



# **CITY GAS HANDBOOK ON GAS SUPPLY**

15 November 2008

## **INTRODUCTION AND SCOPE**

This Handbook on Gas Supply has been prepared by City Gas Pte Ltd (as Trustee) to assist the developers, consultants, Professional Engineers, Licensed Gas Service Workers, owners, gas retail customers and other responsible persons in the application of gas connection / supply.

The procedures and requirements as stated in this Handbook are applicable to the application of gas supply for both town gas and natural gas.

All gas service work must comply with the Gas Act (Cap 116A), Gas (Supply) Regulations 2008, Gas Supply Code, Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004, City Gas Handbook on Gas Supply and all other relevant acts, regulations and requirements.

## **FOR ASSISTANCE/CLARIFICATIONS ON THIS HANDBOOK**

If you have any enquiry on any aspect of this handbook, please contact our staff in the Sales & Marketing Division for assistance/clarification.

## **WHERE TO OBTAIN THE HANDBOOK**

To view a copy of the Handbook, please visit City Gas' website at:  
<http://www.citygas.com.sg>

## **SALES AND MARKETING CONTACT NOS.:**

	<u>Tel No.</u>
Senior Manager (Commercial)	65868818
Manager (Industrial)	65868856
Manager (Project Marketing)	65868863
General Enquiries	1800-5551661

## CONTENTS

	<u>Page</u>
<b>A GENERAL INFORMATION ON GAS SUPPLY</b>	
1 GENERAL	1
2 GAS SUPPLY SYSTEM	1
3 PROFESSIONAL ENGINEER (PE) AND LICENSED GAS SERVICE WORKER (LGSW)	2
4 CODE OF PRACTICE AND REGULATORY REQUIREMENTS	3
5 TARIFFS	3
6 CONTACT US	4
<b>B GENERAL PROCEDURES/REQUIREMENT FOR OBTAINING GAS SUPPLIES</b>	
1 PREMISES WITH EXISTING GAS CONNECTION	5
1.1 Residential Premises	
1.2 Non-Residential Premises	
2 PREMISES WITHOUT EXISTING GAS CONNECTION	6
2.1 Enquiry on the Availability of the Gas Supply	
2.2 Pre-submission Consultation	
2.3 Quotation and Payment	
3 DESIGNATED REPRESENTATIVE AND PROJECT COORDINATOR	7
<b>C APPLICATION FOR SUPPLY OF GAS</b>	
1 SUBMISSION OF GAS SUPPLY APPLICATION	8
2 PROCESS OF GAS APPLICATION	8
3 SITE MEETING BEFORE COMMENCEMENT OF GAS SERVICE WORK	8
4 PIPEWORK	8
5 NOTIFICATION OF FINAL PRESSURE TEST	9
6 FINAL PRESSURE TEST	9
7 FORMAL REQUEST FOR TURN-ON	10
8 TURN-ON OF GAS	10

**D APPLICATION FOR THE CONNECTION AND ADMITTANCE OF GAS REQUIREMENTS**

1	APPLICATION FOR CONNECTION	11
2	APPROVAL FOR CONNECTION	11
3	CONSTRUCTION	12
4	FINAL PRESSURE TEST	12
5	ADMITTANCE OF GAS	12
6	POST ADMITTANCE OF GAS	13

**E PROCEDURES FOR THE REPLACEMENT, ADDITION OR ALTERATION OF GAS INSTALLATION AND THE REPLACEMENT OF GAS APPLIANCES/KITCHEN RANGE**

1	REPLACEMENT, ADDITION OR ALTERATION OF GAS INSTALLATION	14
2	REPLACEMENT OF GAS APPLIANCES	15

**APPENDIX A SINGAPORE NATURAL GAS SPECIFICATION 16**

**APPENDIX B TYPICAL TOWN GAS SPECIFICATION 17**

**APPENDIX C FLOWCHART FOR THE APPLICATION OF GAS CONNECTION / SUPPLY 18**

**APPENDIX D FORMS / LETTERS APPLICABLE FOR THE APPLICATION FOR GAS SUPPLY, REPLACEMENT, ADDITION OR ALTERATION OF GAS INSTALLATION (A&A WORK) AND THE TURN-ON / RE-COMMISSIONING OF GAS SUPPLY 19**

FORM G1	: APPLICATION FOR GAS SUPPLY
FORM G1A	: DECLARATION FORM - APPLICATION FOR GAS SUPPLY / A&A WORK
FORM G2	: FINAL PRESSURE TEST OF GAS INSTALLATION
FORM G2A	: CERTIFICATE OF FINAL PRESSURE TEST
FORM G2B	: CERTIFICATE OF PROOF TEST
FORM G3	: REQUEST FOR TURN-ON / RE-COMMISSIONING OF GAS
FORM GR/1	: APPROVAL FOR GAS SUPPLY / A&A WORK
FORM GR/1X	: WRITTEN COMMENTS
FORM GR/1A	: AMENDMENT PLANS FOR GAS SUPPLY/CONNECTION/A&A WORK
FORM GR/2	: APPROVAL FOR FINAL PRESSURE TEST
FORM GR/3	: APPROVAL FOR TURN-ON / RE-COMMISSIONING OF GAS
FORM GR/4	: STATEMENT OF TURN-ON OF GAS

**APPENDIX E FORMS / LETTERS APPLICABLE FOR THE APPLICATION FOR GAS CONNECTION AND ADMITTANCE OF GAS SUPPLY**

35

- FORM GT01 : CUSTOMER PROJECT INFO TEMPLATE
- FORM GT02A : APPLICATION FOR GAS CONNECTION
- FORM GT02B : DECLARATION FOR GAS CONNECTION
- FORM GR/1B : APPROVAL FOR PROPOSED GAS CONNECTION
- FORM GT04 : APPLICATION FOR ADMITTANCE OF GAS
- FORM GT05 : CERTIFICATE OF COMPLETION
- FORM GT06 : CERTIFICATE OF FINAL PRESSURE TEST
- FORM GT07 : CERTIFICATE OF PROOF TEST
- FORM GT08 : STATEMENT OF INTERIM ADMITTANCE OF GAS
- FORM GT09A : STATEMENT OF ADMITTANCE OF GAS (DOMESTIC & COMMERCIAL)
- FORM GT09B : STATEMENT OF ADMITTANCE OF GAS (INDUSTRIAL)

## **A GENERAL INFORMATION ON GAS SUPPLY**

### **1 GENERAL**

City Gas Trust was constituted as a private trust on 5 January 2007. City Gas Trust is a wholly owned subsidiary of CitySpring Infrastructure Trust which was listed on the Main Board of the SGX-ST on 12 February 2007. City Gas Trust is managed by City Gas Pte Ltd (as Trustee), also known as City Gas. Prior to its restructuring, the business was 100% owned by Temasek Holdings.

The core business of City Gas is the production and retail of town gas. Town gas is retailed island-wide to most residential households. City Gas also supplies town gas and natural gas to commercial and industrial customers.

With a long heritage history of 146 years, we have been supplying town gas to almost 90% of the households living in new Housing Development Board estates, condominiums and private houses as well as many commercial and industrial premises such as hawker centres, food courts, restaurants, hotels, hospitals, laundries, electronics and printing plants etc. City Gas is committed to deliver excellent customer service and is an ISO 9001 certified company. In an independent survey, nine of ten customers polled expressed above average satisfaction with our services. We provide safe and reliable gas supply, 24-hour customer service, day and night maintenance, gas appliance servicing, regular safety inspections, installation of internal gas pipes and consultancy services.

Our one-stop shop, City Gas Gallery which is located at Somerset Road features a wide selection of gas appliances for residential and commercial customers, provides live demonstration of gas appliances and handles all enquiries with regards to town gas installations.

City Gas' town gas production facilities are located at Senoko Gasworks, 26 Senoko Avenue, Singapore 758312. Both natural gas and naphtha can be used as a feedstock for the town gas production. City Gas' Main Office is located at 111 Somerset Road, #07-02, Singapore Power Building, Singapore 238164.

More details may be obtained from City Gas' website:-

<http://www.citygas.com.sg>

### **2 GAS SUPPLY SYSTEM**

This handbook serves as a general guide for connection, supply of gas and replacement, addition and alteration of gas installation. It shall be read in conjunction with the Gas Act, Gas (Supply) Regulations, Gas Supply Code and all other relevant Regulations, Codes and Standards.

City Gas supplies piped town gas and natural gas which are delivered to its customers through the underground gas transmission and distribution networks of the gas transporter, PowerGas Ltd (PowerGas). Customers whose premises are located within these networks may request for the supply of town gas or natural gas subject to the availability of gas and technical/financial viability. The supply pressure for low pressure retail consumers is normally about 10mbars to 20mbars

for town gas and 15mbars to 25mbars for natural gas at the gas service isolation valve. Higher gas supply pressure, depending on its availability and feasibility, can be arranged subject to agreement among the transporter, the gas retailer and the consumer concerned.

Typical gas specifications for natural gas and town gas are shown in Appendixes A and B respectively.

### **3 PROFESSIONAL ENGINEER (PE) AND LICENSED GAS SERVICE WORKER (LGSW)**

Gas service work shall be carried out by a professional engineer (PE) who has a valid practicing certificate in the mechanical engineering discipline or a Licensed Gas Service Worker (LGSW) who holds a valid gas service worker licence.

The PE/LGSW shall be responsible to ensure all gas service work is in full compliance with the Gas Act, the relevant Regulations and Codes. If a PE is engaged for the gas service work, the work shall be performed by or under the supervision of the PE.

