IGT Non-Domestic New Connections Ancillary Document

June 2019

Version 1.1

Document Control

Configuration				
Version	**Date**	**Author**	**Reason for Issue/Summary of Changes**	**Status**
0.1	19th May 2015	Damon Johnson	To agree new connections process interface for Service Provision for Non-Domestic Properties	Superseded
0.2	24th August 2015	Andrew Margan	Amendments following IGT Shipper WG feedback	Superseded
0.3	21st September 2015	Andrew Margan	Amendments following IGT Shipper WG feedback	Superseded
0.4	13th October 2015	Andrew Margan	Amendments following IGT Shipper WG feedback	Superseded
0.5	24th December 2015	Andrew Margan	Amendments following IGT Shipper WG feedback	Superseded
0.6	13th January 2016	Andrew Margan	Amendments following IGT UNC Modification Workstream – 5th January 2016	Superseded
0.7	2th February 2016	Andrew Margan	Amendments following IGT UNC Modification Workstream – 2ND February 2016	Superseded
0.8	8th February 2016	Andrew Margan	Amendments following revised Ancillary document for IGT078	Superseded
1.0	13th January 2017	Paul Rocke	To amend file extension conventions as per IGT094F	Superseded
1.1	22nd May 2019	Billy Howitt	To change working day to Business Day in accordance with IGT123F.	Approved

Contents

1   Introduction

The nomination of a Gas shipper early in the IGT New Connection process ensures that when a business development reaches the stage where the gas meter is required to be fitted, no delays should be experienced by the shipper (and relevant Supplier) taking responsibility for the supply at the Meter Point. In turn, it should be the IGT's responsibility to ensure that the shipper (and relevant supplier) is provided with sufficient end user details (consumer or developer) to ensure the gas supply has an appropriate level of site contacts and allows individual supply contract discussions and agreements. After the initial supply contract period, the end consumer is free to transfer their supply contract to a Supplier of their choice who in turn will use a Shipper of their choice.

All references made to the Supplier constitutes that information has been received by them through the submission of file formats via their Shipper.

The independent Gas Transporter (IGT) responsible for the Network is required to provide site-specific information to the Shipper. This information provides an outline of the makeup of a development. The key pieces of information should be provided to the Shipper within the Service Provision via a Non-Domestic Project Summary Report (PSR). The shipper must ensure the information provided is appropriate and respond to the IGT within reasonable timescales. The shipper should then ensure appropriate supplier arrangements are in place to support the customer registration process.

IGTs contract individually with National Grid Distribution (NGD) and other Distribution Network Operators (DNOs) for the provision of GB market coverage for emergency services on their Networks. IGTs are required to provide NGD and other DNOs with specific information relating to all meter points connected to their networks including postal address information. It is therefore important that IGTs receive notification early in the process of accurate postal address information. Suppliers require an accurate postal address in order to bill the end consumer. Absence of complete postal addresses can result in a poor consumer experience through delays in meter fitting or through billing issues.

This Non-Domestic Project Summary Report relates to properties in the Non-Domestic Sector only, and should be separate from the Domestic PSR process.

The Non-Domestic new connection process should be followed where the customer/developer approach is through a shipper (via their relevant supplier) or where the IGT is aware of the shipper details and a gas supply contract and metering needs to be in place. This process does not cover the very specific scenario where the customer/developer does not require the off-take of gas, i.e. no meter is required, only gas pipeline infrastructure is required.

For clarification, for all sites <73,200kWh per annum sites that fall into the Small Supply Point consumption thresholds but are in fact for the purposes of Non-Domestic use according to the Utilities Act 2000 amendment for domestic properties, the IGT and MAM will endeavour to treat as a Non-Domestic (or Industrial) property, and therefore fall into the process of Large Supply Points. By the same regulation adherence, any property for the use of domestic purposes with a greater consumption than the Large Supply Point Threshold of 73,200kWh per annum, should be treated as a domestic property and follow the processes of the Domestic PSR. These Domestic Large Supply Points may be treated as single sites but are still required to follow the domestic PSR process.

For the avoidance of doubt, Daily Metered sites, Siteworks new connections and infrastructure-only projects are excluded from this process.

This process applies to Non-Domestic sites only. Non-Domestic PSRs must not contain domestic sites.

2 Non-Domestic Project Summary Report

2.1 Non-Domestic Project Summary Report form: Non-Domestic Market Sector Code Only

The Project Summary Report will be compiled by the issuing IGT; it contains site-specific information relating to the plots within a Non-Domestic or industrial development.

The IGT issues the PS1 to the receiving shipper including the sites specific information. The Shipper will respond to the PS1 using the PS2 (Shipper response file).

Note: The Non-Domestic PS1 must not contain details of any domestic properties, including large supply point domestic, and only contain Non-Domestic properties. An IGT requires that a Shipper is appointed prior to the installation of a gas meter to a Non-Domestic or industrial property. The IGT MAM should notify the supplier if they become aware a meter is to be or has been installed at the site.

2.1.1 Creating a PS1

Rules for the completion of PS1:

- The **PS1** is compiled/sent using the industry agreed PS1 format by the issuing IGT to the nominated Shipper.

- The IGT will send only a single MAM and/or Meter Mechanism per PSR

- The IGT will send the **PS1** to the Shipper at the earliest opportunity and will endeavour to send no later than 30 Business Days, prior to the installation of the initial meter fit.

