



Accessing Non- operational Land -Third Parties

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nationalgrid

Document Control

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Contents

1.	Introduction	1
2.	Process Overview	2
2.1	Purpose of the Process	2
2.2	Process Summary	2
2.3	When is an e-permit required?	3
3.	Stage 1 – Early Engagement	4
3.1	Requirement for a Licence	4
4.	Stage 2 – RAMS Review	5
5.	Stage 3 – e-permit Request	5
6.	Typical Timescales	6
7.	During and After Completion of Works	6
8.	Contact Details	6

Appendix 1 – e-permits Frequently Asked Questions

Appendix 2 – e-permit Portal Process Flow

Appendix 3 – e-permit Request for Information Form

Appendix 4 – Statement of Facts Form

1. Introduction

National Grid's Non-Operational estate is managed by BNP Paribas Real Estate (BNPPRE). This document sets out the access process to be followed by **Third parties** (Distribution Network Operators - DNOs, third party customers and their contractors) seeking to undertake works (intrusive or non-intrusive) on National Grid's non-operational estate.

Queries or requests should be made to BNPPRE either by phone **0345 8508929** or email operationalsupport.nationalgrid@realestate.bnpparibas.

Frequently Asked Questions (FAQs) in relation to the access, and associated e-permit, process are provided as Appendix 1 of this document

2. Process Overview

2.1 Purpose of the Process

The Access Control process enables National Grid, through BNPPRE, to:

- Control and manage access to non-operational land;
- Understand the scope of works proposed;
- Provide the requestor with information relating to site-specific hazards, including other parties that may have permission to be present on site at the time works are undertaken;
- Determine whether a licence is required or whether the works will be undertaken under existing or pending land rights i.e. easement or lease;
- Confirm that the appropriate stakeholders have been consulted and that approved RAMS are in place; and
- Deconflict works and mitigate risks posed by multiple parties working on site.

2.2 Process Summary

There are three stages to the Access Control process.

	Process Stage	Timescale in relation to project/works set-up
Stage 1	Early project engagement and issue of site hazard information	As soon after works/project initiation as possible
Stage 2	RAMS preparation and review	During works RAMS preparation and approval
Stage 3	Submission of an e-permit request	When the date of works is confirmed and Stage 1 and 2 completed

BNPPRE should be contacted as soon as possible once the requirement for, and nature of, works are understood by the third party.

This enables BNPPRE to issue site specific hazard information which the third party project team will need to consider when developing their RAMS. BNPPRE will also be able to inform the requestor whether a licence will be required to undertake the works.

The access process is slightly different for customer works managed by the NGET Commercial and Customer Connections Team and works completed by other third parties (eg, local councils, etc).

Detailed process maps are provided on page 7 and 8 and summarised in the following figure.

Summary of the Access Control Process

Process Stage		Timeframe	Activity
Stage 1	Early project engagement and provision of site hazard information	At project / work initiation	<p>Third party provides initial information to BNPPRE</p> <p>Non-intrusive works – BNPPRE provides Hazard Register & local Asset Ops details</p> <p>Intrusive works – BNPPRE provides above and co-ordinates engagement with Customer Connections Lands team (where relevant) and Land Regeneration team</p>
Stage 2	RAMS preparation and review	During project setup / RAMS preparation	<ul style="list-style-type: none"> Contractor prepares RAMS, Customer/Client reviews Draft RAMS emailed to BNP for high level review Comments considered & third party finalises and approves RAMS
Stage 3	E-permit request and access management	When date confirmed and Stage 1 & 2 complete	<ul style="list-style-type: none"> Requestor uploads RAMS, Statement of Facts & supporting information to Portal BNPPRE checks Statement of Facts completed correctly and, if so: Requestor submits request through portal BNPPRE checks for site conflicts & issue permit

Note: CC – Customer Connections related work

The issue of the e-permit at Stage 3 gives the requestor temporary permission to access non-operational land to complete the associated works, an inspection or visit, formalised in the form of an electronic permit.

2.3 When is an e-permit required?

An e-permit will be required for accessing:

- Non-Operational land that is not currently leased by the third party;
- Non-Operational land outside the boundary of a third party's leased demise;
- Non-Operational land under an Option Agreement with the third party; and
- Non-operational land under a Wayleave or Easement with the third party (unless in the event of an emergency).

This includes non-intrusive activities, such as a site walkover, and intrusive works.