Submission of plans for gas installation pipework and addition and alteration work shall be carried out by a PE.

A LGSW may submit plans for the following works:

(a) Residential premises

- (i) gas installation pipework to existing individual landed houses;
- (ii) all retail consumers' internal pipes, including the meter, of existing multi-storey apartments or similar developments;

(b) Non-residential premises

All retail consumers' internal pipes, including the meter, of existing commercial and industrial premises.

Where any of the above mentioned works is meant for operating pressures above 30 mbars or involving gas booster system, gas leakage detection system incorporating solenoid valve or welded steel pipe joints or specialised gas equipment not used for cooking purposes, plans for the gas service works shall be submitted by a PE.

The PE/LGSW must endorse on his plans to confirm/certify that the submission complies with the Gas Act, relevant Regulations, Codes and Standards.

A list of registered LGSWs can be obtained from EMA's website at <http://www.ema.gov.sg>.

#### 4 CODE OF PRACTICE AND REGULATORY REQUIREMENTS

A PE/LGSW applying on behalf of customer for the supply of gas shall ensure the design of the gas installation or part and the gas service work carried out on the gas installation comply with the requirements of the latest revision of the following:-

- (i) The Gas Act (Cap 116A);
- (ii) The Gas (Supply) Regulations 2008;
- (iii) The Gas Supply Code;
- (iv) Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004;
- (v) City Gas Handbook on Gas Supply; and
- (vi) Any other relevant rules, regulations and Codes of Practice.

#### 5 TARIFFS

There are three categories of tariffs, applicable to town gas supply, namely:-

- 1 General Tariff : Applicable to all customers.
- 2 Bulk Tariff A : Applicable to customers whose monthly gas consumption is not less than 1,000 kWh and have entered into a separate tariff agreement with City Gas.
- 3 Bulk Tariff B : Applicable to customers whose monthly gas consumption is not less than 50,000 kWh and have entered into a separate tariff agreement with City Gas.

In addition, special and negotiable tariffs are available to customers with large gas consumption.

In the case of Bulk Tariff A and B, a minimum charge based on a minimum consumption shall be paid by a customer if the consumption in a month falls below such minimum consumption.

Further details on the tariffs including the prevailing tariff rates may be obtained from City Gas' office at 111 Somerset Road, #07-02, Singapore 238164, or by contacting the Senior Manager (Commercial) at Tel No. 65868818 or Fax No. 65868899, or visiting our website at <http://www.citygas.com.sg>.



## 6 CONTACT US

We welcome all applications and enquires pertaining to the application of gas supply:-

City Gas Pte Ltd (as Trustee)  
Address: 111 Somerset Road #07-02 Singapore 238164  
Tel: 65868888  
Fax: 65868899

Customer Service Hotline  
24-hr Customer Services Centre  
Tel: 1800-7521800

General Enquiries on Gas Application and Installation  
Tel: 1800-5551661 / 1800-CITYGAS

Application and Installation:-

- 1) Eating Houses / Restaurants / Hawker Centre / School Canteens  
Tel: 65868859 / 65868855 / 65868853 / 65868851 / 65868818
- 2) Commercial Projects  
Tel: 65868857 / 65868818
- 3) Industrial (Food Factories / Electronics / Printing / Other Industries)  
Tel: 65868861 / 65868856
- 4) Residential Projects  
Tel: 65868854 / 65868858 / 65868863
- 5) Natural Gas Supply  
Tel: 65868856

City Gas Gallery  
Address: 111 Somerset Road #01-07 Singapore 238164  
Tel: 65868865 / 65868866  
Email: [gallery@citygas.com.sg](mailto:gallery@citygas.com.sg)

Or you can also write / fax / email your enquiries to us:

Senior Manager  
City Gas Pte Ltd (as Trustee)  
111 Somerset Road #07-02  
Singapore 238164  
Fax: 65868899  
Email: [mktg@citygas.com.sg](mailto:mktg@citygas.com.sg)

Please indicate the following clearly in all correspondence:

- Company Name / Name of Development (if applicable)
- Contact Person / Contact Number
- Premise address where City Gas supply is required

Domestic customers can also apply for gas supply through authorised agents' outlets located at all major housing estates, a list of the approved agents can be obtained from our website at <http://www.citygas.com.sg>.

## **B GENERAL PROCEDURES/REQUIREMENT FOR OBTAINING GAS SUPPLIES**

### **1 PREMISES WITH EXISTING GAS CONNECTION**

#### **1.1 RESIDENTIAL PREMISES**

For residential premises, such as HDB apartments and condominium apartments, which have already been provided with the gas service, a customer who has an utility account can proceed to arrange for the installation of the gas appliance and the turn-on of the gas supply. A flowchart on the application procedures is attached in Appendix C.

#### **Opening of Utility Account**

A customer can open an utility account at the following locations:-

- a) **SP Services Ltd \***  
(SP Services Ltd, a member of Singapore Power Group, is an agent appointed by City Gas to manage gas accounts)
- **Customer Services Centre**  
111 Somerset Rd, #01-10  
Singapore 238164  
Opening hours:  
8 am – 6 pm (weekdays)  
8 am – 1 pm (Saturdays)
  - **Woodlands Branch**  
900 South Woodlands Drive #02-06  
Woodland Civic Centre  
Singapore 730900  
Opening hours:  
8.30 am – 5 pm (weekdays)  
8.30 am – 1 pm (Saturdays)
  - **Application Counter (For HDB applicants only)**  
Toa Payoh, HDB Hub  
480 Lorong 6 Toa Payoh #02-08  
Singapore 310486  
Opening hours:  
8.30 am – 5 pm (weekdays)  
8.30 am – 1 pm (Saturdays)

Online Services : <http://www.spservices.com.sg>

Customer Service Hotline : 1800 – 2356841

E-mail : [spservices@singaporepower.com.sg](mailto:spservices@singaporepower.com.sg)

Fax : 68238229

## Appliance Installation

For residential premises with gas supply, you may arrange directly with City Gas for the fixing of the gas pipe and the gas appliance. For more information, please contact City Gas Customer Service Centre at Tel Nos.: 1800-5551661 or 1800-CITYGAS or Fax No. 67517793 or visit our website at <http://www.citygas.com.sg>.

Alternatively, a customer may engage a Licensed Gas Service Worker (LGSW) to carry out the gas installation work. In this case, application for the supply of gas, together with plans showing the proposed gas pipe layout, has to be submitted to City Gas prior to carrying out the gas service work.

## 1.2 COMMERCIAL AND INDUSTRIAL PREMISES

In the case of Commercial and Industrial premises, the customer can engage a LGSW or a Professional Engineer (Mechanical), as the case may be, to submit the gas supply application and, request for the turn-on of the gas supply.

## 2 **PREMISES WITHOUT EXISTING GAS CONNECTION**

Where a premise is not connected with gas supply, an application for connection for the supply of gas shall be made in compliance with Regulation 5 of the Gas (Supply) Regulations; further details are provided in Section D, APPLICATION FOR THE CONNECTION AND ADMITTANCE OF GAS. A flowchart on the application procedures is attached in Appendix C.

PowerGas has appointed City Gas as its agent to manage the process of connecting a premise to its gas main network (town gas) from pre-submission consultation, application for connection to admittance of gas. Natural Gas consumers who wish to appoint City Gas as their Retailer shall also follow the same procedure.

### 2.1 Enquiry on the Availability of the Gas Supply

All enquiries on connection of gas installation for town gas supply to any premises can be made to the Senior Manager, City Gas Pte Ltd (as Trustee), 111 Somerset Road, #07-02, Singapore 238164.

A proposed building plan and site plan would be needed for the discussion. City Gas would also need to know the number of units to be built, phasing of the development, the targeted date for completion and the anticipated load for the project.

Enquiries on connection of gas installation for natural gas supply may also be made to City Gas if a consumer wishes to engage City Gas as the Retailer.

The Senior Manager will inform you of the availability of the gas supply.

## 2.2 Pre-submission Consultation

If the gas supply to a development is feasible, the developer's PE/LGSW may request for a pre-submission consultation with the Senior Manager or his Marketing Officers to discuss the gas connection application procedures and requirements, pipe routing, meter positions, load requirements, safety requirements, targeted date of completion, etc.

## 2.3 Quotation and Payment

The Senior Manager will send a quotation for the extension and connection of gas main/service to the development. Payment can be made by sending a cheque, payable to "City Gas Pte Ltd (as Trustee)", to City Gas Main Office at 111 Somerset Road, #07-02, Singapore 238164.

## 3 **DESIGNATED REPRESENTATIVE AND PROJECT COORDINATOR**

The owner/developer shall appoint a Designated Representative (DR) who will liaise directly with City Gas project coordinator (PC) on all matters relating to the gas installation. The DR shall be a PE or a LGSW in accordance with the requirements of the Gas (Supply) Regulations and Gas Supply Code.

The DR shall ensure that the gas installation is designed, constructed, tested and commissioned in accordance to the requirements of the Gas Act, and all relevant Regulations, Codes and Standards. The DR shall endorse all drawings, documents, applications and submissions in relation to the gas installations.

## **C APPLICATION FOR THE GAS SUPPLY**

### **1 SUBMISSION OF GAS SUPPLY APPLICATION**

An application for a supply of gas shall be made to the gas retailer in compliance with Regulation 3 of the Gas (Supply) Regulations. The submission shall be accompanied by three sets of site plan and floor plan with the proposed gas pipe route with dimensions highlighted in red (one set of the plans will be returned to the applicant upon approval). The estimated load for the proposed gas outlet shall be clearly indicated in the plan.

