

## UNIFORM NETWORK CODE – TRANSPORTATION PRINCIPAL DOCUMENT

### SECTION M – SUPPLY POINT METERING

#### 1 GENERAL

##### 1.1 Introduction

This Section M contains provisions for the metering of the offtake of gas from the Total System at Supply Meter Points and the determination pursuant to such metering of the quantities so offtaken.

##### 1.2 Supply Meter Installation

1.2.1 Paragraph 2 sets out requirements in respect of the installation of meters and other equipment at Supply Meter Points.

1.2.2 For the purposes of the Code, in relation to a Supply Meter Point:

- (a) the "**Supply Meter Installation**" is the meter and associated equipment and installations installed or to be installed at a consumer's premises, including associated pipework, regulator filters, valves, seals, and mountings;
- (b) the "**Supply Meter**" is the meter comprised in the Supply Meter Installation.

1.2.3 A Supply Meter Installation includes (where installed pursuant to this Section M) any meter by-pass (under paragraph 2.4) and/or any convertor (where installed pursuant to the Gas (Calculation of Thermal Energy) Regulations 1996).

1.2.4 Subject to paragraph 1.7, references in this Section M to the Registered User in the context of a Supply Meter Installation or a Supply Meter are to the Registered User of the Supply Meter Point at which it is installed.

##### 1.3 Daily Read and Non-Daily Read Supply Meters

1.3.1 Subject as provided in Sections G1.5.5 and G1.5.6, a Supply Meter is a "**Daily Read**" Supply Meter where Daily Read Equipment is connected to the Supply Meter Installation and has become operational in accordance with paragraph 4.1.6.

1.3.2 The circumstances in which a Supply Meter is required to be, or otherwise may be, Daily Read are set out in Section G1.5.

1.3.3 A Supply Meter which is not a Daily Read Supply Meter is a "**Non-Daily Read**" Supply Meter.

##### 1.4 Meter Reading

1.4.1 The requirements of the Code for obtaining Meter Readings:

- (a) from Non-Daily Read Supply Meters are set out in paragraph 3;
- (b) from Daily Read Supply Meters are set out in paragraph 4.

- 1.4.2 For the purposes of this Section M, in relation to a User a **"Relevant"** Supply Meter is the Supply Meter at a Supply Meter Point comprised in a Supply Point of which the User is the Registered User.
- 1.4.3 For the purposes of the Code, in relation to a Supply Meter:
- (a) a **"Meter Reading"** is:
    - (i) the reading of the index of the Supply Meter; and
    - (ii) where a convertor is installed as described in paragraph 1.2.3, the converted and the unconverted readings of the convertor

except that where Daily Read Equipment and such a convertor are installed, a Meter Reading need not include both the reading under paragraph (i) and the unconverted reading under paragraph (ii) or where Remote Meter Reading Equipment and such a convertor are installed, a Meter Reading need not include the unconverted reading of the convertor under paragraph (ii).
  - (b) a **"Meter Read"** is the obtaining (by appropriate means, including, in the case of a Calculated Gas Card Reading, by calculation) of a Meter Reading and in the case of a Non-Daily Read Supply Meter the further details required;
  - (c) an **"On-site Meter Read"** is a Meter Read undertaken by a person visiting the Supply Point Premises (as opposed to an automated meter read);
  - (d) a **"Customer Read"** is a Meter Reading in respect of a Supply Meter obtained by inspection of the Supply Meter by the owner or occupier of the Supply Point Premises (and not by inspection by a Meter Reader or automated meter read);
  - (e) except in the case of a Meter Reading obtained by Daily Read Equipment, a Meter Reading obtained at any time on a given Day shall be treated as obtained at the start of that Day;
  - (f) **"Gas Card Reading"** is a Meter Reading provided by the User in respect of a Supply Meter obtained by means of a Gas Card;
  - (g) **"Gas Card"** is an electronic card used by a consumer to purchase gas by way of pre payment facility and containing the Meter Reading that such card collects from time to time;
  - (h) **"Calculated Gas Card Reading"** is a Meter Reading which has been derived by the use of not less than two Gas Card Readings which have been provided in compliance with the estimation methodology contained in the Network Code Validation Rules;
  - (i) **"Remote Read"** is a Meter Reading provided by the User in respect of a Supply Meter obtained by means of a Remote Meter Reading Equipment;
  - (j) **"Remote Meter Reading Equipment"** is equipment which enables Meter Readings to be obtained remotely at set intervals and which comprises a device for capturing from the Supply Meter, and/or (where installed) a convertor, data which constitutes or permits a derivation of a Meter Reading and suitable equipment as shall be required for transmitting such data.

- (k) **"Proposing User Read"** in respect of a Smaller Supply Meter Point for a Proposed Supply Point is a Meter Reading provided by a Proposing User for a period prior to the Supply Point Registration Date for such Proposed Supply Point.
- (l) **"Proposing User's Estimate"** is an estimated Meter Reading agreed between the Proposing User and the Withdrawing User to be used as an Opening Meter Reading provided in accordance with paragraph 3.8.2.

#### 1.4.4 In relation to a Meter Read:

- (a) the **"Metered Volume"** is the volume (converted for temperature and pressure in accordance with the Gas (Calculation of Thermal Energy) Regulations 1996) of gas determined as having been offtaken at the Supply Meter Point during:
  - (i) in the case of a Non-Daily Read Supply Meter, the Meter Reading Period (as defined in paragraph 3.1.7(e)(ii)); or
  - (ii) in the case of a Daily Read Supply Meter or a Supply Meter at a DM Supply Meter Point the relevant Day or other period in accordance with paragraph 4;
- (b) the **"Metered Quantity"** is the quantity determined by multiplying the Metered Volume by the applicable calorific value.

1.4.5 A **"Meter Reader"** is a person appointed to undertake Meter Reads in respect of a Supply Meter.

### 1.5 Validation

1.5.1 Meter Readings are required (for the purposes of the Code) to be subjected to validation.

1.5.2 For the purposes of this Section M **"validation"** means the testing, by tolerance checking in accordance with and for the purposes described in the Uniform Network Code Validation Rules (as applicable in respect of the relevant Supply Meter and Meter Reading), of the validity of the Meter Reading.

1.5.3 The **"Uniform Network Code Validation Rules"** are the rules and procedures contained in the document issued by the Transporters at the UNC Implementation Date and so entitled and governed and amended in accordance with Section V12 unless the Authority shall upon application by any User made within one month after such notice, give Condition A11(18) Disapproval to the Transporters making any amendment in accordance with the provisions of Section V12.

### 1.6 IGE Recommendations

In this Section M **"IGE Meter Recommendation"** means any recommendation or standard from time to time issued or updated by the Institute of Gas Engineers in respect of the nature, type, design, specification or manufacture of any Supply Meter Installation or part thereof (which do not form a part of the Code).

### 1.7 Shared Supply Meter Points

1.7.1 All of the Sharing Registered Users shall be responsible jointly for the performance of

the obligations and responsibilities of a User under this Section M in respect of a Shared Supply Meter Point.

- 1.7.2 The amount payable under paragraph 4.1.5 in respect of Daily Read Equipment installed at a Shared Supply Meter Point will be payable in equal parts by the Sharing Registered Users.

## **1.8 Ownership of meter reading data**

- 1.8.1 Section V5.8 applies in respect of the ownership of data relating to Meter Readings.
- 1.8.2 Each User shall secure that its arrangements with any Meter Reader are consistent with Section V5.8.

## **1.9 Meter error**

- 1.9.1 Where a meter examiner finds (in accordance with paragraph 4(3) of the Gas Code) or the Transporter or a User believes that a Supply Meter is or has been registering erroneously, without prejudice to Section E1.9.2 the relevant adjustment shall be made:
- (a) in the case of a Non-Daily Read Supply Meter, as an adjustment in respect of the Metered Quantity for the purposes of NDM Reconciliation pursuant to Section E6 (and accordingly since the date of the preceding Valid Meter Read);
  - (b) in the case of a Daily Read Supply Meter, by way of DM Reconciliation on the basis that the adjusted Meter Reading is treated as an Annual Check Read (irrespective of the period since the preceding Annual Check Read) in accordance with paragraph 4.7.
- 1.9.2 The relevant adjustment is an adjustment in respect of the amount by which it is determined that the Supply Meter has over- or under-registered the volume of gas offtaken from the Total System at the relevant Supply Meter Point, which amount shall be:
- (a) in the case under paragraph 4(3) of the Gas Code, ascertained on the basis described in that paragraph;
  - (b) except as in paragraph (a):
    - (i) the amount agreed by the Transporter and the User; or
    - (ii) if either the Transporter or the User shall so require, determined by Expert Determination.
- 1.9.3 Paragraphs 1.9.1(a) and 1.9.1(b) are without prejudice to the period for which it may be agreed or determined that the Supply Meter has been registering erroneously.
- 1.9.4 The Transporter may issue guidance for assisting with the agreement of adjustment amounts under paragraph 1.9.2(b)(i), but any such guidance shall not be binding on any User or the Transporter.

## **1.10 Business Day**

In this Section M Business Day shall have the same meaning as in Section G1.10.

#### 1.11 DNO Users

In this Section M references to Users exclude DNO Users.

### 2 SUPPLY METER INSTALLATION

#### 2.1 Supply Meter and other equipment

2.1.1 The Registered User shall secure that at each Supply Meter Point (other than a Supply Meter Point which has been Isolated) there is installed, operated and maintained in proper working order, for registering the volume of gas offtaken from the System at the Supply Meter Point, a Supply Meter Installation.

2.1.2 The Supply Meter Installation shall:

- (a) be of a type and standard of design and accuracy complying with, and shall be installed in compliance with, the IGE Meter Recommendations, the Gas (Meters) Regulations 1983, the Gas Safety (Installation and Use) Regulations 1998 and any other applicable Legal Requirements, as in force at the date of installation of the Supply Meter Installation, and shall be stamped in accordance with Section 17 of the Act;
- (b) include such equipment (including any convertor) as may be required in accordance with the further provisions of Section M.

2.1.3 The point at which the Supply Meter Installation is to be installed shall be such point as shall be required by or shall be in accordance with paragraph 5 of the Gas Code and the Gas Safety (Installation and Use) Regulations 1998.

2.1.4 For the avoidance of doubt, but without prejudice to the requirements of paragraph 2.1.1, the Supply Meter shall be the meter referred to in the Gas Code, and may be provided and owned by a person and/or installed by a person other than the Registered User.

2.1.5 Nothing in this Section M prevents a User from securing that a Supply Meter Installation conforms to higher standards than are (or provides any function in addition to what is) required pursuant to paragraph 2.1.2.

2.1.6 The design and specification of certain Supply Meter Installations (where required to be installed) will be agreed with the Transporter in accordance with the T/PR/GT2 and will comply with the relevant Ofgem Codes of Practice.

2.1.7 Supply Meter Installations installed at 1 March 1996 and before the "**Metering Separation Date**" shall be deemed (for the purposes of the Code) to comply with the requirements of paragraphs 2.1.2 and 2.1.3, provided that this shall not prejudice any requirement for the installation of a different Supply Meter Installation arising by reason of a change in the nature of or the use of the Consumer's Plant after the Supply Meter Installation was installed.

2.1.8 Whenever a Supply Meter Installation is replaced or modified the Registered User shall provide to the Transporter, Meter Information in accordance with paragraph 3 and such information concerning the replacement or modification, within such period, as the

Transporter may reasonably prescribe.