The e-permit process will enable BNPPRE to share information on site specific hazards and provide all parties with details of who has permission to access site while the works are taking place.

An e-permit is not required where the proposed works fall wholly within the area leased by the third party.

3. Stage 1 – Early Engagement

BNPPRE should be contacted as soon as possible once the requirement for, and nature of, works is understood by the third party.

Contact should be made with BNPPRE by email:

operationalsupport.nationalgrid@realestate.bnpparibas.

A phone number is also provided should there be any queries with regards to the application process:

0345 8508929

BNPPRE will require the following information:

- Site details and plan of work area; and
- Brief description of the work and anticipated date and duration.

BNPPRE will provide available site-specific hazard information. Where intrusive works are proposed, BNPPRE will liaise with the National Grid Land Regeneration (LR) team regarding the availability of information on ground conditions and contaminated land. Where available, BNPPRE will pass this information onto the requestor. Where the third party has not already engaged with the local Asset Operations team, BNPPRE will provide contact details. Further details are provided on the process flow maps (pages 7 and 8).

Where customer works are already being managed by the NGET Commercial and Customer Connections Team (through the Customer Connections 6 Step Process) it is likely that some stakeholder engagement and handover of hazard information will already have occurred. In this instance, the aim of Stage 1 will be to confirm what has been issued to date and provide any outstanding information.

BNPPRE will also determine whether any tenants or site partners are present on-site and/or whether any ongoing property management or maintenance programmes (e.g. habitat management areas, etc.) could be impacted. Where present, BNPPRE will engage with tenants/partners.

3.1 Requirement for a Licence

As part of early engagement, BNPPRE will also determine whether the works will require a Licence. A Licence will be required where intrusive works are proposed outside the terms of an existing Wayleave, Easement or Lease and are for a duration of less than 6 months. The main types are Licence are summarised in the table below and BNPPRE can advise what is appropriate dependant on the scope of works.

Licence Type	Example Works	Estimated Turnaround Time*	Notes
Survey Licence	Ground investigations – borehole drilling, trial pitting etc.	2 weeks	Drafted by BNPPRE Standard form appended to Option Agreements
Construction Licence	Construction of a temporary access road or drilling platform	4-6 weeks	Drafted by Solicitor
Laydown Licence	Temporary use of an area for welfare facilities, parking or storage during works on site	4-6 weeks	Drafted by Solicitor Areas needed for longer than 6 months will require a Laydown Lease

*** Please note these are estimates. Please give BNPPRE as much notice as possible, particularly during holiday season or if the works are complex or cover a large area of the site.**

NOTE: There are a limited number of situations where intrusive works can (at BNPPRE's discretion) be undertaken without a Licence or other land rights. These might include scenarios where the works are of short duration or small scale; for instance, repair work to fencing that requires the replacement of fence posts.

Further information on the process for obtaining a Licence can be obtained through BNPPRE.

4. Stage 2 – RAMS Review

Stage 2 takes place during the period when the third party project team is preparing their Construction Phase Plan and RAMS. These RAMS will need to consider the hazards identified by BNPPRE at Stage 1 and those identified by other relevant stakeholders (e.g the Asset Operations team).

Once the Customer or Contractor's Client has reviewed the RAMS, draft copies should be emailed to BNPPRE (operationalsupport.nationalgrid@realestate.bnpparibas) for comment.

BNPPRE will complete a high level review of the RAMS to check that they are specific to the site and the proposed works, and contain correct details for the parties undertaking the works. Where there were hazards associated with ground contamination identified in Stage 1, BNPPRE will engage with the National Grid LR team, who, where necessary, will provide comment on the RAMS.

The LR team will be looking at the following areas:

- Checking whether hazards identified at Stage 1 associated with land contamination issues have been considered; and
- Reviewing whether the proposed method of work could be detrimental to the condition of the site (e.g. whether the method of working could spread / mobilise contamination, resulting in new site hazards being created or leave the land in a worse condition than it was previously).

BNPPRE will collate any comments from the LR team and issue these to the third party for consideration when the third party finalises and approves their RAMS.

A record of who has prepared, reviewed and approved the RAMS should be kept as this information will be required as part of Stage 3; the e-permit request.

5. Stage 3 – e-permit Request

The e-permit request is a two-step process completed through the e-permit portal. **For first time users, registration of the requestor on the system is required** and it is recommended that this is completed at Stage 1. The registration process is summarised in Appendix 2 and will require the completion of a Request for Information (RFI) form (Appendix 3).