Declaration of compliance with relevant Acts, Regulations and Codes by the PE/LGSW shall be made using Form G1A as well as on all plans submitted.

Submission of application may also be made through the CORENET e-submission System managed by the Building and Construction Authority (BCA).

If the applicant is not the owner of the gas installation through which gas is to be supplied, a written consent of the responsible person for such gas installation shall be obtained and submitted together with the application.

### **2 PROCESS OF APPLICATION**

All applications submitted using the prescribed forms (Form G1 and Form G1A) accompanied with the proposed gas installation drawings/plan duly endorsed by the PE/LGSW shall be submitted to City Gas for approval. **This approval does not cover the checking on the compliances and engineering design** and the PE/LGSW has to check, ensure and confirm/certify that the submission and all gas service work are in compliance with the Gas Act, the Gas (Supply) Regulations, the Gas Supply Code, the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51, City Gas Handbook on Gas Supply and all other relevant acts, regulations and rules. However, City Gas may request the submission be amended, updated and resubmitted (via Form GR/1X).

After the submission has been processed, the applicant will be informed of the outcome (via Form GR/1, GR/1A).

### **3 SITE MEETING BEFORE COMMENCEMENT OF GAS SERVICE WORK**

Before commencement of the gas service work, the DR shall arrange with City Gas PC for a site meeting. During the site meeting, the DR shall inform the PC of the date of commencement of work.

### **4 PIPEWORK**

The gas installation shall be carried out in accordance with the plans submitted to City Gas. If a PE is engaged for the gas service work, the work shall be performed or supervised by the PE. A re-submission of plans will not be necessary for any deviation from the submitted plan except where the routing of the consumer internal pipe needs to be extended beyond the confines of an eating house, a canteen, a food court, a residential unit, a school facility or the kitchen area of a commercial installation.

The PE/LGSW shall ensure that the deviations comply with the Gas Act, the Gas (Supply) Regulations, the Gas Supply Code, the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51, City Gas Handbook on Gas Supply and all other relevant acts, regulations and rules, and the deviations shall be reflected in the as-built plan (with amendment) for submission to City Gas when notifying City Gas for the final pressure test.

## 5 NOTIFICATION OF FINAL PRESSURE TEST

The DR must ensure that the installation complies with all relevant acts, regulations, codes and rules and free from leak before arranging for the final pressure test (Form G2), when the work is completed.

The notification for final pressure test must be accompanied by the as-built drawings (inclusive of a line/isometric drawing) showing actual location of the completed gas installation pipework with dimensions and duly endorsed by the PE and/or LGSW. The proposed date for the final pressure test shall be clearly indicated (Form G2).

Once the date is finalised, City Gas will inform DR in writing (via Form GR/2), the DR is required to notify all relevant parties of the agreed date of the final pressure test.

## 6 FINAL PRESSURE TEST

The DR, relevant parties and City Gas' PC shall be present at the final pressure test. The DR shall ensure that all the necessary equipment is ready at the time of the test.

Final pressure test shall be carried out on the gas appliance and the consumer's internal pipe including the meter installation. The test is to be carried out or supervised by the DR and witnessed by City Gas' PC. When the installation has passed the pressure test, Form G2A shall be certified by the DR and countersigned by City Gas' PC as a witness to the test.

In the event that the installation has failed the final pressure test, the DR shall rectify the fault prior to carrying out the test again. A resubmission of a fresh notification for final pressure test is required if the final pressure test could not be carried out on the same occasion.

After the gas installation has been tested and passed, the DR shall affix all plugs, caps and other ends of the installation with warning labels that read '**Gas Pipe Tested. Do Not Tamper**'.

No person is allowed to carry out any further work without prior written consent from City Gas after the gas installation has passed its final pressure test. Any further work on the installation will render the final pressure test null and void. If any further work has to be carried out, a new application for the work shall be made together with the proposed plans and submitted to City Gas.

## 7 FORMAL REQUEST FOR TURN-ON

After the gas installation has passed the final pressure test, the DR must formally notify City Gas in writing that the site is ready to receive gas and submit a formal request for the turn-on of gas supply (Form G3).

The consent of the applicant (if differs from the DR) and the main contractor (if any) must be obtained before submitting the request for turn-on.

Where the DR appointed by the owner is a LGSW, the consent of the owner shall be obtained before submitting the request for turn-on.

City Gas will notify the DR in writing (Form GR/3) the date of turn-on. Upon receipt of such notification, it shall be the duty of the DR to notify all relevant parties to witness the turn-on.

## 8 TURN-ON OF GAS

The DR, the relevant parties who have been notified by the DR and City Gas' PC shall be present to witness the turn-on. The DR shall arrange for a proof test and set up all necessary equipment, fittings and vent points for purging and ensure that all necessary safety precautions are taken. After the installation has been confirmed to be sound with the proof test, Form G2B shall be certified by the DR and submitted to City Gas; the installation shall then be purged and turned-on with gas. Turn on of the gas supply via the meter control valve shall only be carried out by City Gas' PC or City Gas' agent. After the turn-on of the gas supply, the DR shall affix the '**Live Gas. Do Not Tamper**' labels to all plugs, caps and other end points of the gas installation.

Turning on of gas can be carried out immediately after the installation has passed the final pressure test and; for all cases, turning on of gas can only be done after the installation is confirmed sound by a proof test.

When turn-on of gas is completed, a statement of turn-on (Form GR/4) shall be signed by the PC and issued to the applicant or a person authorized by the applicant (DR). The applicant or the person authorized by the applicant shall countersign the turn-on of gas (Form GR/4).

The DR shall proceed and be responsible to commission the gas installation and gas appliances upon the turn-on of gas. After confirming the gas installation and the gas appliances are safe to be used, the DR shall issue a written statement certifying the appliances are safe for use.

The DR shall inform all relevant parties, including but not limited to, the responsible person, owner/developer, architect, engineer, main contractor, sub-contractors, suppliers and vendors etc., gas has been turned on to the gas installation and not to tamper with the gas installation.

The DR shall submit one set of endorsed as-built drawings to the owner after successful completion of the turn-on of gas.

## **D APPLICATION FOR CONNECTION AND ADMITTANCE OF GAS**

All applications for connection and admittance of gas shall be carried out in compliance with the Gas (Supply) Regulations and Gas Supply Code.

PowerGas has appointed City Gas as its agent to manage the process of connecting a premise to its gas main network (town gas) from pre-submission consultation, application for connection to admittance of gas. Natural Gas consumers who wish to appoint City Gas as their Retailer shall also follow the same procedure.

For town gas retail consumers, application for connection of a gas installation or gas fitting to the gas main network for the supply of town gas shall be submitted to City Gas.

For natural gas retail consumers, application for connection of a gas installation or gas fitting to the gas main network for the supply of natural gas shall be submitted to City Gas where City Gas is appointed as the Retailer.

### **1 APPLICATION FOR CONNECTION**

To connect a premise for gas supply, the applicant shall appoint a DR for the project. Where necessary, the DR may carry out pre-submission consultation with City Gas to discuss on the availability of gas supply; connection point(s); load requirements etc.

The applicant shall complete and submit Forms GT01, "Customer Project Info Template", GT02A, "Application for Gas Connection", and GT02B, "Declaration Form by DR", together with drawings of the proposed gas installation endorsed by the DR.

The drawings of the proposed gas installation shall include, but not limited, to the following information,

- Location of the site
- Proposed location(s) of connection
- Declaration of compliance with Act / Regulations
- The Code / Standard that the gas installation is designed to
- Design and operating pressure
- Total load and maximum flow rate
- Other relevant information

### **2 APPROVAL FOR CONNECTION**

City Gas shall review the submission and approved the application for connection based on the information provided without checking for detail engineering design and compliance with Statutory and Codes / Standards requirements (using Form GR/1B).

City Gas shall submit a quotation for connection and extension of mains, when applicable, to the Applicant. Upon agreement of the Terms and Conditions of supply where applicable, and receipt of payment, PowerGas will then proceed to lay the gas mains and service pipes.



### **3 CONSTRUCTION**

Upon confirmation of the project, the DR shall arrange with the PC for a site meeting before commencement work. The DR shall liaise closely with the PC for the construction of the gas installation.

The DR shall ensure that the gas installation is constructed in accordance with the plan approved for construction and in full compliance with the Statutory and specified Codes / Standards requirements. Prior written consent shall be sought from City Gas for deviation from the plan approved for construction.

### **4 FINAL PRESSURE TEST**

Upon completion of the gas installation, the DR shall arrange for the final pressure test to be carried out.

The DR shall submit Forms GT05, "Certificate of Completion", and Form G2, together with 2 sets of endorsed as-built drawings, including isometric line diagrams, of the gas installation to City Gas and arrange with the PC at least 3 days in advance to witness the conduct of the final pressure test. The DR shall also notify all other relevant parties of the conduct of the final pressure test. The DR shall be responsible for the preparation of the site, including but not limited to, final inspection, setting up of warning signs, safety devices etc. to ensure the safe conduct of the final pressure test.

Upon successful conduct of the final pressure test, the DR shall complete and endorse Form GT06, "Certificate of Final Pressure Test" counter signed by the PC.

The DR shall ensure that no person is allowed to carry out any further work without prior written consent from City Gas after the gas installation has passed its final pressure test. Any further work on the installation will render the final pressure test null and void. If any further work has to be carried out, a new application for the work shall be made together with the proposed plans and submitted to City Gas.