- 2.1.9 In respect of each Supply Meter Point at which the Daily Read Requirement applies, the Registered User will ensure that the Supply Meter Installation will be suitable and will remain suitable to enable the attachment, installation, maintenance and continuing operation of the Daily Read Equipment. This will require the Supply Meter to incorporate a port (Interface) capable of indicating a pulse representing a discrete amount of gas (usually 0.1, 1, 10, 100 or 1000 units) dependent on the make and size of meter, being a port on the Supply Meter providing such indication by cyclic changes in the electrical resistance across such port or otherwise (including but not limited to ports known as 'R5').
- 2.1.10 The Registered User shall take all reasonable steps to secure that any notice affixed for safety reasons to the Supply Meter Installation shall not be removed or defaced.
- 2.1.11 Where in the opinion of the Transporter the Supply Meter Installation is unsafe or is in imminent risk of becoming unsafe then the Transporter will be entitled to take any steps to make the Supply Meter Installation safe.
- 2.1.12 For the purposes of this Section M:
- (a) **"T/PR/GT2"** is the document entitled Procedures for Obtaining Authorisation for the Setting and Sealing of the Meter Regulator and any Associated Pressure Control and Protection Device(s) associated with the Gas Supply Meter Installation as published by the Transporter from time to time;
  - (b) **"Ofgem Codes of Practice"** are:
    - (i) Ofgas COP/1a: Code of practice for low-pressure diaphragm and electronic meter installations with badged meter capacities not exceeding 6m<sup>3</sup>/hr;
    - (ii) Ofgas COP/1b: Code of Practice for low pressure diaphragm and rotary displacement meter installations with badged meter capacities exceeding 6m<sup>3</sup>/hr (212ft<sup>3</sup>/hr) but not exceeding 1076m<sup>3</sup>/hr (38,000 ft<sup>3</sup>/hr); and
    - (iii) Ofgas COP/1c: Code of practice for all high pressure and other low-pressure meter installations not covered by COP/1a or COP/1b.

## **2.2 Failure of Supply Meter Installation**

- 2.2.1 Where as a result of any failure or defect in any Supply Meter Installation gas cannot be offtaken from the Total System at the relevant Supply Meter Point, and except where Section J4.4.5(b) applies, the Transporter will not be in breach (by reason thereof) of its obligation to make gas available for offtake from the Total System.

## **2.3 Interference with meters and meter by-pass utilisation**

The Registered User shall take all reasonable steps to ensure that:

- (a) no person improperly breaks any seal affixed to any part of the Supply Meter Installation or tampers or otherwise interferes with any Supply Meter

Installation, utilises a meter by-pass other than as permitted by T/PR/GT3, or utilises a temporary alternative arrangement;

- (b) upon each visit to the Supply Point Premises by any representative of that User or the supplier, or by any person engaged (by that User, the supplier or the consumer) to obtain an On-site Meter Read, there is promptly reported to the Transporter any evidence which is or ought (having regard to the purposes for which such person is visiting the premises) to be apparent to such representative or person of the breaking of any such seal or of any such tampering or interference (including any activated tamper alarm) or otherwise of theft or attempted theft of gas, or the utilisation of a meter by-pass other than as permitted by T/PR/GT3, or the utilisation of a temporary alternative arrangement.

## 2.4 Meter by-pass

2.4.1 In the circumstances permitted by the Registered User in accordance with T/PR/GT3 a meter by-pass may be installed (as a part of the Supply Meter Installation), or a temporary alternative arrangement may be utilised, at a Supply Meter Point.

2.4.2 For the purposes of the Code:

- (a) a "**meter by-pass**" is any pipe, and associated gas fittings used in connection with it, used to supply gas to a consumer without passing through the Supply Meter, and thereby secure the continued offtake of gas at the Supply Meter Point, in the event of any failure of, or any work on, part of the Supply Meter Installation which would impede the flow of gas through the Supply Meter;
- (b) a "**temporary alternative arrangement**" is an arrangement other than by means of a meter by-pass to temporarily enable the flow of gas to the premises of a consumer without measurement by a Supply Meter;
- (c) "**T/PR/GT3**" is the document entitled Procedures for Meter By-pass Provision, Use and Approval relating to the installation and utilisation of meter by-passes, as published by the Transporter from time to time.

2.4.3 Where the Registered User has permitted a meter by-pass to be installed, or temporary alternative arrangement to be utilised, at a Supply Meter Point it shall notify the Transporter as soon as reasonably practicable following such installation or utilisation.

2.4.4 Where a meter by-pass is installed, or a temporary alternative arrangement utilised, at a Supply Meter Point then in the event of a cessation of use:

- (a) within 2 Business Days following the Day on which such discontinuance occurred, the Registered User shall notify the Transporter of the following information:
  - (i) the MPRN;
  - (ii) the Shipper ID;
  - (iii) the type of Supply Meter Point (identified as an NDM Supply Meter Point or DM Supply Meter Point);

- (iv) the date on which the meter by-pass was opened or the temporary alternative arrangement commenced;
- (v) the time at which the meter by-pass opened or the temporary alternative arrangement commenced;
- (vi) the Meter Reading at the time on which the meter by-pass opened or the temporary alternative arrangement commenced;
- (vii) the date on which the meter by-pass was closed or the temporary alternative arrangement ceased;
- (viii) the time on which the meter by-pass was closed or the temporary alternative arrangement ceased;
- (ix) the Meter Reading at the time on which the meter by-pass was closed or the temporary alternative arrangement ceased;
- (b) within 15 Business Days following the Day on which cessation occurred, the Registered User shall notify the Transporter of its estimate of gas used in accordance with paragraph 2.4.5 or 2.4.6 where such estimate is 10,000 kWh (340 therms) or greater.

2.4.5 Where a meter by-pass is open or the temporary alternative arrangement is in use on any Day at an NDM Supply Meter Point, subject to paragraph 2.4.7:

- (a) an estimate of the gas offtaken for each such Day will be calculated by the Registered User by dividing the Annual Quantity for such NDM Supply Meter Point by 365;
- (b) for less than one Day, the estimate of the gas offtaken for such part Day will be calculated by the Registered User by dividing the estimate generated for such Day in accordance with paragraph (a) by 24 to produce an hourly estimate which will in turn be multiplied to the nearest whole number by the number of hours during such Day that the meter by-pass was open

and on receipt of the next Valid Meter Reading, any estimates notified to the Transporter in accordance with paragraph 2.4.4(b) will be used by the Transporter as the Metered Quantity for such Day(s) in order to calculate the NDM Reconciliation Quantity.

2.4.6 Where a meter by-pass is open or a temporary alternative arrangement commences on any Day at a DM Supply Meter Point, subject to paragraph 2.4.7:

- (a) an estimate of the gas offtaken for each such Day will be calculated on the basis that the Metered Volume for such Day shall be assumed to be the same as the Metered Volume for the same Day in the immediately preceding week;
- (b) for less than one Day, the estimate for such part Day will be generated by dividing the estimate calculated for such Day in accordance with paragraph (a) by 24 to produce an hourly estimate which will in turn be multiplied to the nearest whole number of hours during such Day that the meter by-pass was open, or the temporary alternative arrangement was utilised

and on receipt of the next Valid Meter Reading, any estimates notified to the



Transporter in accordance with paragraph 2.4.4(b) will be used by the Transporter as the Metered Volume for such Day(s) in order to calculate the DM Reconciliation Quantity.

- 2.4.7 Where information is available the Transporter or the Registered User to ascertain a more accurate estimate of the gas offtaken, such information will be used for such purpose in substitution of the estimate derived by paragraph 2.4.5 or 2.4.6.
- 2.4.8 Such estimate of gas will be used by the Transporter to calculate and adjust the quantities of gas treated as offtaken from the Total System by the Registered User during the period of the utilisation of the meter by-pass or temporary alternative arrangement at Larger Supply Points for the purpose of individual NDM Reconciliation or (where applicable) DM Reconciliation save that no adjustment will be made in respect of the determination of any UDQO of the User or for any other purpose.
- 2.4.9 The Registered User will ensure that:
  - (a) the meter by-pass is released promptly;
  - (b) further use of the temporary alternative arrangement is no longer possible following cessation of its use.

## **2.5 Prepayment meters**

- 2.5.1 Where the Supply Meter Installation includes a prepayment installation:
  - (a) the Registered User will be responsible for making arrangements for payment collection (including emptying or replacement of coin or token boxes or arrangements with any issuer of payment tokens or cards), and for remedying faults resulting from the abuse or defective use of the prepayment installation;
  - (b) any theft or other loss in respect of monies representing payments made into the prepayment facility will be for the User's account and the Transporter will have no responsibility to the User or supplier or consumer therefor.
- 2.5.2 Where:
  - (a) a Supply Meter Installation includes a prepayment installation;
  - (b) the Transporter takes any step under paragraph 18 or 19 of the Gas Code (Disconnections) in respect of gas not flowing to the Supply Point Premises or to appliances at such premises; and
  - (c) after taking such steps the Transporter ascertains that the cause of gas not flowing is the inability of the consumer to utilise the prepayment installation, overfilling of a coin or token box, use of defective payment tokens or cards, or any fault in or tampering with a prepayment facility

then paragraph 2.5.3 shall apply.
- 2.5.3 In the circumstances in paragraph 2.5.2:
  - (a) the Transporter shall be entitled (without liability to the Registered User) to take any reasonable steps to ensure the restoration of supply to the consumer through

the Supply Meter Installation until the end of the next following Business Day (making such assumption as to the rate of offtake as shall appear reasonable);

- (b) the Registered User shall reimburse to the Transporter the cost and expense incurred by the Transporter in taking the steps referred to in paragraph 2.5.2(b) and paragraph (a) above (including the value of any coins, tokens or cards utilised for the purpose in paragraph 2.6.4).

## 2.6 Supply Point Metering

2.6.1 Where the Transporter is providing the Supply Meter Installation or any part of it and it is comprised within a Special Metering Supply Point (a "**Special Metering Supply Meter Installation**"), the provisions of this paragraph 2.6 apply.

2.6.2 Except as the Transporter may otherwise agree in an Ancillary Agreement with the Registered User:

- (a) subject to sub paragraph (c) and (d) and to paragraphs 2.6.4 and 2.6.5, the Transporter will be responsible for securing (on behalf of the Registered User) the maintenance, repair, exchange and replacement of the Special Metering Supply Meter Installation or relevant part of it provided by the Transporter within a reasonable time after a request to do so and subject to payment of appropriate charges in accordance with the Metering Charges Statement;
- (b) the Registered User shall secure that there are made available (without charge to the Transporter) at the Supply Point Premises:
  - (i) a suitable site (at a location complying with paragraph M2.1.3) at the Supply Point Premises, and suitable support, protection and security, for the Special Metering Supply Meter Installation;
  - (ii) supplies of power, water and drainage as appropriate for the Special Metering Supply Meter Installation;
  - (iii) such access, at all reasonable times and in any event between 08:00 and 17:00 hours on any Business Day, to the Supply Point Premises as shall be required to enable the Transporter to carry out all Meter Installation Works required pursuant to sub paragraph (a);
- (c) the Registered User shall take all reasonable steps to secure that the Special Metering Supply Meter Installation is not damaged or otherwise mistreated;
- (d) ownership of the Special Metering Supply Meter Installation shall remain with the Transporter (or any person to whom the Transporter may transfer ownership); and the Registered User shall take all reasonable steps to secure that any notice to that effect affixed thereto by the Transporter shall not be removed or defaced.

