

Business Rules – Introduction of a process to manage Vacant Sites

1. The Supply Point must be in the requesting Registered Users ownership
2. The Supply Point must be NDM SSP.
3. The Supply Point must not be a Prime or Sub configuration.
4. The Registered User will warrant that it has received two notifications from the Meter Read Agent to verify that it is a vacant premise. These attempts must be no less than 75, and no more than 215 calendar days apart.
5. Where an NDM SSP has been identified as qualifying as Vacant, the Registered User should update the Large Transporters Agent via the appropriate file format.
6. On receipt of the notification, the Large Transporters Agent shall amend the Supply Point Register to reflect that the NDM SSP is Vacant.
7. Following the update to the Supply Point Register, at D+7 and in accordance with UNC, Section H2, NDM SSP Demand will cease to be determined in respect of that NDM Supply Meter Point (Commodity Charging & RbD market Share).
8. The Supply Meter Point will remain within the AQ Review process.
9. Where a NDM SSP increases AQ during the review to a point where it would become LSP, the Transporter would remove it from the Vacants process. This would then be subject to Mod 640 Business as Usual processes. Transporter to notify the Shipper.
10. Where a Supply Meter Point status is Vacant, the Registered User of the Supply Point will continue to be responsible for gas offtaken.
11. Where the Registered User acquires evidence that the Supply Meter Point no longer qualifies as Vacant, the Registered User will notify the Large Transporters Agent at the earliest opportunity via the appropriate file format.
12. Where a supply meter point is flagged as Vacant, and the Transporter identifies that it is not/no longer Vacant and is consuming gas, the Transporter will take such actions to notify the shipper.(where the registered user received

such notification, they will investigate and remove from the Vacant process where appropriate – reference SPAA schedule).

13. Where it has been identified by the Transporter that gas was, or is being offtaken at a NDM SSP during such period as was identified as 'Vacant', the registered User shall be liable for all charges (including without limitation Transportation charges) as if it has not been Vacant.
14. Where the Registered User notifies the Large Transporter Agent that the NDM SSP no longer qualifies as Vacant e.g isolated or live, the Large Transporters Agent will update the Supply Point Register to reflect the appropriate status.
15. Where a NDM SSP has a status of Vacant, and meter readings are provided to the Transporter, no validation should take place on the first reading. Where 2 meter readings have been provided, validation should take place to ensure that where gas has been offtaken the Registered User will remove the NDM SSP from the Vacants Process.
16. Relevant charges will re-commence from D+7 following the Shippers notification of status change.
17. Where an NDM SSP maintains a status of Vacant for a continuous period of 24 months, the Registered User will take reasonable steps to Isolate or set to live the NDM SSP.
18. In the event of a Change of Ownership or reconfirmation, the status of Vacant will be removed.

Reporting

Transporters to provide monthly reports to each Registered User for a relevant MPRN detailing;

Details of each NDM SSP with a status of Vacant.

mprn	SSC	AQ	Date of entry to vacant process (D+7)
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Details of NDM SSP removed from Vacants

mprn	SSC	AQ	Current meter point status	Date of exit from vacant process (D+7)
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Details of NDM SSP flagged Vacant >24months

mprn	SSC	AQ	Date of entry to vacant process (D+7)
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Transporter to provide monthly anonymised reports to the industry

Supplier (Anonymised by % of SSP portfolio)	Total sites in Vacant process	New in the last month	Sites exiting vacant process in the last month	Number of notifications issued under rule 16	Sites that have been in the vacant process >24 months	Total
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