### **5 ADMITTANCE OF GAS**

When the site is ready to receive gas, the DR shall submit to the PC Form GT04, "Application for Admittance of Gas", together with Form GT06, "Certificate of Final Pressure Test". The PC shall thereafter liaise and arrange with PowerGas for the final connection and admittance of gas.

Immediately prior to the final connection, the DR shall conduct a proof test in compliance with the requirements stipulated in CP51 witness by the PC. For gas installation with operating pressure exceeding 20 KPa, the proof test pressure shall be 100KPa or the operating pressure whichever is lower for a duration of 30 mins. Upon successful conduct of the proof test, the DR shall issue Form GT07, "Certificate of Proof Test", to the PC. PowerGas will then be notified by the DR through the PC to proceed with the connection work.

Upon completion of the connection and notification by PowerGas, the DR shall prepare the gas installation for purging and commissioning and request for

interim admittance of gas when ready. Form GT08 “Statement of Interim Admittance of Gas” shall be issued by PowerGas to the DR. The DR shall proceed to purge and commission the gas installation upon interim admittance of gas.

The DR shall ensure that all end points are affixed with “**Live Gas. Do Not Tamper**” labels.

Upon certification by the DR of the successful completion of purging and commissioning of the gas installation, using Form GT08, PowerGas shall issue Form GT09A, “Statement of Admittance of Gas (Domestic & Commercial)” or, Form GT09B “Statement of Admittance of Gas (Industrial)”, as applicable, to the Applicant.

If the DR does not complete purging and commissioning of the gas installation within the agreed time period, or for whatever reasons gas is not admitted into the installation or has to be isolated from the installation, PowerGas shall shut the Gas Service Isolation Valve and disconnect the installation.

## **6 POST ADMITTANCE OF GAS**

The DR shall also notify all relevant parties, including but not limited to, the responsible person, owner/developer, main contractor, sub-contractors, architect, engineer, suppliers and vendors etc. that gas has been admitted into the gas installation and ensure that the gas installation is not tampered with and hot works in the vicinity of the gas installation are carried out with all necessary safety precautions.

The DR shall submit one set of endorsed as-built drawings to the owner after successful completion of the admittance of gas.

## **E PROCEDURES FOR THE REPLACEMENT, ADDITION OR ALTERATION OF GAS INSTALLATION AND THE REPLACEMENT OF GAS APPLIANCES/KITCHEN RANGE**

### **1. REPLACEMENT, ADDITION OR ALTERATION OF GAS INSTALLATION**

Application for replacement, addition or alteration of gas installation and replacement of gas appliance/kitchen range shall be made in accordance with Regulation 14 of the Gas (Supply) Regulations.

No replacement, addition or alteration of any gas installation shall be carried out without the prior written consent from City Gas.

#### **1.1 Replacement, Addition or Alteration of gas installation from the GSIV to and including the meter**

PowerGas has appointed City Gas as its agent to manage the process of replacement, addition or alteration to existing Town Gas installations. Natural Gas customers who appoint City Gas as the Retailer shall also apply to City Gas for replacement, addition or alteration to the natural gas installation.

#### **1.2 Replacement, Addition or Alteration of Consumer's Internal Pipe**

Application for the replacement, addition or alteration of consumer's internal pipe shall also be made to City Gas.

#### **1.3 Submission of Application**

A DR, a PE or LGSW as the case may be, shall submit Forms G1 and G1A together with endorsed drawings of the proposed replacement, addition or alteration works. The DR has to check, ensure and confirm/certify that the submission and all gas service work are in compliance with the Gas Act, the Gas (Supply) Regulations, the Gas Supply Code, the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51, City Gas Handbook on Gas Supply and all other relevant acts, regulations and rules.

City Gas shall review the submission and approved the application for replacement, addition or alteration to the gas installation based on the information provided without checking for detail engineering design and compliance with Statutory and Codes / Standards requirements.

#### **1.4 Site Meeting and Commencement of Work**

The DR shall arrange for a site meeting with the PC of City Gas before commencement of the gas service work. The DR shall liaise closely with the PC in the carrying out of the work, including but not limited to, construction of new pipes, interruption of gas supply, isolation, purging, decommissioning, connection and subsequent commissioning and re-admittance of gas of the gas installation.

Where work on a live-gas pipe is required, the work shall not commence without the presence of the PC.

If a PE is engaged for the gas service work, the gas service shall be performed or be supervised by the PE.

The DR shall arrange with the gas transporter through the PC to turn off the gas service isolation valve or temporary disconnect the gas installation from the gas networks should the need arises.

#### 1.5 Re-admitting Gas on Completion of Work

For replacement, addition or alteration of existing gas installation and the replacement of gas appliances, turning-on/re-admittance of gas may be allowed immediately after successful completion of the work and all required tests and commissioning.

The DR shall ensure that the work is carried out in compliance with the Gas Act, the Gas (Supply) Regulations, the Gas Supply Code, the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51, City Gas Handbook on Gas Supply and all other relevant acts, regulations and rules.

#### 1.6 Charges

City Gas may levy a fee to recover its overhead and expenses for attending to site inspections and operations in connection with addition and alteration works.

## 2 **REPLACEMENT OF GAS APPLIANCES**

The work shall be carried out in compliance with Regulations 20 and 21 of the (Gas Supply) Regulations. The LGSW shall test the gas appliance and its connection to the gas installation and all affected joints to ensure that the gas installation and the gas appliance are safe to be used. The LGSW shall issue a written statement certifying the appliance is safe for use. If the gas appliance could not be certified safe for use for safety reason, the LGSW shall advise the customer that it is an offence to operate the gas appliance if it is not certified safe for use and the appropriate action to be taken.

## APPENDIX A : Singapore Natural Gas Specification

Wobbe Index (WI) :	45.2 – 52.0 MJ/m <sup>3</sup>
Gross heating value :	35.3 – 50.3 MJ/m <sup>3</sup>
Hydrocarbon dewpoint :	12.8 °C @ 50 bar
Water dewpoint :	9.4 °C @ 50 bar
Free liquids :	zero (0)
Methane (min) :	80 % by volume of total reactants
Oxygen (max) :	0.1 % by volume
Carbon dioxide (max) :	5 % by volume
Nitrogen (max) :	5 % by volume
Total inerts (max) :	10 % by volume
Hydrogen sulphide (max) :	8 ppm by volume
Total sulphur (max) :	30 ppm by volume
Particulate _ size (max) :	10 micron
Particulate – quantity (max) :	3 ppm by weight
Potassium and Sodium (max) :	0.5 ppm by weight
Lead (max) :	1 ppm by weight
Magnesium (max) :	2 ppm by weight

## APPENDIX B: TOWN GAS SPECIFICATION

The typical properties of town gas manufactured by City Gas are as follows:

Gas type :	Group 5
Specific Gravity :	0.50 – 0.59
Gross Calorific Value :	18.63 MJ/m <sup>3</sup> ± 3 % @ 288.75 K & 101 kPa
Wobbe Index :	23.15 – 26.35 MJ/m <sup>3</sup>
Weaver Flame Speed :	35 – 42
Stoichiometric Combustion Air :	4.4 vol / vol of gas
Limits of flammability :	3.0 – 55 % of gas in air
Carbon Monoxide :	6 % vol
Ignition Temperature :	> 400 °C
Theoretical Flame Temperature	~ 2000 °C

### Typical Town Gas Composition :

The following list the individual components in the piped-gas. During normal operations, the expected variations are given as low and a high range. This list is intended to be a guide where specific and technical information is required.

<u>Components</u>	<u>Volume %</u>	
	<u>Low Range</u>	<u>High Range</u>
Hydrogen	43	65
Methane	4	28
Ethane	0	2.6
Propane	0	1.3
Butane	0	1.7
Pentane	0	5
Carbon Monoxide	2	6
Carbon Dioxide	9	20
Nitrogen	2	6
Oxygen	0.5	1.5

### CONVERSION FACTORS:

1 unit of gas	=	1 kWh
	=	3,412 BTU
	=	3,600 kJ
	=	6.824 cu ft gas @ 500 BTU/cu ft
	=	0.193 m <sup>3</sup> gas @ 18.63 MJ/m <sup>3</sup>
1 BTU/cu ft	=	37,260 J/m <sup>3</sup>
	=	8.91 kCal/m <sup>3</sup>

