



City Energy Handbook on Gas Supply

Version 0

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INTRODUCTION AND SCOPE

This Handbook on Gas Supply has been prepared by City Energy Pte. Ltd. (as Trustee of City Energy Trust) 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, Gas Supply Code, Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy 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 Sales Team for assistance/clarification.

WHERE TO OBTAIN THE HANDBOOK

To view a copy of the Handbook, please visit City Energy' website at:
<https://www.cityenergy.com.sg>

CONTACT NOS OF SALES OFFICERS: -

	<u>Tel No.</u>
<u>Commercial & Industrial Sales Division</u>	
Assistant Vice President (Commercial & Industrial)	65787874
Manager (Commercial)	65787861
Manager (Industrial)	65787881
<u>Residential Sales Division</u>	
Senior Manager (Sales & Project Marketing)	65787860
Sales Engineers (Sales & Project Marketing)	65787864/ 65787873
General Enquiries	1800-5551661

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A GENERAL INFORMATION ON GAS SUPPLY

1 GENERAL

City Energy Trust (formerly known as City Gas Trust) was constituted as a private trust on 5 January 2007, and is a wholly owned subsidiary of Keppel Infrastructure Trust (KIT). The Trust is managed by City Energy Pte. Ltd., also known as City Energy.

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

With a long heritage history of 160 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 Energy 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 Energy Gallery which is located at 68 Orchard Road #03-78 Plaza Singapura 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 Energy' Main Office and 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.

More details may be obtained from City Energy' website:- <https://www.cityenergy.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 Energy 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 17mbars to 23mbars 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/LGSW.

A LGSW may submit plans for works on all retail consumers' internal pipes and meters. Where any of the abovementioned works is meant for operating pressure above 30 mbars, 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 <https://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;
- (iii) The Gas Supply Code;
- (iv) Singapore Standard, SS 608, Code of Practice for Gas Installation;
- (v) City Energy 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 Energy.
- 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 Energy.

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 by contacting our Customer Service Hotline (General Enquiries) at Tel No. 1800-5551661, or visiting our website at <https://www.citygas.com.sg>.

6 CONTACT US

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

Customer Service Hotline (General Enquiries)
Tel: 1800-5551661

Commercial Servicing Hotline
Tel: 1800-5557878

Emergency Hotline (24-hr)
Tel: 1800-7521800

City Energy Gallery
68 Orchard Road #03-78
Plaza Singapura
Singapore 238839
Daily: 11am to 9.30pm including public holidays
Email: life@cityenergy.com.sg

Enquiries for SP Services Utilities Account
Tel: 1800-2222333

For non-domestic customers, please write / fax / email your enquiries to us:

Sales & Marketing
City Energy Pte. Ltd. (as Trustee of City Energy Trust)
26 Senoko Avenue
Singapore 758312
Fax: 65787819
Email: business@cityenergy.com.sg

Please indicate the following clearly in all correspondence:

- Company Name / Name of Development (if applicable)
- Contact Person / Contact Number
- Premises address where City Energy 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 <https://www.cityenergy.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-1.

Opening of Utility Account

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

- a) **SP Services Ltd**
(SP Services Ltd, a member of Singapore Power Group, is an agent appointed by City Energy to manage gas accounts)
 - **Customer Service Centre (HDB Hub)**
490 Lorong 6 Toa Payoh #09-11
HDB Hub Biz Three Lobby 1
Singapore 310490
Opening hours:
Mon to Fri: 8.30 am – 6 pm. Sat: 8.30 am – 1 pm
Closed on Sun and Public Holidays
- b) The online utilities account application is available on SP Group website at <https://www.spgroup.com.sg>.

Enquiries for SP Services Billing and Utilities Account: 1800 - 2222333

Appliance Installation

For residential premises with gas supply, you may arrange directly with City Energy for the fixing of the gas pipe and the gas appliance. For more information, please contact City Energy Customer Service Centre at Tel No.: 1800-5551661 or visit our website at <https://www.cityenergy.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 Energy 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.

1.3 CHARGES FOR APPLICATION OF GAS SUPPLY BY PE/LGSW

City Energy will impose a fee to recover its overhead expenses for the services provided to the project. Applicants are required to make a non-refundable payment to City Energy before submitting the application. For information on the project type charges, please visit our website at <https://www.cityenergy.com.sg>.

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-2.

PowerGas has appointed City Energy 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 Energy 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 Sales Team, City Energy Pte. Ltd. (as Trustee of City Energy Trust), 26 Senoko Avenue, Singapore 758312.

A proposed building plan and site plan would be needed for the discussion. City Energy 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 Energy if a consumer wishes to engage City Energy as the Retailer.

Our officers from the Sales Team 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 officers from the Sales Team 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

City Energy will provide 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 Energy Pte. Ltd. (as Trustee of City Energy Trust)", to City Energy Main Office at 26 Senoko Avenue, Singapore 758312.

3 DESIGNATED REPRESENTATIVE AND PROJECT COORDINATOR

The owner/developer shall appoint a Designated Representative (DR) who will liaise directly with City Energy 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 two 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 on all plans submitted (Appendix C-3).

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 form (Form DR 01) accompanied with the proposed gas installation drawings/plan duly endorsed by the PE/LGSW shall be submitted to City Energy 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 Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy Handbook on Gas Supply and all other relevant acts, regulations and rules. However, City Energy 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 Energy 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 Energy. 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 Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy 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 Energy when notifying City Energy for the final pressure test.

If welded API pipes are used, the DR must ensure the welding work and appropriate radiographic tests are carried out by competent persons for all welded joints and, the installation with these joints are safe for pressure tests and the intended operations.

Gas appliances installed must be suitable to operate with the gas supplied. It shall be carried out in compliance with Regulations 20 and 21 of the (Gas Supply) Regulations. For cooker stove, the gas inlet connection shall be brass material comply with BS EN 1254-2. To enable the appliances to be moved to a limited extent for convenience of use or to facilitate cleaning, a flexible connection may be used. The flexible connection shall be of heavy duty tubing complying with BS 669: Part 1: 1989 or BS EN 14800. The following are the essential requirements:

- a) Both ends of the tubing shall be tapered thread connection to BS EN 10226-1.
- b) It shall be located in an easily accessible position for inspection and replacement.
- c) It shall be suitable for the type of gas supply and supply pressure to which it will be connected.
- d) It shall not be more than one meter in length for domestic appliance connection.
- e) It shall not be subjected to any undue excessive forces either in normal use or whilst being connected or disconnected.
- f) It shall not be subjected to excessive heat by direct exposure or by contact with hot surfaces.
- g) It shall be fixed so that it hangs freely in a curved position without strain in accordance with the manufacturer installation manual.
- h) It shall be installed in a manner that there is no mechanical damage, i.e. abrasion from furniture drawers or doors in kitchen work stations.