2.6.3 Nothing in paragraph 2.6.2 requires the Transporter:

- (a) to replace any part of a Special Metering Supply Meter Installation other than where such replacement is necessary as a result of the failure (including by reason of damage, normal wear or tear or defective design or manufacture)

thereof;

- (b) to carry out any Meter Installation Works other than for the purposes of maintaining or repairing or (where required under sub paragraph (a)) replacing a Special Metering Supply Meter Installation or part thereof provided by the Transporter;
  - (c) except in the case of routine maintenance, to carry out any Meter Installation Works until reasonable notice has been given to the Transporter of the requirement for such works.
- 2.6.4 Meter Installation Works carried out by the Transporter for the purposes of maintaining, repairing or (where required having regard to sub paragraph 2.6.3(a)) replacing any part of a Special Metering Supply Meter Installation to which this paragraph 2.6 applies will not be Siteworks for the purposes of Section [G7.1](#).
- 2.6.5 Any Meter Installation Works which any person may request the Transporter to carry out in respect of a Special Metering Supply Meter Installation other than as required under paragraph 2.6.2, including:
- (a) the provision of a Special Metering Supply Meter Installation at a New Supply Meter Point;
  - (b) the provision of a Special Metering Supply Meter Installation at a Supply Meter Point where by reason of a change in the nature or extent of the consumer's requirements for the supply of gas the existing Special Metering Supply Meter Installation no longer complies with the requirements of paragraphs 2.1.2 and 2.1.3
- will be Siteworks subject to and in accordance with Section [G 7.1](#).
- 2.6.6 Nothing in this paragraph 2.6 prevents the Transporter from providing at the request of the consumer or supplier a Special Metering Supply Meter Installation or which conforms to higher standards than are (or provides any function in addition to what is) required pursuant to Section M2.1.2, provided that (unless the Registered User has otherwise agreed) the amount of the relevant charge payable by the Registered User will not thereby be increased.
- 2.6.7 Where as a result of any failure or defect in any Special Metering Supply Meter Installation provided by the Transporter gas cannot be offtaken from the System at the relevant Supply Meter Point and except where Section [J4.4.5\(b\)](#) applies, the Transporter will not be in breach (by reason thereof) of its obligation to make gas available for offtake from the Total System until:
- (a) written notice of such failure, defect or requirement has been given to the Transporter; and
  - (b) the expiry after such notice of a reasonable period for the Transporter to carry out the required Meter Installation Works.
- 2.6.8 For the purposes of Section M, "**Meter Installation Works**" means the installation testing, maintenance, repair, exchange or replacement of a Special Metering Supply Meter Installation or any part thereof.

2.6.9 Any Code Communication in respect of any activities performed in relation to a Special Metering Supply Meter Installation shall only be made by Conventional Notice.

2.6.10 Where as a result of any Meter Installation Works undertaken by the Transporter in relation to Special Metering Supply Meter Installation, the relevant Meter Information recorded in the Supply Point Register ceases to be accurate, the Transporter will after completing such Meter Installation Works:

- (a) amend the Supply Point Register so as to record the change in relevant Meter Information required as a result of such works; and
- (b) provide to the Registered User(s) details of the amendment made pursuant to the above.

## 2.7 Supply Point Register Amendment

2.7.1 Where as a result of any Meter Installation Works undertaken by the Transporter in relation to an applicable Supply Meter Point, the relevant Meter Information recorded in the Supply Point Register ceases to be accurate, the Transporter will after completing such works:

- (a) amend the Supply Point Register so as to record the change in relevant Meter Information required as a result of such works; and
- (b) provide to the Registered User details of the amendment made pursuant to paragraph (a).

2.7.2 For the purposes of this paragraph 2.7

- (a) an "**applicable**" Supply Meter Point is a Supply Meter Point, other than an NTS Supply Meter Point or Supply Meter Point comprised in a VLDMC Supply Meter Point Component, in relation to which the Transporter provides the Special Metering Supply Meter Installation.
- (b) references to a Supply Meter Point include a New Supply Meter Point, and accordingly references to a change in relevant Meter Information includes the creation of initial relevant Meter Information.
- (c) relevant Meter Information is such Meter Information as is specified in the UK Link Manual.
- (d) in relation to any calendar month and any User, a "**relevant**" Supply Meter Point is an applicable Supply Meter Point of which the User is Registered User and in relation to which the Meter Installation Works referred to in paragraph 2.7.1 were completed in that month.
- (e) a relevant Supply Meter Point will not be treated as one in relation to which the Transporter did not comply with paragraph 2.7.1 where the Transporter was unable to comply with paragraph 2.7.1 by reason of Force Majeure.
- (f) in relation to any relevant Supply Meter Point, any period within which the Transporter is to comply with paragraph 2.7.1 runs from the Business Day after the relevant Meter Installation Works (therein referred to) were completed.

- 2.7.3 Paragraphs 2.7.4 and 2.7.5 shall apply separately in relation to relevant Supply Meter Points whose Annual Quantities exceed, and do not exceed, 293,000 kWh (10,000 therms).
- 2.7.4 The Transporter will comply with paragraph 2.7.1 within 5 Business Days in respect of at least 95% of relevant Supply Meter Points in relation to each User, in relation to each calendar month.
- 2.7.5 If, in relation to any calendar month and any User, the Transporter does not comply with the requirement in paragraph 2.7.4, the Transporter will pay to the User an amount calculated as:

$$((0.95 * M) - N) * Q$$

where for the relevant month and the relevant User:

- M is the number of relevant Supply Meter Points;
- N is the number of relevant Supply Meter Points in respect of which National Grid did comply with paragraph 2.7.4;
- Q is the relevant percentage of £10 in relation to relevant Supply Meter Points whose Annual Quantities exceed 293,000 kWh (10,000 therms), and of £2 in relation to relevant Supply Meter Points whose Annual Quantities do not exceed 293,000 kWh (10,000 therms).

- 2.7.6 If, in relation to a Supply Meter Point which is a relevant Supply Meter Point in any calendar month and of which the User continues to be the Registered User until the end of such 20 Business Day period, the Transporter does not comply with paragraph (a) within 20 Business Days, the Transporter will pay to the User the relevant percentage of £30 in relation to relevant Supply Meter Points whose Annual Quantities exceed 293,000 kWh (10,000 therms), and of £5 in relation to relevant Supply Meter Points whose Annual Quantities do not exceed 293,000 kWh (10,000 therms).
- 2.7.7 For the purposes of TPD Section [V10](#), the rules in paragraph 2.7.5 and 2.7.6 are Compensation Rules within Compensation Group L and in relation thereto the 'payment month' is the second month following that in which the Meter Installation Works were completed.
- 2.7.8 Where in any month the aggregate amount payable by the Transporter under this paragraph 2.7 would exceed the relevant amount provided in paragraph 2.7.5, the amounts payable to Users in respect of that month shall be reduced pro rata.
- 2.7.9 The provisions of Section [G4.3.1](#) and [4.4](#) (in each case after the application of paragraphs 2.7.5 and 2.7.6) apply for the purposes of this paragraph 2.7, which is subject to those provisions.

### **3 METER READING: NON-DAILY READ SUPPLY METERS**

#### **3.1 General**

- 3.1.1 Meter Readings are required to be obtained from Non-Daily Read Supply Meters and provided to the Transporter for the purposes of:

- (a) Individual NDM Reconciliation under Section E6; and
  - (b) the determination of Annual Quantities under Section H3.
- 3.1.2 Users are responsible for obtaining Meter Readings from Non-Daily Read Supply Meters in accordance with this paragraph 3 and for the validation (in accordance with paragraph 1.5) of such Meter Readings.
- 3.1.3 Without prejudice to any other provision of this Section M, a Meter Read in respect of a Non-Daily Read Supply Meter may be undertaken by any Meter Reader.
- 3.1.4 A Meter Reading obtained from a Non-Daily Read Supply Meter is a "**Valid Meter Reading**", and the relevant Meter Read a "**Valid Meter Read**", where the following conditions are satisfied and not otherwise:
- (a) except in the case of a Customer Read permitted under paragraph 3.1.6, or an Opening Meter Reading permitted under paragraph 3.1.4(f) or a Proposing User Read permitted under 3.1.4(h), the Meter Reading was provided by a Meter Reader appointed in accordance with paragraph 1.4.5;
  - (b) except in the case of an Opening Meter Reading, the Meter Reading has been subject to validation in accordance with paragraph 1.5;
  - (c) where the Meter Reading was rejected by such validation, the Registered User has taken or secured the taking of such further steps as it determines to be necessary to investigate the validity of the Meter Reading and has thereby confirmed such validity; and
  - (d) the Meter Reading together with the details required pursuant to 3.3.1 are provided to the Transporter in accordance with that paragraph;
  - (e) the details provided pursuant to paragraph 3.3.1 are consistent with the equivalent Meter Information appearing in the Supply Point Register;
  - (f) in the case of an Opening Meter Reading obtained and provided in accordance with M3.8.2, the Meter Reading is a Gas Card Reading or a Calculated Gas Card Reading;
  - (g) the Meter Reading was provided by means of a Remote Read;
  - (h) the Meter Reading was a Proposing User Read.
- 3.1.5 In the circumstances in paragraph 3.1.4(c) the Registered User shall when providing the Meter Reading to the Transporter in accordance with paragraph 3.3.1 notify the Transporter that the validity of the Meter Reading was not confirmed by validation, and certify that the validity thereof has been confirmed by further steps as required in paragraph 3.1.4(c).
- 3.1.6 A Customer Read obtained in any calendar month will (subject to the requirements of paragraph 3.1.4) be a Valid Meter Reading.
- 3.1.7 For the purposes of this Section M:
- (a) the "**Meter Reading Frequency**" in respect of a Non-Daily Read Supply Meter

is the expected frequency of Meter Reads for the purposes of the Code;

- (b) the Meter Reading Frequency of a Non-Daily Read Supply Meter (a "**Monthly Read Meter**") is monthly where:
  - (i) it is installed at a Supply Meter Point comprised in a Supply Point Component whose Annual Quantity is not less than 293,000 kWh (*10,000 therms*); or
  - (ii) the Registered User has (in accordance with Section G2.3.2(f)(ii)) so elected; or
  - (iii) in respect of a Smaller Supply Point where the Registered User has so elected and has confirmed to the Transporter prior to the making of the election that there is automated meter reading equipment installed and operational as part of the Supply Meter Installation at the Supply Point.
- (c) subject to paragraph (d) the Meter Reading Frequency of a Non-Daily Read Supply Meter other than a Monthly Read Meter (an "**Annual Read Meter**") is annual;
- (d) all Non-Daily Read Supply Meters at the Supply Meter Points comprised in a Supply Point must have the same Meter Reading Frequency;
- (e) in relation to a Non-Daily Read Supply Meter:
  - (i) the "**Meter Read Date**" is the date of a Valid Meter Read;
  - (ii) the "**Meter Reading Period**" in respect of a Meter Read is the period to the Meter Read Date from the preceding Meter Read Date.
- (f) a "**Larger Annual Read Meter**" is an Annual Read Meter where it is installed at a Supply Meter Point comprised in a Supply Point Component whose Annual Quantity is greater than 73,200kWh (*2500 therms*);
- (g) a "**Smaller Annual Read Meter**" is an Annual Read Meter where it is installed at a Supply Meter Point comprised in a Supply Point Component whose Annual Quantity is not greater than 73,200kWh (*2500 therms*).

### 3.2 Meter Information

- 3.2.1 For the purposes of facilitating compliance with the Code, the Shipper Licence and the Transporter's Licence, the Registered User and the Transporter shall in accordance with paragraph 3.2 each provide timely and accurate Meter Information to the other in accordance with the requirements in the UK Link Manual.
- 3.2.2 The Registered User will provide to the Transporter Meter Information which is:
  - (a) C&D Information by means of a Meter Information Notification;
  - (b) not C&D Information by means of a Meter Information Update Notification.
- 3.2.3 Within 6 Business Days from the Day on which the Registered User receives Meter Information in respect of the installation, removal, exchange or repositioning of a

Supply Meter Installation the Registered User shall provide the Transporter with such information by means of a Meter Information Notification and/or Meter Information Update Notification as appropriate.

3.2.4 Where C&D Information is received by the Transporter:

- (a) by means of a Meter Information Notification from the Registered User (being the Registered User on the date specified in the Metering Information Notification as the date on which such Meter Work was completed) then the Transporter will record such information and update the Supply Point Register accordingly;
- (b) by means of a Meter Information Notification, from the Proposing User (in respect of a Supply Meter Point comprised in a Proposed Supply Point, in respect of which the Supply Point Confirmation has become effective) the Transporter will record such C&D Information and update the Supply Point Register accordingly;
- (c) by means of a C&D Notification, from any User, other than a Registered User or Proposing User, the Transporter will only record such C&D Information;
- (d) by means of a C&D Notification, from a Meter Worker the Transporter will only record such C&D Information.

3.2.5 (a) The Transporter will update the Supply Point Register where it receives a Meter Information Update Notification only from a Registered User and no other.

