

## **CAPITAL & INFRASTRUCTURE**

### **BUILDING CONTRACT DIRECTIVE**

**DATE:** November 2014

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#### **NEW PROVISIONS OR CHANGES TO WATER/GAS AND ELECTRICITY SUPPLIES INCLUDING DISCONNECTIONS AND METER REMOVALS**

#### **REFERENCE**

##### **1. General**

The following directive shall apply to new supplies and where there are significant changes to existing supply requirements.

The County Council arranges periodic contracts for the supply of water, gas and electricity to County Council owned/occupied buildings, and suppliers to buildings will vary dependent upon the most economical tariff available.

Changes in the volume of energy used may instigate a review of the comparative tariffs available from different suppliers.

New incoming services, or the upgrading of existing incoming services need to be arranged in consultation with the supplier.

For this reason an early assessment of the implications of the proposals need to be carried out, and the name of the existing or intended supplier identified in consultation with Capital & Infrastructure Energy Management Team.

It will be the responsibility of the Contractor to ensure that all service changes - new meters, relocations of meters, new services and disconnections and removal of meters is managed from an early stage of the project and is included in the project programme. Details of accounts and contact details, along with a letter granting appointed contractor permission to arrange changes to WSCC accounts will be provided by the WSCC Project Manager upon request.

##### **2. New or significant changes to Water Supplies**

If a quotation has not already been arranged at tender stage, the contractor should arrange for a quotation for the scope of the work using a new service form/or removal forms as required. All relevant technical information will need to be provided to the District Network Operator. On receipt of a satisfactory quotation the Contractor should place an order and incorporate the work into the programme.

**2.2** The District Network Operator for water will be the supplier and contract holder.

**2.3** A meter reference number should be provided with the quotation.

**2.4** The WSCC Project Manager will require a copy of the quotation to forward to WSCC Energy Management Team for their records.

NOTE: THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.

### 3 New or significant changes Gas Supplies

- 3.1** If a quotation has not already been arranged at tender stage, the contractor should arrange for a quotation for the scope of the work using a Total Gas and Power site works request form for new meters, and/or a Laser New Site Addition Form for a new service, or other appropriate removal forms for service disconnection and removal of meters. All relevant technical information will need to be provided to the District Network Operator UK Gas. On receipt of a satisfactory quotation the Contractor should place an order and incorporate the work into the programme.
- 3.2** An MPRN (Meter Point Reference Number) should be provided for a new meter at the same time as the quotation.
- 3.3** A copy of the quotation should be forwarded to the WSCC Project Manager for it to be passed to the Capital & Infrastructure Energy Management Team for their records.

[Site Works Form](#)

[Applic for additional gas supply](#)

[Laser Template – GAS](#)

### 4 New or significant changes Electricity Supplies

- 4.1** If a quotation hasn't already been arranged at tender stage, the contractor should arrange for a quotation for the scope of the work using a New Connection Application Form for our supplier (N Power) and a Laser New Site Addition Form for a new meter, or other appropriate removal forms for service disconnection and removal of meters. All relevant technical information will need to be provided to the District Network Operator. On receipt of a satisfactory quotation the Contractor should place an order and incorporate the work into the programme.
- 4.2** A 13 digit MPAN (Meter Point Administration Number) unique meter reference number should be provided for a new supply at the same time as the quotation.
- 4.3** A copy of the quotation should be forwarded to the WSCC Project Manager for it to be passed to the Capital & Infrastructure Energy Management Team for their records.

[Npower Form](#)

[Laser Template – ELEC](#)

### 5. Contract Procedure

- 5.1** A quotation from the relevant supply company should be obtained by the design engineers and a Provisional Sum included in the tender documents on traditionally procured projects, or the actual amount included on non-traditionally procured projects for a new or updated supply on data given by the Engineer to the supply company.
- 5.2** On traditionally procured projects the contractor will be instructed by the Contract Administrator to place orders for new or upgraded supplies against the quotations and arrange for the works to be undertaken, and on non-traditionally procured projects the Design and Build Contractor will arrange for orders to be placed directly and shall make direct

arrangements for the works to be undertaken. The above applies to meter disconnections and removals as well.

- 5.3** Where, as is often the case, the supply authority will only respond to an order from the County Council a letter granting the appointed contractor permission to arrange changes to WSCC accounts will be provided by the WSCC Project Manager upon request. The letter will also have details of accounts and contact details.
- 5.4** The consultant or contractor shall not approve any form of energy supply and must always refer back to the WSCC Project Manager and Energy Management Team.

Where gas, electricity or oil meters are to be relocated care should be taken that provision is made for any connected data logging equipment (smart element of the meter) to be reconnected after relocation.

The cost of reconnection of the data logger will need to be included as part of the project.

All contracts that require Energy Performance Certificates (EPC) should prescribe that an Energy Performance Certificate be prepared and lodged in the Government Portal.

## **6. Action at Practical Completion**

Upon practical completion of the works the Consultant or Design and Build Contractor shall complete Energy/Water/Usage Form E441 and forward it to the WSCC Project Manager who should forward it to Capital & Infrastructure Energy Management Team with copies of the Practical Completion Certificate.

## **7. Action by County Council Only**

Contracts for any form of energy supply must always be entered into by an approved authorised officer of the County Council (consult Capital & Infrastructure Energy Management Team) There must be no exceptions to this rule. The Contractor should always refer back to the WSCC Project Manager and Energy Management Team.

**CONCLUSION**

[Form E441](#)