

National Grid Metering – Siteworks Application Form Guide

This document is intended to give clarification and guidance as to what information needs to be provided in support of your request for Siteworks services, in each section of the Siteworks Application form.

Once completed, please submit the form (including any supporting information) to the following address: ic.nonstandard1@nationalgrid.com

If you would like any assistance with the application please contact one of our Design Assistants on 0121 210 3763

The guidance notes below follow the flow of the form.

Site Details

Please let us know where the site is, and who we can contact to ensure the quote we provide meets your requirements. We can always amend the site contact details at the acceptance/planning stage if necessary.

Works Required

A. Job Type

This drop down box lists the various options for Siteworks:

- Install: for new installations of services and/or meters
- Relocation: if you require any of the existing gas equipment moving to another area of the site
- Capacity Change: if you are planning to increase/decrease the consumption of gas to your site we are able to assess the existing gas meter and/or service to ascertain if it is capable of meeting your requirements. We can undertake the network liaison necessary, and provide any costs associated with the upgrade/downgrade of equipment.
- Disconnection: for removal of the existing gas meter, and/or disconnection of the service pipe to ensure gas is totally removed from the site.
- Other: if the above do not cover the Siteworks that you require then please provide further details in the additional information section of the application form.

B. Works

This drop down box lists the various sub-categories in relation to the Job Type. The aim is to determine whether you would like us to undertake; service works, meter works, Service and meter works, or Other. When selected 'Other' please ensure to provide further details in the 'Additional Information' section.

Required Information

Based on the selection in 'Job Type' and 'Works field' the form will automatically determine which pieces of information are Essential/Very Useful/Unnecessary in line with the key to the left. See below further details on the information that we require. If you need further assistance, please don't hesitate to contact us:

1. Gas Supplier

The Gas Supplier is a critical piece of information that allows us to proceed with any meter works that have been requested. In order to comply with industry process we communicate with the gas supplier to ensure accurate bills are generated.

If the gas supplier is changing we need to know the outgoing supplier and the new supplier to ensure we send the correct data flows to each supplier.

With the exception of meter removals, a supply contract with your chosen gas supplier will need to be in place prior to the installation of the meter. The metering works will not be able to take place until you confirm to us that you have made your chosen gas supplier aware that National Grid Gas will be the Meter Asset Manager (MAM)

If the Gas Supplier does not appear in the drop-down list please indicate the supplier in the 'Additional Information' field.

2. MPRN

An MPRN (Meter Point Reference Number) is a unique identifying number for the gas supply at your property.

If NGM are quoting for the installation of a new service and meter, we will generate the MPRN and provide you with this – this will be an important piece of information in order for you to set up a supply contract with your chosen gas supplier. For all other work types you will need to provide us with the MPRN to allow works to progress.

If you have an existing gas supply at the property the MPRN should be identified on a composite label attached to either; the emergency control valve (immediately before the gas meter) as in Fig 1, or nearby, usually on a A3 size label within the meter housing as in Fig 2. The MPRN should also be on a previous gas supply bill for the property. If you are having trouble locating the MPRN for the existing supply you can call the MPRN enquiry line on: 0870 6081524