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 DR 04), 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 DR. Moreover, for all projects, a Letter of Conformity (Form DR 09) shall be submitted confirming that the gas appliances are installed in accordance with the requirements of Regulation 20 of the Gas (Supply) Regulations and that the appliances can be used without constituting a danger to any person or property. The proposed date for the final pressure test shall be clearly indicated (Form DR 04). In the case of residential developments (multi-dwelling units), Form CG_DR 12 shall be submitted by DR to certify that the gas installation is constructed in compliance with the code requirements and free from leak prior to final pressure test.

The final pressure test and turn-on / commissioning of gas supply may be carried out in one operation to consumer's internal pipes, replacement, minor addition or alteration of gas service works. In such a case, the DR shall complete section B of Form DR 04. The consent of the owner and main contractor (if applicable) shall be obtained before submitting the request for turn-on / commissioning of gas supply.

Once the date is finalised, City Energy 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 Energy' 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 Energy' PC. When the installation has passed the pressure test, Form DR 05 shall be certified by the DR and countersigned by City Energy' 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 Energy 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 Energy.

7 FORMAL REQUEST FOR TURN-ON OF GAS SUPPLY

After the gas installation has passed the final pressure test, the DR must formally notify City Energy in writing that the site is ready to receive gas and submit a formal request for the turn-on of gas supply (Form DR 06).

The consent of the owner and main contractor (if applicable) shall be obtained before submitting the request for turn-on.

City Energy 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 SUPPLY

The DR, the relevant parties who have been notified by the DR and City Energy' 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 DR 07 shall be certified by the DR and submitted to City Energy; 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 Energy' PC or City Energy' 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 of gas (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 Letter of Commissioning (Form DR 10) certifying the appliances are safe for use, in accordance with Regulation 21 of the Gas (Supply) Regulations, for the type of gas supplied.

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 GAS CONNECTION AND ADMITTANCE OF GAS

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

PowerGas has appointed City Energy 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 Energy 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 Energy.

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 Energy where City Energy is appointed as the Retailer.

For further details on the application for gas distribution connection and admittance of gas, please refer to the Transporter's Standard Operating Procedures for Gas Connection.

1 APPLICATION FOR GAS DISTRIBUTION 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 Energy to discuss on the availability of gas supply; connection point(s); load requirements etc.

The applicant shall complete and submit Form GD1 "Application for Gas Distribution Connection" and Form GD1(Appendix 1) "Consumer Project Data Sheet", 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 (Appendix C-3)
- 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 Energy 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 Energy 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.

For connection to town gas network, after payment is received by PowerGas, a lead time of 10 weeks is required to obtain authorities' approval to excavate the road for gas main construction works.

For connection to medium pressure natural gas distribution network, typically a lead time of 18 to 20 weeks is required to fabricate, deliver, install and commission the MPRS (Metering and Pressure Reduction Skid).

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 Energy for deviation from the plan approved for construction.

For large commercial and industrial projects (including institutional projects), progress and final inspections shall be conducted by the DR in the presence of the City Energy Project Coordinator, the main contractor and the owner representative.

If welded API pipes are used, the DR must ensure the welding work and appropriate radiographic tests are carried out by competent persons for all welded joints and, the installation with these joints are safe for pressure tests and the intended operation.

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 GD2 (Appendix 1), "Certificate of Completion", and Form DR 04, together with one set of endorsed as-built drawings, including isometric line diagrams, of the gas installation to City Energy. Upon approval, DR shall 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 GD2 (Appendix 2), "Certificate of Final Pressure Test".

The DR shall ensure that no person is allowed to carry out any further work without prior written consent from City Energy 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 Energy.

5 ADMITTANCE OF GAS

When the site is ready to receive gas, the DR shall submit to the PC Form GD2, "Application for Admittance of Gas", together with Form GD2 (Appendix 2), "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 SS 608 witness by the PC. For gas installation with operating pressure exceeding 50 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 GD3, "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, using Form GDP108, for interim admittance of gas when ready. Form GDP109 "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 GDP109, PowerGas shall issue Form GDP110, "Statement of Admittance of Gas (without MPRS)" or, Form GDP110A "Statement of Admittance of Gas (with MPRS)", 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.

The applicant shall ensure that no gas is taken from the gas supply system until he has received a statement of admittance of gas issued by the gas transporter.

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 shall be made in accordance with Regulation 14 of the Gas (Supply) Regulations.

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

An application for the approval of replacement, addition or alteration of gas installation shall be made City Energy.

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

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

No application for the approval of replacement of consumer's internal pipe is required. DR has to ensure that the gas service works are in compliance with the Gas Act, the Gas (Supply) Regulations, the Gas Supply Code, the Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy Handbook on Gas Supply and all other relevant acts, regulations and rules.

However, an application for the addition or alteration of consumer's internal pipe shall be made to City Energy.

1.3 Relocation of Gas Meter in HDB's apartment

For relocation of gas meter in HDB's apartment, owner shall engage a Mechanical PE (DR) to make an application to City Energy for the alteration works. The DR must ensure that the alteration works are in compliance with SCDF's requirements. For more information on SCDF's requirements, please visit Corenet e-info system website at <https://www.corenet.gov.sg/einfo/Uploads/Circular/CSCDF110608.pdf>.

1.4 Submission of Application

A DR, a PE or LGSW as the case may be, shall submit Form DR 01, 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 Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy Handbook on Gas Supply and all other relevant acts, regulations and rules.

City Energy 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.

1.5 Site Meeting and Commencement of Work

The DR shall arrange for a site meeting with the PC of City Energy 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.

Where gas supply has to be temporary isolated (capped-off) for building renovation works or whatever other reasons, DR shall ensure that purging is carried out on the existing gas installation and completely free of gas. After completion of purging process, DR shall inform all relevant parties using Form CG_DR11.

