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 ensure 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 Supply Meter Point 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 Supply Meter Point is Vacant.

7. 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)

8. Meter Readings will cease to be accepted by the Large Transporters Agent

9. The Supply Meter Point will remain within the AQ Review process.

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 the Registered user notifies the Large Transporter Agent that the Supply Meter Point no longer qualifies as Vacant, the Large Transporters Agent will update the Supply Point Register to reflect a status of "live".

13. NDM Supply Meter Point Demand will re-commence from D+7.

14. 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.

15. In the event of a Change of Ownership, the status of Vacant will be removed.

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.
3. Details of Supply Points that have been flagged as vacant for more than 24 months previously, and have been flagged as vacant again.