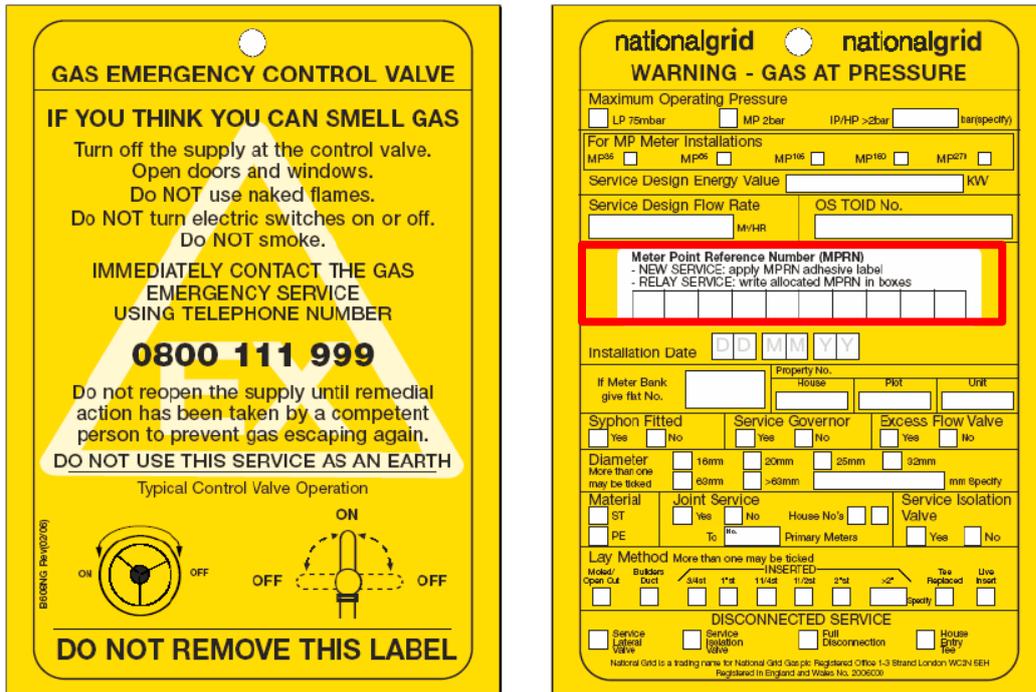


Fig 1: Example of an ECV label (which would be attached to the valve)

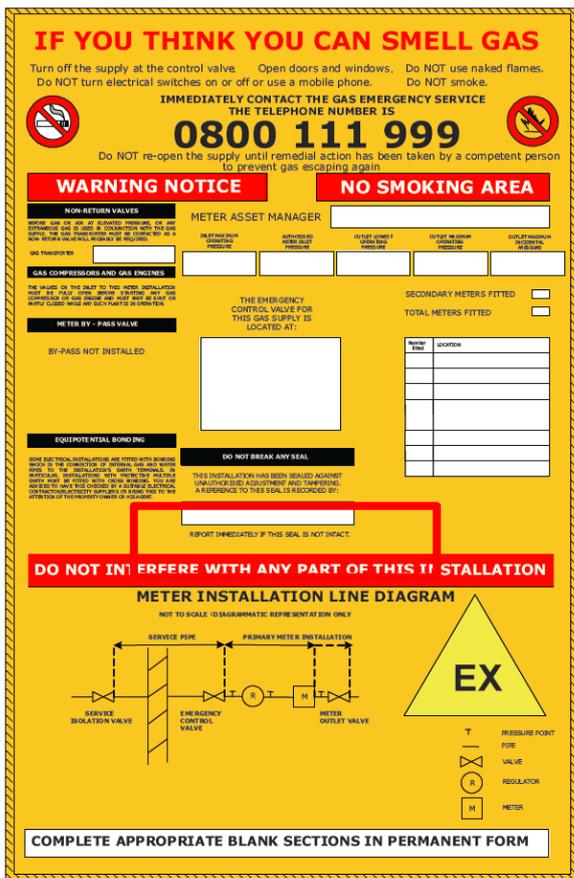


Fig 2: Example of composite meter label

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Metering

3. MSN

The MSN (Meter Serial Number) is a unique number that identifies the gas meter. You will be able to find this on the front of the existing gas meter.

It is usually a mixture of numbers and letters e.g. M016K3002313D6 (Fig 3) or R0100D186801B6 (Fig 4). Some older gas meters may just have a numeric serial number.

If you are unable to locate the MSN we will usually be able to locate this from industry databases provided you can supply the MPRN.