1.6 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 Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy Handbook on Gas Supply and all other relevant acts, regulations and rules. After confirming the gas installation and the gas appliances are safe to be used, the DR shall issue a Letter of Commissioning (Form DR 10) certifying the appliances are safe for use, in accordance with Regulation 21 of the Gas (Supply) Regulations, for the type of gas supplied.

1.7 Charges

City Energy 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 Letter of Commissioning (Form DR 10) 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.

F DISCONNECTION OR DISCONTINUATION OF GAS SUPPLY

1.1 Disconnection of Gas Supply at Gas Service Isolation Valve (GSIV)

According to the clause 3 of Gas Supply Code, an application to disconnect the gas installation or gas fitting from the gas pipeline network shall be made by the responsible person to the gas transporter in the following instances:

- The gas supply to the premises has been discontinued; or
- The supply of gas is no longer required; or
- The premises are undergoing renovation or demolition and gas supply has to be disconnected for safety reasons.

The application shall be made to the Transporter's email address at gasenquiry@spgroup.com.sg.

Upon completion of the disconnection process, DR must ensure that purging is carried out on the existing gas installation and completely free of gas before dismantling it.

Any application for the re-connection of the gas supply shall be made in accordance to Section D of this handbook.

1.2 Discontinuation of Gas Supply at Meter Installation

An application for termination of gas utility account shall be made to SP Services if retail consumer wishes to discontinue the gas supply. Upon termination of the gas utility account, City Energy will arrange to remove the meter installation on site and discontinue the gas supply.

APPENDIX A : SINGAPORE NATURAL GAS SPECIFICATIONS

Natural Gas Specification

Wobbe Index (WI)	45.2 – 52.0 MJ/m ³
Gross heating value	35.3 – 50.3 MJ/m ³
Hydrocarbon dew point	12.8 °C @ 50 bar
Water dew point	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

Range of low pressure supply

Gas supply pressure: Between 17 mbars and 23 mbars (inclusive of both pressures) measured at the outlet of the gas service isolation valve.

Conversion factors

1kwh of natural gas	=	0.094m ³ gas @ 38.30MJ/m ³
1 BTU/cu ft	=	37,260 J/m ³
	=	8.91 kCal/m ³

APPENDIX B: TOWN GAS SPECIFICATIONS

Gas properties

- (a) Specific Gravity : 0.50 – 0.59
- (b) Gross Calorific Value : 18.63 MJ/m³ , Saturated @ 288.75 K & 101 kPa
- (c) Wobbe Index : 23.15 – 26.35 MJ/m³
- (d) Weaver Flame Speed : 32 – 42
- (e) Stoichiometric Combustion Air : 4.4 vol / vol of gas
- (f) Limits of flammability : : 3.0 – 55 % of gas in air
- (g) Ignition Temperature : : > 400 °C
- (h) Theoretical Flame Temperature : : ~ 2000 °C

Typical Town Gas Composition:

Below table lists the individual components of town gas. During normal operations, the expected variations are given as a low and a high range. This list is intended to be a guide where specific technical information is required.

Component	Volume %		
	Low Range	Typical	High Range
Hydrogen	41.0	49.5	65.0
Methane	4.0	26.7	33.0
Ethane	0.0	1.3	2.6
Propane	0.0	0.1	1.3
Butane	0.0	0.2	1.7
Pentane	0.0	0.4	5
Carbon Monoxide	2.0	3.2	6.0
Carbon Dioxide	9.0	13.2	20.0
Nitrogen	2.0	4.5	10.0
Oxygen	0.5	0.9	2.5

Range of low pressure supply

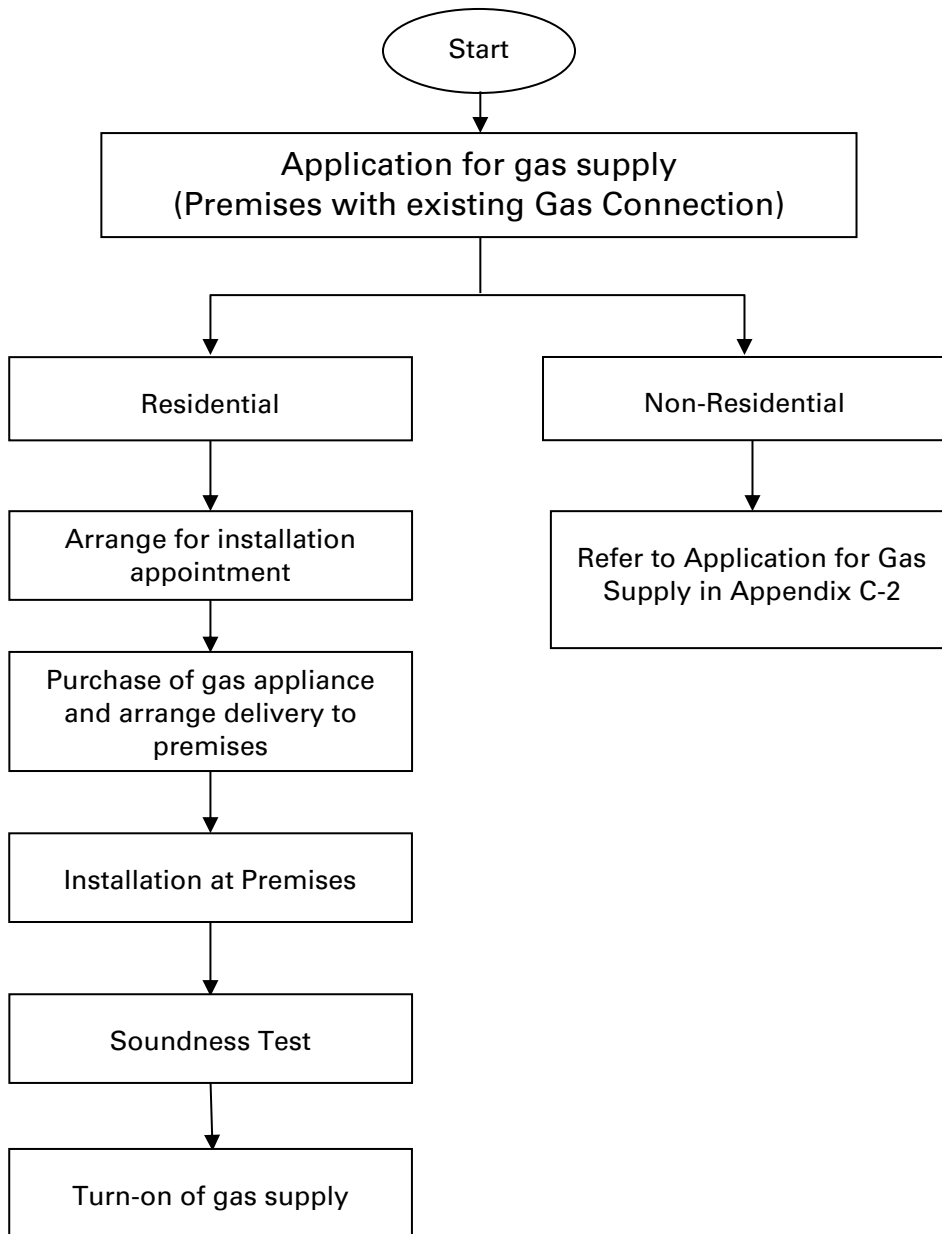
Gas supply pressure: Between 10 mbars and 20 mbars (inclusive of both pressures) measured at the outlet of the gas service isolation valve.

