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**Priority Consumer Application Form**

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| Please note that this *Priority Consumer Application Form* can only be used for Category **A** or **C** requests.  If you wish to request a Supply Meter Point to be added to the Priority Consumer List as a Category **B**, please contact the appropriate [governmental department](https://www.gov.uk/government/organisations) pertaining to the site, they will then progress this on your behalf and engage with Xoserve directly. |

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| **Shipper Details** | |
| *Please be aware that only* ***Gas Shippers*** *can submit this application form to the CDSP (Xoserve).*  *If you are* ***not*** *a* ***Gas Shipper****, then please contact your appropriate Gas Shipper to submit/manage on your behalf.* | |
| **Shipper Name:** |  |
| **Shipper Short Code:** |  |
| **Contact Name:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

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| **Supply Meter Point Details** | |
| **Meter Point Reference Number:** |  |
| **Meter Serial Number:** |  |
| **Site Address:** |  |
| **Supply Meter Point (SMP) AQ:** | If applying for a Supply Meter Point to be added to the priority list as **Category A**, it must have an Annual Quantity (AQ) of 732,000kWh per annum.  If applying for a Supply Meter Point to be added to the priority list as **Category C**, it must have an Annual Quantity (AQ) of 2 million therms (58.6 million kWh) per annum. |
| **Site Description:** | Please provide information regarding the site description which should include the purpose of the site, for example a hospital specialising in XXXX. |
| **24/7 Emergency Contact Details:** | Contact Name / Title:  Contact Details (telephone number and facsimile number): |

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| Categories:  **Category A:** Relevant customers where a failure in the supply to their premises could put lives at risk.  **Category B\*:** Relevant customers for which the sudden loss of gas causes or threatens to cause serious damage, for an unacceptably prolonged period, to human welfare, the environment or the security of the United Kingdom that cannot be reasonably mitigated    **Category C:** Relevant customers taking over 2 million therms (58.6 million kWh) per annum for which the sudden loss of gas would result in repair or replacement costs amounting to 10% or more of the Site Fixed Tangible Asset Value.  *\*As per the Secretary of State’s Letter of Direction to Gas Transporters, the appropriate governmental department will need to be contacted to apply to be a Category B Priority Consumer Supply Meter Point. The CDSP will not accept or process Category B requests from Gas Shippers. Direction to add a Supply Meter Point to the Priority Consumer List as a Category B can only come from the government directly.* |

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| **Category A** | Add / Remove / Amend  *Delete as appropriate* | **Category B** | ***N/A -*** *via Governmental Department only, not Xoserve* | **Category C** | Add / Remove / Amend  *Delete as appropriate* |

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| **Amend Commentary** *(Ignore if no amendment being requested)* |
| *Where the request is to ‘Amend’ a site on the Priority List, please describe below what requires amending.* |
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| **Evidence and Supporting Information** |
| *As stated within the Secretary of State’s Letter of Direction, the assessment of whether a site satisfies the criteria contained in* ***Categories A*** *and* ***C*** *rests with the Gas Transporters. To ensure Gas Transporters can assess whether a site satisfies the criteria, certain information is required within the request.*  *For applications for* ***Category C*** *sites specifically, the request should provide independent evidence that the site meets the category criteria. For example (but not exclusive to):*  *• An independent assessment demonstrating the Site Fixed Tangible Asset Values, for example via an insurance valuation or an audit.*  *• An independent assessment or manufacturer quotes for repair or replacement costs for equipment/appliances (NB: costs associated with lost production or lost stock are not valid)* |
| *Please explain how the application meets the requested Category and include the evidence in order for the relevant GT and/or governmental department to assess and respond to the request.* |

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| **Demand Management** | | |
| *This section must be completed for category B and C requests* | | |
| **Minimum Demand:** |  | kWh |
| **Time to Minimum Demand:** |  | Hr |
| **Time to Shut-Down:** |  | Hr |

**Once completed, please forward to:** [priorityconsumers.cpm@xoserve.co.uk](mailto:priorityconsumpers.cpm@xoserve.co.uk)

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| **FOR XOSERVE USE ONLY** | | | |
| **Date:** |  | **Accepted/Rejected:** |  |
| **Comments:** |  | | |

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| **Versions Control** | | | |
| **Version** | **Status** | **Date** | **Remarks** |
| 1.0 | Approved | N/A | Original Proforma |
| 2.0 | Approved | October-22 | Updated to reflect changes to the Priority Consumer classes as designated by the Secretary of State for Business, Energy, and Industrial Strategy – BEIS via a Letter of Direction to Gas Transporters on 10/10/22 |
| 3.0 | Approved | December-22 | Updated to add Shipper Details and remove duplicated email field. |
| 4.0 | Approved | December-22 | Updated to add clarity that Demand Management is mandatory for Category B & C |
| 5.0 | Approved | March-23 | Updated change of government department and amended process for Category B requests (aligned to website). |
| 6.0 | Approved | July-23 | Updated process for Cat B requests to only come from DESNZ and not via CDSP. |
| 7.0 | Approved | December-23 | Updated the email address for the submission of the application form. |