

## **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. Where an NDM Supply Meter Point has been identified as qualifying as Vacant, the Registered User should update the Large Transporters Agent via the appropriate file format.
4. On receipt of the notification, the Large Transporters Agent shall amend the Supply Point Register to reflect that the NDM Supply Meter Point is Vacant.
5. Following the update to the Supply Point Register, at D+7 and in accordance with UNC, Section H2, NDM Supply Meter Point Demand will cease to be determined in respect of that NDM Supply Meter Point (Commodity Charging & RbD market Share)
6. Meter Readings will continue to be accepted by the Large Transporters Agent
7. The Supply Meter Point will remain within the AQ Review process.
8. Where a Supply Meter Point status is Vacant, the Registered User of the Supply Point will continue to be responsible for gas offtaken.
9. 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.
10. The Large Transporters Agent will update the Supply Point Register to reflect a status of “live”.
11. NDM Supply Meter Point Demand will re-commence from D+7.
12. Where an NDM Supply Meter Point maintains a status of Vacant for a continuous period of 24 months, the Registered User should take reasonable steps to Isolate and withdraw the Supply Meter Point.
13. In the event of a Change of Ownership, the status of Vacant will be maintained.

## **Reporting**

xoserve will provide monthly reports to each Registered User detailing;

1. Details of each Supply Meter Point with a status of Vacant
2. The Date that the Supply Meter Point entered the Vacants process.