Conversion factors

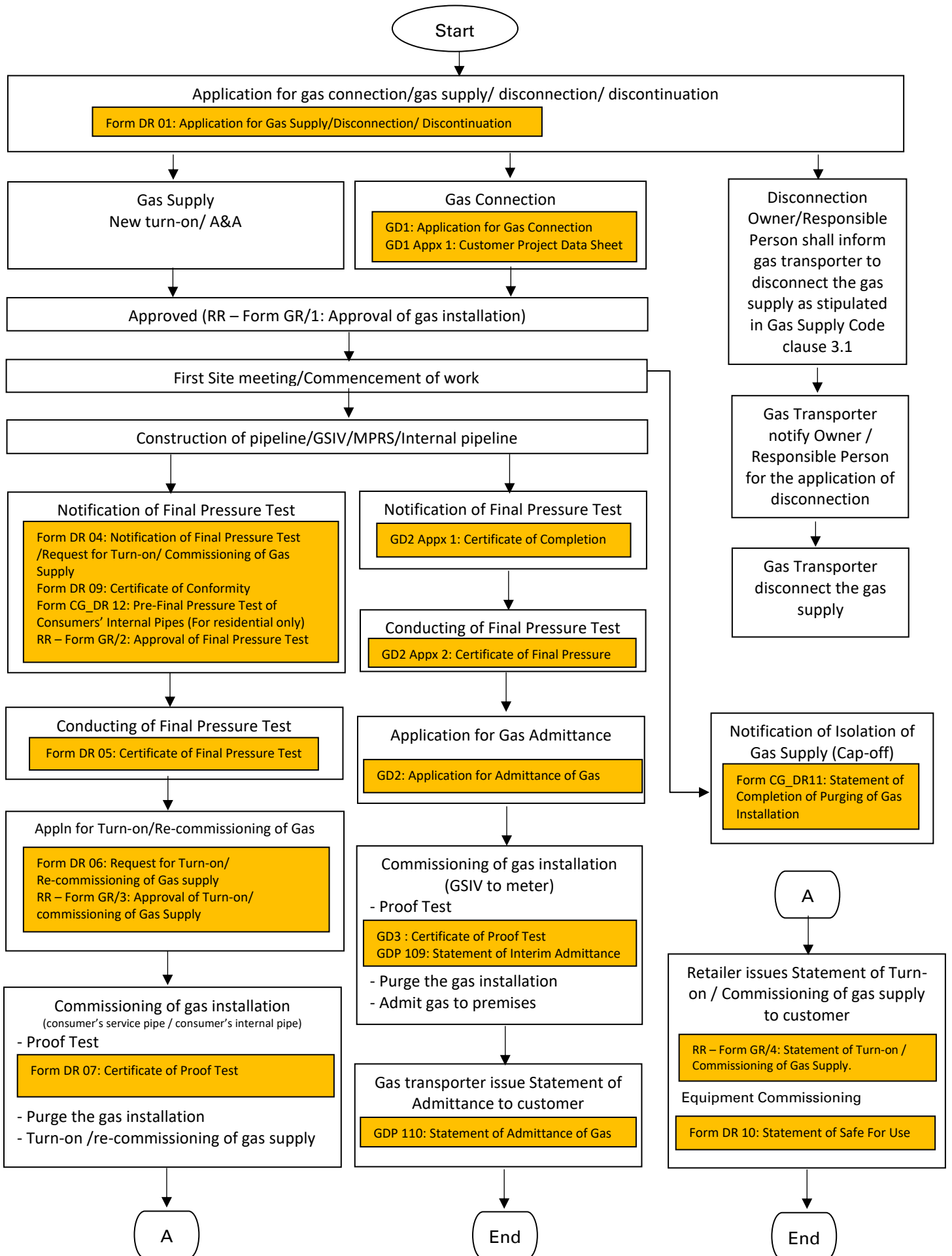
- 1 unit of town gas = 1 kWh
- = 3,412 BTU
- = 3,600 kJ
- = 6.824 cu ft gas @ 500 BTU/cu ft
- = 0.193 m³ gas @ 18.63 MJ/m³

- 1 BTU/cu ft = 37,260 J/m³
- = 8.91 kCal/m³

FLOWCHART FOR APPLICATION OF GAS SUPPLY
(PREMISES WITH EXISTING GAS CONNECTION)



APPENDIX C-2 FLOWCHART FOR APPLICATION OF GAS CONNECTION / GAS SUPPLY/ DISCONNECTION/ DISCONTINUATION



Legends
RR – Retailer reply to DR

Appendix C-3

Declaration to be shown on the submission plans

<hr/>	
(Name of Project)	
<hr/>	
(Address of Premise / Development)	
<p>I, the designated representative of the above project, holding a valid <u>*practicing certificate / gas service worker licence</u>, certify that the gas installation is designed to and all gas service works are carried out in compliance to the requirements and provisions of the latest revision of the following:</p>	
<p>a) Gas Act (Cap 116A); b) Gas (Supply) Regulations; c) Gas Supply Code; d) Singapore Standard, SS 608, Code of Practice for Gas Installation; e) Other relevant code / international standard(s) : _____; and (please specify for installation with operating pressure higher than 50 KPa) f) All statutory requirements in government laws and relevant regulations of Government departments.</p>	
<p>The gas installation is designed to operate at _____ kPa/Barg.</p>	
<hr/>	<hr/>
SIGNATURE & STAMP OF PROFESSIONAL ENGINEER / LGSW	DATE
<p>*: delete whichever is not applicable</p>	