- (b) As soon as reasonably practicable after a Meter Information Update Notification is submitted, the Transporter will revise the Meter Information in accordance with such notification, unless the Transporter is not satisfied that the details contained in the notification are valid, in which case it will so notify the Registered User and the Transporter and the Registered User shall co-operate with a view to establishing the correct details, and once such details are established the Transporter will make any required revision of the Meter Information.
- (c) A Meter Information Update Notification shall be "**outstanding**" for the purpose of the Code until the Meter Information has been revised pursuant to this paragraph 3.2.5.
- (d) A Meter Information Notification shall be outstanding for the purposes of paragraphs 3.2.6, 3.2.7, 3.2.8 and 3.2.10 until the Meter Information has been revised pursuant to this paragraph 3.2.5.

3.2.6 Where in respect of a Supply Meter Point, C&D Information is received by the Transporter from a Meter Worker or User in accordance with paragraph 3.2.4(c) or (d), the Transporter will provide a copy of such C&D Information to the Registered User within 2 Business Days from the Day on which the identity of the such Registered User is known to the Transporter, and the Registered User will:

- (a) submit such C&D Information to the relevant supplier;
- (b) review the suppliers' response and within 30 Days from the date that such C&D



Information was received by the Registered User, by means of a Meter Information Notification, use its best endeavours to provide the Transporter with the corrected C&D Information (if it is not correct) or confirmation that such C&D Notification is correct;

- (c) notify the Transporter as soon as reasonably practicable where the Registered User is unable to comply with (b), together with the reasons for such non-compliance.

3.2.7 Where in respect of a Supply Meter Point comprised in a Proposed Supply Point, (whether a New Supply Point or a Current Supply Point) C&D Information is received by the Transporter from a Meter Worker or User in accordance with paragraph 3.2.4(c) or (d), before the Supply Point Registration Date (and therefore the identity of the Registered User is not known to the Transporter at that time) then within 2 Business Days following the Day on which such C&D Information was received and after Supply Point Confirmation becomes effective, the Transporter will provide a copy of such C&D Information (together with any additional relevant data in the possession of the Transporter at such time) to the Proposing User and the Proposing User will:

- (a) submit such C&D Information to the relevant supplier;
- (b) review the supplier's response and within 30 Days from the date that such C&D Information was received by the Proposing User, by means of a Meter Information Notification, use its best endeavours to provide the Transporter with the corrected C&D Information (if it is not correct) or confirmation that such C&D Notification is correct;
- (c) notify the Transporter as soon as reasonably practicable where the Proposing User is unable to comply with (b), together with the reasons for such non-compliance.

3.2.8 Where in respect of a Supply Meter Point comprised in a Proposed Supply Point which is a Current Supply Point, C&D Information is received from a Meter Worker or User in accordance with paragraph 3.2.4(c) or (d), and at the date of receipt by the Transporter of such C&D Information there is a Proposing User and a Registered User, then on the Day on which the Supply Point Confirmation becomes effective the Transporter will submit a copy of such C&D Information to such Proposing User and Registered User and the Proposing User will:

- (a) submit such C&D Information to the relevant supplier;
- (b) review the relevant supplier's response and within 30 Days from the date that such C&D Information was received by Proposing User, by means of a Meter Information Notification, use its best endeavours to provide the Transporter with the corrected C&D Information (if it is not correct) or confirmation that such C&D Notification is correct;
- (c) notify the Transporter as soon as reasonably practicable where the Proposing User is unable to comply with (b), together with the reasons for such non-compliance.

3.2.9 In respect of a Supply Meter Point comprised in a Proposed Supply Point in respect of which the Supply Point Confirmation has become effective, the Transporter will

provide to the Proposing User the Meter Information (as held on the Supply Point Register) on the 7th Business Day before the Proposed Supply Point Registration Date.

- 3.2.10 Where the Transporter receives C&D Information from any User which subsequently becomes a Registered User then the Transporter will not resubmit such C&D Information to such User.
- 3.2.11 In order to ensure that Meter Information is as accurate as practicable, where at any time a Registered User becomes aware that there are material changes to the Meter Information it will:
- (a) validate this and use its best endeavours to submit a Meter Information Update Notification to the Transporter within 30 Business Days from the Day it first becomes aware of such change; or
  - (b) as soon as reasonably practicable notify the Transporter where the Registered User is unable to so comply together with the reasons for such non-compliance; and
  - (c) in accordance with Section G1.9.8(b) use reasonable endeavours to secure that it becomes aware of any respect in which Meter Information provided to it is or becomes incorrect or out of date, including giving appropriate instructions to the Meter Reader for the time being.
- 3.2.12 The Transporter will update the Supply Point Register in accordance with paragraph 3.2.16 where the Transporter has received a Meter Information Notification:
- (a) in respect of a Current Supply Point (in accordance with paragraph 3.2.7 or 3.2.8) from the User that is the Proposing User on or after the Supply Point Confirmation becoming effective;
  - (b) in respect of a New Supply Point (in accordance with paragraph 3.2.8) from the User that is the Proposing User on or after the Supply Point Confirmation.
- 3.2.13 Where a Meter Information Update Notification is received from the Registered User and the Meter Information contained therein has resulted or may result in the amount of Transportation Charges paid or payable by the Registered User being inaccurate and a Meter Reading in respect of the Supply Meter at such Supply Meter Point:
- (a) is not received from the Registered User at the time of receipt of such Meter Information Update Notification then the Transporter will determine a notional Meter Reading in respect of such Supply Meter to be effective upon either:
    - (i) the date provided within the Meter Information Update Notification; or
    - (ii) if (such date has not been so provided) the date on which the Meter information Update Notification was processed by the Transporterand where no Opening Meter Reading is provided in accordance with M3.8.2(b) or 3.8.5(a) and the notional Meter Reading applies in respect of a Non-Daily Read Meter, such notional Meter Reading will be utilised by the Transporter as the Opening Meter Reading and this will be effective at the Supply Point Registration Date and paragraphs 3.8.6 and 3.8.7 will not apply;
  - (b) is received from the Registered User at the time of receipt of such Meter

Information Update Notification but no Opening Meter Reading is provided in accordance with M3.8.2(b) or 3.8.5(a) then the Meter Reading provided within the Meter Information Update Notification where it applies in respect of a Non-Daily Read Meter, will be utilised by the Transporter as the Opening Meter Reading and this will be effective at the Supply Point Registration Date and paragraphs 3.8.6 and 3.8.7 will not apply.

- 3.2.14 Prior to the submission of any Meter Information to the Transporter, the Proposing User and/or Registered User will consider any known data inconsistencies with the relevant supplier (or any person acting on its behalf) and where appropriate ensure that the Meter Information which is submitted has been corrected.
- 3.2.15 Where at any time in respect of any Supply Meter Point the Transporter becomes aware that the Meter Information held in the Supply Point Register is incorrect (other than where the Transporter has received this information from the Registered User) within 6 Business Days of the Day upon which it becomes aware of this, the Transporter will so notify the Registered User and provide all relevant details and the Registered User will as soon as reasonably practicable review such details, and where necessary update the Meter Information and submit to the Transporter a Meter Information Notification or a Meter Information Update Notification containing such update in respect of such Supply Meter Point.
- 3.2.16 Upon receipt of a change of Meter Information from the Registered User, or the Proposing User in accordance with paragraph 3.2.12, the Transporter will within 2 Business Days of such receipt revise the details held in the Supply Point Register as specified in the Meter Information Notification and Transporter will ensure the Supply Point Register reflects the Meter Information as supplied by the Registered User or Proposing User.
- 3.2.17 Where the Transporter receives from the Registered User a revised Meter Information Update Notification in respect of a Supply Meter Point that has resulted or may result in the amount of Transportation Charges paid or payable by the Registered User or the Previous Registered User (if any) being inaccurate then by the end of the month following the month in which it receives such Meter Information Update Notification the Transporter will so notify such Registered User and provide to each Previous Registered User (if any) for such Supply Meter Point the revised Meter Information.
- 3.2.18 Without prejudice to the Meter Information Notification obligations in paragraph 3.2.2, the Registered User will submit as a Meter Information Notification or as a Meter Information Update Notification, additional data items relating to the Supply Meter Installation, that are required by the Transporter to operate in accordance with its Code or other obligations. Such data items may include but are not limited to:
- (a) meter serial number, dials and digits;
  - (b) metric/imperial indicator;
  - (c) convertor number of dials (unconverted/converted);
  - (d) meter/convertor round the clock count;
  - (e) meter pulse value;
  - (f) the identity of the Gas Act Owner;

- (g) the identity of the Meter Asset Manager;
- (h) conversion factors; and
- (i) physical works on convertors where not performed in associated with physical works on the Meter.

3.2.19 Where the Transporter believes that a User is not undertaking its Code obligations for the calculation of consumption in conjunction with the validation of meter readings, then where the Transporter and such User are unable to resolve such matter the Transporter may notify the User with reasons for such belief and require the User to provide to the Transporter evidence of its compliance with such obligations by means of either:

- (a) sufficient data to enable the Transporter to examine whether the User has so complied; or
- (b) an audit report produced by an external independent Auditor

and where the User has not produced such data or report, or where following examination by the Transporter of such data, the Transporter believes it has evidence that the User has not complied with such Code obligations, or the report finds that the User has not so complied then the Transporter will be entitled to submit a report to the Competent Authority detailing its findings. The cost and expense of such report shall be borne by the User unless the report finds that the User has complied with such Code obligations in which case the cost and expense shall be borne by the Transporter.

3.2.20 For the purposes of the Code:

- (a) **"C&D Information"** is information obtained in respect of Meter Work;
- (b) **"C&D Notification"** is a notification (which is not a Meter Information Notification) containing C&D Information;
- (c) **"Meter Information"** is the information in relation to a Supply Meter Installation, comprising the details set out in the UK Link Manual, including but not limited to:
  - (i) the location of the Supply Meter Installation at the Supply Point Premises;
  - (ii) number of dials and serial numbers of the Supply Meter and any convertor;
  - (iii) meter access details; and
  - (iv) C&D Information.
- (d) **"Meter Information Notification"** is a notification in accordance with the UK Link Manual containing Meter Information that is C&D Information;
- (e) **"Meter Information Update Notification"** is a notification in accordance with the UK Link Manual containing Meter Information that is not C&D

Information;

- (f) **"Meter Work"** is work performed in respect of which a notice has been served under Schedule 2B of the Gas Act in accordance with the Gas Meters (Information on Connection and Disconnection) Regulations 1996;
- (g) **"Meter Worker"** is a person that has performed Meter Work;
- (h) **"Previous Registered User"** is any Registered User (other than the existing Registered User) who was the Registered User at the Supply Meter Point at any time within a period of 18 months preceding the date upon which the Transporter records such Meter Information Update Notification or, if earlier, the date upon which the Transporter revised Meter Information which was capable of affecting the amount of the Transportation Charge at such Supply Meter Point.

### **3.3 Provision of Meter Readings to the Transporter**

- 3.3.1 Meter Readings are required to be provided to the Transporter by way of UK Link Communication by the means and in the form described in the UK Link Manual, and accompanied by the details specified in the UK Link Manual.
- 3.3.2 Except as otherwise provided in this Section M, the Transporter will accept Meter Readings provided to it in accordance with paragraph 3.3.1 for the purposes of NDM Reconciliation, provided that the Transporter will not be required to accept a Meter Reading which is not a Valid Meter Reading.
- 3.3.3 Each User shall use best endeavours to comply with the requirements in paragraph 3.3.4.
- 3.3.4 The requirement referred to in paragraph 3.3.3 is that, of the Valid Meter Readings obtained by a User pursuant to paragraphs 3.4 and 3.5 in respect of Relevant Non-daily Read Supply Meters on any particular Day:
  - (a) not less than 50% are provided (in accordance with paragraph 3.3.1) by the 10th Business Day after the Meter Read Date;
  - (b) not less than 100% are provided (in accordance with paragraph 3.3.1) by the 15th Business Day after the Meter Read Date.<sup>1</sup>
- 3.3.5 Subject to paragraphs 3.3.6 and 3.3.7, the Transporter will not be required to accept any Meter Readings in respect of which the requirement in paragraph 3.3.4 is not complied with.
- 3.3.6 Where :
  - (a) a User submits to the Transporter any Meter Reading in respect of which the requirement in paragraph 3.3.4 is not complied with; and
  - (b) it is feasible for the Transporter to accept such Meter Reading and in the Transporter's reasonable opinion the circumstances make it appropriate that it should do so; and

<sup>1</sup> Implementation of modification 0242, effective 06:00hrs on 06 July 2009, will amend paragraph 3.3.4(b).