Step 1 – Upload of documents

- Requestor uploads completed Statement of Facts form, approved RAMS and other supporting information to the e-permit portal
- BNPPRE reviews the Statement Facts to ensure that it is completed correctly and contains all the necessary information
- Once accepted by BNPPRE, the requestor will receive an automated email confirming acceptance and the requestor can proceed to Step 2

Step 2 – Submission of e-permit request

- Requestor submits the e-permit request
- BNPPRE checks for work conflicts with other possible parties. Where other parties are present on-site, BNPPRE will provide the requestor with contacts details

- BNPPRE issues e-permit with copy sent to the Asset Operations site team for information

Appendix 2 provides further guidance on using the portal to complete the e-permit request.

6. Typical Timescales

BNPPRE will be engaged by the requestor at several stages in the process. For each stage, BNPPRE will typically aim to respond within the following timescales.

Stage	Typical Response Time	
	Non-intrusive works	Intrusive works
Stage 1 – Provision of site hazard information	2 to 3 working days	2 to 3 working days for issue of hazard register and Asset Operations contact details. BNPPRE engagement with the Customer Connections NGET Lands team and the Land Regeneration team will be dependent on the scope of the works. Please see table within Section 3.1 for an indication of timescales should a Licence be required
Stage 2 – RAMS review	3 working days for BNPPRE high level check	3 working days for BNPPRE high level check. If the Land Regeneration team has also requested to review the RAMS, the turnaround time will be 5 - 7 working days.
Stage 3 – e-permit request approval	3 working days	3 working days

7. During and After Completion of Works

During the works the e-permit holder should inform the BNPPRE e-permit team if:

- the programme or scope of works change; and /or
- Additional hazards (including those associated with previously unidentified contamination) are identified on-site.

After the works are completed the e-permit holder should:

- Inform the e-permits team; and
- Provide details of any additional hazards noted or introduced as part of the works so that the Hazard Register can be updated.

8. Contact Details

Requests and queries should be made to BNPPRE by email:

operationalsupport.nationalgrid@realestate.bnpparibas.

A phone number is also available for queries regarding the application process:

0345 8508929

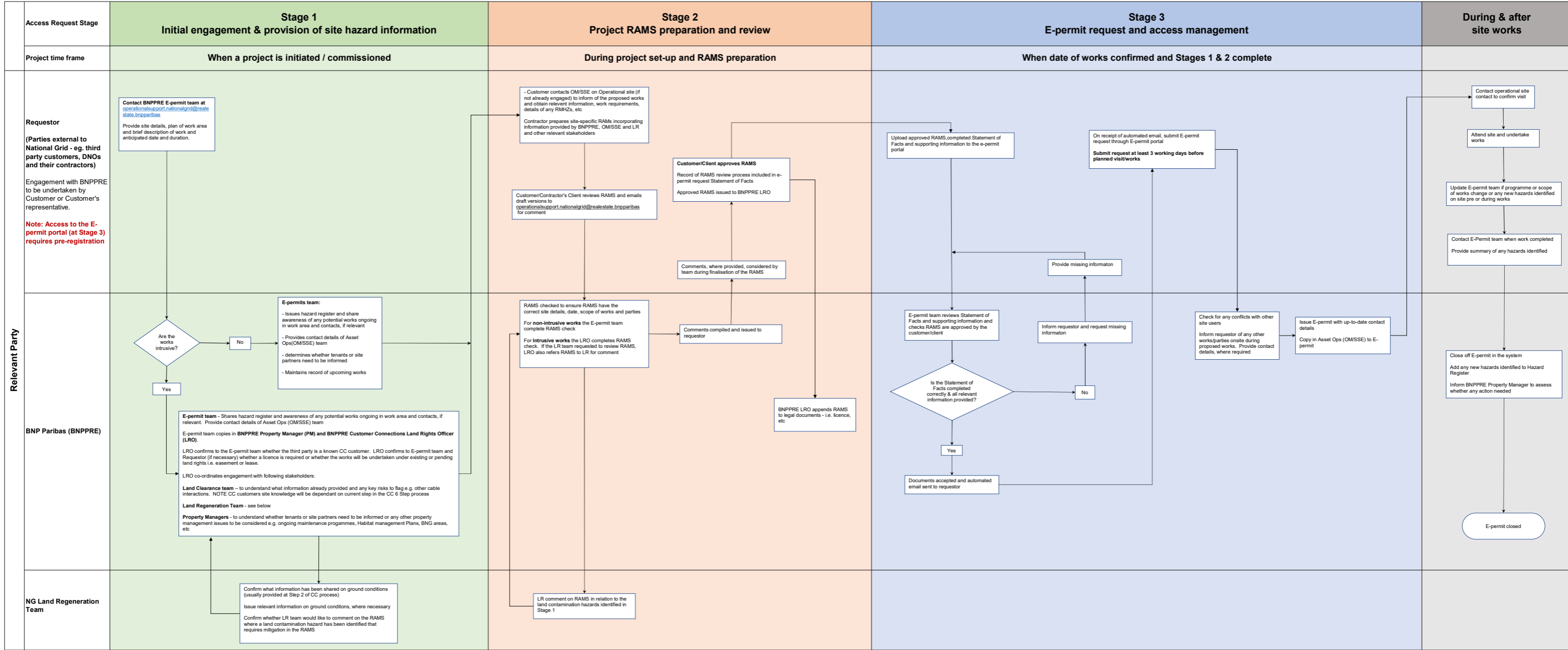
Information regarding the e-permit system is available using the following link:

