

TO APPLY FOR AN ALTERATION TO YOUR GAS SUPPLY, COMPLETE THIS APPLICATION FORM AND POST TO:
Northern Gas Networks, Connections, 1100 Century Way, Thorpe Park Business Park, Colton, Leeds LS15 8TU or
email: gasconnections@northerngas.co.uk

Altering your Gas Supply Business / Commercial Property Application Form

All sections of this form need to be completed for us to process your application. If you need help filling out this form, please call a member of our team on 0800 040 7766, option 2, between the hours of 8am – 6pm, Monday to Friday.

Your details (The address where all letters and invoices will be sent)

Title: _____ First name: _____ Surname: _____

Company name (If applicable): _____

Property name/number and street name: _____

Address line 2: _____

City/town: _____

County / State / Region: _____

Postcode: _____

Email address: _____

Primary contact number: _____ Alternative contact number: _____

KEEPING IN TOUCH

Please let us know how you would prefer to be contacted:

Telephone ☐ Text ☐
Email ☐ Post ☐

In what capacity are you acting?

Owner ☐ Occupier ☐ Landlord ☐ Architect ☐ Developer ☐ Self-builder ☐
Consultant ☐ Housing association ☐ Local authority ☐ Shipper or supplier ☐

Is there anyone else that we can speak to about this application?

For example, partner / family member / carer / builder

Yes ☐
No ☐

If you said YES, please provide their details on the next page.....

If you said YES, please provide their details below:

Title _____ First name: _____ Last name: _____

Primary contact number: _____ Alternative contact number: _____

Email address: _____

Do you have permission for the alteration of the gas supply?

Yes ☐

No ☐

Are you a VAT registered company?

Yes ☐

No ☐

Not applicable ☐

Your quote

What type of quote would you like to receive?

An 'Indicative cost' is an indication of the price of your required works, and this cannot be progressed to planning or completion of works. **If you intend to go ahead with the works, please select 'A full quote'**

Indicative cost ☐

A full quote ☐

Site details

If the site address or contact details are the same as the correspondence details you have already provided, you can leave these sections blank.

SITE ADDRESS:

Property name / number and street name: _____

Address line 2: _____

City/town: _____

County/State/Region: _____

Postcode: _____

SITE CONTACT DETAILS:

Title: _____ First name: _____ Surname: _____

Primary contact number: _____ Alternative contact number: _____

Email address: _____

Company name: _____

Property details

How would you describe your property?

Terrace ☐ Flat ☐ Semi-detached ☐ Detached ☐

Other ☐ If other, Please specify: _____

Is the building Grade Listed?

Yes ☐ No ☐

Is the property timber framed?

Yes ☐ No ☐ Partly ☐

Will the work involve crossing shared or private land that you do not own?

Yes ☐ No ☐

Has the building been empty for more than 2 years?

Yes ☐ No ☐

Is the building charity or government-owned?

Yes ☐ No ☐

Is the property classed as a conversion?

(e.g. change from commercial premises being converted to domestic premise)

Yes ☐ No ☐

Is the work required to widen an entrance or to adapt or provide a washroom conversion for disabled living?

Yes ☐ No ☐

Current gas load information

What is your current hourly gas load*? _____

*The **hourly gas load** is calculated by totaling the kilowatts (kW) used by each gas appliance that is fed from this supply (for example, 60kW boiler + 30kW heater = 90kW hourly load). Please note – if you are increasing your hourly load, please provide the new hourly load under the next section.

What is your current annual gas load usage**? _____

Your **annual gas consumption is how much gas you use in a year. This information is often found on your gas bills. Please note – if you are increasing your hourly load, please provide the new annual load under the next section.

Upgrade of service (use ONLY for increases of gas load usage and/or meter size)

You can skip this section if you are not increasing your gas usage.

Have you had a GT1 check*?

*A GT1 check should be completed to determine if the existing service pipe will be adequate for your new gas load. This can be requested by contacting your gas supplier (who you pay your gas bills to) who should request a GT1 on your behalf.