- (c) if the number of such Meter Readings submitted on a Day exceeds 1% of the total number of Meter Readings submitted by the User on the Day, the User has first requested the Transporter to do so the Transporter will accept such Meter Reading pursuant to paragraph 3.3.2.
- 3.3.7 Where in relation to a Supply Meter a Meter Information Notification is outstanding at the Meter Read Date or is submitted not later than the 10th Business Day after the Meter Read Date, paragraph 3.3.5 shall not apply upon the submission or resubmission, following resolution of the Meter Information Notification, of a Meter Reading in respect of such Supply Meter.
- 3.3.8 The Transporter will subject Opening Meter Readings submitted to it to validation (which is additional to that required to be undertaken by Users), and may subject any other Meter Reading submitted to it to validation; but the Transporter will accept Meter Readings notwithstanding that such validation may be failed.
- 3.3.9 For the purposes of paragraph 3.3.1, where a convertor is installed at a Supply Meter all readings comprised (in accordance with paragraph 1.4.3(a)) in the Meter Reading are required to be provided to the Transporter.

#### **3.4 Cyclic reading: Monthly Read Meters**

- 3.4.1 Each User shall secure, in relation to Monthly Read Meters, that a Valid Meter Reading is obtained:
  - (a) for each Relevant Monthly Read Meter, not less frequently than once every 4 calendar months;
  - (b) in each calendar month, in accordance with paragraph 3.4.2, for not less than 90% of the number of Monthly Read Meters which are Relevant Supply Meters for the whole of the month.
- 3.4.2 For the purposes of paragraph 3.4.1(b) the Meter Read Date in respect of a Monthly Read Meter is required to be not less than 23 Days (or in the month of December 16 Days) and not more than 37 Days (or in the month of January 44 Days) after the Meter Read Date of the preceding Meter Read under paragraph 3.4.1.

#### **3.5 Cyclic reading: Annual Read Meters**

- 3.5.1 Each User shall secure, in relation to Annual Read Meters, that a Valid Meter Reading is obtained:
  - (a) for each Relevant Annual Read Meter, not less frequently than once every 24 months, subject to paragraph 3.5.4;
  - (b) in any period of 12 months, for not less than the relevant percentage of the number of Relevant Annual Read Meters at the end of such period.
- 3.5.2 For the purposes of paragraph 3.5.1(b) the relevant percentage is:
  - (a) where the Annual Quantity of the Supply Point in which the relevant Supply Meter Point is comprised does not exceed 73,200 kWh (2,500 therms), 70%;

- (b) except as provided in paragraph (a), 90%.

3.5.3 In respect of a New Supply Meter Point the Meter Read Date of the first Meter Read obtained pursuant to paragraph 3.5.1(a) shall be not less than 1 nor more than 12 months after the First Supply Point Registration Date.

### 3.6 Failure to obtain readings

3.6.1 Subject to paragraphs 3.6.4 and 3.6.5, where at the end of any calendar month a User has failed to comply with the requirement in paragraph 3.4.1(a) or 3.5.1(a) in respect of a Monthly Read Meter or (as the case may be) Annual Read Meter:

- (a) the Transporter will, unless it appears to the Transporter (in its sole discretion) that the circumstances are such that it would be inappropriate to do so, use reasonable endeavours to obtain a Meter Reading from such Meter and such activity will be performed as a User Pays Service;
- (b) the User shall, irrespective of whether the User remains the Registered User of the relevant Supply Point, pay (in accordance with Section S) to the Transporter a User Pays Charge in respect of such User Pays Service.

3.6.2 The Transporter will not initiate a Meter Read pursuant to paragraph 3.6.1 for a Meter Read Date earlier than:

- (a) the 10<sup>th</sup> Business Day of the calendar month (the "**following month**") following the month of the failure referred to in that paragraph; or
- (b) the 80<sup>th</sup> Business Day following the date upon which the Transporter has notified the User in accordance with paragraph 3.2.15 of incorrect Meter information in respect of such Monthly Read Meter or (as the case may be) Annual Read Meter;

3.6.3 Where the Transporter has initiated a Meter Read pursuant to paragraph 3.6.1(a), and (before such Meter Read takes place) the User subsequently provides a Valid Meter Reading in respect of the relevant Supply Meter, the Transporter will endeavour to cancel the Meter Read, but the User will be liable to make payment pursuant to paragraph 3.6.1(b) irrespective of whether such Meter Read is so cancelled.

3.6.4 Where not less than 10 Business Days before the beginning of the following month the User has submitted a Meter Information Notification in respect of the relevant Supply Meter, paragraph 3.6.1 shall not apply until the expiry of a period of 10 Business Days after the Meter Information Notification ceases to be outstanding.

3.6.5 If:

- (a) before the Transporter has initiated a Meter Read pursuant to paragraph 3.6.1, the User notifies the Transporter (by Conventional Notice) that the User is taking steps to obtain a Meter Reading in respect of the relevant Supply Meter, specifying the expected date of the Meter Read;
- (b) not later than the 10th Business Day of the following month the User provides to the Transporter a copy of a warrant (granted under the Rights of Entry (Gas and Electricity Boards) Act 1954, as amended) authorising entry to the relevant

premises, or a copy of an application for such a warrant, or demonstrates to the Transporter's reasonable satisfaction that a Meter Reading can be obtained without such a warrant; and

- (c) a Valid Meter Reading is provided to the Transporter in respect of the relevant Supply Meter not later than the 20th Business Day after the start of the following month

then paragraph 3.6.1 shall not apply.

3.6.6 Where the Transporter obtains a Meter Reading under paragraph 3.6.1, such Meter Reading shall be treated for all purposes of the Code as a Meter Reading obtained in accordance with the requirements of this Section M.

3.6.7 Where a User materially or persistently fails to comply with the requirement in paragraph 3.4.1(b) or 3.5.1(b), the Transporter may require the User:

- (a) to submit to the Transporter an explanation for the User's failure to comply together with a proposal to remedy such non-compliance;
- (b) to implement the User's proposal under paragraph (a) as modified after discussion with the Transporter;
- (c) if and for so long as the User fails to comply with paragraphs (a) and (b), to agree to a scheme under which the Transporter will (at the User's expense on the same basis as under paragraph 3.6.1(b)) obtain sufficient Meter Readings from time to time each month to remedy the User's failure to comply with paragraph 3.4.1(b) or 3.5.1(b).

### 3.7 More frequent readings and revised readings

3.7.1 Subject to paragraph 3.7.2, a User may secure and provide to the Transporter Valid Meter Readings in respect of any Non-Daily Read Supply Meter more frequently than is required by this paragraph 3.

3.7.2 Where more than one Meter Reading (other than the one required under paragraph 3.8 or paragraph 3.9) is received by the Transporter;

- (a) in the case of a Monthly Read Meter, in any 7 Day period;
- (b) in the case of a Larger Annual Read Meter, in any 14 Day period;
- (c) in the case of a Smaller Annual Read Meter, in any 63 Day period

the Transporter will in each case reject any such Meter reading received in such period other than the first.

3.7.3 In respect of the most recent Valid Meter Reading provided to the Transporter in accordance with paragraph 3.4 or 3.5 a User may at any time secure and provide to the Transporter a revised value of such Valid Meter Reading ("**Revised Meter Reading**").

3.7.4 The Transporter will only accept such Revised Meter Reading where the Meter Read Date of such Revised Meter Reading is the same as or later than the Meter Read Date of the most recent Valid Meter Reading recorded by the Transporter.



### 3.8 Opening Meter Readings

- 3.8.1 Where a User submits a Supply Point Confirmation which becomes effective for a Proposed Supply Point which includes one or more NDM Supply Meter Points, this paragraph 3.8 applies in respect of the Non-Daily Read Meter installed at each such Supply Meter Point provided that this paragraph 3.8 shall only apply where the Supply Point Confirmation submitted by a User records a change to one or more of the User identity or the Supply Meter Point configuration.
- 3.8.2 The Proposing User shall secure that a Valid Meter Reading (an "**Opening Meter Reading**") is:
- (a) except in the case of a Proposing User's Estimate obtained for a Meter Read Date within the required date range; and
  - (b) provided to the Transporter not later than 16:00 hours on the 7th Business Day after the Supply Point Registration Date
- from each Non-Daily Read Meter referred to in paragraph 3.8.1.
- 3.8.3 For the purposes of this paragraph 3.8 the required date range is the period of eleven (11) Business Days commencing five (5) Business Days before the Supply Point Registration Date.
- 3.8.4 The Transporter will not accept an Opening Meter Reading which is not obtained in accordance with paragraph 3.8.2(a) but may (though shall not be required to) accept a Valid Meter Reading obtained in accordance with paragraph 3.8.2(a) as an Opening Meter Reading if provided to the Transporter not later than 16:00 hours on the 10th Business Day after the Supply Point Registration Date.
- 3.8.5 Without prejudice to paragraph 3.8.10, where an Opening Meter Reading is not provided to the Transporter by the date required under paragraph 3.8.2(b):
- (a) a notional Meter Reading will be used for the purposes of Individual NDM Reconciliation in accordance with Section E6.1.6 (and for the purposes of calculating such notional Meter Reading the Transporter may utilise any Meter Reading provided by the Proposing User to the Transporter not later than 16:00 hours on the 10th Business Day after the Supply Point Registration Date); and
  - (b) the Transporter shall not later than 15 Business Days after the Supply Point Registration Date provide such notional Meter Reading to the Proposing User and the Withdrawing User as an estimated Meter Reading.
- 3.8.6 The Withdrawing User may (if it has bone fide and material grounds for doing so) notify the Transporter that it objects to the Opening Meter Reading (or the estimated Meter Reading under paragraph 3.8.5), in which case:
- (a) the Transporter will inform the Withdrawing User of the identity of the Proposing User, but (except as provided in paragraph 3.8.8(b)) will not be further concerned with the objection;
  - (b) if the Withdrawing User notifies the Proposing User of its objection, the Proposing User agrees to use reasonable endeavours (without thereby being in

breach of any provision of the Code) to secure that no other Meter Reading (in respect of the relevant Supply Meter) is provided to the Transporter until the objection has been resolved between such Users, and GT Section B2.4.1 shall not apply in respect of this paragraph (b) (but the Transporter shall not be concerned with this paragraph (b)).