[National Grid - Access & Permits System \(e-permits.co.uk\)](https://e-permits.co.uk)

Frequently Asked Questions (FAQs) in relation to the e-permit process are provided as Appendix 1 of this document.

Process for Accessing ET Non-operational Land - Third Party Customer Connections and DNOs (including DNO customers)

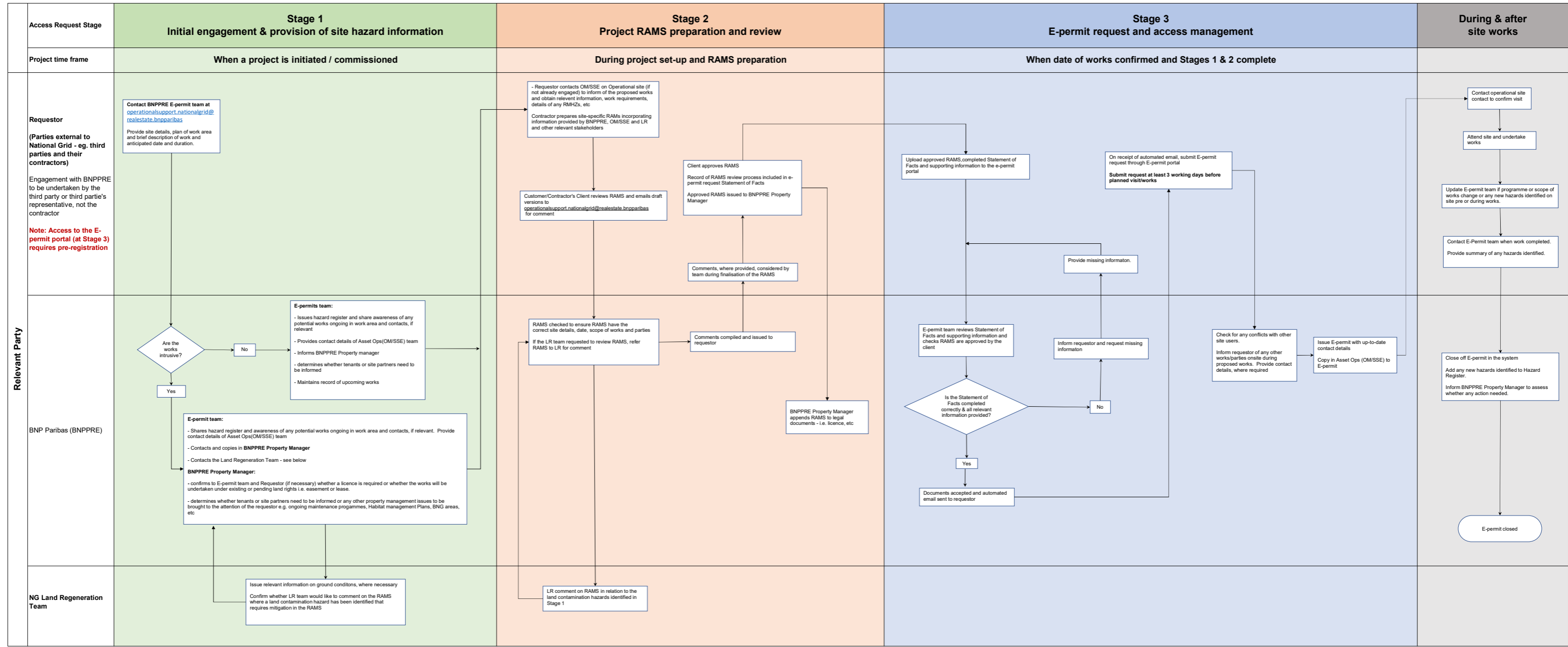
The access process contains three key stages that should be included as part of the project/works set-up



