosk



Example of floor standing kiosk

Meter kiosks for larger sized meters are shown left. Larger meters are used for commercial and industrial properties, for example restaurants, factories, energy centres, hospitals etc. They may also be used for larger domestic properties or properties with a swimming pool. These GRP kiosks come in a variety of shapes and sizes depending on the meter required. A list of kiosk sizes can be found on the next page.

Typical meter kiosks

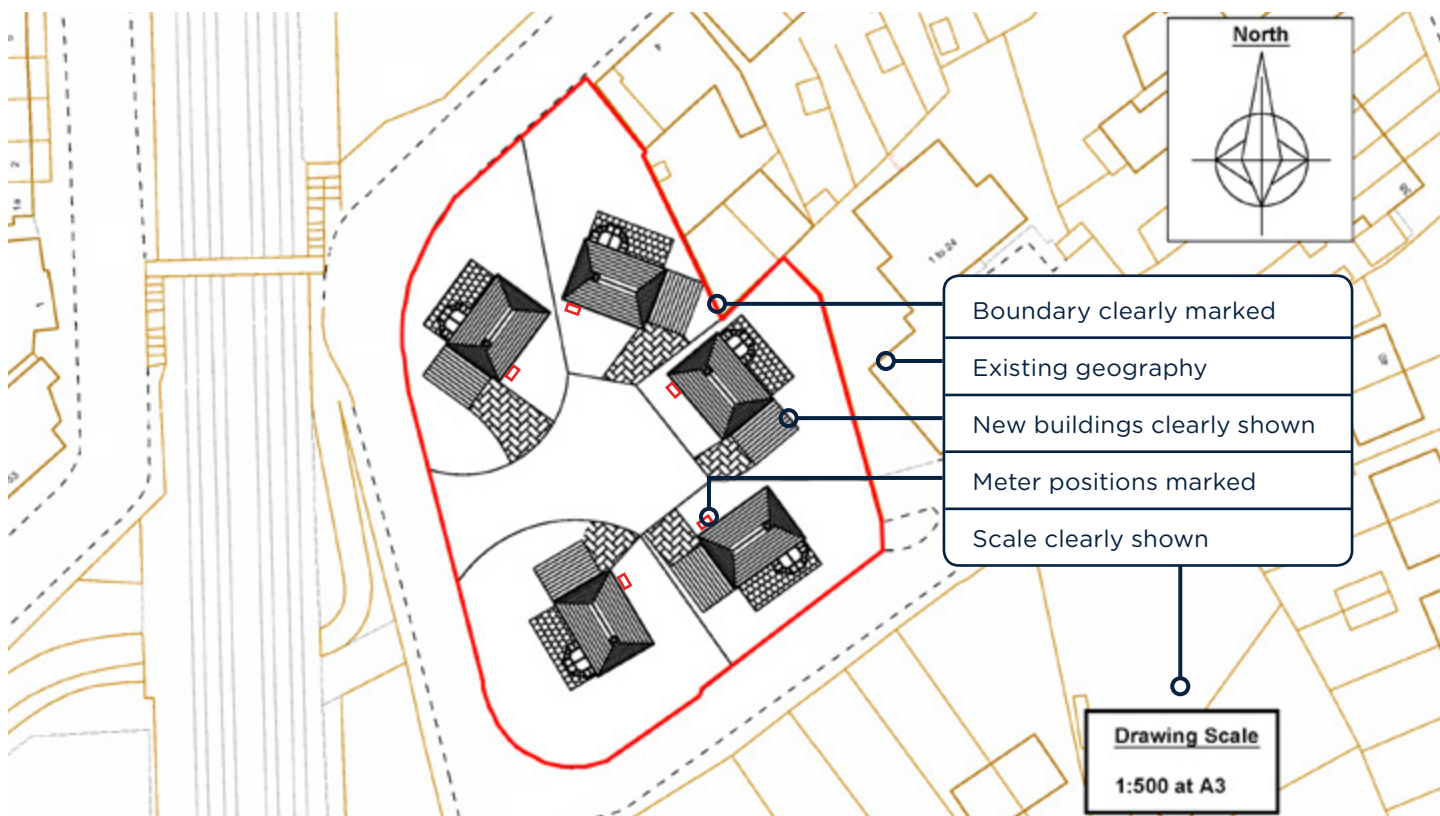
Please note that these kiosk sizes are only a guide. You must contact your gas supplier to obtain the meter you require.

Kiosk name	Installation type	Meter type	Pressure	Length	Width	Height
GC2 WM	Wall mounted	U16	Low	660mm	415mm	740mm
GC2 FS	Floor standing	U16	Low and medium	708mm	390mm	828mm
GC2 Multi: WM & FS	Either	U16	Low and medium	708mm	390mm	828mm
GC3 WM	Wall mounted	U25	Low	915mm	385mm	885mm
GC4	Floor standing	U25 & U40 (U40 Low Only)	Low and medium	1020mm	565mm	1020mm
GC4+	Floor standing	U40	Medium	1210mm	750mm	1210mm
GC5	Floor standing	U65	Low and medium	1495mm	780mm	1396mm
GC6	Floor standing	U65 - U160	Low and medium	1615mm	850mm	1480mm
GC7	Floor standing	U160+	Low and medium	1615mm	870mm	1630mm
GC7+	Floor standing	U160+	Low and medium	1615mm	870mm	1780mm
GC8	Floor standing	U160+	Low and medium	2400mm	1220mm	1800mm

Meter sizes for each maximum load

Meter size	U6	U16	U25	U40	U65	U100	U160
Maximum load	65kWh	173kWh	275kWh	433kWh	704kWh	1083kWh	1733kWh

Example of site plans required



SGN is a brand name of Southern Gas Networks PLC registered in England & Wales No. 05167021.

Registered Offices: St. Lawrence House, Station Approach, Horley, Surrey RH6 9HJ.

SGN is a brand name of Scotland Gas Networks PLC registered in Scotland No. SC264065

Registered Offices: Axis House, 5 Lonehead Drive, Newbridge, Edinburgh EH28 8TG. Further guidance can be found at sgn.co.uk