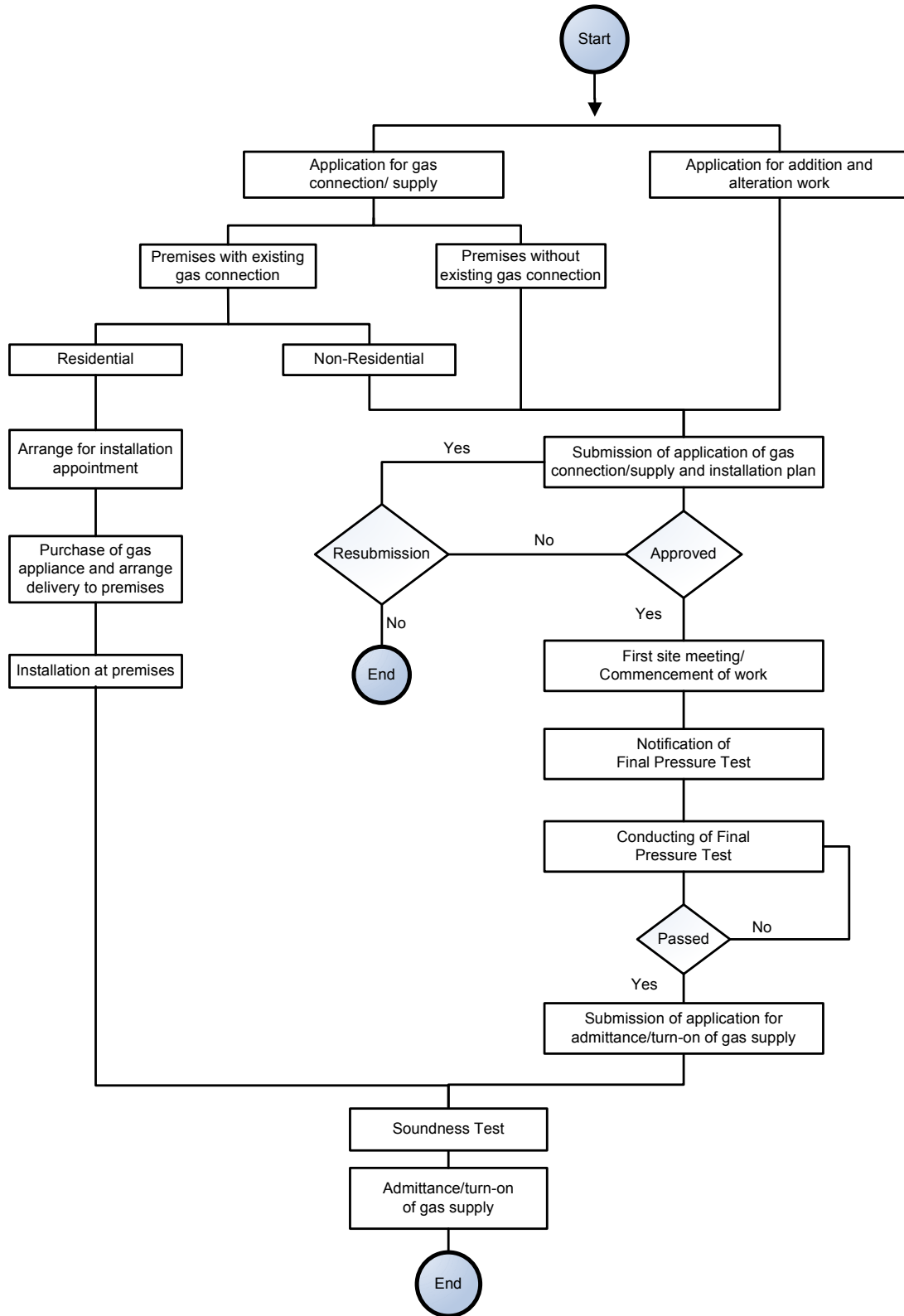
### GAS SUPPLY PRESSURE

Normal Supply Pressure : Approximately 10mbar

All equipment designed for use with town gas must operate on a minimum supply pressure of 63mm water gauge.

APPENDIX C

**FLOWCHART FOR THE APPLICATION OF  
GAS CONNECTION / SUPPLY**



## **APPENDIX D**

FORMS / LETTERS APPLICABLE FOR THE APPLICATION FOR GAS SUPPLY,  
REPLACEMENT, ADDITION OR ALTERATION OF GAS INSTALATION (A&A WORK)  
AND THE TURN-ON / RE-COMMISSIONING OF GAS SUPPLY

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City Gas Ref No: \_\_\_\_\_

### APPLICATION FOR GAS SUPPLY

Date: \_\_\_\_\_

To: Senior Manager (Customer Projects)  
City Gas Pte Ltd (as Trustee)  
Attn: \_\_\_\_\_

#### GAS SUPPLY TO :

\_\_\_\_\_  
(Address of Premises/Development)

I / I on behalf of the owner, wish to apply for the following:-

- For the gas supply
- Replacement, Addition or alteration work to gas installation (A&A Work)  
(Please tick the appropriate box)

I hereby submit the proposal and my declaration for gas pipe installation / replacement, addition or alteration work as shown in the attached plans.

The designated representative (DR) to liaise with City Gas on all gas matters is:-

Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

PE No. / LGSW No: \_\_\_\_\_

c/o Address: \_\_\_\_\_

The expected date of gas connection / turn-on is: \_\_\_\_\_

\*Name of Developer / Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\*Name of Professional Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

\*Name of Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Owner / PE / LGSW

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

\*: complete where applicable

(Please see overleaf on **Notes**)

**NOTE:**

- a) This Form must be submitted together with a PE's / LGSW's Declaration Form (FORM G1A).
- b) The designated representative shall be a licensed gas service worker or a Professional Engineer, as the case may be.
- c) Where there is a Professional Engineer and a licensed gas service worker on a project, the designated representative should be the Professional Engineer.
- d) In a project where gas has been admitted and where there is a Professional Engineer responsible for the gas installation, his prior consent in writing must be obtained and submitted together with this application. In all other cases, the prior consent of the owner in writing must be obtained and submitted together with this application.
- e) This Form can be used for the application of replacement, addition or alteration of gas installation.

**DECLARATION FORM  
APPLICATION FOR GAS SUPPLY / A&A WORK**

Senior Manager (Customer Projects)  
City Gas Pte Ltd (as Trustee)

**Project Description**

Name of Project: \_\_\_\_\_  
\_\_\_\_\_

Address of Premises/Development: \_\_\_\_\_  
\_\_\_\_\_

**Declaration By Professional Engineer / License Gas Service Worker**

I, the designated representative of the above project, hereby certify that with respect to the above project, the gas installation is designed to and all gas service works shall be carried out in compliance to the requirements and provisions of the latest revision of the following:

- a) Gas Act (Cap 116A);
- b) Gas (Supply) Regulations 2008;
- c) Gas Supply Code;
- d) Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP 51:2004;
- e) Other relevant code / standard : \_\_\_\_\_ (please specify for installation with operating pressure higher than 20 KPa)
- f) All relevant acts, regulations and rules which are applicable to the gas service work;

I further certify that I hold a valid practicing certificate / gas service worker licence\*.

The gas installation shall be designed to operate at \_\_\_\_\_ barg.

\_\_\_\_\_  
Signature and Stamp of \*PE / LGSW

\_\_\_\_\_  
Date

Name : \_\_\_\_\_

\*PE / LGSW No : \_\_\_\_\_

Company : \_\_\_\_\_

Contact No : \_\_\_\_\_

Address : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

**Note:**

- a) This form shall submit with together with the Application for Gas Supply Form (Form G1).
- b) If a PE is engaged for the gas service work, this form shall be endorsed by the PE.

\*: delete whichever is not applicable,

## Declaration to be shown in the submission plans

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premise / Development)

I, the designated representative of the above project, hereby certify that with respect to the above project, the gas installation is designed to and all gas service works shall be carried out in compliance to the requirements and provisions of the latest revision of the following:

- a) Gas Act (Cap 116A);
- b) Gas (Supply) Regulations 2008;
- c) Gas Supply Code;
- d) Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP 51:2004;
- e) Other relevant code / standard : \_\_\_\_\_ (please specify for installation with operating pressure higher than 20 KPa)
- f) All relevant acts, regulations and rules which are applicable to the gas service work;

I further certify that I hold a valid practicing certificate / gas service worker licence\*.

The gas installation shall be designed to operate at \_\_\_\_\_ barg.

\_\_\_\_\_  
SIGNATURE & STAMP OF  
PROFESSIONAL ENGINEER / LGSW

\_\_\_\_\_  
DATE

\*: delete whichever is not applicable,

City Gas Ref No: \_\_\_\_\_

To : Senior Manager (Customer Projects)  
City Gas Pte Ltd (as Trustee)

**Attn:** \_\_\_\_\_  
(City Gas' Project Co-ordinator)

**FINAL PRESSURE TEST OF GAS INSTALLATION AT** \_\_\_\_\_

\_\_\_\_\_  
(Address of Premises/Development)

**PART I**

This is to notify you that the abovementioned work is ready for final pressure test. The proposed date for the testing is \_\_\_\_\_.

I attached the as-built drawings (inclusive of line drawing) for your records.

(As-built drawing nos.: \_\_\_\_\_  
\_\_\_\_\_ )

I hereby certify that the gas service work for the above project has been completed and is in compliance with the Gas Act (Cap 116A), the Gas (Supply) Regulations 2008, the Gas Supply Code, the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004 (please specify other relevant code / standard: \_\_\_\_\_), City Gas Handbook on Gas Supply; all relevant acts, regulations and rules which are applicable to the gas installation.

I will notify all parties of the date for final pressure test.

\_\_\_\_\_  
Signature and Stamp of Designated Representative

\_\_\_\_\_  
Date

Name of Designated Representative: \_\_\_\_\_

PE / LGSW No : \_\_\_\_\_

**PART II** (This section is applicable **only** for turn-on to consumer's internal pipe and appliances and minor replacement, addition or alteration work on gas installation)

I also request that gas be turned-on to the installation upon successful completion of the final pressure test and proof test.

After turn-on of the gas supply, I will inform all relevant parties accordingly not to tamper with the gas installation.

\_\_\_\_\_  
Signature and Stamp of Designated Representative

\_\_\_\_\_  
Date

(Please see overleaf on **Notes**)

cc (1) Developer/Owner  
(2) Professional Engineer  
(3) Architect  
(4) Main Contractor

FORM G2

(11/2008)

## NOTES

- a) The applicant shall be the Designated Representative.
- b) The Designated Representative must attend the final inspection and final pressure test.
- c) Final pressure test and turn-on of gas supply may be carried out in one operation for the following gas service works:
  - 1 Consumer's internal pipe and appliances (including meter installation)
  - 2 Tee-off, Termination / cap-off of gas pipes.
  - 3 Replacement of gas pipe including corroded gas pipes.
  - 4 Installation / replacement of valve (including solenoid valve).
- e) If final pressure test and turn-on of gas supply is to be carried out in one operation, Certificate of Final Pressure Test and Certificate of Proof Test must be submitted to the PC at site immediately prior to the turn-on of gas supply.

