

# SGN Third Party Connections Briefing Note 15 Appendix H

## (Guidance on UIP additional information Form FM184)

### 1. Introduction

This briefing note is Appendix H to Briefing Note 15 – Primary Document

It has been compiled to aid the correct and consistent completion of Southern Gas Networks form '*UIP Additional Information Form FM184*' by advising when the form may be used and how it should be completed.

It is offered for guidance only and should not be considered a complete description of the process or the information required.

Users should ensure they are aware of SGN policy when completing the form referred to in this briefing note.

Please consider the information being supplied carefully to ensure sufficient detail is available to enable Southern Gas Networks to appraise the project.

### 2. Formatting

SGN's forms are offered as Microsoft Word documents pre-formatted using '*Text Form*' and '*Drop Down*' fields.

Text form fields allow the user to enter their own text

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

User input areas are shaded to indicate where a response may be required. The forms are password protected to maintain the formatting

### 3. Guidance Notes

The UIP Additional Information Form is for use when there is insufficient space on a main form only, it should not be used on its own.

Main Document Title:  UIP Fastrack Request Fm138a Date of Request:  /  /   
 UIP Reference:   
 Previous Related SGN Ref. No's:

- o Main Document Title: Select from drop down
- o Date of Request: Enter date the form will be submitted to SGN
- o UIP Reference: Enter your UIP reference
- o Previous related SGN Ref No's: All known previous SGN references should be supplied.

#### **Section A: Proposed Site Details**

Current Site Name:   
 Proposed Site Name:   
 Site Address:   
 Post Code:

Site names will often change as a development progresses. For example when a single property is replaced by multiples. UIP's should supply the best information possible to enable SGN to record the site in the correct location. If you are aware of the original and subsequent details please supply both.

- o Current Site Name: The current site name should be the site name as registered with the Post Office before the proposed works.
- o Proposed Site Name: The proposed site name as intended to be registered with the Post Office. i.e house number/s or site name.
- o Site Address: Site address as registered with the post office i.e Street Name, Town, County.
- o Post Code: Postal Code as registered with the Post Office.

#### **Section B: Individual Plot / Service Details:**

|          |  |           |                      |           |                         |         |                        |
|----------|--|-----------|----------------------|-----------|-------------------------|---------|------------------------|
| Plot No: | <input type="text"/> of <input type="text"/> | MPRN:     | <input type="text"/> | Diameter: | <input type="text"/> mm | Length: | <input type="text"/> m |
| Easting: | <input type="text"/>                         | Northing: | <input type="text"/> |           |                         |         |                        |
| Plot No: | <input type="text"/> of <input type="text"/> | MPRN:     | <input type="text"/> | Diameter: | <input type="text"/> mm | Length: | <input type="text"/> m |
| Easting: | <input type="text"/>                         | Northing: | <input type="text"/> |           |                         |         |                        |
| Plot No: | <input type="text"/> of <input type="text"/> | MPRN:     | <input type="text"/> | Diameter: | <input type="text"/> mm | Length: | <input type="text"/> m |
| Easting: | <input type="text"/>                         | Northing: | <input type="text"/> |           |                         |         |                        |

This section is a copy of Section I within SGN 3PART Fm138 and Fm 138a.

- o Plot No: Supply details for each plot / service i.e. 1of2 2of2 etc.
- o Material: Select from drop down as appropriate
- o Diameter: Select from drop down as appropriate
- o Length: Enter detail as appropriate
- o Easting / Northing: Supply the 12 digit Ordnance Survey Co- Ordinates at the point of each connection

**Section C Additional Details**

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Use this section to supply any information you feel will aid SGN's appraisal of your project

Please check the form carefully before submitting as any missing or incorrect information will result in your request being delayed.

Any questions regarding the completion of the form or information required should be submitted to the 3<sup>rd</sup> Party Connections Team prior to submitting.

Once completed the form may be forwarded to SGN via the following methods (in order of preference).

1. E Mail
2. Fax
3. Post.