Fig 3: Example of MSN – Diaphragm meter

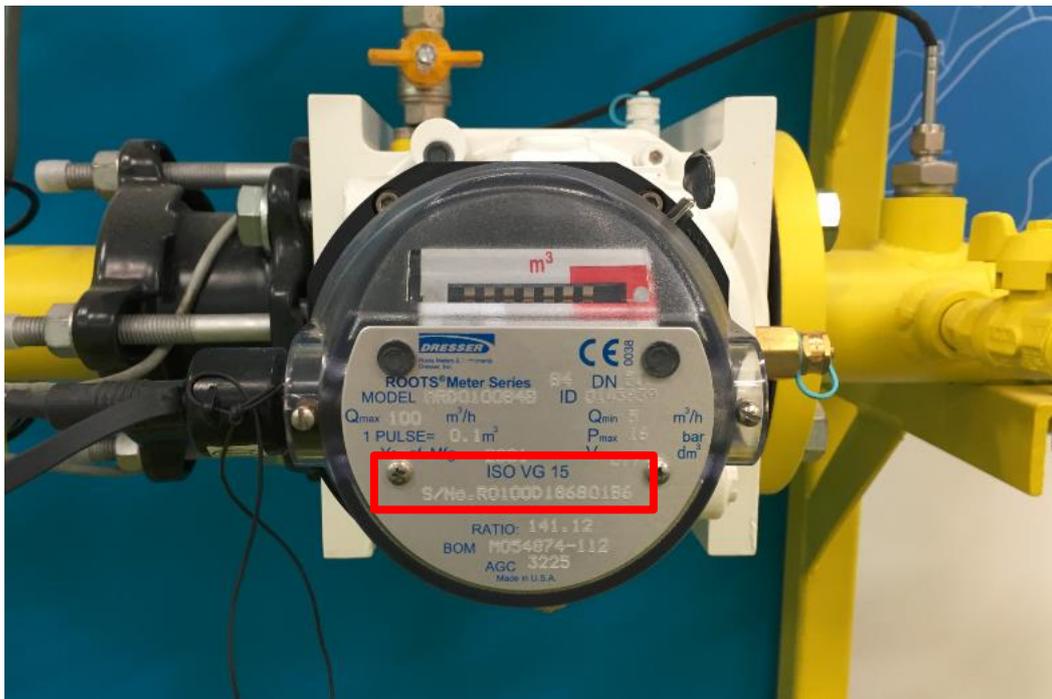


Fig 4: Example of MSN – Rotary Displacement Meter

4. Service Pressure

This is based on the pressure that the local distribution network operates at, and is usually:

Low Pressure ($0 \leq 75\text{mbar}$)

Medium Pressure ($>75\text{mbar} \leq 2\text{bar}$)

Intermediate Pressure ($>2\text{bar} \leq 7\text{bar}$)

High Pressure ($>7\text{bar}$)

For existing supplies, the pressure tier information will be recorded on the composite label

If you are having a new supply installed, the company responsible for installing the service will be able to advise the pressure tier – if you are able to supply a copy of the proposed service design this will help us to ensure we quote for the correct meter.

5. Site Plan (including Meter Locations)

In order to produce an accurate design and quote, we will need to know the new/existing meter locations in relation to the site. If you have plans for the site, please submit them clearly marking the 'New' or 'Existing' meter locations. For new sites please try to show the new development in relation to the existing geography so that we can accurately overlay the plan to the Gas Distribution Network Owners (GDNO) mapping system.

If you do not have plans for the site and the works are required at an existing development, we will be able to provide a plan taken from the GDNO mapping system.