Note: this process only details actions in relation to requesting and gaining access to NG Non-Operational land. Engagement with other parties/stakeholders will be required as part of works set-up to understand all hazards and manage risks associated with works

Process for Accessing ET Non-operational Land - Third Parties

The access process contains three key stages that should be included as part of the project/works set-up



Note: this process only details actions in relation to requesting and gaining access to NG Non-Operational land. Engagement with other parties/stakeholders will be required as part of works set-up to understand all hazards and manage risks associated with works

Appendix 1: Access Process for Non-operation land – Frequently Asked Questions

Access Process for Non-operation land – Frequently Asked Questions

The FAQs are divided into the following Sections:

- General
- Making an e-permit request and timescales
- e-permit documentation
- e-permit vs other access arrangements
- Liaison with other parties
- RAMS and PPE

1. General	
What is an e-permit?	An e-permit is temporary permission to access non-operational land to complete works, inspections or visits, formalised in the form of an electronic permit.
Why do I need an e-permit?	An e-permit ensures the management of security and health and safety on the non-Operational Estate of National Grid Electricity Transmission (NGET) in relation to parties undertaking short term works. When an e-permit is issued it is evidence that the company / person that possess the permit has shown due diligence in the process and that their RAMS have met the criteria set out for Health & Safety and Regulatory purposes.
Is an e-permit required to access the operational land?	No. This is arranged separately with the operational team contacts.
Who should make a request for an e-permit?	Typically, any party who requires access to the land for either non-intrusive or intrusive works / surveys / inspections on a temporary basis should make an e-permit request. This includes DNO's, third party customers and their contractors. Where multiple contractors will be undertaking works on site under a Principal Contractor, it is recommended that the Principal Contractor or Client contact BNPPRE to determine the most efficient way of managing the access control process for the project. Note: An e-permit is not required where the proposed works fall wholly within an area leased by the third party.
Who manages e-permits?	e-permits are managed by BNPPRE.
Why is an e-permit required for walkovers or site inspections where no intrusive work is involved?	The process enables BNPPRE to provide information on site specific hazards and inform all parties of other users that may be present on-site during the visit.
Who do I contact if I have a problem	operationalsupport.nationalgrid@realestate.bnpparibas or call BNPPRE support on 0345 8508929
Where can I get further information	Information regarding the e-permit system is available using the following link: National Grid - Access & Permits System (e-permits.co.uk)
What if an emergency visit is required?	The e-permit request should be submitted as normal, but please contact BNPPRE in the first instance to explain the circumstances and the e-permit request can be expediated if emergency access is required.
Will there be any monitoring undertaken by NG of the land that has been handed over to a customer?	This is dependent on the works being carried out and will be agreed before works commence.
Who should I contact if there is a problem whilst on-site?	Contact the National Grid Operations Manager or other contact detailed on the e-permit. Call BNPPRE support on 0345 8508929 for issues on the non-operational land during working hours or the Mitie Helpdesk (0800 072 0806) out of hours.

2. Making an e-permit request and timescales	
What is the process?	Please refer to the relevant process flow chart. The process is slightly different for customers working with the NGET Commercial & Customer Connections team.
Who do I contact if I have a problem	operationalsupport.nationalgrid@realestate.bnpparibas
Can the relevant National Grid team (e.g. Access to Lands team) complete the e-permits on behalf of a project	No. The e-permit must be submitted and held by the party undertaking the works as the process requires the completion of a Statement of Facts and submission of approved RAMS.
Can BNPPRE complete my e-permit for me?	No. You must apply for your own e-permit.
Can I ask someone else to complete my e-permit for me?	No. You must apply for your own e-permit.
Can I add additional people to an e-permit that has already been issued?	Yes, additional people can work under an e-permit as long as the works are covered by the approved RAMS. The permit holder (the individual holding the permit) will be responsible for the additional people while they are on site and BNPPRE do not need to be informed or a new e-permit requested. If the additional people are undertaking works independent of the e-permit holder and/or their works are not addressed by the accepted RAMs, a separate e-permit request should be submitted. If the permit holder changes, BNPPRE should be contacted to see whether the existing permit can be revised or whether a new application is required.
How long does it take for BNPPRE to issue an e-permit?	The permit will be issued within three working days of the request being made at Stage 3 of the process (see process flow chart). Note: engagement with BNPPRE is also required at earlier stages of the project set-up; Stage 1, when the requirement to undertake work is initially identified and Stage 2, during preparation of RAMS by the contractor.
Is there a maximum notice period I need to give for my e-permit request?	No. The more notice you can give the better.
Does a DNO need a e-permit to access the non-operational land for non-intrusive and intrusive surveys?	Yes