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 / COMMISSIONING OF GAS SUPPLY**

(This page is intentionally left blank)

Application for Gas Supply / Disconnection / Discontinuation

Date: _____

To : City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Gas supply to:

(Project Name)

(Address of Premises / Development)

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

- New turn-on of gas supply; Premises *with/ without existing gas connection
- A&A to existing gas installation; Consumer's service pipe *and/or internal pipe
- gas supply disconnection/discontinuation

(Please tick the appropriate box)

I hereby submit the gas installation proposal with the following documents for approval:

- Owner written consent (if the applicant is not the owner of the gas installation)
- Gas installation plan and specification
- Other(s): _____

(Please tick the appropriate box)

Applicant Name: _____		Contact No.: _____
Address : _____		
Email : _____		
Designated Representative for the project		
Name: _____		Contact No.: _____
*PE / LGSW No. : _____		Email.: _____
c/o Address: _____		
*Owner / Developer of the project		
Name: _____		Contact No.: _____
Address : _____		
Email : _____		
*Architect		
Name: _____		Contact No.: _____
Address : _____		
Email : _____		

The expected date of gas *turn-on / disconnection / discontinuation: _____

Applicant's Signature and Date; DR Stamp Required *(when DR is applicant)*

*: *please delete accordingly*

**Notification of Final Pressure Test /
Request of Turn-On/ Commissioning of Gas Supply (**)**

Date: _____ Retailer Reference Number: _____

To : City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Attn: _____
(Project Coordinator)

Project:

(Project Name)

(Address of Premises / Development)

SECTION A – FINAL PRESSURE TEST

(Please tick the appropriate box)

I certify that the gas installation for the above project is completed and ready for final pressure test. The proposed date for the test is _____. The gas installation is from;

- consumer's service pipe and/or
- consumer's internal pipe.

The gas installation is constructed in compliance with;

- (a) Approved plan for construction;
- (b) All statutory and relevant codes which are applicable to the gas installation;
- (c) Singapore Standard, SS 608, Code of Practice for Gas Installation;
- (d) Others standards: _____ (please specify);
- (e) Retailer Handbook on Gas Supply; and
- (f) All statutory requirements in government laws and relevant regulations of Government departments.

I submit the following documents duly endorsed:

- As-built drawings (inclusive of line drawing indicating all the end points);
(As-built drawing no: (_____))
- Other relevant documents _____ (please specify).

The operating pressure of the Gas Installation is _____ kPa/Bar. The final pressure test for the gas installation are:

First Test: _____ kPa/Bar Second Test: _____ kPa/Bar

I will attend the Final Pressure Test and will copy a set of the As-built drawings to the owner.

The expected date of gas turn-on: _____

Signature and Stamp of Designated Representative Date

Name of *PE/ LGSW: _____

*PE / LGSW No: _____

*: delete where not applicable

Certificate of Final Pressure Test

Date: _____

Retailer Reference Number: _____

To : City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Gas supply to:

(Project Name)

(Address of Premises / Development)

(As-Built Drawing Nos)

I certify that the gas installation has passed the final pressure test on _____ conducted in accordance with the * Singapore Standard, SS 608, Code of Practice for Gas Installation or _____.

(Please specify other relevant code / standard, if applicable)

<u>Test Pressure</u>	Maximum Allowable Operating Pressure
First Test: _____ Duration: _____	MAOP: _____ bar
Second Test: _____ Duration: _____	
Other additional test (please specify): _____	

No person shall be allowed to carry out any further work on this installation without prior written consent from the respective gas retailer.

Certified by: _____ Date: _____
(Signature & Stamp of Designated Representative)

Name: _____ *PE / LGSW No: _____

Witnessed by: _____ Date: _____
(Signature of Retailer's Project Coordinator)

Name: _____

Copy given to: Name / Company / Signature

(Please tick appropriate box)

Owner _____

MCST _____

Main Contractor _____

Consultant _____

Others _____

*: delete where not applicable

Request for Turn-on / Re-commissioning of gas supply

Date: _____

Retailer Reference Number: _____

To : City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Gas supply to:

(Project Name)

(Address of Premises / Development)

(As-Built Drawing Nos)

(As-Built Drawing Nos)

I certify that the gas installation is safe and ready to receive gas. I request that gas be *Turned-on / Re-commissioned to the gas installation on _____.

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.

I confirmed that all end points have been properly capped/plugged. The number of end-points in the gas pipe installation is _____.

The proof test will be carried out during the turn-on/re-commissioning process and the Certificate of Proof Test will be issued. The gas installation will be depressurized to atmospheric pressure before I proceed with the turn-on/re-commissioning request.

After the turn-on/re-commissioning of the gas supply to the premises, I will inform all relevant parties accordingly not to tamper with the gas installation. In addition, I will undertake to affix warning labels at all end-points of the gas pipe installation.

A copy of the floor plans and line/isometric drawing has been given to the owner for reference and safe keep.

Designated Representative's Signature/ Date

*PE/ LGSW No:

Name: _____ Tel No: _____

Address: _____

*: delete where not applicable

**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 : _____ Date : _____

Signature : _____ PE No : _____

Name of Main Contractor : _____

Signature : _____
(authorized main contractor's representative)

(company stamp)

Date : _____

Name of Owner / Developer : _____

Signature : _____

Date : _____

Note: *delete where not applicable

Certificate of Proof Test

Date: _____

Retailer Reference Number: _____

To : City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Gas supply to:

(Project Name)

(Address of Premises/Development)

(As Built Drawing Nos)

I certify that the *consumer's service pipe / consumer's internal pipe has passed the proof test on _____ (Date) conducted in accordance with the Singapore Standard, SS 608, Code of Practice for Gas Installation or _____.
(Please specify other relevant code / standard, if applicable)

Test Pressure

Proof Test: _____ Duration: _____

Other additional test (please specify): _____

I request that gas be *Turned-On / Re-commissioned to the gas installation.

