

SGN Third Party Connections Briefing Note 15 Appendix E

(Guidance on FM138 UIP Non-Fastrack Request)

1. Introduction

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

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

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:

Date of Request	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
UIP Reference number	Input the unique reference of the UIP
Previous related SGN Reference numbers	Where there has been previous enquiries or Requests, input these reference numbers
UIP Name	Input the name of the UIP company
UIP Contact	Input the name of individual from the UIP company
UIP Address	Input the Address of the UIP company
Post Code	Input the Post Code of the UIP company
UIP Phone Number	Input the phone number of the responsible person from the UIP
UIP Email	Input the Email address of the responsible person from the UIP

3.2 GIRS registration scope box

GIRS REGISTRATION SCOPE	
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"/>	EUC if Known: <input type="text"/>

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

Predicted Mains pressure drop If a design submission that incorporates mains accompanies the Request, input the total calculated mains pressure drop in Millibar

Predicted Service pressure drop If a design submission that incorporates Services accompanies the Request, input the total calculated Service pressure drop in Millibar

Normal Space Heating Pattern? Input the total required yearly demand (AQ) in KWh

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

EUC, if known If known, input the EUC for Commercial/Industrial premises or input EUC01B for solely domestic premises

3.5 Section C – Proposed Infrastructure Details

C) Proposed Infrastructure Details

Design Submission supplied?
Mains To Be Installed:
Service To Be Installed: Number of Services:
Connection Point: Easting: Northing:
Easement / Servitude Required?:

Design submission supplied? If a design submission accompanies the Request, choose Yes from the drop down list

Mains to be installed? 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

Services to be installed? 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

Easting Input the Easting Grid Coordinate of the proposed connection point

Northing Input the Northing Grid Coordinate of the proposed connection point

Is an Easement/Servitude required? 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? Yes (If Yes, Please complete C.1 Table on this form and supply details in Section J - Additional Information)
Is The Proposed Load Requested To utilise MOD458 or MOD420?: No
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.

MOD548 or MOD420? Should MOD548 or MOD420 be required, please indicate and provide further information in Additional Details in Section J

Note - See SGN Third Party Connections Briefing Notes 29 and 30 for further guidance on MOD458 and MOD420

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:
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

3.10 Section G – UIP Site Contact details

G) UIP Site Contact Details

Authorising Engineer / Competant Person: Telephone No:

AE/CP Input Name of Authorising Engineer/Competent Person from UIP

Telephone Number Input AE/CP Phone number

3.11 Section H – Plot/Service Details

H) Individual Plot /Service Details:

Plot No: of Material: 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

3.12 Section I – 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						
If Other please specify						
Meter Housing						
No of Premises /Unit No's						
Central Heating?						
Domestic Only (kwh)						
Estimated Annual Consumption						
Peak Instantaneous Demand (kwh)						

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

3.13 Section J - Costed Connections works

Do You Wish Southern Gas Networks To Undertake The Final Connection? ☐ No (If Yes, Please Confirm Below The Cost and Table Used from SGN's 'Connections Services Charges Document')

Cost (excluding VAT) £ Table Quoted: **Third Party Connection Costs to PE Mains**

Connection Date: / / (Please note we are not able to accept ASAP as a response)

Detail Of Any Other Associated Costs:

Additional Information:

Signed:

Print Name:

Job Title:

If SGN are requested to undertake the final connection, select Yes and input 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.

Detail any additional associated Connection costs and additional information

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

3.14 NP/14 Table C1 - Non-typical gas usage

Where applicable under SGN Third Party Connections Briefing Note 17, UIPs should complete the C.1 table to promote non-typical gas usage across the year and times of the day.

Consider any gas usage, in part or peak flow and check the required tick boxes for the proposed usage times.

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

To identify the proposed profile of gas use, it is necessary to understand the time(s) of day and year at which the gas demand is required and if the demand varies from this level at the other key times/conditions of the day and year				
Please complete the following boxes as is appropriate for the demand.				
Period	Please indicate with a tick the times of the day and year when demand usage may occur			
	0600-1000	1000-1600	1600-2000	2000-0600
Beginning October – end March (Winter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beginning June – end August (Summer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other periods of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.15 NP/14 Table C2 – Booster/Compressor info

Where applicable, third parties should complete the C.2 Table to promote Booster/Compressor usage to SGN

Peak Instantaneous Demand to be compressed and the pressure required:	<input type="text"/> kW/m ³ /hr		<input type="text"/> mbar/bar	
Compressor Types (Reciprocating/Fan/Screw/Booster/Other)	<input type="text"/>			
Number of Compressors/Boosters and the Peak Instantaneous Demand to each excluding standby:	No:	<input type="text"/>	Flow:	<input type="text"/> Plant 1 kW/m ³ /hr <input type="text"/> Plant 2 kW/m ³ /hr <input type="text"/> Plant 3 kW/m ³ /hr
Time taken to achieve full load from start up	Time taken seconds <input type="text"/>			
Profile provided for non-linear start up profile	<input type="text"/>			
Number of burners to be installed?	<input type="text"/>			
Will burners be operated in parallel?	<input type="text"/>			
Typical burner stages	Start-up	Pilot fire	Low fire	High fire
Flow as % of burner's PID – burner 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minimum time for each stage – burner 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flow as % of burner's PID – burner 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minimum time for each stage – burner 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flow as % of burner's PID – burner 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minimum time for each stage – burner 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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