3. e-permit documentation	
What is a Statement of Facts?	The Statement of Facts is a form that needs to be completed by the requestor as part of the e-permit request. It provides confirmation to BNPPRE that the contractor/project team has contacted the relevant stakeholders and that associated information (e.g site hazards, etc.) have been incorporated in the RAMS. It also provides evidence that the RAMS have been reviewed and approved by the relevant parties in the works/project team. A plan of the works area, a copy of the approved RAMS and confirmation of any relevant land rights (e.g. Licence, Easement) must be provided with the Statement of Facts.
What documents are required when submitting an e-permit request?	The e-permit request is made at Stage 3 of the access process. The following information is required as a minimum; <ul style="list-style-type: none"> • a completed Statement of Facts form • a plan of the works area (including access routes) • approved RAMS for the proposed works

4. e-permit vs other access arrangements	
Is a Licence required to undertake intrusive works as well as an e-permit?	In most cases (where a third party does not have existing land rights) intrusive works on Non-operational land will also require a licence. However, there are a limited number of situations where intrusive works can be undertaken solely under an e-permit (under BNPPRE's discretion). These might include scenarios where the works are of short duration or small scale, for instance repair work to fencing that requires the replacement of fence posts.
Is an e-permit needed if work is being done under a licence/lease?	A Licence will give relevant permission for access; however an e-permit is required in addition so that up-to-date security, health and safety information can be provided. In the instance when applying for the e-permit, confirmation of your licence is required along with RAMS etc. An e-permit is not required where the proposed works fall wholly within an area leased by the third party.
If a third party wants to come onto site and work solely within their easement/wayleave, is an e-permit required?	We ask that an e-permit is applied for so that up-to-date security, health and safety information can be provided. It also enables details to be shared of other potential parties on-site at the time works are proposed.
Is an e-permit required even if an option agreement has been signed?	Yes, an e-permit is required.
If a customer needs a temporary licence to undertake intrusive works on the non-operational land (e.g. digging trial holes) do they need to go through the e-permit system or do they just go direct to BNPPRE Land Rights Officer to arrange? For example an existing customer already dealing with BNP such as Pelagic.	If a customer knows that a licence will be required, then they can liaise directly with the BNPPRE Land Rights Officer to request one. Otherwise, the requirement for a licence would be identified at Stage 1 of the access process when the requestor engages with BNPPRE.

5. Liaison with other parties	
Do I need to have permission from the NGET Operational site's Ops Manager/SSE before submitting my e-permit request?	The Asset Ops Team will not give you permission, but they should be consulted as part of the access process. They will ensure that your works will not hinder operational tasks and also confirm any Risk Management Hazard Zones or other factors that need to be considered as part of your RAMS. You will need to provide confirmation of engagement with the Asset Ops team in the Statement of Facts. You may also need to agree access to the Non-Operational land through the operational site.
I don't have the name or contact details for the NGET Ops Manager. Where can I get this information?	Operational Support operationalsupport.nationalgrid@realestate.bnpparibas can provide these details.
Can I contact the Land Regeneration team directly?	Any engagement with the Land Regeneration team will be via BNPPRE
If work is being undertaken that affects both ops and non-ops land (e.g. addressing a tree that has fallen from non-ops land, onto the electric fence of the substation), is an e-permit required in addition to liaison with the OM/SSE?	Yes

