Introduction

RAdAR (Register of Adopted Asset Requests) is the replacement application for CRAM.

The **POC** module includes what was known as Binders 1, 2 and 5 in CRAM. This handout shows the steps that the Applicant would follow when requesting a '**Metered'** or '**Unmetered'** Application.

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

POC Request

Log into the Applicants RAdAR application

- Click POC
- Click Request Metered/UnMetered

The requested form will appear.

Metered POC

If a Metered connection is required, for a **new** application, click , and and complete the online form. Note any fields marked * must be completed.

At the end of the form, within the '**Point of Connection Quotation Request Checks'** section, ensure the relevant checks are made and then make sure you confirm by clicking

 for

and also for

Click

You will then need to attach the required documents:
- Site Location/Boundary Plan
- Site Layout Plan (1:500)
- ENA Generation Application Form where Generation is selected
- Generation Landowner Permission where Generation is selected

(see 'uploading documents section')

Un-Metered POC

If an Un-Metered connection is required, for a new applicantion, click , and and complete the online form.

The first page requires the following information

- ICP Information
- Site Information
- Site Contact Information

Complete all of the mandatory fields and click

 then complete page two of the application, which requires the following:

- Highways Authority Information
- Working Area Plan

Again click , complete the third page which requires the following:

- Jointing Materials and Methodology
- Live Working Personnel Details
- Entering Live Work Regime

Click , then complete the final page, which requires

- Lloyds Accreditations information
- Signatories

Click

You will then need to attach the required documents
- Site Location/Boundary Plan
- CDM form
- Jointers details (contact info, their authorisations/confirmation of Live working assessment and attendance of safety rules induction etc)
- Entering Live working regime form

Uploading Documents

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

- Type in any Description/comments
- Then

and navigate to your file and double click

- Click
- Your first uploaded document will show in the table, then to upload a second document, click

navigate to your file and double click

- Click **UpLoad**

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

Summary
No of Docs   2

- then click **Exit**

Generation – ignore this section if NA

If your connection includes 'generation' then you will also need to complete the 'Generation forms' click

Generation Application Forms
Download

Generation Forms

then click

- Download the appropriate form
- Complete the form and save it
- Upload the form (as shown previously)

Sending the Request

From the '**Application for Quotation'** screen,

Request
Submit

Click

Viewing Saved Applications

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

- POC
- REGISTER

To narrow down your search results, click

Search (Show)

Enter your search criteria and click **Search**

What happens next?

You will receive confirmation (via e-mail) that your application has been **registered** (within 2 working days).

Within 5 working days, Scottishpower will check that your application meets the **minimum criteria**.

Your application will either:
- Fail Minimum Criteria
- Meet Minimum Criteria

See the POC Request – PART 2 for more information.

SP ENERGY NETWORKS

Applicant Guide

POC Request

Part One

RAdAR
Register of Adopted Asset Requests
WebNet