Yes ☐ No ☐

What is your new hourly gas load**?

The **hourly gas load is calculated by totaling the kilowatts (kW) used by each gas appliance that will be fed from this supply (for example, 60kW boiler + 30kW heater = 90kW hourly load).

_____ kWh

What is your new estimated annual gas load***?

***The **annual gas load** can be calculated using the following multiplication: 'Hourly gas load' x 'Usage hours per day' x 'Usage days per week' x 'Usage weeks per year'.

_____ kWh

Do you need a meter inlet pressure greater than 21mbar?

If you are unsure seek advice from your contractor or Gas Safe engineer

Yes ☐ No ☐

If yes, please state the mbar that you need? _____

Will you be using your gas supply 24 hours a day, 7 days a week?

Yes ☐ No ☐ Unsure ☐

Meter & Excavation details

What is your MPRN (Meter Point Reference Number)? (this can be found on your gas bill)



Surface Mounted meter box Suitable only for hourly gas loads up to <64kW (U6 meters)	Built-In meter box Suitable only for hourly gas loads up to <64kW (U6 meters)	Internal termination	Meter Kiosk	Semi-Concealed meter box Suitable only for hourly gas loads up to <64kW (U6 meters)	Manifold
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U6 meters only: Northern Gas Networks will supply surface mounted or semi concealed meter boxes. If you require a built-in box, you or your builder will need to supply this and build it into your wall.

What is your current meter box/termination type?

Where is it located? (e.g. 'in the kitchen cupboard at the rear of the property')

More than 65kWh gas loads

If the property has an hourly gas load more than 65kWh, this means the gas meter won't fit into the surface mounted, built in or semi-concealed box options. The meter may need to be positioned internally within the property or housed within in a meter kiosk.

Do you require a change in meter box / termination type?

Yes ☐ No ☐

If Yes, which kind of meter box/termination would you like? _____

Where do you want it installed? An example answer might be 'left hand wall'

If you selected a Meter Kiosk as your preferred termination type

Do you want the quote to include the installation of the meter kiosk(s)?

You can supply your own meter kiosk or NGN can supply this for you

Yes - NGN to supply & install the kiosk ☐ **No** - Customer will supply & install the kiosk ☐

Kiosk size/model (if known): _____

Do you want the quote to include the installation of the concrete base for the meter kiosk(s)?

You can install your own concrete base for a free-standing kiosk or NGN can supply & install this for you

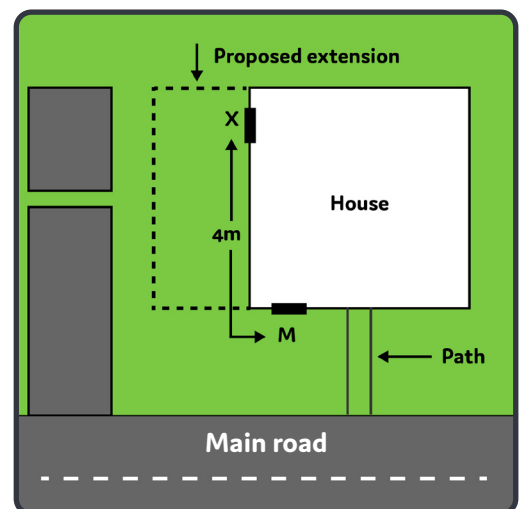
Yes - NGN to supply & install the concrete base ☐ **No** - Customer will supply & install the concrete base ☐

Please add a drawing of your property and include where you would like your meter to go, or any other information which you feel would be useful to help us process your application. Alternatively, you can provide a site plan with your application.

Please bear in mind:

- a) In most cases we will not extend the supply pipe further from the main beyond its current position, unless there is a mitigating reason to do so (for example, the building is being partially demolished and the new wall will be moved further away, therefore the supply pipe will need to be extended to reach the new property wall).
- b) Meters must be located in a position where they are not at risk of damage, e.g. surface mounted or semi concealed meter boxes cannot be installed on a driveway where there's not enough additional clearance for a car to pass safely.
- c) The meter must be positioned so that the pipework can be diverted to avoid any obstacles that may not show up on a map, for example, a pond or a tree.

