Introduction

The **Design** module includes what was known as Binders 4 and the signed agreements part of binder 6 in CRAM. It also includes the 'phased design approvals'. **Note**: Binder 6 was previously 'signed agreements' and 'live works' – 'Live Works' is now within the Construction module.

This handout shows the steps that the Applicant would follow when submitting a **'Metered'** design approval. This can only be done when the following have been received by the DNO:

- o Signed & Dated POC Quotation acceptance documents included with the formal offer
- o Confirmation of ICP & Developer registered company address
- o Confirmation from the developer of the ICP's appointment as the preferred Accredited Connection Provider (ACP)
- o Payment information & proof of payment document uploaded e.g. method, date and value

Once payment is received, the design of the contestable works must be recieved within **30 days** .

The first step is for the applicant to complete the required form. There are two forms currently available:
- Request Metered
- Request Un-Metered

Design Request

Log into the Applicants RAdAR application
- Click DESIGN
- Click Request Metered/UnMetered

The requested form will appear.

Metered Design Approval Form

If a Metered connection is required, for a new application, click ⦿ Original , and ⦿ New and complete the online form.

Note: any fields marked * must be completed.

- Once the form has been completed, click

Request

Save

The following forms need to be completed and uploaded:
- o Volt Drop Calculations and Earth Loop Impedance
- o Transformer Test Control
- o Transformer Test Certificate
- o Electrical Design Drawings
- o Bill of quantities of assets to be adopted
- o Letter from Developer Confirming Appointment of ICP/IDNO
- o Substation Acquisition Drawing
- o *Substation Layout Drawing (if applicable)*
- o *Wayleaves request form (if applicable)*
- o *Wayleave & land Ownership Drawing (if applicable)*
- o *Live working plan (if applicable)*
- o *Internal Mains Plan (if applicable)*

Please refer to the **'Uploading Documents'** section.

Uploading Documents

To upload documents, from the **'Application for Quotation'** page, click:

Upload

New Document

- Type in any Description/comments

Description/Comments :

- Then click Choose File , navigate to your file and double click it
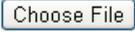
UpLoad

- Click
- Your first uploaded document will show in the table, then to upload a second document, click
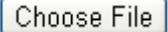
Choose File sitelocationplan.docx

navigate to your file and double click it

UpLoad

- Click

Check that all required documents show within the Uploaded Documents section and that the correct number of documents shows in the

Summary	
No of Docs	2

summary, then click

Exit

Sending the request

Once you have completed the application form, uploaded the required documents fom the Application for Design Approval screen:

- Click Submit

You can view the 'saved' application at any stage by clicking

- DESIGN
- REGISTER

What happens next?

An e-mail will automatically generate to advise the DNO (Scottishpower) that your request has been issued.

Within 5 working days, Scottishpower will carry out two checks:

- Admin Min Info Application Check - either **Yes** or **No**
- Design Min Info Application Check - either Failed Min Info or Approved. You may be required to send additional Information

Passed Minimum Criteria

If you have passed and no further information is required, then the next step is for the DNO to approve (or reject) the design. Please refer to **Design Module part two** which covers the following:

- Additional Information required
- Failed minimum Criteria
- Re-Submitting the Application
- Design Rejected

Design Approval

Notification will be issued to confirm Design Approval, once this is received, the DNO will issue an adoption agreeement and if applicable, connection agreements will be sent, also.

Signatures are required for these documents.

Cancelling A Design Approval Request

ICP's can cancel their design request at any point after submission, by ticking the select to cancel box and clicking mark as cancelled in the design register. Then enter a reason for cancellation and click save and exit. This will enable you to re-submit in the event that you recognise an error with your current submission. You will also be required to cancel and resubmit a design request if you are changing the design and therefore require to upload a variation of the design.

Signing the documents

Once the DNO have issued the documents, you will receive a notification to confirm. You must print these and sign them and then re-upload through RAdAR and send back to the DNO.

You must also issue the original signed document in the post to the CIC Department.

Once received, the DNO signs also and a hard copy is sent back to you in the post.

What happens next?

Once the design is approved it then goes into the Construction register for onsite works to commence.

Please refer to the **'Metered Weekly Whereabouts Register'** handout for more information.

SP ENERGY NETWORKS

Applicant Guide

Design Module

Metered Request Part one

RAdAR
Register of Adopted Asset Requests

WebNet