- All Mandatory fields are required to be populated in line with form submission requirements

- Where the IGT is aware of the full postal address for plots within a development, **these must be populated**. Where provided the postal addresses should be submitted in the **Postal Address Format**. Where the full postal address is provided, the previous plot details must be included.

- The **IGT Project Number (CSEP Number)** is a reference assigned by the IGT to the development.

- The **Sub Project Number** will be populated where a development will be built in a number of phases. This field will default to the IGT Project Number if no phasing is present.

- The **PS1 Issue number and Reason/Text** should be used by the IGT to track Non-Domestic PSR updates. This will allow Shippers to more easily identify any changes within the PSR. PSR issue numbers must always be sequential

- **Meter Owner** field should be populated where the meter details are known with a Code as described within the File Format. Where a third party acts as the meter owner, the code must be defaulted to "S", Supplier. This practice is consistent with that followed under the RGMA Baseline.

- **Events that may trigger a new PS1:**

  - Change of developer where known and determined by the IGT as a separate project

  - Change of IGT

  - Change of Shipper where meter not already installed

  - Development cancelled or significantly delayed

The above points may terminate the contractual relationship for the Supply Points within the PSR.

When either party is aware of a change to the PSR, they must notify the other party of the change, so that a revised PSR can be triggered.

- **Events that may trigger PS1 revisions, prior to meter installation:**
    - Increasing Plot numbers
    - Decreasing Plot Numbers
    - Change to plot AQ/Property type
    - Change in planned meter ownership
    - Change of Postal address
    - Change in metering details, e.g. meter mechanism

When either party is aware of a change to the PSR, they must notify the other party of the change, so that a revised PSR can be triggered.

2.1.2   Creating a PS2 (Shipper response to the PS1)

Rules for the completion of PS2:

- The Shipper will respond to the receipt of the PS1 by sending the **PS2** within 15 days.
- All Mandatory fields are required to be populated in line with file **PS1** submission requirements.
- Shipper must accept or reject the whole of the PS1 received, on the PS2
- The **Outcome Code** advises of Acceptance or Rejection.
- Where the **Outcome Code** is populated and set to "REJECT", the Rejection Reason/Text Field must be populated. This a free text field and will allow the Shipper to provide specific reasons for rejection.
- The Codes have been kept in line with the PSR codes for ease of transition.
- Where a PSR is rejected a shipper must provide a rejection reason code from the follow list:

    REJ01 (No Contract)

    REJ02 (Missing Data)

    REJ03 (Configuration Mismatch)

    REJ04 (Duplicate PSR)

    REJ05 (Issue number out of sequence)

    REJ06 (Issue number has been superseded)

    REJ07 (MAM ID Incorrect)

    REJ08 (Meter Mechanism)

    REJ09 (Other – free text field should be used to specify reason)

- The IGT should endeavour to investigate/resolve and resubmit the PS1 within 15 Business Days, noting that any resubmission needs to comply with the sequential numbering to avoid further rejections.

- Acceptance will acknowledge responsibility for the Meter Point Reference Numbers (MPRNs) and related plots detailed within the PSR**.**

- Acceptance of the PSR, establishes a contract between shipper and IGT for those Supply Points within the PSR and will require the IGT to inform its agency of the IGT's Supply Meter Point details together with the Appointed Supplier. Registration of the meter points on the IGT's agency system will follow when the meter is attached.

2.1.3 Where the Shipper is responsible for fitting the meter, no instruction should be issued to the meter installer until the PS2 has been confirmed

2.2   Amendment to the Non-Domestic PSRs (PSR revisions)

Should the site specifications change, a revised PS1 must be prepared and submitted as outlined below:

- As a rule the IGT will provide early notification to the shipper that an amendment is being made to a PS1

- The **PS1 Issue Number, PS1 Issue Reason Code and PS1 Issue Reason/Text** will be used by the IGT to track the issue of the PSR and subsequent PSR updates. Where there is a requirement to submit a revised PSR the IGT will re-submit the original PS1 file advancing the PS1 Issue Number as required. Each time a re-issue occurs, a reason code(s) will be provided to the Shipper. This will allow Shippers to more easily identify and track changes within the PS1. Where a re-issue requires additional or more specific information, the IGT may populate the PS1 Issue Reason/Text field.

- The Shipper should confirm acceptance or rejection of the revised PS1 by submitting a PS2 file no later than **15 business days** after receipt.

- Prior to the meter installation, if the Property type moves between being Non-Domestic to Domestic or vice versa, this will trigger a PSR revision.

2.3   Meter installation

- To ensure shipperless and unregistered sites are not created, shippers and the relevant supplier should not instruct a meter install until after the PS2 is confirmed.

2.4   Files and Naming Convention

Where an IGT is sending files to Shippers they will use the following naming convention – i.e. ESP0000001.PSA naming convention.

Where a Shipper is sending files to IGT they will use the following naming convention – i.e. ESP0000001.PSB naming convention

The file name should also match the PSR_Reference_Number within the body (PSA or PSB record) of the file and if it does not error code REJ09 should be used.

Note: The file extension was originally set to be the same as the relevant format name – e.g. .PS1 or .PS2. However during testing it was found that this was not allowable (see Modification IGT094F). Hence while the Format names for the relevant files have been retained as PS1 and PS2, the respective file types and file extensions have been amended to PSA/PSB and .PSA/.PSB respectively.

Project Summary Report Template (PS1)   Project Summary Notification Template (PS2)