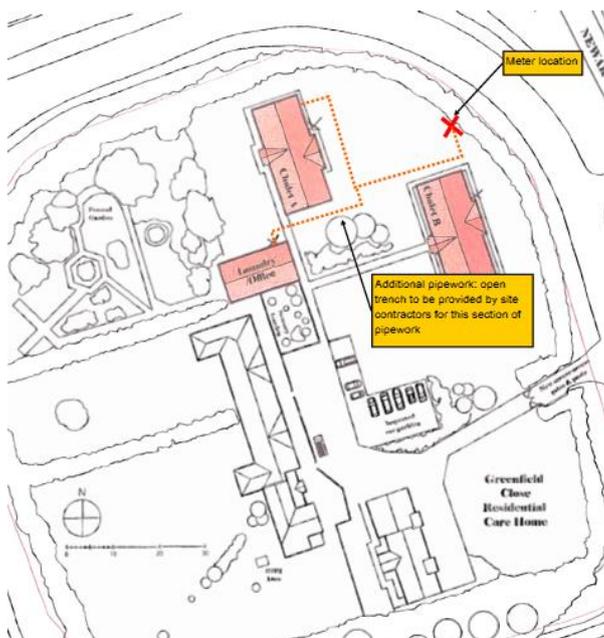


Fig 5: Example of customer provided site plan

6. Outlet Pipe work

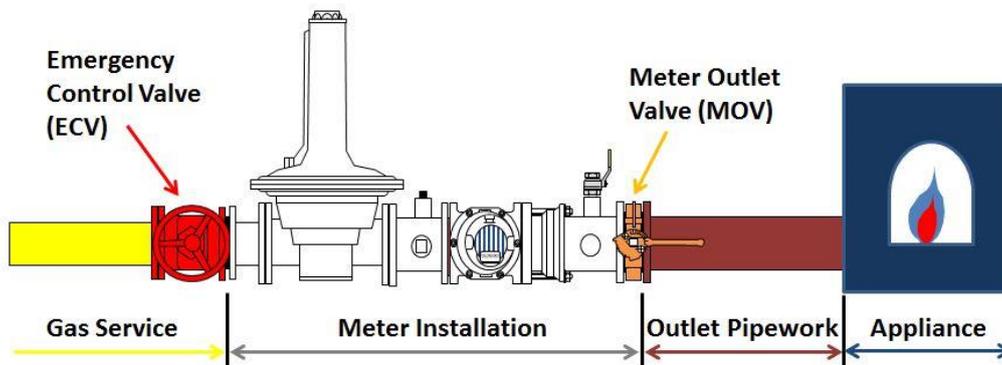


Fig 6: End to end Gas installation

This is pipework downstream of the MOV that connects the gas meter to the appliances. Ordinarily, we will quote for the new service and meter; however we can also quote for outlet pipework in certain circumstances.

Removals: Prior to the meter being removed, it is important that the outlet pipework is disconnected and purged (removing excess gas from the pipework). If you would like us to include for the disconnection and purging of outlet please indicate the size and length of the pipework in the additional information field below. If you are making other arrangements to have the outlet disconnected please supply us with the purge certificate from your GasSafe engineer prior to the commencement of the works.

7. Meter Location

It is essential that we know the proposed or existing location of the meter in order to confirm compliance with past or current industry standards.

Typically, new meters are installed within GRP meter kiosk located on the boundary of the site. In certain scenarios we will be able to install meters within (or adjacent to) the property, providing certain criteria are met to satisfy the adopting Gas Network Owner.

If you are unclear, one of our design engineers can provide assistance on this matter.

8. Excavation & Reinstatement on Private

NGM will carry out the excavation and reinstatement on public land in line with the requirements of the local Highway Authority.

Please select whether you would like NGM to undertake the excavations on private also, or whether your own ground workers will provide an open trench.

Please indicate if the service pipe may need to cross **third party land** in the 'Additional Information' field.

9. Housing Required

We are able to provide and install a range of Glass Reinforced Plastic (GRP) meter housings to suit the gas meter. If you plan to install your own meter housing please be sure to check that the housing is compatible with the meter and industry standards (for example - fire protection, explosion relief and ventilation) prior to installation. The meter housing will need to comply with industry standards; otherwise the installation of the meter may be delayed.

10. Base Install

Depending on the meter location there may be a requirement to construct a concrete base in order to site the gas meter and housing.

If you plan to construct your own concrete base please ensure that you check with our design engineers to ensure it is compatible with the new meter being installed.