- 3.8.7 Subject to paragraph 3.8.9, the Proposing User may notify to the Transporter a revised value of a Meter Reading (an "**Agreed Opening Meter Reading**") for a Non-Daily Read Supply Meter which is agreed between the Proposing User and the Withdrawing User as being valid for a date within the required date range and is to replace the Opening Meter Reading (or estimated Meter Reading under paragraph 3.8.5).
- 3.8.8 Subject to paragraph 3.8.9, where a User notifies to the Transporter an Agreed Opening Meter Reading under paragraph 3.8.7:
- (a) the User shall be deemed thereby to warrant to the Transporter and to the Withdrawing User that such reading has been agreed by the Withdrawing User (and GT Section B2.4.1 shall not apply in respect of this paragraph (a));
  - (b) the Transporter will accept such reading;
  - (c) the Individual NDM Reconciliation in relation to the Withdrawing User (determined under Section E6.2 in accordance with the original Opening Meter Reading or estimated Meter Reading under paragraph 3.8.5) shall be revised in accordance with Section E6.7.2;
  - (d) the Transporter will notify the Agreed Opening Meter Reading to the Withdrawing User; and
  - (e) the activities performed by the Transporter in accordance with paragraphs (b) (c) and (d) will be performed as a User Pays Service and the User shall pay (in accordance with Section S) to the Transporter a User Pays Charge in respect of such User Pays Service.
- 3.8.9 A User may not give notice under paragraph 3.8.7, and the Transporter will not accept (under paragraph 3.8.8(b)) an Agreed Opening Meter Reading which is notified to it, at any time after any other Meter Reading (for a Meter Read Date after the Supply Point Registration Date) has been provided to the Transporter for the relevant Non-Daily Read Supply Meter.
- 3.8.10 Where Users submit Supply Point Confirmations in respect of Smaller Supply Points ("**SSP qualifying transfers**"):
- (a) without prejudice to paragraph (c) and in respect of each Proposing User, in the event that in any calendar month (or part thereof) less than 90% of Opening Meter Readings for SSP qualifying transfers are provided to Transporters in accordance with paragraph 3.8.2(b), the Proposing User shall pay to the Transporter the charge, if any, set out in the Transporter's Transportation Statement for the provision of that number of estimated Meter Readings determined in accordance with (c) and (d) (where provided by the Transporter pursuant to paragraph 3.8.5);
  - (b) for the purposes of paragraph (a), no account shall be taken of Proposed Supply

Point transfers which relate to Supply Meter Points at which the Supply Meter Installation includes a prepayment installation and in respect of such Supply Meter Points the Transporter shall not be required to provide an estimated Meter Reading pursuant to paragraph 3.8.5;

- (c) the number of estimated Meter Readings in respect of which the Proposing User shall be required to pay the charge under paragraph (a) shall be calculated as:

$$(0.90 * A) - B$$

where for each Proposing User:

A is the number of SSP qualifying transfers; and

B is the number of Opening Meter Reads provided to Transporters for SSP qualifying transfers in accordance with paragraph 3.8.2(b);

- (d) for the purposes of paragraph (c):
  - (i) the Transporter will notify the Proposing User of the number of estimated Meter Readings for a calendar month in respect of which the Proposing User shall be required to pay the Transporter the charge under paragraph (a);
  - (ii) the number of estimated Meter Readings notified by the Transporters in respect of a calendar month under paragraph (i) shall in aggregate equal the number of estimated Meter Readings calculated in accordance with paragraph (c) for such calendar month.

3.8.11 For the purposes of paragraph 3.8.2, where in respect of the installation of a Supply Meter Installation, the Transporter receives a notice in accordance with the Gas Meters (Information on Connections and Disconnections) Regulations 1996 which provides a Meter Reading ("**Meter Fix Reading**"):

- (a) where such Meter Fix Reading has been submitted to the Transporter by a User in accordance with the User's Shipper's Licence and such User is the Registered User of the relevant Supply Point, the Meter Fix Reading shall be treated as the Opening Meter Reading of the Supply Meter Point and any Opening Reading subsequently submitted by such Registered User shall be disregarded; and
- (b) where an Opening Meter Reading (which differs from the Meter Fix Reading) has been submitted to the Transporter by the Registered User and such Registered User is not the person which provided the Meter Fix Reading to the Transporter in accordance with the above regulations, then such Meter Reading submitted (and not any Meter Fix Reading) shall be treated as the Opening Meter Reading.

### 3.9 Other non-cyclic meter reading requirements

3.9.1 The Registered User shall secure that a Valid Meter Reading is obtained and provided to the Transporter:

- (a) (as required by Section G3.5.3(iv) upon the Isolation of any Supply Meter Point in accordance with Section G3.5;

- (b) upon the replacement (whether for examination, inspection, repair, maintenance or exchange or otherwise) of any Supply Meter, in respect of both the replaced and the replacement meter.

### **3.10 Metered volume and quantity calculation**

- 3.10.1 Upon the provision of a Valid Meter Reading in respect of a Non-Daily Read Supply Meter the Transporter will calculate the Metered Volume and the Metered Quantity.
- 3.10.2 The Transporter will maintain records of Valid Meter Readings provided to it, in such form and for such time (but not in any event exceeding 5 years) as shall be requisite for the purposes of paragraph 3.10.1.

## **4 DAILY READ SUPPLY METERS**

### **4.1 Daily Read Equipment**

- 4.1.1 Subject to paragraph 4.9, for the purposes of the Code "**Daily Read Equipment**" is equipment, of a design and standard of manufacture specified (consistently with any Legal Requirement) by the Transporter for the purposes of this Section, which enables Meter Readings to be obtained by the Transporter remotely at set intervals.
- 4.1.2 Daily Read Equipment comprises:
  - (a) a device for capturing from the Supply Meter, and/or (where installed) a convertor, data which constitutes or permits the derivation of a Meter Reading; and
  - (b) a telephone line or radio transmitter and/or such other equipment as shall be required for transmitting such data to the Transporter in accordance with the relevant requirements of the UK Link Manual.
- 4.1.3 Daily Read Equipment may (where designed to be capable of such installation) be installed in connection with more than one Supply Meter at a single Supply Point Premises.
- 4.1.4 Where installation of Daily Read Equipment is required pursuant to Section G1.5 or 6.10.2(e) the Transporter will have the sole entitlement and responsibility for:
  - (a) furnishing, installing, removing, making operational and maintaining Daily Read Equipment (including its connection or reconnection to the Supply Meter Installation); and
  - (b) repairing or replacing the Daily Read Equipment where such repair or replacement is necessary as a result of the failure (including by reason of damage, normal wear or tear or defective design or manufacture) thereof.
- 4.1.5 Where the Transporter furnishes or has furnished Daily Read Equipment, with effect from the date upon which the relevant Supply Meter Point becomes a DM Supply Meter Point, the Registered User shall (unless the cost thereof has been paid pursuant to a Siteworks Contract) pay the appropriate charges in accordance with the Transporter's Metering Charges Statement.

- 4.1.6 Daily Read Equipment installed at a Supply Meter Point will be treated as being operational (for the purposes of paragraph 1.3.1) with effect from the later of:
- (a) the Day on which the Transporter notifies the Registered User that the equipment is operational; and
  - (b) the first Day on which the Transporter provides to the User a Valid Meter Reading obtained by means of such equipment.
- 4.1.7 Subject to Section G 1.5.4, where a New Supply Point has been classified in accordance with Section G1.5.13, the Transporter will, as soon as reasonably practicable, furnish, install, make operational and maintain Daily Read Equipment at the relevant Supply Meter, and shall inform the Registered User when Daily Read Equipment has been installed and made operational in accordance with paragraph 4.1.6. In the event of undue delay being experienced, the Transporter will:
- (a) promptly notify the Registered User of the nature of the delay and of an expected timescale for resolution;
  - (b) ensure that the Registered User is regularly advised of progress and promptly notified when the Daily Read Equipment has been installed and made operational.
- 4.1.8 Where the Transporter is unable to obtain or install the telephone line or experiences undue delay in obtaining or installing it and this is not due to the act or omission of any other person then where practicable the Transporter will install a radio transmitter provided there is a suitable site at the Supply Point Premises for such purposes and security as may be required.
- 4.1.9 Where requested by the Transporter, the Registered User will:
- (a) procure permission and access for the Transporter to:
    - (i) install and make operational the Daily Read Equipment;
    - (ii) attach the Daily Read Equipment to the Supply Meter Installation;
  - (b) facilitate inspection and maintenance and any activity referred to in paragraph 4.1.4 by the Transporter as required for the purposes of keeping such equipment operational (including any requirement for resynchronisation and/or adjustment);
  - (c) procure that a suitable site including support, protection and security for the Daily Read Equipment is available at the Supply Point Premises.
- 4.1.10 Where the Registered User intends, or becomes aware that the consumer or any other person intends, to undertake works on the Supply Meter Installation (or any part of it) which will or is likely to impact on the ability of the Transporter to obtain accurate and timely Valid Daily Meter Readings then:
- (a) the Registered User will use reasonable endeavours, to notify the Transporter at least two Business Days prior to the commencement of such works:
    - (i) of the date when disconnection of Daily Read Equipment from such

Supply Meter Installation will occur and subject to (ii) such date will be the date when reconnection of Daily Read Equipment to the Supply Meter Installation is required:

- (ii) of the date when reconnection of Daily Read Equipment to the Supply Meter Installation is required if different from (i);
- (b) the Transporter will within two Business Days of the reconnection date stated in (ii) use reasonable endeavours to reconnect and resynchronise its Daily Read Equipment with the Supply Meter Installation.

4.1.11 The Registered User shall take reasonable steps to secure that the Daily Read Equipment is not damaged or otherwise mistreated.

4.1.12 Ownership of the Daily Read Equipment shall remain with the Transporter (or any person to whom the Transporter may transfer ownership).

## 4.2 Daily Meter Readings

4.2.1 Where a Supply Meter is Daily Read:

- (a) the Transporter will obtain (and the User authorises the Transporter to obtain) by means of the Daily Read Equipment (where it is operational) a Meter Reading for the start and for the end of each Day;
- (b) the Transporter may so obtain Meter Readings at other times within the Day.

4.2.2 The Transporter is responsible for validation of the Meter Readings in accordance with paragraph 1.5.

4.2.3 In respect of a Daily Read Supply Meter:

- (a) **"Daily Meter Readings"** for a Day are Meter Readings obtained by the Transporter in accordance with paragraph 4.2.1(a) for the start and the end of the Day;
- (b) subject to paragraphs (c) and 4.8 **"Valid Meter Readings"** for a Day are Daily Meter Readings which have been subject to and not rejected by validation in accordance with paragraph 1.5, and are provided to the relevant User in the format and by the means specified in the UK Link Manual;
- (c) the Daily Meter Reading for the start of a Day will not be a Valid Meter Reading if it differs from the Valid Meter Reading for the end of the preceding Day; and
- (d) the User will pay appropriate charges in accordance with the Transporter's Metering Charges Statement in respect of such Daily Meter Readings obtained by the Transporter.

4.2.4 In relation to a DM Supply Meter Point so classified in accordance with Section G1.5.13, the Transporter shall use all reasonable endeavours to obtain Meter Readings by procuring On-Site Meter Reads, for each Day commencing with the Supply Point Registration Date; and the Registered User shall cooperate with the Transporter in

relation thereto.

- 4.2.5 When the Supply Meter at the DM Supply Meter Point classified in accordance with Section G1.5.13 becomes a Daily Read Supply Meter the Transporter will obtain Meter Readings in accordance with paragraph 4.2.1.
- 4.2.6 When the Transporter cannot obtain Meter Readings under paragraph 4.2.4 for the Supply Point Registration Date or for any of the six consecutive Days thereafter, then for each Day for which Meter Readings are not obtained the Metered Quantity shall be deemed to be the Annual Quantity for the DM Supply Point divided by 365, and the Metered Volume determined (by reference to the relevant calorific value) accordingly, but thereafter paragraph 4.4 shall apply as though a Meter Reading obtained under paragraph 4.2.4 were a Valid Meter Reading obtained from Daily Read Equipment.

#### 4.3 Metered Volume and Metered Quantity calculation

Subject to paragraph 4.4, the Transporter will calculate for each Daily Read Supply Meter each Day:

- (a) the Metered Volume, by reference to the Valid Meter Readings for the Day obtained in accordance with paragraph 4.2.1(a) or by reference to the Meter Readings for the Day obtained in accordance with paragraph 4.2.4; and
- (b) the Metered Quantity, by reference to the Metered Volume.

