Additional Information Required

This handout describes the steps required for the ICP /Applicant to complete when the DNO has requested additional information.

You would know a request has been received as a notification will be issued.

You will have **20 working days** to supply the additional information; otherwise the application will be automatically cancelled.

Re-locating the Saved Application

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

- POC
- REGISTER

To narrow down your search results, click

- Enter your search criteria and click

- Click on the required **SianTest** link.

The 'POC Application Status' screen will be shown. This will confirm the status of the application and whether the clock has been paused.

Additional Info

Click

The 'Additional Information Reply' screen will be shown

All **Clock Pause/Restart Info (Hide)** shows in the top pane.

General Information (Show) can be viewed by clicking **(Show)**.

- View the

Additional Information Request (Hide)

- Click **Add New**

- Click **Choose File**, navigate to your saved document and double click it

- Click **UpLoad** at top of screen

- Then click **Exit**

- In additional information request, tick the select to send box for the request you wish to send back to the DNO

☐ Clearer Boundary Plan

- Click **Edit** within the **ICP Reply** area (bottom of screen) to add a comment

  Clearer boundary plan as requested.

  Update Cancel

- Click **Update** to add the comment
- Tick the additional information you have uploaded

☑ Clearer Boundary Plan | Clearer boundary plan as requested. Edit

Submit to DNO

- Click **Submit** once you have uploaded the additional information

The page at https://radarsouthtest.webnet.ltd...   ✕

An email informing Scottish Power about the additional info
submission for POC application has been sent.

                                           OK

The DNO will receive a notification to advise the information has been sent. The DNO will then review the information and continue with the POC process.

The next step would be for the DNO to issue the quotation. You will receive notification once this has been iusued.

Please refer to the **POC Part 2** handout for more information.

SP ENERGY NETWORKS

Applicant Guide

Additional Information

POC Module

RAdAR
Register of Adopted Asset Requests

WebNet