6. RAMS and PPE	
Will the RAMS be reviewed as part of the process?	BNPPRE will undertake a high level check of the RAMS at Stage 2, before they are finalised and approved by the third party. Where intrusive works are involved, the NG Land Regeneration team may also request a review of RAMS. The requestor will be informed of this requirement at Stage 1 of the process. BNPPRE will forward the RAMS to the LR team and forward the teams comments, where provided, to the requestor for consideration.
What is the purpose of the Land Regeneration review?	The Land Regeneration team will comment on the following areas: <ol style="list-style-type: none"> 1. Checking whether the contaminated land hazards identified in Stage 1 have been considered; and 2. Reviewing whether the proposed method of work could be detrimental to the condition of the site (e.g. whether the method of working could spread / mobilise contamination, resulting in new site hazards being created or leave the land in a worse condition than it was previously).
If construction information has already been considered by NG to progress to easement will this information be reviewed again as part of the e-permit process?	The e-permit process focuses on making sure site hazards have been communicated, RAMS are prepared and ensuring there are no programme clashes with other works on site. Other construction information will not be reviewed as part of the e-permit process. The BNPPRE Land Rights Officer can co-ordinate the e-permit request alongside completion of the necessary land rights to ensure all documents are reviewed by the right stakeholders and ensure there is no duplication of effort and time wasted.
What PPE is required for working on non-ops land under an E Permit?	The minimum PPE requirements are detailed in the NG Golden Rules. However, task-specific PPE should also be considered and detailed in RAMS and worn for complete the works.

Appendix 2: e-permit Portal Process

e-permit Portal Process

This Appendix provides the process flow for:

- Registration of the requestor on the e-permit system
- Stage 3 of the access process:
 - Step 1 – Upload of completed documents on the portal
 - Step 2 – Submission of request for an E-permit

Registration on the e-permit system (first time users)

- Requestor completes the RFI and emails to BNPPRE
- BNPPRE will set up requestor on the system
- Requestor will receive an auto-generated email providing details on how the requestor's account should be set up. A temporary password and link to the system will be provided
- Requestor sets up account. Upload copies of company insurance details if not already provided

Note: You will receive an email reminder 1 month before your company insurances are due to expire. Permits will not be able to be issued if your company insurances have expired.

Step 1 – Upload of completed documents on the portal

A link for the E-permit portal is provided below:

<https://nationalgridlive.e-permits.co.uk/>

The following steps should be followed on the portal to submit a completed Statement of Facts form, approved RAMS and other supporting documents for proposed works on Non-operational land.

- In the Control Panel, select 'RAMS Admin'
- 'Submit New'
- Add your company's Title and File name of the RAMS
- Select site
- Select the Company (who has given you the order to attend)
- Select the Service you are supplying
- Select the Task you will be carrying out
- Upload the documents
- Press 'Submit'

Once reviewed and accepted the requestor will receive a confirmation email.

If the Statement of Facts is incomplete or does not contain the appropriate information, BNPPRE will contact the requestor and provide details of what information will need to be provided before the documents can be accepted.

Step 2 – Submission of Request for an e-permit

Once the Statement of Facts has been reviewed and accepted the requestor can create an access request by following these steps:

- In the Control Panel select 'Create Request'
- Select the site
- Select a company to approve your request (BNPPRE)
- Press 'Confirm'
- Select Competent Person (if no names appear here go back to the 'User Admin' and confirm 'Competent Person' in the User Profile.)
- Select additional attendance from the list on the left by highlighting them and pressing the 'add' button
- Select the start and end dates and times for when required on site
- Select 'Next step'
- Select 'RAMS' (documents from Step 1 will only appear here once they have been accepted by BNPPRE at Step 1)
- Select 'Service' (Will be the same as the RAMS)
- Select 'Activity' (Will be the same as the RAMS)
- Select the Zone and Location of where the work will be taking place on site (if you are unsure please speak to the contact on site)
- Give 'Description' of works Example: Quarterly test etc
- Select 'Why will the work be done?'
- Select any 'Special risks' ie 'Risk of Falling' etc
- Select 'Next step'
- If submitted within the 72 hours request window, a message will appear in **Orange**. This does not stop the permit from being submitted and approved.
If any selection has not been completed correctly this will be in **Red**.
Press the 'Previous Step' or Edit to review the area in question
- Once all issues have been addressed, the Submit button will be **Red** and the request can be submitted

Appendix 3: e-permit Request for Information Form

* Please note completion of all fields in the form is mandatory

Company details

* Company Name:				
* Company Number:				
* Business address:				
* Website address:				
* Main switchboard number:				
Insurance type:	Insurance Company	Policy number	Cover Amount	Expiry date
* Employer's liability:				
* Public and product liability:				
Professional indemnity:				
Contractor's all risks:				
Other relevant insurance:				

User Details

Please complete this form for at least one User who will require access to **E-permits** to submit and track permit requests, acting as administrator for **E-permits** at your organisation. It is advisable to have more than 1 user to cover holidays/sickness etc.

