**Schedule 18a**

**New Connection Supplier Information**

**Criteria for Supplier Information to be provided to the Network Operator for the purpose of the Distribution Network Code New Domestic Connection Procedure and the New I&C Connection Procedure**

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# Background

Under the terms of the New Domestic Connection Procedure and New I&C Connection Procedure which form side agreements of the Network Operator’s Distribution Network Code the Network Operator is required to distribute ‘Supplier Information’ which is provided to it by the Supplier to customers seeking a new connection to the gas network. Supplier Information is defined in the New Domestic and I&C Connection Procedures.

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# Criteria for Supplier Information

This criteria applies to domestic and I&C Supplier Information.

Suppliers presenting material for distribution by the Network Operator during the new connection process must ensure that material meets the following criteria:

1. Material must comply with all requirements set out in the Utility Regulator Code of Practice on Marketing and must comply with all relevant requirements set out in the gas supply licence.
2. Material must only include information relating to the supply of natural gas. Where the supplier offers a discounted gas tariff for customers who take both gas and electricity, then this gas tariff can also be shown.
3. While suppliers may refer to the benefits and services offered by their business, suppliers may not directly promote additional services for which there is a charge in this material.
4. Where comparisons are made to other suppliers, these must be dated to show the date on which the comparison was correct.
5. Material must be reviewed regularly and suppliers must ensure that the figures presented are correct.
6. Where price changes are occurring, suppliers must provide the Network Operator with 21 days advance notice of the change and suppliers must ensure that up to date brochures are provided to the Network Operator for inclusion in the new connection pack at least 14 days before the price change takes effect.
7. Marketing materials should be capable of being inserted into a standard A4 design envelope.
8. Nothing in this Schedule is intended to, or should be deemed to, constitute an exemption from the Suppliers’ legal obligation to comply with any and all relevant legislation, statute, statutory instrument, regulation or order (or any provision thereof) or any subordinate legislation.

Suppliers may forward literature to the CCNI for advice on content if they have any concerns or would like feedback on their material.