

## Non Domestic or Non Standard Band 2 or 3

### Application Form

Dear Customer,

Thank you for enquiring about arranging a new gas supply or alteration. The work will fall into one of the following categories: Non Domestic, or Non Standard Band 2 or 3 and as a result National Grid requires a Quotation Charge to be paid prior to a quotation being produced and sent to you. The following information has been designed to help you identify which category your work fits into and the associated Quotation Charge band.

Enclosed with this letter is the relevant Application Pack containing the Quotation Charge Information Sheet, Quotation Charge Acceptance form, Payment Form and accompanying Guidance Notes.

Please note a plan is required for all new connection and alteration applications and should contain the below information: -

- The scale
- The required termination point for the supply
- The existing termination point (alterations only)
- For flats where the supply will terminate above 3m and elevation drawing is required.
- Reference to existing geography
- Plot or building number

If this plan does not confirm the location of the site an additional plan should also be provided.

It is acknowledged that it is not always possible to provide a scale drawing for existing domestic properties, in this instance a sketch would be accepted.

Failure to provide a plan or any of the information that we have indicated as "minimum information" could result in delays to your application.

Before signing the Quotation Charge Acceptance Form included within this pack, please carefully read the Quotation Charge Terms and Conditions.

#### Important Information

National Grid will not arrange for the provision of a new or a replacement gas meter. You must contact your chosen Gas Supplier or Meter Asset Manager (MAM) to organise a meter.

At any time whilst processing your application National Grid may deem that your request meets our criteria for a Sufficiently Complex job. This means that we will be unable to provide a firm quotation in our usual time scales. If this occurs, we will contact you to discuss a budget indication for the works and also arrange billing and payment of any additional charge required before we can complete the design works to provide the firm quotation.

The reasons for applications being defined as Sufficiently Complex are defined in National Grid's Gas Distribution Connections Charging Methodology<sup>2</sup>.

If you require any assistance or advise, please contact us on **0800 0745 788** (charged at local rate if called from a landline, mobiles may differ) and we will be happy to help.

Please return your completed application form and plans to the address below:

**Sales Order Processing**  
**National Grid**  
**PO Box 5516**  
**Wolverhampton**  
**WV1 9NZ**

Please enclose:

- A scale site plan including meter positions and elevation plans if applicable.
- A location plan  (unfortunately we are unable to accept faxed drawings).
- Quotation acceptance and payment information (only applicable if you have not already paid for your quotation request online)

We look forward to being of service.

**Customer Ordered Sales**

**Securing our energy supply for future generations.**

## Non standard connection and alteration application pack quotation charge information sheet

The tables below define the criteria for each Quotation Charge Band for both New Connections and Service Alterations.

Using the below table, please identify which Quotation Charge applies to the work that is required.

Please complete the attached Quotation Charge Acceptance Form page 3 and credit/debit card payment form page 4 (if paying by credit/debit card) if you have not already accepted and paid the Quotation Charge.

| Non Domestic or Non Standard New Connection Band 2 and 3 Criteria  | Band | Quotation Charge (Excl. VAT)** |
|--|------|--------------------------------|
| <ul style="list-style-type: none"> <li>Meter location is more than 3m above ground level or above first floor;</li> <li>Property is more than 23 metres across public land from a National Grid relevant mains gas pipe;</li> <li>Pipes to be laid on private land exceeds 40 metres;</li> <li>Meter location is more than 3m above ground level or above first floor;</li> <li>Any non-domestic new connection where the load is greater than 696KW/h but does not exceed 1733KW/h;</li> <li>Domestic new connection above standard distances* where the load does not exceed 1733KW/h</li> <li>Single or multiple connections;;</li> <li>Where connection requires pipework exceeding standard distances;</li> </ul> | 2    | £400                           |
| As per band 2 but where load exceeds 1733KW/h  | 3    | £553                           |

\* Standard distances are where the pipe to be laid is less than 23 metres on public land and less than 40 metres on private.

