

## **Change of Network Licensee – Best Practice Principles**

### **Overview**

The purpose of this guidance document is to set out the principles which should be adhered to where a network owned by an Independent Gas Transporter is to transfer to either another Independent Gas Transporter or Large Transporter or any other variation between these parties. The aim of this document is to outline best practice principles to ensure all affected parties are aware of the change of licensee in order to facilitate timely and accurate transfer of information. It is anticipated that this will minimise the impact and disruption to end users of the affected network. For clarity this guidance document applies to where there is a change of Licensee of the network, i.e. it does not apply to where an IGT takes over another IGT where the Licences remain unchanged. Though this document has been constructed to outline best practice principles, it has no regulatory standing and is for guidance only.

### **Process**

The network operators involved in the change of Licensee will communicate to affected shippers at the earliest opportunity the details of the sale.

In order to avoid complexity, communication to affected parties should be made prior to the sale taking place, providing as much notice as possible.

All parties will endeavour to communicate with each other on a best endeavours basis and the network operators will provide regular updates to Shippers where appropriate.

Parties may wish to consider holding teleconferences or physical meetings to ensure the impacts and actions to complete any follow on actions are fully understood.

Areas for consideration may include but are not limited to;

- when the sale is to take place
- which MPRNs are affected
- how MPRNs are to be treated
- how LMNs are to be treated
- whether there are any change of supply events currently in progress
- which emergency contract is in place
- how meter ownership will be treated