

SGN Third Party Connections Briefing Note 15 Appendix I

(Guidance on iGT Additional information FM185)

Introduction

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

It has been compiled to aid the correct and consistent completion of Southern Gas Networks form '*iGT Additional Information Form FM185*' 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 Southern Gas Networks policy when completing the forms referred to in these briefing notes.

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

Formatting

SGN 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

Guidance Notes

The iGT 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 Name: iGT Fastrack Request Fm153a
iGT Reference:
Previous Related SGN Ref. No's:

Date of Request: / /

Specific Guidance.

- o Main Document Title: Select from drop down
- o Date of Request: Enter date the form will be submitted to SGN
- o iGT Reference: Enter your iGT 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:

Specific Guidance

Site names will often change as a development progresses. iGT'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: ISEP Details

ISEP No:	1 of 1	Easting:	Northing:	Year 1 Period to run from:	Jan / 20 10 to Jan / 20 10			
	Domestic Loads EUC01B			Commercial / Industrial Loads EUC				
Load A	No:NDM Conn's	CSAQ (kwh)	Supply Hourly Quantity (kwh)	No:NDM Conn's	CSAQ (kwh)	Supply Hourly Quantity (kwh)	Total CSAQ for all EUC (kwh)	Total Supply Hourly Quantity (kwh/h)
Year 1								
Year 2								
Year 3								
Year 4								
Year 5								
Year 6								
Year 7								
Year 8								
Year 9								
Year 10								
						Yr 10 Load		
Load B								
Load A = Yr10 Load Load B = Additional Future Load A + B = Condition 16 Load						Cond' 16 Load		

Specific Guidance

This section is a copy of Section E within SGN 3PART Fm153 and F within Fm 153a.

- o Easting and Northing: Supply the 12 digit Ordnance Survey Co-ordinates at the point the iGT intends to make the connection. Where the site involves multiple ISEPS supply just a single connection point in section C.

- Year 1 Period From: Confirm the dates which the load shown in the Year 1 period will be required.
- Pressure Tier: Indicate the pressure tier to which the connection will be made.

To enable SGN to determine the impact of a new iGT site we must understand accurately the total required load. This table demonstrates how the new load will be applied to the site.

- The user should show separately the load requirements for Domestic and Commercial / Industrial premises.
- The load requirements for Year1 to Year 10 should be indicated in the boxes relating to 'Load A'. Total these loads to give the Year 10 and indicate in 'Yr 10 Load'.
- Where the iGT requires an additional 'Condition 16' load they should indicate the amounts in the 'Load B' boxes. The sum of 'Load A' and 'Load B' becomes the 'Condition 16' Load this should be shown in the 'Condition 16' box.

<div style="border: 1px solid black; padding: 5px;"> <p><u>Section C Additional Details</u></p> <div style="background-color: #f0f0f0; height: 40px; margin-top: 5px;"></div> <div style="background-color: #f0f0f0; height: 20px; margin-top: 5px;"></div> <div style="background-color: #f0f0f0; height: 20px; margin-top: 5px;"></div> </div>
<p><u>Specific Guidance</u></p> <p>Use this section to supply any information you feel will aid SGN's appraisal of your project</p>

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 3rd 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