\*\* Excluding VAT. Effective from 1 April 2009.

| Non Domestic or Non Standard Service Alteration Band 2 and 3 Criteria   | Band | Quotation Charge (Excl. VAT)** |
|---|------|--------------------------------|
| <ul style="list-style-type: none"> <li>Any Domestic property requiring an alteration where the load is greater than 696KW/h but does not exceed 1733KW/h;</li> <li>Any Domestic property where the alteration distance is over 20m between new and old meter position requiring more than standard distance * or 20m of new additional pipe work;</li> <li>Any Non Domestic property requiring an alteration where the load does not exceed 1733KW/h;</li> <li>Meter location is more than 3m above ground level or above first floor;</li> </ul> | 2    | £400                           |
| As per band 2 but where load exceeds 1733KW/h;  | 3    | £553                           |

\* Standard alteration distance is up to 20m between new and old meter position requiring no more than 20m of new additional pipe work.

\*\* Excluding VAT. Effective from 1 April 2009.

### The Quotation charge includes:

- An operative visiting the site location with or without contact with the nominated site contact as is deemed necessary by National Grid.
- The calculation of the pipe size required for the given load and service length.
- The production of a cost to install the mains and or service pipe to the property that will be presented in the form of a quotation.
- The quotation will be provided in line with the timescales published in National Grid's Connections Business Rules<sup>1</sup>. This is likely to be either 11 or 21 working days depending on the complexity of the application and the standard of service that applies.
- The cost of the specific Network Analysis (if required)

## Quotation Charge Terms and Conditions

For work requests that are subject to Quotation Charges, the following Terms and Conditions Apply.

- In consideration for the Customer providing the necessary information as defined in our National Grids Connections Business Rules and paying the Quotation Charge as set out in National Grid's Gas Distribution Connection Service Charges, published from time to time on the internet.
- National Grid will prepare and issue a quotation to meet the Customer's requested requirements to either supply a new gas service connection or an alteration to an existing service connection.
- National Grid will provide a quotation within the time scales set out on National Grid's Connections Business Rules.
- In the event that National Grid does not provide a quotation within the time scales specified above or that the quotation is inaccurate then any liability to the Customer arising from the delay or inaccuracy as the case may be will be capped at either the level of compensation provided for in any statutory rulers applying from time to time or the amount of the Quotation Charge paid by the customer, whichever is the lesser.
- No provision of this agreement shall or may be construed as creating any rights enforceable by a third party (whether under the Contracts Act or otherwise) and all third party rights as may be implied by law (whether under the Contracts Act or otherwise) are hereby excluded to the fullest extent permitted by law from any Contract.
- This agreement is governed by the laws of England and subject to the exclusive jurisdiction of the English Courts where the Works are carried out in England or Wales, and the exclusive jurisdiction of the Scottish Courts where the Works are carried out in Scotland.

## QUOTATION CHARGE ACCEPTANCE FORM

If you have already accepted and paid for your quotation charge online, please go to page 5:

If you have not already raised your Quotation Charge order, please complete the following.

I/We hereby accept your Quotation Charge and confirm that we agree to the terms and conditions that apply to the Quotation Charge.

Signed:

Company Name *(if applicable)*

Job Title *(if applicable)*

Print Name

Date *(DD/MM/YYYY)*

**Please indicate which quotation charge band your work falls into:**

**Price Band (Including 20% VAT)**

- 2 £480.00  
 3 £663.60

**Please select your method of payment:**

- Cheque/ Postal Order *(made payable to National Grid plc)*  
 Credit/Debit card *(Complete payment form below)*  
 BACS or CHAPS *(Please provide remittance reference below)*

**Remittance Reference** (if paid by BACS or CHAPS)



# Application Form

## For Non Domestic or Non Standard Band 2 or 3 Works

### Please note:

- Please complete this application in full including all minimum information to avoid delays in providing your quotation.
- The customer must request the gas meter from their chosen Gas Supplier or Meter Asset Manager (MAM) who may make a charge for arranging the meter installation.
- National Grid Gas will not lay service pipe inside the fabric of the building including under floors or walls.
- You must obtain the necessary consent if the new service pipe or the meter box position encroaches on third party or shared ownership land.
- Please contact our team on **0800 0745 788** if you require assistance completing this form. Please be aware you may need to consult with a Gas Safe Registered engineer for some area if you are unsure of the answer.