Certified by: _____ Date: _____
(Signature & Stamp of Designated Representative)

Name: _____ *PE / LGSW No: _____

Witnessed by: _____ Date: _____
(Signature of Retailer's Project Coordinator)

Name: _____

Copy given to: Name/Company/Signature

(Please tick appropriate box)

Owner _____

MCST _____

Main Contractor_ _____

Consultant _____

Others _____

*: delete where not applicable

Certificate of Conformity for Gas Appliance

Date: _____

Our Ref: _____

Retailer Reference Number: _____

To: City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Dear Sir

Gas appliance used for

(Project Name)

(Address of Premises/Development)

I would like to inform you that the gas appliance for the project is suitable to be used for *town gas / natural gas as per the gas specification stated in the Gas Supply Code.

S/N	Appliance Description	Model	Quantity	Supplier

- The gas appliance has obtained a Safety Mark from SPRING Singapore
- The gas appliance is certified locally by _____ (certifying body)
- The gas appliance is not certified locally and I attached the relevant documents for your information;
 - Overseas Certificate on conformity to an international standard
 - Supplier's letter to confirm that the appliance is suitable for *town gas /natural gas usage
 - Other relevant document: _____

Yours faithfully

Signature and Stamp of *PE / LGSW

Date

cc : 1) Owner
 2) PE/ LGSW
 3) Consultant (if any)

*: delete where not applicable

Statement of Safe for Use

Date: _____

Our Ref: _____

Retailer Reference Number: _____

To: Gas consumer _____

Dear Sir

Commissioning of Gas Appliance

(Project Name)

(Address of Premises/Development)

We have tested the gas appliances (as attached or listed) to be gas tight and safe to use with *town gas / natural gas in accordance to Regulation 21 of Gas (Supply) Regulations.

Commission date: _____

Attachment: _____
(Commissioning report, list of gas appliances, etc, where applicable)

We have also demonstrated and advised the *client / users on the operation and maintenance of the listed gas appliances.

This is for your information and record.

Yours faithfully

Acknowledged by,

Signature and Stamp of *PE / LGSW / Date

Signature of Owner Representative

cc : 1) City Energy Pte. Ltd. (as Trustee of City Energy Trust)
2) PE/ LGSW
3) Consultant (if any)

*: delete where not applicable

Statement of Completion of Purging of Gas Installation

Date: _____

Our Ref: _____

Retailer Reference Number: _____

To: _____ Responsible Person

Dear Sir

ISOLATION (CAP-OFF) OF GAS SUPPLY TO:

(Project Name)

(Address of Premises/Development)

This is to confirm that I have isolated (capped-off) the gas supply to the above mentioned premises on ___/___/___ at _____ *am/pm.

2 The as-built drawing showing the isolation point (cap-off) is attached for your reference.

3 I further confirm that the gas installation downstream of the *Service Valve (SV) / Gas Riser Valve (GRV) / isolation point is completely purged at _____ *am/pm on ___/___/___ and is 100% free of gas.

4 The gas installation downstream of the isolation point (cap-off) is safe to be removed, if so required.

5 This is for your information and record purposes only.

Yours faithfully

Name & signature of Designated Representative * Delete where not applicable

Copy given to:

(please tick appropriate box)

Name/Company/Signature

Owner / MCST _____

City Energy Project Coordinator _____

Consultant _____

Main Contractor _____

Others _____

**PRE-FINAL PRESSURE TEST RECORDS OF CONSUMERS' INTERNAL PIPES
FOR RESIDENTIAL PROJECT**

Date: _____

Retailer Reference Number: _____

To : City Energy Pte. Ltd. (as Trustee of City Energy Trust)

Gas supply to:

(Project Name)

(Address of Premises / Development)

I certify that the gas installation listed below is constructed in compliance with Singapore Standard, SS 608, Code of Practice for Gas Installation and tested leak free.

Unit Number	Tested on (Date)	Tested By (LGSW)	Checked By (Developer Rep.)	Remarks

(If insufficient, please continue in another sheet)

Signature & Stamp of Designated Representative

Date: _____

Name of *PE/ LGSW: _____

PE / LGSW No: _____

Date :
Our Ref :
Your Ref :

To: _____

Our Project Co-ordinator is:

Mr _____
Tel (O): _____
Mobile : _____
Email : _____

Dear Sir

PROPOSED *GAS SUPPLY / A&A WORK / DISCONNECTION / DISCONTINUATION 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, the Gas Supply Code, Singapore Standard, SS 608, Code of Practice for Gas Installation, City Energy Handbook on Gas Supply and all statutory requirements in government laws and relevant regulations of Government departments, 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.

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

5. If your Designated Representative requires further information/clarification, please contact Mr _____ at Tel No. _____.

Yours faithfully

{Name}
{Designation} {Branch}
{Division}
City Energy Pte. Ltd. (as Trustee of City Energy Trust)

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

Date :
Our Ref :
Your Ref :

To: _____

Our Project Co-ordinator is:

Mr _____
Tel (O): _____
Mobile : _____
Email : _____

Dear Sir

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

(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

{Name}
{Designation} {Branch}
{Division}
City Energy Pte. Ltd. (as Trustee of City Energy Trust)

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

Note: * delete whichever is not applicable

Date :
Our Ref :
Your Ref :

To: _____

Our Project Co-ordinator is: Mr _____ Tel(O): _____ Mobile: _____ Email : _____

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 / commissioning of gas, the turn-on / - commissioning 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

{Name}
{Designation} {Branch}
{Division}
City Energy Pte. Ltd. (as Trustee of City Energy Trust)

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

Note: * delete whichever is not applicable

Date :
Our Ref :
Your Ref :

To: _____

Our Project Co-ordinator is:

Mr _____
Tel (O): _____
Mobile: _____
Email : _____

Dear Sir

APPROVAL FOR *TURN-ON / COMMISSIONING OF GAS TO _____

We refer to your application for *turn-on / 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 / commissioning of gas supply.