11. AMR Install

AMR (Automated Meter Reading) is an efficient way to keep track of the gas used by your business. It records consumption on a half hourly basis, and will upload the reads to our server daily and can be made available to both the consumer and the gas supplier.

12. Chatterbox

If you are planning to connect your own Building Management System (BMS) equipment to our metering installation, it is essential that we install a chatterbox. The Chatterbox unit provides the necessary safety isolation between equipment generating pulses in the hazardous area surrounding a gas meter, and non-intrinsically safe equipment located in the safe area.

13. Booster/Compression equipment

If you plan to install a booster downstream of the meter please let us know as this will affect the service and meter design. One of Design Engineers will contact you to discuss further, as there is more information that we will need to progress the application.

14. Gas Sub-Meter

Installing a sub-meter involves the fitting of non-fiscal gas meters downstream of the main fiscal meter. Sub meters can be useful for establishing usage for different parts of the same site i.e. if there is a requirement to breakdown the overall gas bill.

NGM are able to provide and install gas sub meters, however we will not be the Meter Asset Manager for these once installed.

15. Existing AQ (Annual Quantity)

This is the maximum amount of gas that you expect to pass through the meter in a single year. We pass the information on to the Gas Supplier to ensure that the supply contract for the site can be set up correctly.

For existing sites (where an upgrade is required) please tell us the current AQ in this field.

A GasSafe Engineer can help you to determine the AQ.

Visit: www.gassaferegister.co.uk

16. Additional AQ (Annual Quantity)

For existing sites (where an upgrade is required) please tell us the additional AQ in this field.

17. Total AQ (Annual Quantity)

This is the maximum amount of gas that you expect to pass through the meter in a single year.

To arrive at an approximation of the AQ you can multiply the PID (Peak Instantaneous Demand - kWh) by the amount of hours you will use your appliances in a day and then multiply this figure by the number days in a year you expect to be using gas in the property.

A GasSafe Engineer can also help you determine this.

Visit: www.gassaferegister.co.uk

18. Existing PID (Peak Instantaneous Demand)

The PID; also known as the hourly consumption. This is the maximum amount of gas that you expect to pass through the meter in a single hour.

Each appliance that you plan to install will have a data plate which will state the 'input rating' – if not this information can be obtained from the appliance manufacturer. To calculate the PID you will need to add up the input rating of all appliances to be installed (assuming they could all be used on full fire at the same time).

For existing sites (where an upgrade is required) please tell us the current PID in this field.

A GasSafe Engineer can also help you determine this. Visit: www.gassaferegister.co.uk

If the works are on multiple supply points, please confirm details in 'Additional Information' below or attached separately and marked up on a scaled site plan.

19. Additional PID (Hourly Consumption)

For existing sites (where an upgrade is required) please tell us the additional PID in this field.

20. Total PID (Hourly Consumption)

The Peak Instantaneous Demand; also known as the hourly consumption. This is the maximum amount of gas that you expect to pass through the meter in a single hour.

Each appliance that you plan to install will have a data plate which will state the 'input rating'. To calculate the PID you will need to add up the input rating of all appliances to be installed (assuming they could all be used on full fire at the same time).

A GasSafe Engineer can also help you determine this. Visit: www.gassaferegister.co.uk

If the works are on multiple supply points, please confirm details in 'Additional Information' below or attached separately and marked up on a scaled site plan.

21. Elevated outlet pressure required?

On LP networks elevated outlet pressure is not available.

Under normal operating conditions on Low Pressure (LP) networks the lowest operating pressure at the inlet to the meter installation should be 25 mbar with a maximum pressure absorption of 4mbar across the meter installation therefore giving a metering pressure of 21 mbar. However an inlet Operating pressure of 21.5 mbar may occur, during normal operation, at the outlet of the ECV on parts of low pressure Networks. Experience has shown that low pressure meter installations will still provide a satisfactory outlet pressure when designed for an inlet pressure of 25 mbar in accordance with BS 6400:1, IGEM/GM/6 and IGE/GM/8.

