

Date

**Project:**

Dear Leteria

I am writing to you in accordance with OAD B2.2.4 to give notice of [xxxxxxxxx] planned works.

*'2.2.4 The Modifying Party shall give each affected Party prior written notice, not less than twelve months (or such shorter period as the affected Party may agree, such agreement not to be unreasonably withheld) before commencing the alteration, replacement or relocation of its Connection Facilities, specifying:*

*(a) the Connection Facilities to be altered, replaced or relocated;*

*(b) details of the proposed alteration, replacement or relocation;*

*(c) the reasons for the proposed alteration, replacement or relocation;*

*(d) the anticipated duration of the works;*

Commencement:

Projected completion:

*and*

*(e) where the Modified Connection Facilities are Site User's Facilities, the details required by paragraph 3.4.1(c). '*

*The offtake site at [xxxxxxx] is owned by [xxxxxxx] and therefore paragraph OAD B3.4.2 applies*

National Grid is a trading name for:

National Grid Gas plc  
Registered Office: 1-3 Strand, London WC2N 5EH  
Registered in England and Wales, No 2006000

- (a) *will the modified connection facilities be placed in the same or approximately the same position the connection facilities that they alter?*
- (b) *Can the modified connection facilities where relevant be accommodated in existing buildings or structures?*
- (c) *Do the modified connection facilities require additional or improved facilities or services from [xxxxxxx]?*
- (d) *Do the modified connection facilities require [xxxxxxx] to carry out works or alterations to any connection facilities other than minor works or alterations to the existing buildings or structures housing or supporting [xxxxxxx] facilities?*
- (e) *Do the modified connection facilities restrict the use by [xxxxxxx] of its land and any equipment thereon to a materially greater extent than the connection facilities they alter, replace or add to?*
- (f) *Are the modified connection facilities of the same or substantially similar or smaller size as compared to the connection facilities they alter or replace, or do they occupy substantially the same space as the connection facilities they alter, replace or add to?*

Will the proposed work impact any of the following? (if Yes please provide additional detail where possible)

- Require a Gas Outage [Y/N]
- Require a Supplemental Agreement Change [Y/N]
- Require a Telemetry Outage [Y/N]
- Impact E&I / Sharedboards [Y/N]
- Impact Site Access [Y/N]

If you require any further information please do not hesitate to contact me.

Yours sincerely