Yours faithfully

{Name}
{Designation} {Branch}
{Division}
City Energy Pte. Ltd. (as Trustee of City Energy Trust)

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

Note: * delete whichever is not applicable

Date :
Our Ref :
Your Ref :

To: _____

Our Project Co-ordinator is: Mr _____ Tel (O): _____ Mobile : _____ Email : _____

Statement of Turn-on /Commissioning of Gas Supply

(Project Name)

(Address of Premises/Development)

Dear Sir

We refer to your request below for gas supply to the abovementioned gas installation and the declaration of your Designated Representative that the gas installation is safe and ready to receive gas. We have introduced gas into the gas installation at your premises;

- Turn-on consumer's gas meter to the point of connection of the gas appliance(s)
- Commissioning / Recommissioning* consumer's service pipe (gas installation after GSIV and before MPRS/ gas meter)
- Recommissioning consumer's internal pipe
(Please tick the appropriate box)

Details of Turn-On / Commissioning / Recommissioning*

Date: _____ Time: _____ am / pm
Type of gas: _____ *Natural Gas / Town Gas Nominal pressure: _____ kPa /Bar* gauge

We would remind you that the gas installation is now pressurized with gas. You shall ensure that the gas installation is not tampered with and all relevant parties are notified that gas has been turned on. Please note that no further addition or alteration work on the gas installation can be undertaken without our prior written approval.

Yours faithfully

Acknowledged & informed all relevant parties

(Name & signature of Project Coordinator/ Date)

(Name & signature of Applicant / Date)

Copy given to: <i>(Please tick appropriate box)</i>	<u>Name/Company/Signature</u>
<input type="checkbox"/> Owner /MCST	_____
<input type="checkbox"/> Main Contractor	_____
<input type="checkbox"/> Consultant /LGSW	_____
<input type="checkbox"/> Others	_____

IMPORTANT NOTE FOR OWNER / MCST
Under clause 9 of the Gas Supply Code, you are required to engage a Licensed Gas Service Worker (LGSW) or Professional Engineer (PE) whichever is applicable, to carry out a regular inspection and to certify that the gas installation in the premise is safe for use. A Certificate of Fitness must also be submitted to SP PowerGrid Ltd. SP PowerGrid Ltd will remind all relevant parties on the inspection and certification as the due date approaches.

*: delete where not applicable

APPENDIX E

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

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FORM GD1 - APPLICATION FOR GAS DISTRIBUTION CONNECTION

To: PowerGas Ltd
c/o HOS (Gas Distribution Planning)
SP PowerGrid Ltd

Through Retailer

Signature, Name & Designation
of Retailer Representative

Name of Retailer

GAS CONNECTION TO:

(Project Name)

(Address of Gas Installation)

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

I hereby submit the following documents and certify that the information provided is correct:

- Consumer Project Data Sheet (GD1 Appendix 1).
- Location / site plan showing the project site and proposed connection point(s).
- Location of Meter Installation & indicative pipe route from property boundary to the Meter Installation (Applicable for Natural Gas connections only).

Name of Applicant : _____

Designation : _____

Company : _____

Signature/ Date: _____

CONSUMER PROJECT DATA SHEET

Consumer Information			
Project Name :			
Address of Premises / Development :			
Request Type :	New supply connection / Retailer switch (NG only) *		
Consumption Information			
Type of Gas :	Town Gas / Natural Gas *		
Consumer Type :	Residential / Non-residential *		
Application of Gas :	Co-Gen / Tri-Gen / Boiler / Cooking / Water Heating / Others * If Others, please specify : _____		
(NG only) Shipper Name :			
(NG only) Injection Point :			
Gas Consumption Duration per Day :	8 / 12 / 24 * hours or otherwise, please specify : _____		
Expected Gas Admittance Date :	(DD/MM/YY)		
Gas Usage :	If gas supply is meant for interim use (less than 5 yrs), please specify duration of gas usage in years : _____		
Delivery Pressure and Flowrate			
Applicable to NG projects only *	Load profile	Year 1	mmBtu / year
		Year 2	mmBtu / year
		Year 3	mmBtu / year
		Year 4	mmBtu / year
		Year 5	mmBtu / year
		Maximum Instantaneous Flowrate :	Sm ³ /hr
		Minimum Flowrate :	Sm ³ /hr
	MPRS / DNMS Outlet Pressure :	barg	
Applicable to TG projects only *	Average Monthly Consumption :	kWh/mth	
	Maximum Instantaneous Flowrate :	Sm ³ /hr	
Design pressure of gas installation :	barg		

Submitted by Applicant	Confirmation by Retailer
Name of Company :	Name of Retailer :
Name of Officer :	Name of Officer :
Designation :	Designation :
Date :	Date :
Signature :	I agree with the above information provided by the applicant. Signature :

Note : The above is for information purposes only.
PowerGas may not be able to nor is obliged to fulfil any of the above requirements.

*Delete where applicable

Date :
Our Ref :
Your Ref :

To: _____

Our Project Co-ordinator is:

Mr _____
Tel (O): _____
Mobile : _____
Email : _____

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 "Consumer Project Data Sheet", 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}
{Designation} {Branch}
{Division}
City Energy Pte. Ltd. (as Trustee of City Energy Trust)
On behalf of PowerGas Ltd

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

FORM GD2 - APPLICATION FOR ADMITTANCE OF GAS

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature, Name & Designation
of Retailer Representative

Name of Retailer

(Project Name)

(Address of Premises / Development)

(A) I, the Designated Representative (DR) of the above project, certify that,

- i. The gas installation from the GSIV up to the Meter Installation (excluding GSIV and Meter) is ready to receive gas.
- ii. The consumer internal pipe is not connected to the meter installation.
- iii. I attached the following forms for your reference please :
 - GD2 Appendix 1 - "Certificate of Completion"
 - GD2 Appendix 2 - "Certificate of Final Pressure Test"
- iv. All end points are capped / blanked / plugged off.
- v. I undertake to conduct Proof Test and submit GD3 immediately prior to the connection.
 - GD3 "Certificate of Proof Test"

Name, Signature and Stamp of DR / Date

PE / LGSW * No. : _____

(B) I hereby request for admittance of gas to the gas installation up to, but excluding, the Meter Installation on _____.

Signature of Applicant / Date

Name : _____

Designation : _____

To the Retailer:

This is to confirm gas admittance shall be carried out on _____ (date) at _____ (time).