On Medium Pressure (MP), Intermediate Pressure (IP) and High Pressure (HP) supplied installations there is the possibility to provide metering pressure and subsequently an outlet pressure > 21 mbar. Therefore please indicate the required meter outlet pressure you require in this field. Where an elevated pressure (> 21 mbar) is selected one of our Design Engineers will discuss the various options available for supplying elevated pressure to the site.

22. Load Type

It is important that we understand the type of load the site requires i.e. Constant, On/Off, modulating, CHP. The load type will help us to ensure the service and meter is designed to best meet your requirements.

23. ECV Diameter

The Emergency Control Valve is installed as the primary means of isolation prior to the meter installation. The new gas meter will be connected to the ECV, therefore it is important that we understand the diameter of the ECV, so that we can ensure it is compatible with the meter inlet. If NGM are installing the gas service on your behalf we will ensure the ECV and meter are designed correctly and to site requirements. Alternatively, if we are only providing metering services; the service provider responsible for the service installation will be able to tell you the diameter of the ECV for the new service.

The diameter can be given in inches or mm. Below are 2 examples of ECV's:



Fig 7: Ball valve
(bleed)

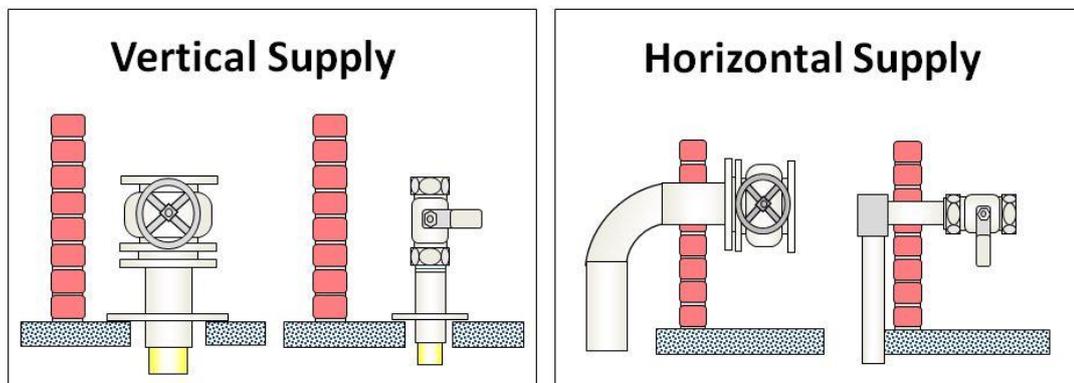


Fig 8: Gate Valve (double block and bleed)

24. ECV Orientation

The ECV orientation will usually be horizontal or vertical, depending where the supply terminates.

Determination of the ECV orientation will allow NGM to design and quote for the correct the meter. If NGM are installing the gas service on your behalf we will ensure the ECV and meter are designed correctly and to site requirements. Alternatively, if we are only providing metering services; the service provider responsible for the service installation will be able to tell you the orientation of the ECV for the new service.



25. Additional Information

Please supply any relevant information which you believe will support the application.

Are there any site specific requirements or engineering difficulties that we will need to be aware of?

Examples of information we may need to know:

- Contaminated land
- Site access issues
- Sites of Special Scientific Interest
- Land ownership issues/restrictions
- Site hazards
- Environmental considerations
- Site build programmes

Project Coordinator

This is the person who will be coordinating the works; we will send all relevant correspondence to this person.

Accounts

This is the person/company who will be responsible for paying for the Siteworks. This is the name that will appear on subsequent invoices.

If you already have a specific Purchase Order number for the works, then please tell us it in this section so that we can ensure subsequent invoices display the correct number.

Gas Consumer

This is the person/company who will be responsible for paying the gas supply charges for the site. We will need this information if we are coordinating the works with your chosen gas supplier.

Preferred Siteworks Start Date

Please give us an indication of when you'd like the works to commence on site. This will ensure that we can manage your expectations, and fully discuss all available options at the start of the process, helping to avoid surprises further down the line.