User 1

* User's First Name:	
* User's Last Name:	
* Contact Email address:	<i>This email address must be unique</i>
* Office Number:	
Mobile Number:	
*Born after 04/01/2006 Y/N	Y/N
*Eligible to work in the UK	Y/N

Company: National Grid	Date: 15/9/2023
Department: Corporate Property	Version: 8
RFI Contractor Company Requestor	Retention Period: 5 years
Prepared By: N Jauncey	Reviewed By: Stef Bellon
	Approved By:

User 2

User's First Name: _____

User's Last Name: _____

Contact Email address: _____ *This email address must be unique*

Office Number: _____

Mobile Number: _____

Office Fax No: _____

Site Authorizations

Please select which site(s) your company will be attending by marking an 'X' in the relevant boxes below:

Didcot	
Eakring	
Land Management	X
Reading	
Strand	
Warwick – NG House	
Wokingham	

Please return the form and any enquiries to:

Mitie Contractors: nationalGridHelpdesk@mitie.com

Land Management: Operationalsupport.nationalgrid@realestate.bnpparibas

National Grid incl IS Contractors: box.NGH.custsupport@nationalgrid.com

Company: National Grid		Date: 15/9/2023
Department: Corporate Property		Version: 8
RFI Contractor Company Requestor		Retention Period: 5 years
Prepared By: N Jauncey	Reviewed By: Stef Bellon	Approved By:

Appendix 4: E-permit Statement of Facts Form

EPERMIT REQUEST BY THIRD PARTY - STATEMENT OF FACTS

The following form should be completed if you require access to Non-Operational Land and you are **external to National Grid (e.g. DNOs, third party customers and their contractors)**.

The completed form, along with supporting documentation, should be uploaded to the e-permit portal when submitting a request for an e-permit. Failure to do so may result in access being delayed/denied.

The following documents should be provided with the completed Statement of Facts:	Documents Provided? (Y/N)	Explanation if documents not supplied
1. A clear site plan showing the area of works and access /egress routes.		
2. Approved RAMS for the works.		
In addition, the following should be provided where <u>intrusive works</u> are proposed:		
1. Evidence that UXO risk has been considered and where risk is greater than 'Low' specialist advice has been obtained.		
2. Document reference and confirmation email from BNPPRE CC Land Rights Officer in relation to any Licence or Land Rights (e.g. Option, Easement, Lease, Wayleave) the Requestor currently has on the land		

Party Requiring Access	Company:	
	Main Contact:	
	Contact Details:	<i>Phone no. / email</i>
Name of site	Site Address:	
	Location of works area on site:	
Date Required for Access		
Proposed duration of the works		
Purpose For Access	Description of works:	

Please specify who has instructed the works	Name:	
	Job Title:	

	Company:	
	Contact Details:	<i>Phone no / email</i>
Confirmation that BNPPRE has been contacted to obtain a copy of the Hazard Register and other available site hazard information		
Has this information provided been considered in the RAMS?		
Has the NGET Operational Site's OM/SSE been consulted?	Yes / No?	
	Name:	
	Role:	
Provide a summary of any comments / requirements of OM/SSE		
Provide a summary of any RMHZ identified by OM/SSE or otherwise confirm no RMHZ present		
Have you been informed of any other works ongoing on-site (as part of early engagement with BNPPRE)?	Yes / No?	
	Company & nature of works	
Have you made contact with these parties and agreed any joint working arrangements?		
Are intrusive works or breaking ground proposed? If yes:	<i>Yes / No</i>	
Confirmation that an LSBUD (LinesearchbeforeUdig) has been completed within the last 3 months	Yes/ No?	
	Date of search:	
Please confirm you've been provided with information on ground conditions from NGET Land Regeneration (LR) Team	Yes / No ?	
	Contact name:	
	Date:	
Has the information provided on ground conditions been considered in the RAMS?		
Confirm LR team has commented on RAMS, or otherwise confirm that initial LR screen identified that no further LR involvement was needed.	Comment required?	<i>Yes/No</i>
	Comments provided by:	
	Date:	

Record of RAMS preparation and	Name	Project Role / Title	Company
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review			
RAMS prepared by:			
RAMS approved by:			
BNPPRE Stage 2 check undertaken by:			

Statement of Facts completed by:	
Name:	
Contact No.:	
Email address:	
Date:	

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