Please notify all relevant personnel to be present on site.

SPPG Officer-in-charge

CERTIFICATE OF COMPLETION

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature, Name & Designation
of Retailer Representative

Name of Retailer

(Project Name)

(Address of Premises / Development)

I, the Designated Representative (DR) of the above project, hereby certify that the Gas Installation for the above project from the GSIV up to the Meter Installation (excluding GSIV and Meter) have been designed and constructed in compliance with the requirements of the latest revision of the following, where applicable:

- Gas Act (Cap 116A);
- Gas (Supply) Regulations;
- Gas Supply Code;
- Singapore Standard, SS 608 – Code of Practice for gas Installation;
- Other relevant code / standard : _____
- All relevant acts, regulations and rules which are applicable to the gas installation;
- All statutory and relevant codes which are applicable to the gas installation;
- All statutory requirements in government laws and relevant regulations of government departments.

2. The design pressure of the Gas Installation is _____ barg.

Signature and Stamp of DR / Date

Name : _____

PE / LGSW * No. : _____

CERTIFICATE OF FINAL PRESSURE TEST

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature, Name & Designation
of Retailer Representative

Name of Retailer

(Project Name)

(Address of Gas Installation)

- 1. I, Designated Representative (DR) of the above project, hereby certify that the Gas Installation from the GSIV up to the Meter Installation (excluding GSIV and Meter) has been successfully tested and passed the final pressure test in accordance to the requirements of:

Codes / Standards (Please tick below where applicable)

- Singapore Standard, SS 608 – Code of Practice for Gas Installation; or
- Other relevant code / standard: _____

Pressure Test

Test	Pressure (Barg)	Duration (Hour)	Date Passed
<input type="checkbox"/> First test			
<input type="checkbox"/> Second test			
<input type="checkbox"/> Other test			

- 2. I hereby declare that the above Gas Installation -
 - i. Design Pressure is _____ (barg) and;
 - ii. Maximum Allowable Operating Pressure (MAOP) is _____ (barg).
- 3. I shall notify all parties concerned that the Gas Installation has been completed and pressure tested.

Signature and Stamp of DR / Date

Name : _____
PE / LGSW * No. : _____

* Delete where applicable

FORM GD3 - CERTIFICATE OF PROOF TEST

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature, Name & Designation
of Retailer Representative

Name of Retailer

(Project Name)

(Address of Premises / Development)

I, Designated Representative (DR) of the above project, hereby certify that the Gas Installation for the above project from the GSIV up to the Meter Installation (excluding GSIV and Meter) have been tested and successfully passed the proof test¹ on _____ (date).

2. I further certify that the test pressure has been released and the said Gas Installation is currently at atmospheric pressure. Accordingly, I hereby request to proceed with the connection and gas admittance.

3. I shall undertake to purge and commission the Gas Installation from the GSIV up to the Meter Installation (excluding GSIV and Meter) immediately after the gas admittance.

Signature and Stamp of DR / Date

Name : _____

PE / LGSW * No. : _____

¹ Proof test shall be conducted in accordance to the requirements of Singapore Standard SS 608 for installation designed to operate up to 50 kPa or 20 kPa respectively, otherwise, proof test shall be carried out at 100 kPa or the operating pressure, whichever is lower, for a period of 30mins.

REQUEST FOR INTERIM ADMITTANCE OF GAS

I, Designated Representative (DR) of the above project, hereby certify that the Gas Installation for the above project from the GSIV up to the Meter Installation (excluding GSIV and Meter) have 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. : _____



To: _____
(Name of Responsible Person)

For: _____
(Address of Gas Installation)

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) _____ (time), 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 of SPPG Representative
SP PowerGrid Ltd
As agent for and on behalf of PowerGas Ltd

Signature / Date

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 SS 608.

Signature and Stamp of DR / Date

Name : _____

PE / LGSW * No. : _____

* Delete where applicable



To: _____
(Name of Applicant)

For: _____
(Address of Gas Installation)

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 SS 608 or other applicable Code; and that 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 SS 608.
- 2 Accordingly, we admitted Town Gas as requested at the nominal pressure of _____ kPa gauge up to the outlet valve of the meter installation on _____(date) at about _____(time) hrs. 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 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
As Agent for and on behalf of PowerGas Ltd

Signature / Date

Acknowledged by:

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

DR Stamp and Signature / Date
Name of DR
*PE / LGSW No.

* Delete where applicable



To: _____
(Name of Applicant)

For: _____
(Address of Gas Installation)

STATEMENT OF ADMITTANCE OF GAS

1 Upon your request, we admitted natural gas at the nominal pressure of _____ Barg up to the outlet valve of the meter installation on _____ (date) at about _____ (time) hrs. The gas installation from the Gas Service Isolation Valve (GSIV) up 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 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 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
As Agent for and on behalf of PowerGas Ltd

Signature / Date

Acknowledged by:

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

DR Stamp and Signature / Date
Name of DR
*PE/ LGSW No.

**Delete where applicable*

FORM GD4 - AUTHORISATION TO TURN ON GAS METER CONTROL VALVE

Date : _____

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

(Project Name)

(Address of Premises / Development)

I, Project Coordinator (PC) of the above project, certify that all legal requirements pertaining to gas safety have been complied with, including (but not limited to) (*) Regulation 3(4)(b) of the Gas (Supply) Regulations.

2. I hereby authorise PowerGas to turn on the Gas Meter Control Valve on my behalf now on _____ (date) at _____ (time).

Signature of PC

Name : _____

Designation : _____

Name of Retailer : _____

* Regulation 3(4)(b) of the Gas (Supply) Regulations states that – where an application for a supply of gas (or for an increase to an existing supply) is made to a gas retailer – the relevant gas retailer shall prior to turning on the gas supply at the relevant gas meter control valve, ensure that the appropriate test as specified in the Gas Supply Code is conducted on the gas appliance and the consumer's internal pipe including the meter installation to ascertain that it is safe to turn on the gas supply.

APPENDIX F

CITY ENERGY PTE. LTD. (as Trustee of CITY ENERGY TRUST)			
City Energy Handbook on Gas Supply		Revision History Record	Page: 1
Revision	Effective Date	Description of Change	
0	01 Dec 2021	Renaming of Organisation	