

## **BUSINESS RULES**

### **Introduction of a Process to Manage Long Term Vacant Sites**

Introduction .....	3
High Level Definitions .....	3
Entry to LTV Process.....	4
Retaining LTV status.....	4
Removal from LTV Process.....	5
Validation.....	6
Publication of information.....	6

## Introduction

This document provides detailed “**Business Rules**” of proposed enduring arrangements to support consultation on Modification Proposal 0282 “**Introduction of a process to manage Long Term Vacant sites**”

### Impact of LTV

- Removal of the following charges:
  - ZCA - LDZ Capacity)
  - NCO - National Transmission System Commodity
  - CCA - Customer Capacity
  - ZCO - LDZ Commodity

For information the supplier will retain charges for non transportation related areas such as:

- Meter Read Agent Costs
- Meter Rental Charges

The proposed model has been developed following discussions at the Development Work Group.

## High Level Definitions

	<b>Definition</b>
<b>Vacant</b>	Vacant – a premise that has been unoccupied for a minimum time period of 75 calendar days.
<b>Vacant candidate</b>	A premise that has received one notification from the Meter Read Agent to verify that it is a vacant premise.
<b>Meter Read Agent</b>	The Agent, working on behalf of the supplier/shipper who is responsible for obtaining meter readings in behalf of the supplier
<b>LTV Timeframe</b>	No less than 75 and no more than 215 Calendar days since the previous LTV notification.
<b>Information Close-Out Day</b>	The last Day on which an update from the supplier will be considered for the purpose of LTV process

### **Entry to the Vacant Process**

- Site must be in the requesting shipper's ownership.
- Site must be SSP/LSP
- Where no responsible party can be found for the property, and a both the 1<sup>st</sup> and 2<sup>nd</sup> visit to site return a 'Vacant' notifications, there must be no less than 75 and no more than 215 Calendar days since the pervious notification.
- Upon receipt of the 2<sup>nd</sup> Vacant notification from the MRA, the supplier must carry out investigations to ascertain a responsible party for the site.
- Outgoing Customer read and verification of vacant status is not a valid initiator of this process
- Evidence of these investigations are required to be retained for audit purposes.
- Where a responsible party is found for the site, at this point it no longer becomes a 'candidate' for the Vacant process (since someone should now be responsible for the safety and billing to the property).
- Where 2 vacant notifications have been received within the timeframe, and in conjunction with the appropriate auditable checks (carried out by the supplier) no responsible party can be found, a flag must be sent to the Large Gas transporter Agent to notify of the Vacant status.
- Xoserve will receive the notification detailing the update to vacant flag and will update the system at this point.
- AQ is set to 1
- Evidence must be available for audit purposes for all sites within the Vacant process
- This flag will not take effect on the invoices until the 1st Calendar day of the following month?

### **Retaining Vacant Status**

The Supplier must ensure that site visits continue to a vacant premise if it is to stay in the process.

- Where Meter visit returned to supplier/shipper with vacant flag >75 days, but <215 days since last notification – Flag will be retained on xoserve system, and validation parameters will be aligned to accommodate the next valid timescales (>75, <215 days)
- Where Meter read received – zero advance on a meter, and checks have been carried out by the supplier/shipper - Flag will be retained on xoserve system, and validation parameters will be aligned to accommodate the next valid timescales (>75, <215 days)
- Where Meter Visit returned to supplier/shipper with vacant flag < 75 days since last notification – no action required from supplier as too early in the process. If this is

submitted xoserve will reject the flag update, retaining the previous flag, and associated dates.

- Sites with a status of LTV will be removed from the AQ review Process
- The supplier must carry out investigations to ascertain a responsible party for the site, at intervals of 7 months.
- All investigatory evidence is required to be retained for audit purposes.
- Supplier/shipper retains obligation for must read/must inspect.
- Sites in the vacant process will be excluded from the Mod 640 process
- Sites in the vacant process will be excluded from RBD

### **Removal from Vacant Process**

Sites will be removed from the vacant process in the following circumstances:

- Where a meter read is received with a consumption advance – xoserve system will automatically remove the Vacant flag, and AQ will revert to previous
- Where Meter visit returned to supplier/shipper with vacant flag >215 days since last LTV flag notified – Flag will be removed by xoserve and site will no longer be classified as LTV.
- A responsible owner is located
- The supplier/shipper arranges for isolation and withdrawal
- Where an mprn is still live at the end of 24 month period in the vacant process then charging will recommence. An mprn that has previously been in the vacant process cannot re-enter the process.
- Where advanced consumption is evident for LSP site at the point that the meter is removed, the supplier will be reconciled for charges relating to this advance.
- When another supplier requests ownership of the site. In this instance for SSP sites the AQ will revert to previous, for LSP the incoming supplier will notify of the proposed AQ on the nomination
- For the purpose of invoicing the removal of the vacant flag will not take effect on the invoices until the 1st Calendar day of the following month?

### **Validation**

- Xoserve will check supplier/shipper ownership.
- Suppliers are responsible for validation of a site's suitability for progression to LTV status (in compliance with the business rules, and guidelines)
- Xoserve will carry out validation on the minimum and maximum date ranges.
- Xoserve will carry out validation on readings with advance consumptions being submitted from the supplier.
- Xoserve will validate the length of time a site has been included in the LTV process

### **Publication of information**

Xoserve will produce anonymised reports on a monthly basis