Example Site Plan



X = Existing meter position

M = New meter position

Are you able to access your ECV (Emergency Control Valve) to turn it off?

The ECV is a safety valve on a gas service pipe connecting the gas meter to the mains and can usually be found next to your gas meter. It should be accessible so in the event of an emergency it can be switched off. Please see below example of an ECV:

Yes ☐ No ☐



Please tell us what type of Meter Reconnection you would like following alteration of the service pipe?

You can find more information about the types of reconnections below:

- No reconnection** ☐
- Partial reconnection** ☐ (Suitable for U6 and U16 meters only)
- Full reconnection** ☐ (Suitable for U6 meters only)

Please note – If your works are required due to an increase in gas load (Service Upgrade), we will not reconnect your meter unless specifically requested and agreed your works can include this. You must organise the gas supplier to attend at your earliest convenience to replace your meter for the new upgraded sized meter required.

Different types of reconnections, explained

Type of reconnection	What we'll do:	What you need to do:
No reconnection This option means that we will not move or reconnect your meter. This would apply if you're changing to or from a semi-concealed meter box, or if you are making arrangements elsewhere to complete the meter reconnections.	Our team will disconnect your meter and move your service pipe to its new position	Arrange for an Ofgem-Approved Meter Installer (OAMI) to visit your property after the alteration is complete to connect your meter back to your service pipe, your internal pipework and appliances, so you can use your gas. If you are changing your meter, you will need to contact your gas supplier to arrange this.
Partial reconnection This option means that we will move your meter into its new position but not reconnect your internal pipework. This would apply if there is more than 2 metres of internal pipework required.	Our team will disconnect your meter and move it to its new position	Arrange for a Gas Safe registered engineer to visit your property after the alteration is complete to reconnect your meter to your internal pipework and appliances so you can use your gas.
Full reconnection This is the perfect solution if you require no more than 2 metres of internal pipework. We may need to send a representative to site to confirm this reconnection type can be completed	Our team will disconnect your meter, move it to its new position and reconnect your internal pipework and appliances so you can use your gas.	Nothing! Once our team have reconnected you, your gas supply will be fully restored.

Who will be doing the digging on your property?

I would like to do my own digging ☐

This means that you will dig the trench where we will lay the gas pipe. You will also be responsible for reinstating (filling in) the trench once we have laid the pipe.

Northern Gas Networks to dig ☐

This means that NGN will dig the trench for the gas pipe and then NGN will also reinstate the trench once the gas pipe is laid.

Site considerations

Please can you tell us the reason for the alteration? (e.g. 'building an extension')

Do you need the works splitting into multiple visits? For example, you need the supply temporarily altering away from the property due to demolition works, and then the supply altering to its final position at a later date.

Yes ☐ No ☐

If you answered Yes to the above question, please confirm the length of time between the visits:

5 days or less ☐ More than 5 days but less than 6 months ☐

More than 6 months but less than 12 months ☐ More than 12 months ☐

Please tell us anything unusual about the site, for example, specialist surfaces such as printed concrete, stone or resin driveways, steep or high boundary walls, streams, access issues, railway crossings, watercourses, conservation area or contaminated land:

Are there any further developments or additional services anticipated on site?

Yes ☐ If yes, please specify:

No ☐ Don't know ☐

Declaration

By submitting your application, you agree to Northern Gas Networks processing your personal data to process your alteration application. If you accept our quotation, on completion of the alteration we may also share your personal information with a nominated third party who may contact you to participate in a customer satisfaction survey to complete in accordance with Ofgem's customer satisfaction survey procedure. Your personal data will be processed and stored in accordance with the Data Protection Act 1998.

Confirmation signature

Signature: _____

Name: _____

Date: _____