### Order reference for Quotation Charge (if Quotation Charge is already raised)

### Have you previously submitted an application for this site before?

- Yes  No

If yes, please supply Order Reference number (s)

### Site Address (where work is required) Please also complete page 7

Contact Name \_\_\_\_\_  
 Organisation \_\_\_\_\_  
 House Number \_\_\_\_\_  
 House Name *(if applicable)* \_\_\_\_\_  
 Site Name *(if applicable)* \_\_\_\_\_  
 Street name \_\_\_\_\_  
 \_\_\_\_\_  
 Town/ City \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Phone *(Day)* \_\_\_\_\_  
 Mobile *(if applicable)* \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Fax \_\_\_\_\_

### Correspondence Address (if different to site address)

Contact Name \_\_\_\_\_  
 Organisation \_\_\_\_\_  
 House Number \_\_\_\_\_  
 House Name *(if applicable)* \_\_\_\_\_  
 Street name \_\_\_\_\_  
 \_\_\_\_\_  
 Town/ City \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Phone *(Day)* \_\_\_\_\_  
 Mobile *(if applicable)* \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Fax \_\_\_\_\_

Please note, the payment can only be accepted from the requester of the quote *(i.e. the name in the Customer Correspondence Details)*

- Are you a limited company?  Yes  No  
 Is the site contact the Owner or Occupier of the property?  Yes  No

### Is the application for (tick all that apply)

- New Property  New Supply  
 Existing Property  Alteration  
 Domestic Property  An Increase in Load  
 Commercial Property  Additional Supply

### Property Details

#### How many properties are you applying for work for?

- One Property  
 More Than One Property, please complete page 8

#### Are you?

- The owner of the property *(not including housing associations, church groups, businesses etc)*  
 The occupier or tenant of the property *(ensure you have the owners permission)*  
 A business or other organisation arranging the work *(including housing associations, builders etc, ensure you have the owners permission)*

#### What is your property type?

- Semi detached  
 Detached  
 Terraced  
 Flat *(If Flat answer A & B)*  
 Maisonette *(If maisonette answer A & B)*

A) Which floor is the property on?

B) Which floor will the meter be on?

- Bungalow  
 Listed building  
 Caravan park  
 House boat  
 Independent annex  
 Conversion to domestic premises  
 Residential Home  
 Industrial Premise  
 Commercial Premise *(including churches etc)*

**Is your property mainly used for?**

- Domestic Use
- Non Domestic Use

**New Service Pipe Details**

**Please confirm the meter size(s) you will be installing**

- U6 (64KW/h max)
- U16 (173KW/h max)
- U25 (270KW/h max)
- U40 (433KW/h max)
- U65 (660KW/h max)
- U100 (1072KW/h Max)
- U160 (1473KW/h max)
- Other (please state below)

**Important:**, in some cases we may not be able to provide a quotation to an internal position as per Gas Safety Regulations (GSIUR). This must be complied with.

**Where would you like the meter to be fitted?** (Please indicate on your plan)

- Inside
- Outside

**If outside, do you require National Grid to provide and install the meter box?**

- Yes
- No (if customer is providing or meter will be inside property)

**If yes, which meter box do you wish National Grid to install and how many?**

- Surface Mounted wall box (U6 meter size only)
- Semi Concealed in Ground Box (U6 meter size only)
- Wall Mounted Protruding Kiosk (U16 or U25 meter size only)
- Free Standing Kiosk (U16 meter size or above)

**If you require a Free Standing Kiosk, do you wish National Grid to provide the base?**  Yes  No

**Important:** National Grid do not provide or install Built In/recessed meter boxes. This type of box must be provided and installed by the customer

**If you require a meter kiosk for a gas meter larger than U65 or a specific kiosk or meter box, please supply the make and model of kiosk required or meter box dimensions (length, width & height (in mm))**

**What is the service length in whole metres?** (Across your private land only)

Metres

**Who will carry out the excavation across the private land for the pipe?**

- National Grid
- I'll dig all holes and refill

**Is the Gas on Date Known?**

- Yes
- No

**If Yes please confirm the date?**

/ /

**Is the development to be phased?** (If yes please confirm the phasing details)

- Yes
- No

**Are there any further developments / additional loads anticipated on the site?** (If yes please indicate this a "Future" on page 8)

- Yes
- No

**Is the property timber framed?**

- Yes
- No

**Will the gas supply cross a third parties land?**

- Yes
- No

**Is there an existing live gas supply at the property?**

- Yes
- No

**If yes, please provide Meter Point Reference Number** (If more than 1, please list in Additional Information)

**Does the supply follow a normal space heating pattern?**

- Yes
- No

(If No, please complete table C1 on page 8)