To : Senior Manager (Customer Projects)  
City Gas Pte Ltd (as Trustee)

Your Ref No : \_\_\_\_\_

Attn: \_\_\_\_\_  
(City Gas' Project Co-ordinator)

**CERTIFICATE OF FINAL PRESSURE TEST**

NAME OF PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AS-BUILT DRAWING NOS: \_\_\_\_\_

-----  
(1) I hereby certify that the gas installation has passed the final pressure test on \_\_\_\_\_ conducted in accordance with the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004 (please specify other relevant code / standard: \_\_\_\_\_, if applicable)

Pressure Tested

First Test: \_\_\_\_\_ Duration : \_\_\_\_\_

Second Test: \_\_\_\_\_ Duration: \_\_\_\_\_

Other additional test(please specify): \_\_\_\_\_

(2) No person shall be allowed to carry out any further work on the installation without prior written consent from City Gas.

Certified by: \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature and Stamp of Designated Representative)

Name : \_\_\_\_\_ PE / LGSW No: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature of City Gas Project Co-ordinator)

Name : \_\_\_\_\_

**Copy given to:**

*(please tick appropriate box)*

Name/Company/Signature

Owner \_\_\_\_\_

MCST \_\_\_\_\_

Main Contractor \_\_\_\_\_

Consultant \_\_\_\_\_

Hawker Representative/Others \_\_\_\_\_

To : Senior Manager (Customer Projects)  
City Gas Pte Ltd (as Trustee)

Your Ref No : \_\_\_\_\_

Attn: \_\_\_\_\_  
(City Gas' Project Co-ordinator)

**CERTIFICATE OF PROOF TEST**

NAME OF PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AS-BUILT DRAWING NOS: \_\_\_\_\_

(1) I hereby certify that the gas installation has passed the proof test on \_\_\_\_\_  
conducted in accordance with the Code of Practice for Manufactured Gas Pipe  
Installation, Singapore Standard, CP51:2004 (please specify other relevant code /  
standard: \_\_\_\_\_, if applicable)

Pressure Tested: \_\_\_\_\_ Duration : \_\_\_\_\_

Other additional test(please specify): \_\_\_\_\_

(2) I request that gas be \*admitted / turned-on to the gas installation.

Certified by: \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature and Stamp of Designated Representative)

Name : \_\_\_\_\_ PE / LGSW No: \_\_\_\_\_

**Note: \*delete whichever not applicable**

Witnessed by: \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature of City Gas Project Co-ordinator)

Name : \_\_\_\_\_

**Copy given to:**

(please tick appropriate box)

Name/Company/Signature

Owner \_\_\_\_\_

MCST \_\_\_\_\_

Main Contractor \_\_\_\_\_

Consultant \_\_\_\_\_

Hawker Representative/Others \_\_\_\_\_



City Gas Ref No : \_\_\_\_\_

To : Senior Manager (Customer Projects)  
City Gas Pte Ltd (as Trustee)

**Attn :** \_\_\_\_\_  
(City Gas Project Co-ordinator)

**REQUEST FOR TURN-ON / RE-COMMISSIONING OF GAS TO** \_\_\_\_\_

\_\_\_\_\_  
(Address of premises/development)

As-Built Drawing Nos : \_\_\_\_\_

1. I certify that the site is ready to receive gas. I further certify that the gas installation has passed the final pressure test and that no further work has been carried out on the gas installation after the final pressure test and that the gas installation is safe for the \*TURN-ON / RE-COMMISSIONING of gas.

2. After the \*turn-on / re-commissioning of the gas supply to the above project, I will inform all relevant parties accordingly not to tamper with the gas installation. I confirm that all end points have been properly capped/plugged. I also undertake to affix warning labels at all end-points of the gas pipe installation.

3. A copy of the line / isometric drawing has been given to the owner for display.

4. The number of end-points in the gas pipe installation is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Designated Representative

\_\_\_\_\_  
Date

Name \_\_\_\_\_ \*PE/LGSW No : \_\_\_\_\_

Address : \_\_\_\_\_ Tel No : \_\_\_\_\_

Note : 1) If this is the case of turning on of gas to individual stall within a premises or re-commissioning of gas, the consent of the Professional Engineer, the main contractor and the owner / developer (as the case may be) shall be sought.

-----  
**CONSENT BY PROFESSIONAL ENGINEER / MAIN CONTRACTOR / OWNER**  
**(where applicable)**

We consent to the above application for the turn-on / re-commissioning\* of gas supply.

Name of Professional Engineer : \_\_\_\_\_ Signature : \_\_\_\_\_

PE No : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Main Contractor : \_\_\_\_\_ Signature : \_\_\_\_\_  
(authorised main contractor's representative) (company stamp)

Date : \_\_\_\_\_

Name of Owner / Developer : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Date :  
Our Ref :  
Your Ref :  
Fax : 6586 8899

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Project Co-ordinator is:

Mr \_\_\_\_\_  
Tel (O): \_\_\_\_\_  
Mobile : \_\_\_\_\_

Dear Sir

**PROPOSED \*GAS SUPPLY / A&A WORK TO :**

\_\_\_\_\_  
\_\_\_\_\_

We refer to your application dated \_\_\_\_\_.

2. In view of your written declaration that the design of gas pipe installation and the work to be carried out for above mentioned project is in compliance with the Gas Act (Cap 116A), the Gas (Supply) Regulations 2008, the Gas Supply Code, the Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004, City Gas Handbook on Gas Supply and all relevant acts, regulations, rules, codes of practice and design guidelines, we wish to inform you that we have no objection to the proposal.

3. Your PE/LGSW is fully responsible for the gas installation design and compliance with the acts, regulations and codes. The approval is given without checking on the compliances and engineering design.

3. Your Designated Representative is required to contact our Project Co-ordinator for a site meeting before commencement of work.

4 If your Designated Representative requires further information/clarification, please contact Mr \_\_\_\_\_ at Tel No. \_\_\_\_\_.

Yours faithfully

Sr Manager (Marketing/Customer Projects)

**Note:** \* delete whichever is not applicable  
Please quote our Ref No. in all future application / correspondence.

cc 1) Developer / Owner  
2) Professional Engineer / LGSW / Architect

FORM GR/1

(11/2008)

Date : \_\_\_\_\_

Our Ref : \_\_\_\_\_

To : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir

### WRITTEN COMMENTS

Project Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following written comments are for your attention and necessary action:-

No.	Description	Drawing No.

Meeting attended by : \_\_\_\_\_  
\_\_\_\_\_

- Pre-submission consultation
- Plans amended & submitted for Approval
- Plans returned to Consultant/LGSW for re-submission

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Our Ref :  
Your Ref :  
Fax : 65868899

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Project Co-ordinator is

Mr \_\_\_\_\_  
Tel: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Dear Sir

**AMENDMENT PLANS ON APPLICATION FOR \*GAS SUPPLY/CONNECTION/A&A WORK:**

---

(Address of premises/development)

We refer to your application dated \_\_\_\_\_ and wish to inform you that we have no objection to your proposed amendment as shown in Drawing

No(s): \_\_\_\_\_.

2 If your designated representative requires further information/clarification, please contact the undersigned at Tel No. \_\_\_\_\_.

Yours faithfully

SENIOR MANAGER (CUSTOMER PROJECTS)  
CITY GAS PTE LTD

cc 1) Designated Representative/Professional Engineer/LGSW  
2) Developer/Owner/Architect

Note: \* delete whichever is not applicable

Date:  
Our Ref :  
Your Ref :  
Fax :

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Project Co-ordinator is Mr _____ Tel: _____ Mobile: _____
------------------------------------------------------------------------

Dear Sir

**FINAL PRESSURE TEST AT** \_\_\_\_\_

---

Thank you for informing us that the abovementioned work is ready for the final pressure test.

2 The testing will be conducted on \_\_\_\_\_ at \_\_\_\_\_.

3\* As you have also requested for the turn-on of gas, the turn-on will only be carried out after the successful completion of the relevant tests.

4 Kindly note that the DR is required to be present at the test. You are also required to notify all parties of the date and time for the final pressure test.

Yours faithfully

SENIOR MANAGER (CUSTOMER PROJECTS)  
CITY GAS PTE LTD (as Trustee)

cc 1) Owner / Developer  
2) PE / LGSW / Architect

Note: \* delete whichever is Not Applicable

Our Ref :  
Your Ref :  
Fax : 65868899

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Project Co-ordinator is Mr _____ Tel: _____ Mobile: _____
------------------------------------------------------------------------

Dear Sir

**APPROVAL FOR \*TURN-ON / RE-COMMISSIONING OF GAS TO \_\_\_\_\_**

---

We refer to your application for \*turn-on / re-commissioning dated \_\_\_\_\_  
for gas supply to the above project.