#### 4.4 Failure to obtain meter readings

- 4.4.1 Subject to paragraph 4.8, Valid Meter Readings for a Day obtained from Daily Read Equipment at any time up to and including the Exit Close Out Date will be used for the purposes of paragraph 4.3.
- 4.4.2 Where for any Day (a "**Failed Daily Read Day**") Valid Meter Readings for the Day are not obtained by the Exit Close-Out Date:
  - (a) the Metered Volume for the Failed Daily Read Day shall (irrespective in the case of a Supply Meter Point comprised in an Interruptible Supply Point of whether Interruption was required on the Day or the same Day in the preceding week) be assumed to be the same as the Metered Volume (whether determined under paragraph 4.3.1 or this paragraph 4.4.2) for the same Day in the immediately preceding week; and
  - (b) there will be a subsequent DM Reconciliation in accordance with Section E6.
- 4.4.3 Where a Day is a Failed Daily Read Day, except in the circumstances in paragraph 4.4.5(a), irrespective of the Metered Quantity derived from the assumed Metered Volume determined under paragraph 4.4.2, the Day shall not be a Ratchet Day (in accordance with Section B4.7).
- 4.4.4 After a Failed Daily Read Day, upon the restoration of operation of the Daily Read Equipment (except where paragraph 1.9 applies), the Transporter will determine:
  - (a) the volume offtaken on such Day, by reference to a Valid Meter Reading then obtained, in accordance with paragraph 4.4.5; and

- (b) for the purposes of DM Reconciliation, the amount (the "**Failed Daily Read Reconciliation Volume**") by which the Metered Volume assumed under paragraph 4.4.2 is greater (in which case such amount shall be positive) or less (in which case such amount shall be negative) than the volume determined under paragraph (a).

4.4.5 For the purposes of paragraph 4.4.4(a):

- (a) where:
  - (i) the reason for the earlier failure to obtain Valid Meter Readings for the Failed Daily Read Day was the failure of that part of the Daily Read Equipment referred to in paragraph 4.1.2(b) and not the part referred to in paragraph 4.1.2(a)); and
  - (ii) accordingly, Valid Meter Readings are later obtained for the Failed Daily Read Day

the volume offtaken on the Day shall be the Metered Volume determined on the basis of such Valid Meter Readings;
- (b) except as provided in paragraph (a):
  - (i) the Metered Volume for the period of all of the consecutive Failed Meter Read Days will be determined (on the basis of the Valid Meter Reading obtained for the start of the first such Day and for the end of the last such Day under paragraph 4.3 or paragraph (a) above); and
  - (ii) such Metered Volume will be apportioned between such Days in the proportions of the assumed Metered Volumes under paragraph 4.4.2.

#### 4.5 Provision of Meter Readings to Users

Paragraph 5 shall apply in respect of the provision by the Transporter to Users of Meter Readings from Daily Read Supply Meters.

#### 4.6 User or consumer access to Daily Read Equipment

- 4.6.1 Where Daily Read Equipment is furnished and installed by the Transporter in accordance with paragraph 4.1.4 the Transporter will, upon request by the Registered User and provided it is operationally feasible to do so make available to the Registered User, readings received from the Daily Read Equipment in respect of each hour of a Day, and provide such readings to the User at four hourly intervals.
- 4.6.2 Data obtained by the Registered User or consumer under paragraph 4.6 shall have no significance for the purposes of the Code.

#### 4.7 DM Check Read

- 4.7.1 The Transporter will at intervals of approximately 12 months, or as soon as reasonably practicable following a Supply Meter Point first becoming a Shared Supply Meter Point, and may on other occasions on which it undertakes an inspection, repair or maintenance of the Daily Read Equipment, arrange an On-Site Meter Read (a "**DM Check Read**") in respect of each Daily Read Supply Meter.



- 4.7.2 The Registered User shall use best endeavours to secure that the Transporter is given such access to the Supply Point Premises and the Supply Meter as it reasonably requires to carry out a DM Check Read.
- 4.7.3 In respect of any DM Check Read the Metered Volume will be determined by reference to the period to the date of such Meter Read from the date of the preceding DM Check Read.
- 4.7.4 Where upon a DM Check Read the Metered Quantity differs from the sum (the "**previous metered quantity**") of the Metered Quantities determined in accordance with the foregoing provisions of this paragraph 4 (including paragraph 4.4) for each Day of the period referred to in paragraph 4.7.3 by more than 100,000 kWh (3,413 therms), the Transporter will determine and notify to the Registered User:
- (a) the amount of such difference; and
  - (b) for each Day in such period, a part (the "**DM Check Reconciliation Volume**", which shall be positive where the previous metered quantity exceeds the Metered Quantity in respect of the DM Check Read, and otherwise negative) of the amount determined under paragraph (a), in accordance with paragraph 4.7.5.
- 4.7.5 For the purposes of paragraph 4.7.4(b) the amount determined under paragraph 4.7.4(a) will be apportioned to Days in the relevant period in the same proportions as the Metered Volumes determined for such Days under paragraphs 4.2 and 4.4.
- 4.7.6 DM Reconciliation in respect of the DM Check Reconciliation Volume for each Day will be carried out in accordance with Section E6.3.

#### 4.8 Daily Read Errors

- 4.8.1 For the purposes of this paragraph 4.8:
- (a) there is a "**Daily Read Error**" in respect of a Daily Read Supply Meter on a Day where, by reason of the Daily Read Equipment not functioning correctly, and not by reason of a failure of any other part of the Supply Meter Installation, the volume of gas which is determined on the basis of the Daily Meter Readings provided by the Transporter to the User (pursuant to paragraph 4.5) differs from the metered consumption;
  - (b) "**metered consumption**" is the volume of gas which was offtaken from the Total System at the Supply Meter Point on the Day, as registered by the Supply Meter and any convertor (and not what is determined by reference to the Daily Meter Readings obtained by the Daily Read Equipment);
  - (c) where the Supply Meter Installation includes a convertor, references to volume are to volume as converted for temperature and/or pressure by such convertor;
  - (d) Daily Read Equipment functions correctly where it functions within a tolerance of accuracy of 1%;
  - (e) a reference to Daily Read Equipment shall include a reference to the elements of UK Link by which messages sent by Daily Read Equipment located at the Supply Point Premises are processed and submitted as Daily Meter Readings to

the Registered User.

4.8.2 In respect of any Day (a "**Daily Read Error Day**"), other than a Failed Daily Read Day, a User may until the 5th Day after the Day on which the Transporter provided to the User the Daily Meter Readings in respect of a Relevant Daily Read Supply Meter, give notice ("**Daily Read Error Notice**") to the Transporter:

- (a) to the effect that (notwithstanding validation under paragraph 1.5) the User considers that there was a Daily Read Error on the Day; and
- (b) specifying the volume (the "**User Volume Estimate**") which the User considers to have been the metered consumption on the Day.

4.8.3 Where a User gives a Daily Read Error Notice:

- (a) the Transporter will, as soon as reasonably practicable and wherever possible within 3 Business Days after such notice, ascertain whether the elements of UK Link referred to in paragraph 4.8.1(e) are functioning correctly, and (if they are) visit and (subject to being given sufficient access) to the Supply Meter Installation and/or the Daily Read Equipment) inspect the Daily Read Equipment;
- (b) upon or as soon as reasonably practicable after its inspection, the Transporter will provide to the User a notice stating:
  - (i) whether in the Transporter's judgement the Daily Read Equipment is functioning correctly; and
  - (ii) where in the Transporter's judgement the Daily Read Equipment is not functioning correctly, the Transporter's estimate (the "**Transporter's Volume Estimate**"), in accordance with paragraph 4.8.4 where applicable, and after taking account of the User Volume Estimate, of what was the metered consumption for the Daily Read Error Day, and the basis for its estimate;
- (c) notwithstanding the Daily Read Error Notice and the Transporter's notice under paragraph (b), except as provided in paragraph 4.8.8 the volume determined by reference to the Daily Meter Readings shall be used to determine the User's UDQO for the purposes of the Code;
- (d) subject to paragraph (c), and unless otherwise agreed, the Transporter's statement under paragraph (b) will be final and its estimate will apply for the purposes of paragraph 4.8.10 unless within 5 Business Days after the Transporter's notice under paragraph (b) the User gives notice ("**rejection notice**") to the Transporter that the User does not accept the Transporter's judgement under paragraph (b)(i) or its estimate under paragraph (b)(ii);
- (e) upon receiving the rejection notice, the Transporter will enter into a dialogue with the User to attempt to resolve the difference. Where such resolution is not promptly achieved and in any event within 5 Business Days following receipt of the rejection notice, paragraph 4.8.6 will apply;
- (f) where correction of the fault (by repair or replacement of the Daily Read

Equipment) is not possible at the same time as the inspection, the Transporter will correct such fault as soon as possible following such inspection.

- 4.8.4 Where the Daily Read Equipment is found not to be functioning correctly, and it is not apparent when the equipment started to function incorrectly, unless the Transporter and the User otherwise agree it shall be assumed (for the purposes of estimating the metered consumption for the Daily Read Error Day) that such equipment started to function incorrectly half way through the period from when the equipment was last inspected by the Transporter (whether pursuant to this paragraph 4.8 or any annual or other maintenance inspection) to the Day of the Transporter's inspection under paragraph 4.8.3(a).
- 4.8.5 The costs and expenses incurred by the Transporter in carrying out the inspection pursuant to paragraph 4.8.3(a) shall be borne:
- (a) by the User, if the amount of the User Volume Estimate differs from the volume determined by reference to the Daily Meter Readings by less than 10%;
  - (b) except as provided in paragraph (a):
    - (i) where the User did not give a rejection notice:
      - (1) by the User where in the Transporter's judgement the Daily Read Equipment was functioning correctly; and
      - (2) otherwise by the Transporter;
    - (ii) where the User gave rejection notice:
      - (1) by the Transporter, where it was agreed or the expert determined that the Daily Read Equipment was not functioning correctly (under paragraph 4.8.6(a)(i)) or it was agreed or the expert determines under paragraph 4.8.6(a)(ii) that the metered consumption was closer to the User Volume Estimate than to the the Transporter Volume Estimate; and
      - (2) otherwise by the User;
- 4.8.6 Where the User gives a rejection notice, then unless the Transporter and the User agree otherwise:
- (a) there shall be referred to Expert Determination the following questions:
    - (i) whether the Daily Read Equipment was functioning correctly, unless in the Transporter's judgement (under paragraph 4.8.3(b)(i)) it was not; and
    - (ii) unless the expert determines that the Daily Read Equipment was functioning correctly, what is the best available estimate (in accordance with paragraph 4.8.4 where applicable) of the metered consumption;
  - (b) the costs of the expert shall (notwithstanding any contrary provision of GT Section A) be borne by the User where:
    - (i) the expert determines (under paragraph (a)(i)) that the Daily Read Equipment was functioning correctly; or
    - (ii) the metered consumption determined (under paragraph (a)(ii)) by the

expert was closer to the the Transporter Volume Estimate than to the User Volume Estimate;

and otherwise by the Transporter.

4.8.7 Where:

- (a) a User has submitted a Daily Read Error Notice in respect of a Day;
- (b) the User considers that there was a Daily Read Error in respect of any subsequent Day, up to:
  - (i) the Day of the Transporter's inspection under paragraph 4.8.3(a); or
  - (ii) (where the Daily Read Equipment is found not to be functioning correctly) the Day of its repair or replacement under paragraph 4.8.11, then unless the Transporter agrees otherwise the further provisions of this paragraph 4.8 shall not apply in relation to such subsequent Day unless the User gives a Daily Read Error Notice for such Day, but the giving of such notice shall not require a further inspection pursuant to paragraph 4.8.3.

4.8.8 For the purposes of determining the User's UDQO, where a User submits a Daily Read Error Notice not later than the Exit Close-out Date in relation to the Daily Read Error Day:

- (a) if by the Exit Close-out Date:
  - (i) the Transporter has undertaken an inspection under paragraph 4.8.3(a); and
  - (ii) the User has informed the Transporter that it accepts the Transporter's Volume Estimate notified by the Transporter under paragraph 4.8.3(b)  
the value of the Metered Quantity derived from the the Transporter Volume Estimate shall be substituted for the value of the Metered Quantity derived from the original Daily Meter Readings;
- (b) the Transporter may (before the Exit Close-out Date) by agreement with the User substitute, for the value of the Metered Quantity derived from the original Daily Meter Readings, the value derived from the User Volume Estimate or such other value as the Transporter and the User shall agree.

4.8.9 The Transporter may also agree with the User to adjust (for the purposes of determining the User's UDQOs) the Metered Quantity determined for each Day after the first Daily Read Error Day, until the Day referred to in paragraphs 4.8.7(b)(i) or (ii), on a basis reflecting an agreed degree of error.