**Will a compressor, booster, CHP be fitted?**

- Yes
- No (If yes, please complete tables C1 and C2 on page 8)

**Is the pressure at the inlet to supply the meter installation required to be >21 mbar?**

- Yes
- No

**Load type i.e.: On-Off, Modulating, process etc**

**Additional Information**

**To help us progress your application, please provide any additional information including any potential site restrictions, anomalies, construction period restraints or enhanced facilities.**



**Additional Information for Non-Typical Demands**

**Please note:** You will only need to provide information on this page if your supply does not follow a normal space heating pattern or you will be using a booster, compressor or CHP (*usually only for commercial or industrial properties*). An engineer from the Gas Safe Register can provide you with assistance completing tables C1 and C2. Please visit [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) for assistance.

**Table C1 - Where a non - typical demand profile is identified**

To identify the proposed profile of gas use, it is necessary to understand the time(s) of day and year at which the gas demand is required and if the demand varies from this level at the other key times / conditions of the day and year. –

**Non-Typical Demand?**

**Please indicate times and level of demand**

|                              |                                     |                                     |                                    |                                    |
|------------------------------|-------------------------------------|-------------------------------------|------------------------------------|------------------------------------|
| <b>Start Oct – end May</b>   | <input type="checkbox"/> 6am – 10am | <input type="checkbox"/> 10am – 4pm | <input type="checkbox"/> 4pm – 8pm | <input type="checkbox"/> 8pm – 6am |
|                              | KW/h                                | KW/h                                | KW/h                               | KW/h                               |
| <b>Start Jun – end Aug</b>   | <input type="checkbox"/> 6am – 10am | <input type="checkbox"/> 10am – 4pm | <input type="checkbox"/> 4pm – 8pm | <input type="checkbox"/> 8pm – 6am |
|                              | KW/h                                | KW/h                                | KW/h                               | KW/h                               |
| <b>Other periods of year</b> | <input type="checkbox"/> 6am – 10am | <input type="checkbox"/> 10am – 4pm | <input type="checkbox"/> 4pm – 8pm | <input type="checkbox"/> 8pm – 6am |
|                              | KW/h                                | KW/h                                | KW/h                               | KW/h                               |

**Table C2 - Where a compressor or booster is to be installed**

|  |                           |  |   |                  |
|--|---------------------------|--|---|------------------|
| <b>Peak instantaneous demand to be compressed and the pressure required</b>                          |                           | KW/h   | Mbar/bar  |                  |
| <b>Compressor Type</b> - Reciprocating / Fan / Screw / Booster / Other ( <i>please state</i> )       |                           |  |   |                  |
| <b>Number of Compressors / Boosters and the Peak Instantaneous Demand For Each Excluding Standby</b> | Number                    | Flow   | <b>Plant 1</b> m3/HR <span style="float: right;">KW/h</span>                          |                  |
|  |                           |  | ..... <span style="float: right;">KW/h</span>   |                  |
|  |                           |  | <b>Plant 2</b> m3/HR <span style="float: right;">KW/h</span>                          |                  |
|  |                           |  | ..... <span style="float: right;">KW/h</span>   |                  |
|  |                           | <b>Plant 3</b> m3/HR <span style="float: right;">KW/h</span> |   |                  |
| <b>Time taken to achieve full load from start up</b>   |                           |  | seconds   |                  |
| <b>Profile provided for no linear start up profile</b>   |                           |  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a |                  |
| <b>Number of Burners to be installed?</b>  |                           |  | Quantity  |                  |
| <b>Will burners be in parallel?</b>  |                           |  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |                  |
| <b>Typical Burner Stages</b>   | <b>Start-up pre-purge</b> | <b>Pilot fire</b>  | <b>Low Fire</b>   | <b>High Fire</b> |
| Flow as % of burners PID – burner 1  |                           |  |   |                  |
| Minimum time for each stage(s) – burner 1  |                           |  |   |                  |
| Flow as % of burners PID – burner 1  |                           |  |   |                  |
| Minimum time for each stage(s) – burner 2  |                           |  |   |                  |
| Flow as % of burners PID – burner 2  |                           |  |   |                  |
| Minimum time for each stage(s) – burner 3  |                           |  |   |                  |