

Start Date Notification – Anticipated Questions & Answers

No.	Question	Answer
1.	Is a new sheet to be submitted each day or is the same sheet to be updated as and when required?	A new sheet each day to nsquoteac@uk.ngrid.com
2.	If there are no new submissions for a day what information is required?	e-mail to box as above confirming NIL return
3.	How will we receive clearance to proceed?	Spreadsheet will be received on a daily basis confirming clearance.
4.	If clearances are requested for different jobs on different days will all the clearances be returned on the same day or received just prior to the start date?	Any on the spreadsheet submitted that day will be given clearance in 'bulk' the following day.
5.	If a job does not proceed is a copy of the original Start Date Notification sheet submitted with the revised information or is all the relevant information transferred to that days' new Start Date Notification sheet?	See reply in 1 above
6.	Do we need to complete all boxes as some are not always applicable e.g. Principle Customer, Agent, Contractor?	This is a 'generic' spreadsheet for all Clients and work types. Only the fields that are applicable to the relevant Client should be completed. In some cases there is a GT/Agent and Contractor, but this is not always the case.
7.	What if the connection did not take place and is re-planned?	If job is a re-plan select drop down box 'Yes'. If the connection date is 'unknown i.e. on hold, choose appropriate category from drop down box.
8.	If rectification works are required is there still a requirement to notify National Grid of the start date and do I have to submit another Start Date Notification Spreadsheet?	Yes – Refer to briefing note 18 for further information.
9.	If retrospective paperwork is required does this include completion and submission of the Start Date Notification Spreadsheet?	Yes – Refer to briefing note 18 for further information.