2 We are pleased to inform you that the work will be carried out on \_\_\_\_\_  
(date) at \_\_\_\_\_ (time).

3 You are required to notify all relevant parties to witness the \*turn-on / re-commissioning  
of gas supply.

Yours faithfully

SENIOR MANAGER (CUSTOMER PROJECTS)  
CITY GAS PTE LTD

- cc 1) Owner/Developer  
2) PE/LGSW/Architect  
3) Main Contractor

Note: \* delete whichever is not applicable

Date :  
Our Ref :  
Your Ref :

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Co-ordinator	
Mr	_____
Tel:	_____
Mobile:	_____

Dear Sir

**STATEMENT OF TURN-ON OF GAS TO** \_\_\_\_\_

This is to inform you that in response to your application for turn-on of gas to the above-mentioned premises, we have on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) introduced town/natural\* gas at the nominal pressure of \_\_\_\_\_ kPa/Bar\* gauge into the gas installation of the above-mentioned premises. Kindly notify all relevant parties that gas has been turned on to the above premises and not to tamper with the gas installation.

2 You are hereby informed that no further work on the above gas installation can be undertaken without our written consent.

Yours faithfully,

\* Delete where applicable

\_\_\_\_\_  
Name & signature of City Gas' Project Co-ordinator

Dear Sir

I acknowledge that gas has been turned on to the gas installation of the above mentioned premises on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

I will inform all relevant parties that gas has been turned on to the above premises and not to tamper with the gas installation.

\_\_\_\_\_  
Signature of Applicant or his Designated Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
NRIC/Passport No.

**Copy given to:**

*(please tick appropriate box)*

Name/Company/Signature

Owner

\_\_\_\_\_

MCST

\_\_\_\_\_

Main Contractor

\_\_\_\_\_

Consultant

\_\_\_\_\_

Hawker Representative/Others

\_\_\_\_\_

Gas (Supply) Regulations 2008, Regulation 3(4)(d) : This statement is to be issued to the applicant or a person authorised by the applicant immediately after turn-on of gas supply to the gas installation.

FORM GR/4

(11/2008)

## **APPENDIX E**

**FORMS / LETTERS APPLICABLE FOR THE APPLICATION FOR GAS CONNECTION AND ADMITTANCE OF GAS SUPPLY**

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## Customer Project Info Sheet

<b>Customer Info</b>	
Name :	
Address :	
Customer Type :	Retail Consumer / Managed Capacity Consumer / Direct Capacity Consumer *
<b>Consumption Info</b>	
Type of Gas :	Town Gas / Natural Gas *
Customer Type :	Industrial / Commercial / Domestic *
Application of Gas :	Genco / Co-Gen / Tri-Gen / Boiler / Cooking / Water Heating / Others* If Others, please specify : _____
Gas Consumption Duration per Day	8 / 12 / 24 hours* or specify :
Expected Gas Admittance Date (DD/MM/YY)	
<b>Delivery Pressure and Flowrate</b>	
Where Meter & Pressure Regulating Skid is required :	
Minimum Operating Pressure at MPRS outlet valve: (barg)	
Monthly Consumption : (mmBTU / sm <sup>3</sup> /mth)*	
Maximum Daily Quantity: (mmBTUD / sm <sup>3</sup> /day)*	
Maximum Instantaneous Flowrate : (mmBTU/hr / sm <sup>3</sup> /hr)*	
Where Meter & Pressure Regulating Skid is NOT required :	
Minimum Operating Pressure at Gas Isolation Valve: (barg)	
Monthly Consumption : (mmBTU / sm <sup>3</sup> /mth)*	
Maximum Daily Quantity: (mmBTU / sm <sup>3</sup> /day)*	
Maximum Instantaneous Flowrate : (mmBTU/hr / sm <sup>3</sup> /hr)*	
<b>Submitted by Applicant</b>	<b>Confirmation by Retailer</b>
Signature :	Name of Retailer :
Name :	Name of Officer :
Designation :	Designation :
Date :	Date :
	I agree with the above information provided by the applicant.  Signature:

\*Delete where applicable

GT01  
(0908)

\_\_\_\_\_

For internal use

Ref No: \_\_\_\_\_

### APPLICATION FOR GAS CONNECTION

Date: \_\_\_\_\_

To: PowerGas Ltd  
c/o Director (Gas Network Development)  
Gas Division, SP PowerGrid Ltd

Through Retailer

\_\_\_\_\_  
Signature of Retailer (Engineer-in-charge)  
Name / Designation

\_\_\_\_\_  
Name of Retailer

#### GAS CONNECTION TO:

\_\_\_\_\_  
(Project Name)

\_\_\_\_\_  
(Address of Premise / Development)

I would like to apply for connection to the PowerGas' gas pipeline network for the above project.

I hereby submit the following documents:

- Customer Project Info Sheet
- Location / site plan showing the proposed connection point.
- Proposed pipe layout plan of the gas installation
- Pipe route from GSIV to the MPRS and location of MPRS, where applicable
- Designated Representative (DR) declaration form

The expected date of connection and gas admittance is: \_\_\_\_\_

Designated Representative for the project

Name : \_\_\_\_\_

Contact No. \_\_\_\_\_

PE / LGSW \* No.: \_\_\_\_\_

Owner / Developer \* of the project

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

\_\_\_\_\_  
Signature / Date

\*Delete where applicable

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(0908)

**DESIGNATED REPRESENTATIVE DECLARATION FORM**

PowerGas Ltd  
c/o Director (Gas Network Development)  
SP PowerGrid Ltd

Through Retailer

\_\_\_\_\_  
Signature of Retailer  
Name / Designation

\_\_\_\_\_  
Name of Retailer

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premise / Development)

I, the designated representative of the above project, hereby certify that with respect to the above project, the gas installation is designed to and all gas service works shall be carried out in compliance to the requirements and provisions of the latest revision of the following:

- Gas Act (Cap 116A);
- Gas (Supply) Regulations 2008;
- Gas Supply Code;
- Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP 51:2004;
- Other relevant code / standard : \_\_\_\_\_ (please specify for installation with operating pressure higher than 20 KPa)
- All relevant acts, regulations and rules which are applicable to the gas installation;

I further certify that I hold a valid practicing certificate / gas service worker licence\*.

The gas installation shall be designed to operate at \_\_\_\_\_ barg

\_\_\_\_\_  
Signature and Stamp of \* PE / LGSW

\_\_\_\_\_  
Date

Name : \_\_\_\_\_

\* PE / LGSW No. : \_\_\_\_\_

Company : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Address : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**Note : The above declaration shall also be stated in all the drawings / plans submitted with respect to the project / development**

\* Delete where applicable

Name of Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

Company : \_\_\_\_\_

Our Ref : \_\_\_\_\_

Address : \_\_\_\_\_

Your Ref : \_\_\_\_\_

Dear Sir

**APPROVAL FOR PROPOSED CONNECTION TO:**

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premises / Development)

We refer to your application dated \_\_\_\_\_, with regards to the above project.

2 Based on the submitted "Customer Project Info Sheet" and "Designated Representative Declaration Form", we are pleased to inform you that your application has been approved.

3 We attached a quotation for the cost of connection for your necessary action.

4 Please be informed that you and your Designated Representative are fully responsible for the compliance of all Legislations, Regulations, Codes and Practices applicable to the gas installation.

5 Please contact our Project Coordinator before commencement of work or if you need further information or clarification.

Yours faithfully

\_\_\_\_\_  
Name of Retailer's Representative  
Name of Retailer  
On behalf of PowerGas Ltd

Our Project Coordinator is: Name : _____ Tel (O): _____ Mobile : _____
---------------------------------------------------------------------------------

- cc 1) Owner/Developer  
2) PE/LGSW/Architect  
3) Main Contractor

**APPLICATION FOR ADMITTANCE OF GAS**

PowerGas Ltd  
c/o Director (GND)  
Gas Division, SP PowerGrid Ltd

Your Ref : \_\_\_\_\_

Through Retailer

\_\_\_\_\_  
Signature of Retailer Representative  
Name / Designation

\_\_\_\_\_  
Name of Retailer

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premises / Development)

Note : Please tick the appropriate box

For installation with MPRS

I certify that,

- The customer's internal pipe is not connected to and it is physically separated from the outlet of the MPRS
- The site is ready to receive gas up to the outlet of the MPRS

I hereby request for the admittance of gas to the gas installation up to the outlet valve of the MPRS.

For installation without MPRS

I certify that the gas installation from, but excluding, the GSIV up to, but excluding, the meter installation, has been,

- Designed and constructed in accordance with the requirements of the relevant Legislations, Regulations, Codes and Practices. A copy of the "Certificate of Completion" is attached;
- Successfully tested and passed the final pressure test and that it is leak free. A copy of the "Certificate of Final Pressure Test" is attached;
- Capped / blanked / plugged off at all end points

I further certify that the gas installation from, but excluding, the GSIV up to, but excluding, the meter installation is ready to receive gas.

I hereby request for admittance of gas to the gas installation up to, but excluding, the meter installation.

I undertake to conduct the necessary proof test immediately prior to the final connection and admittance of gas. The "Certificate of Proof Test" will be submitted on the day of admittance of gas.

\_\_\_\_\_  
Signature and Stamp of DR / Date

Name : \_\_\_\_\_

PE / LGSW \* No. : \_\_\_\_\_

\* Delete where applicable

GT04  
(0908)

**CERTIFICATE OF COMPLETION**

PowerGas Ltd  
c/o Deputy Director (GTP) / (GDP)  
Gas Division, SP PowerGrid Ltd

Your Ref : \_\_\_\_\_

Through Retailer

\_\_\_\_\_  
Signature of Retailer  
Name / Designation

\_\_\_\_\_  
Name of Retailer

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premises / Development)

I hereby certify that the gas installation from, but exclude, the GSIV up to, but excluding, the meter installation has been designed and all gas service works has been carried out in compliance with the requirements of the latest revision of the following:

- Gas Act (Cap 116A);
- Gas (Supply) Regulations 2008;
- Gas Supply Code;
- Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP 51:2004;
- Other relevant code / standard : \_\_\_\_\_ (please specify for installation with operating pressure higher than 20 KPa)
- All relevant acts, regulations and rules which are applicable to the gas installation;

I further certify that the gas installation is designed to operate at \_\_\_\_\_ barg.