4.8.10 Except in a case where a substituted or adjusted value of the Metered Quantity was (before the Exit Close-out Date) used pursuant to paragraph 4.8.8 or 4.8.9, upon the estimated metered consumption being agreed or established (pursuant to this paragraph 4.8):

- (a) the Transporter will determine (as nearly as may be) the Metered Quantity ("**Error Revised Quantity**") for the Day on the basis of such metered

consumption;

- (b) revisions and adjustments will be made in accordance with Sections B1.11, E3.5 and F1.4.

4.8.11 Where it is agreed or determined that the Daily Read Equipment is not functioning correctly, the Transporter will at its expense as soon as is reasonably practicable (but subject to paragraph 5.2.4) repair or replace the Daily Read Equipment.

4.8.12 For the purposes of paragraph 5 (and notwithstanding paragraph 4.2.3), where a User gives a Daily Read Error Notice:

- (a) subject to paragraph (b), where:
  - (i) in the Transporter's judgement (in accordance with paragraph 4.8.3(b)) the Daily Read Equipment is not functioning correctly;
  - (ii) by agreement between the Transporter and the User pursuant to paragraph 4.8.8(b) a substituted Metered Quantity has been used, or an estimate of metered consumption, other than the metered consumption derived from the original Daily Meter Readings, has been agreed by the Transporter and the User for the purposes of paragraph 4.8.10

the Daily Meter Readings provided in respect of the Daily Read Error Day shall not be Valid Meter Readings;
- (b) where the Metered Quantity for any of the next 6 Days following the first Daily Read Error Day has (by agreement between the Transporter and the User pursuant to paragraph 4.8.9) been adjusted, the Daily Meter Readings provided by the Transporter for such Days shall be deemed for the purposes of paragraphs 5.2.1 and 5.2.2 to be Valid Meter Readings;
- (c) where in the Transporter's judgement the Daily Read Equipment is functioning correctly and the User gave a rejection notice:
  - (i) the Daily Meter Readings for the Daily Read Error Day, and (subject to paragraph (ii)) for subsequent Days, shall be Valid Meter Readings (if otherwise valid in accordance with paragraph 4.2.3);
  - (ii) where the expert determines that the Daily Read Equipment is not functioning correctly, the Daily Meter Readings provided in respect of each Daily Read Error Day, from the Day on which the expert made known his determination to the Transporter until such time as the Transporter has repaired or replaced the Daily Read Equipment in accordance with paragraph 4.8.11, shall not be Valid Meter Readings.

#### **4.9 Telemetry equipment**

4.9.1 By agreement between the Transporter and the Registered User or the consumer, telemetry equipment may be installed at a Supply Meter instead of such equipment as is described in paragraph 4.1.2.

4.9.2 Subject to any conflicting provisions of Supply Point Network Exit Provisions, a reference to Daily Read Equipment includes telemetry equipment where installed at a

Supply Meter, and this paragraph 4 shall apply (so far as capable of applying, and except as may otherwise be agreed by the Transporter and the Registered User or consumer) in respect of such telemetry equipment; but paragraph 5 shall not apply in respect of a Supply Meter at which telemetry equipment is installed.

## **5 PROVISION OF DAILY READ METER READINGS TO USERS**

### **5.1 General**

5.1.1 For the purposes of this paragraph 5:

- (a) subject to paragraphs 5.1.2, 5.1.3 and 5.2.3, for any User a **"Performance Relevant Supply Meter"** is:
  - (i) a Relevant Supply Meter which at 1 March 1996 was subject to the Daily Read Requirement pursuant to Section G1.5.2(a) or (c) or (where the request referred to in Section G1.5.7 was made before 1 January 1996) Section G1.5.2(b); and
  - (ii) with effect from the date upon which the Supply Meter Point becomes a DM Supply Meter Point, any other Supply Meter at which for the time being Daily Read Equipment is installed and has become operational (in accordance with paragraph 4.1.6)in either case until such time (if any) at which the Registered User makes an election pursuant to Section G1.5.5 that the Supply Meter cease to be Daily Read;
- (b) in relation to a Performance Relevant Supply Meter, Valid Meter Readings (for the start and end of a Day) shall be counted as one Valid Meter Reading;
- (c) where a single item of Daily Read Equipment is installed and has become operational (in accordance with paragraph 4.1.6) in connection with more than one Performance Relevant Supply Meter:
  - (i) the Transporter will be treated as providing Valid Meter Readings only where it provides a Valid Meter Reading in respect of each such Supply Meter;
  - (ii) without prejudice to paragraph (i), for all other purposes of this paragraph 5 all of such Supply Meters collectively shall be counted as a single Performance Relevant Supply Meter, and all of the Valid Meter Readings for a Day in respect thereof shall be counted as a single Valid Meter Reading; and accordingly payments made by reference to a Performance Relevant Supply Meter or the number of such Supply Meters shall be made by reference to an item of Daily Read Equipment or the number of such items;
- (d) a Performance Relevant Supply Meter will not be treated as one in relation to which the Transporter did not provide a Valid Meter Reading where the Transporter was unable to provide a Valid Meter Reading in respect of such Performance Relevant Supply Meter by reason of Force Majeure;
- (e) a Performance Relevant Supply Meter will not be treated as one in relation to

which the Transporter did not provide a Valid Meter Reading in respect of such Performance Relevant Supply Meter where the Transporter was unable to provide a Valid Meter Reading by reason of:

- (i) failure or unavailability of the Supply Meter Installation in which the Performance Relevant Supply Meter is contained; or
  - (ii) the Transporter is unable to perform any of the activities in paragraph 4.1.4 due to the failure of the Registered User to comply with the Transporter's request in accordance with paragraph 4.1.9 in respect of its Daily Read Equipment and/or the Supply Meter Installation; or
  - (iii) Meter Information in respect of such Performance Relevant Supply Meter relevant to the calculation by the Transporter of the Metered Quantity being absent, out of date or subsequently found to be incorrect, which has or should have been provided in accordance with Section M, paragraph 3.2.
- (f) A Performance Relevant Supply Meter will be treated as one in relation to which the Transporter did not provide a Valid Meter Reading in respect of such Performance Relevant Supply Meter where the Transporter was unable to provide a Valid Meter Reading by reason of failure or unavailability of the Special Meter Supply Meter Installation in which the Performance Relevant Supply Meter is contained.

5.1.2 Where:

- (a) a User has given a Daily Read Error Notice, or it appears to the Transporter that the Daily Read Equipment may not be functioning correctly
- (b) the Transporter has, upon reasonable notice to the User, sought to arrange or gain access (pursuant to paragraph 2.2.2(c)(iii)) at a reasonable time to the relevant premises for the purposes of inspecting, and/or repairing or replacing, the Daily Read Equipment but has been unable to gain access to the relevant premises or to the Daily Read Equipment; and
- (c) the Transporter has promptly notified the Registered User, providing details of the circumstances in which it was unable to arrange or gain access, and requesting that such access be arranged at a reasonable time,

the relevant Supply Meter(s) shall not be a Performance Relevant Supply Meter until such time as the Transporter has been given such access as it may reasonably require for the purposes of such inspection, repair or replacement.

5.1.3 Where, upon an inspection (pursuant to a Daily Read Error Notice or otherwise) of Daily Read Equipment, the Transporter finds that there is a failure or unavailability of the Supply Meter Installation and this is the cause of the Daily Read Equipment not functioning correctly:

- (a) the Transporter shall so notify the Registered User promptly after its inspection;
- (b) where the Registered User receives notice under paragraph 5.1.3 or otherwise becomes aware of a failure or unavailability of the Supply Meter Installation

that may impact on the Transporter's ability to procure accurate and timely Valid Daily Meter Readings, the Registered User will promptly advise the Transporter when it becomes aware of such failure or unavailability;

- (c) in the event of (a) or (b) the User will:
  - (i) promptly arrange for the repair/replacement of the Supply Meter Installation by a competent person;
  - (ii) notify the Transporter when the Supply Meter Installation has been repaired or replaced;
  - (iii) unless the Supply Meter Installation has been repaired or replaced, no later than one month after either of the events in (a) or (b) inform the Transporter of the date by which the User is expecting the Supply Meter Installation to be repaired or replaced and thereafter notify the Transporter of any changes to the expected date;
- (d) upon notification that a Supply Meter Installation has been repaired/replaced, the Transporter will arrange for the prompt resynchronisation of the Daily Read Equipment;
- (e) with effect from the Day of the Transporter's inspection, or if later from the 5th Business Day before the Transporter's notification to the User under paragraph (a), and until such time as the Supply Meter Installation has been repaired or replaced and resynchronised, the Supply Meter will not be a Performance Relevant Supply Meter.

5.1.4 Where, upon an inspection (pursuant to a Daily Read Error Notice or otherwise) of Daily Read Equipment, the Transporter finds that there is a failure or unavailability of the Special Metering Supply Meter Installation and this is the cause of the Daily Read Equipment not functioning correctly:

- (a) where the Transporter is not National Grid and National Grid has provided and installed such Special Metering Supply Meter Installation, it shall so notify National Grid promptly after its inspection;
- (b) where National Grid receives notice under paragraph 5.1.4 or otherwise becomes aware of a failure or unavailability of such Special Metering Supply Meter Installation that may impact on the Transporter's ability to procure accurate and timely Valid Daily Meter Readings, National Grid will promptly advise the Transporter when it becomes aware of such failure or unavailability;
- (c) in the event of (a) or (b) National Grid will:
  - (i) promptly arrange for the repair/replacement of such Special Metering Supply Meter Installation by a competent person;
  - (ii) notify the Transporter when such Special Metering Supply Meter Installation has been repaired or replaced;
  - (iii) unless such Special Metering Supply Meter Installation has been repaired or replaced, no later than one month after either of the events in (a) or (b) inform the Transporter of the date by which National Grid



is expecting such Special Metering Supply Meter Installation to be repaired or replaced and thereafter notify the Transporter of any changes to the expected date;

- (d) upon notification that such Special Metering Supply Meter Installation has been repaired/replaced, the Transporter will arrange for the prompt resynchronisation of the Daily Read Equipment.

## **5.2 Provision of Meter Readings**

5.2.1 The Transporters will provide not less than 97.5% of the required number of Valid Meter Readings to each User, in respect of each month in each case not later than 11:00 hours on the Day following the Day to which the relevant Meter Reading relates; and for the purposes of this paragraph, the required number of Valid Meter Readings in respect of a User in a month is the sum of the numbers of the Performance Relevant Supply Meters of the User on each Day of such month.

5.2.2 Subject to paragraph 5.2.3, if in respect of any month the Transporters do not comply with the requirement in paragraph 5.2.1, the aggregate amount payable to the User shall be an amount calculated as:

$$((0.975 * A) - B) * £30$$

where for the relevant month:

A is the sum for all Days in the month of the number of the User's Performance Relevant Supply Meters;

B is the sum for all Days in the month of the number of Valid Meter Readings in respect of the User's Performance Relevant Supply Meters which the Transporters provided by 11:00 hours on the following Day.

5.2.3 In respect of each Performance Relevant Supply Meter, if for each of 4 consecutive Days the Transporter does not provide to a User a Valid Meter Reading by 11:00 hours on the Day following each such Day then for each further Day (after the 4th) for which the Transporter fails to provide a Valid Meter Reading by 11:00 hours on the following Day:

- (a) the Transporter will pay to the User (subject to paragraph 5.2.4) £75;  
and
- (b) such Meter shall not be counted as a Performance Relevant Supply Meter for the purposes of paragraph 5.2.2.

5.2.4 In the case of a Shared Supply Meter Point the amount payable to a User pursuant to paragraph 5.2.3 will be the amount specified under that paragraph divided by the number of Sharing Registered Users.

5.2.5 For the purposes of Section V10, the rules in paragraphs 5.2.2 and 5.2.3 are Compensation Rules within Compensation Group A; and in relation thereto the 'payment month' is the second month following:

- (a) for the purposes of paragraph 5.2.2, the relevant month;

- (b) for the purposes of paragraph 5.2.3, that in which the relevant Day fell.