\_\_\_\_\_  
Signature and Stamp of DR / Date

Name : \_\_\_\_\_

PE / LGSW \* No. : \_\_\_\_\_

\* Delete where applicable

**CERTIFICATE OF FINAL PRESSURE TEST**

PowerGas Ltd  
c/o Director (GND)  
Gas Division, SP PowerGrid Ltd

Your Ref : \_\_\_\_\_

Through Retailer

\_\_\_\_\_  
Signature of Retailer Representative  
Name / Designation

\_\_\_\_\_  
Name of Retailer

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premises / Development)

I hereby certify that the gas installation from, but excluding, the GSIV up to, but excluding, the meter installation has been successfully tested at \_\_\_\_\_ (barg) for \_\_\_\_\_ (hrs) and passed the final pressure test on \_\_\_\_\_ (date) in accordance to the requirements of:

Note: Tick where appropriate

- Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP 51:2004; or
- Other relevant code / standard : \_\_\_\_\_ (please specify for installation with operating pressure higher than 20 KPa)

I hereby certify that the Maximum Allowable Operating Pressure (MAOP) is \_\_\_\_\_ (barg).

The relevant as-built drawings for the above specified gas installation is/are as follows,

1. Drawing No. \_\_\_\_\_
2. Drawing No. \_\_\_\_\_
3. Drawing No. \_\_\_\_\_

\_\_\_\_\_  
Signature and Stamp of DR / Date

Name : \_\_\_\_\_

PE / LGSW \* No. : \_\_\_\_\_

\* Delete where applicable

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(0908)

**CERTIFICATE OF PROOF TEST**

PowerGas Ltd  
c/o Director (GND)  
Gas Division, SP PowerGrid Ltd

Your Ref : \_\_\_\_\_

Through Retailer

\_\_\_\_\_  
Signature of Retailer  
Name / Designation

\_\_\_\_\_  
Name of Retailer

\_\_\_\_\_  
(Name of Project)

\_\_\_\_\_  
(Address of Premises / Development)

I hereby certify that the gas installation from, but exclude, the GSIV up to, but excluding, the meter installation has been successfully tested and passed the proof test<sup>1</sup> on \_\_\_\_\_ (date),

I further certify that the test pressure in the installation has been released and the installation is currently at atmospheric pressure. Accordingly, I hereby request to proceed with the final connection and admittance of gas.

\_\_\_\_\_  
Signature and Stamp of DR / Date

Name : \_\_\_\_\_

PE / LGSW \* No. : \_\_\_\_\_

*<sup>1</sup> Proof test shall be conducted in accordance to the requirements of Singapore Standard CP51 for installation designed to operate below 20 KPa, otherwise, proof test shall be carried out at 100KPa or the operating pressure, whichever is lower, for a period of 30mins.*

**REQUEST FOR INTERIM ADMITTANCE OF GAS**

I hereby certify that the gas installation from the GSIV up to, but excludes, the meter installation has been prepared and is ready for purging and commissioning. Please proceed to admit gas for the purpose of purging and commissioning.

\_\_\_\_\_  
Signature and Stamp of DR / Date

Name : \_\_\_\_\_

PE / LGSW \* No. : \_\_\_\_\_

\* Delete where applicable

GT07  
(0908)



To: \_\_\_\_\_  
(Name of Responsible Person)

For: \_\_\_\_\_  
(Gas Installation's Address)

**STATEMENT OF INTERIM ADMITTANCE OF GAS**

- 1 Please be informed that, upon your certification of successful conduct of proof test and request for interim admittance of gas, the GSIV was opened and gas was admitted into the gas installation for the purpose of purging and commissioning on \_\_\_\_\_ (date) at about \_\_\_\_\_ (time).
- 2 Please proceed to purge and commission the gas installation up to, but excluding, the meter installation immediately.
- 3 Please notify us upon completion of the purging and commissioning. If we do not hear from you by \_\_\_\_\_ (date), we will terminate the gas supply to the installation and thereafter you are required to re-apply for admittance of gas in accordance to the requirements of the Gas Supply Code.

\_\_\_\_\_  
Name & Designation :  
SPPG Ltd, Gas Division  
As agent for and on behalf of PowerGas Ltd

To : PowerGas Ltd  
c/o SPPG representative

- 1 I hereby certify that the gas installation from the GSIV up to, but excluding, the meter installation has been successfully purged and commissioned.
- 2 I further certify that all end points of the installation/gas fitting have been affixed with warning labels marked "*Live Gas. Do Not Tamper!*" as stipulated in CP51:2004.

\_\_\_\_\_  
Signature and Stamp of DR / Date

Name : \_\_\_\_\_

PE / LGSW \* No. : \_\_\_\_\_

To: \_\_\_\_\_  
(Name of Applicant)

For: \_\_\_\_\_  
(Gas Installation Address)

**STATEMENT OF ADMITTANCE OF GAS**

- 1 The Designated Representative (DR) named hereunder has certified the following:
  - (i) That the gas installation from Gas Service Isolation Valve (GSIV) up to (but excluding) the meter installation, has been installed in accordance with latest version of Singapore Standard CP 51 and appropriate pressure tests and proof test have been successfully carried out.
  - (ii) That the gas installation from the GSIV up to (but including) the meter installation is leak free.
  - (iii) That the purging and commissioning of the gas installation from the GSIV up to (but excluding) the meter installation has been carried out successfully.
  - (iv) All end points of the gas installation from the GSIV up to (but excluding) the meter installation have been affixed with warning labels, "Live gas. Do Not Tamper!" as stipulated in CP 51.
- 2 Accordingly, we admitted natural / town\* gas at the nominal pressure of \_\_\_\_\_ kPa gauge up to the outlet valve of the meter installation on \_\_\_\_/\_\_\_\_/\_\_\_\_ at about \_\_\_\_\_ hrs as requested. The gas installation from the GSIV up to (but excluding) the meter installation is henceforth connected to the gas supply system.
- 3 The applicant and Designated Representative (DR) are required to notify all parties concerned, including but not limited to the responsible person, owner, developer, architect, engineer, main contractor and sub-contractors, suppliers, vendors etc. that gas has been admitted into the gas installation up to (but excluding) the meter installation and to take all necessary precautions to prevent tampering and/or damages to the gas pipes.
- 4 The applicant and DR are to ensure compliance with all applicable legislation and codes of practice governing such gas installation or gas fitting including the latest version of the Gas Act (Cap 116A), the Gas (Supply) Regulations 2008 and the Gas Supply Code.
- 5 If you detect or suspect any gas leaks, please contact our 24-hours Customer Service Centre at Telephone 1800-752-1800 immediately.

\_\_\_\_\_  
Name of SPPG Representative  
SP PowerGrid Ltd, Gas Division  
As Agent for and on behalf of PowerGas Ltd  
**Acknowledgement by:**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Signature / Date  
Name of Applicant  
Designation  
Company Name  
Company Stamp (If applicable)

\_\_\_\_\_  
Signature / Date  
Name of Designated Representation  
PE's Registration No.  
PE's Stamp (if applicable)

*(For installations connected to low pressure distribution network)  
(\*Delete where applicable)*

To: \_\_\_\_\_  
(Name of Applicant)

For: \_\_\_\_\_  
(Gas Installation or gas fitting's Address)

**STATEMENT OF ADMITTANCE OF GAS**

- 1 Upon your request, we admitted natural / town\* gas at the nominal pressure of \_\_\_\_\_ Bar gauge up to the outlet valve of the meter installation on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ at about \_\_\_\_\_ hrs. The gas installation or gas fitting from the Gas Service Isolation Valve (GSIV) to the outlet valve of the meter installation is henceforth connected to the gas supply system.
- 2 The applicant and Designated Representative (DR) are required to notify all parties concerned, including but not limited to the responsible person, owner, developer, architect, engineer, main contractor and sub-contractors, suppliers, vendors etc. that gas has been admitted into the gas installation or gas fitting up to the outlet valve of the meter installation and to take all necessary precautions to prevent tampering and/or damages to the gas pipes.
- 3 The applicant and DR are to ensure compliance with all applicable legislation and codes of practice governing such gas installation or gas fitting including the latest version of the Gas Act (Cap 116A), the Gas (Supply) Regulations 2008 and the Gas Supply Code.
- 4 If you detect or suspect any gas leaks, please contact our 24-hours Customer Service Centre at Telephone 1800-752-1800 immediately.

\_\_\_\_\_  
Name of SPPG Representative  
SP PowerGrid Ltd, Gas Division  
As Agent for and on behalf of PowerGas Ltd

\_\_\_\_\_  
Signature / Date

**Acknowledgement by:**

\_\_\_\_\_  
Signature / Date  
Name of Applicant  
Designation  
Company Name  
Company Stamp (If applicable)

\_\_\_\_\_  
Signature / Date  
Name of Designated Representation  
PE's Registration No.  
PE's Stamp (if applicable)

*(For installations connected to medium pressure distribution or transmission network)  
(\*Delete where applicable)*

GT9B  
(0908)