1. SCOPE

This document details SP Energy Networks' Registration of Connection Enquiries and Management Process for Contestable Connection Projects using the RAdAR System.

2. ISSUE RECORD

This is a Controlled document. The current version is held on the EN Document Library.

It is your responsibility to ensure you work to the current version.

Issue Date	Issue No	Author	Amendment Details
September 2015	Issue 3	Pam Baker	Revisions to account for the introduction of Self-Determined and Dual Offer options to the RAdAR system and addition of document CON-04-009
November 2018	Issue 4	Pam Baker	Revisions to account for changes to website links, reference documents and addresses
February 2022	Issue 5	Bev Hudson	Revisions to process changes, document references and housekeeping changes,
August 2024	Issue 6	Pam Baker	Revisions to process changes, document references, and housekeeping changes

3. ISSUE AUTHORITY

Author	Owner	Issue Authority
Pam Baker Senior Analyst	Laura Murphy Commercial and Performance Manager	Laura Murphy Commercial and Performance Manager  Date: 28/08/2024

4. REVIEW

This is a Controlled document and shall be reviewed as dictated by business / legislative change but at a period of no greater than 3 years from the last issue date.

5. DISTRIBUTION

This document is not part of a Manual maintained by Document Control and does not have a maintained distribution list but is published on the SP Energy Networks website.

6. CONTENTS

7. DEFINITIONS AND ABBREVIATIONS

7.1 Definitions

The following definitions shall apply throughout this document:

Applicant	Domestic and non-domestic customers and prospective customers of electricity suppliers, independent connection providers, licensed electricity distributors or any other person requesting connection services specified under SLC 15.
Additional Information	When SPEN undertake the detailed assessment of information provided by the applicant, SPEN may become aware more detailed information on a subject is required. Where SPEN requests such information, the clock is paused and then restarted once the applicant has provided the information.
Construction and Adoption Agreement	The agreement entitled Construction and Adoption Agreement incorporating the General Conditions (sometimes known as the tri-partite or bi-partite agreement).
Handover	A point where all contestable work is complete, transfer of title, ownership, operation and maintenance responsibilities as defined in the Construction and Adoption Agreement has been transferred to the License Holders SP Distribution Plc or SP Manweb plc.
Independent Connection Provider (ICP)	A NERS accredited contractor undertaking design and construction works in association with housing and industrial, commercial and generation sites (referred to by Ofgem as the Applicant).
Independent Distribution Network Operator (IDNO)	An independent distribution network operator.
Minimum Information	Information that SPEN needs in order to progress a request.
NERS Accreditation	National Electricity Registration Scheme operated by Lloyds Register on behalf of the UK Distribution Network Operators (DNOs). Lloyds perform technical assessment of the Service Providers (Applicants) who elect to be assessed for accreditation for contestable works associated with the installation of electrical connections.
SP Energy Networks (SPEN)	The collective name for SP Distribution Plc (SPD), SP Manweb Plc (SPM) and SP Power Systems Limited. (The network operator of SPPS).
SP Distribution plc	The Distribution Licence Holder for the distribution service area, for the South of Scotland.
SP Manweb plc	The Distribution Licence Holder for the distribution service area for Merseyside and North Wales.

7.2 Abbreviations

The following abbreviations shall apply throughout this document:

CDM	The Construction (Design and Management) Regulations 2015
CiC	Competition in Connections
RAdAR	Register of Adopted Asset Requests system used for the Registration of Connection Enquiries and Management Process for Contestable Connection Projects
DNO	Distribution Network Operator
ICP	Independent Connection Provider
IDNO	Independent Distribution Network Operator
MPAN	Meter Point Administration Number
NERS	National Electricity Registration Scheme
NRSWA	The New Roads and Street Works Act, 1991
SAP	Senior Authorised Person
SPEN	Scottish Power Energy Networks

8. RELATED DOCUMENTS

This document is one of a suite of specifications relating to this subject area and should be read in conjunction with:

8.1 Statutory Related Documents

- Health and Safety at Work Act 1974
- Electricity Supply Quality Continuity Regulations 2002 and subsequent Amendments
- Electricity at Work Regulations 1989
- Management of Health and Safety Regulations 1999
- IEE Wiring Regulations (Latest Edition)
- Memorandum of guidance on the Electricity at Work Regulations
- Reporting of Injuries, Diseases, Dangerous Occurrences regulations 1995
- Construction (Health, Safety and Welfare) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Supply of Machinery (Safety) Regulations 1992
- IEE Code of Practice on In-Service Inspection and Testing of Electrical Equipment
- The Construction (Design and Management) Regulations 2015

8.2 Electricity Networks Association Documents:

Competition in Connections Code of Practice
Engineering Recommendation G81 - Framework for design and planning, materials specification and installation and record for low voltage housing estate installations and associated, new, HV / LV distribution substations.

- Part 1: Design and Planning
- Part 2: Materials Specification
- Part 3: Installation and Records
- Part 4: (Design & Planning) – Framework for design and planning of industrial and commercial underground connected loads up to and including 11kV
- Part 5: Framework for material specifications for industrial and commercial underground connected loads up to and including 11kV
- Part 6: Framework for installation and Records of industrial and commercial underground connected loads up to and including 11kV
- Part 7: Framework for contestable diversionary and reinforcement underground and overhead works not exceeding 33kV and HV/LV distribution substations
- Engineering Recommendation G99
- Engineering Recommendation G98

8.3 SP Energy Networks Technical Framework Documents:

- Framework for Design & Planning of LV Housing Developments, including U/G Networks and Associated HV/LV S/S (Ref. ESDD-02-012)
- Materials Specification Framework for Greenfield Low Voltage Housing Estate Underground Network Installations and Associated new HV/LV Distribution Substations (Ref. EPS-03-027)
- Installation and Record framework for low voltage housing developments, underground network and associated new HV/LV distribution substations (Ref. EPS-02-005)
- Guidance for Self-Determination of Point of Connections and Self-Design Approval of Independent Connection Providers (Ref. ESDD-02-021)

8.4 SP Energy Networks Operating Regime Document:

- Connection, Energising, Commissioning and Permanent Disconnection of High Voltage Apparatus (Ref SI-007 Addition to and Removal from the System (5th Edition Safety Rules ScottishPower Safety Rules & Safety Instructions)

8.5 SP Energy Networks Quality Document:

- Recording of Electrical Assets by Contractors (Ref. BUPR-22-015)

8.6 SP Energy Networks Auditing Document:

- Inspection and Monitoring of Networks Constructed by Independent Connection Providers. (Ref. ASSET-04-020)

8.7 SP Energy Networks Completion Process

- Project Completion Process For Contestable Works (Ref: CON-04-006)

8.8 SP Energy Networks' Associated RAdAR Processes

- RAdAR Process for phased design approvals (Ref: CON-04-003)
- RAdAR Process for Contestable Unmetered Connection Projects (Ref: CON-04-004)
- RAdAR Process for Self-Determined and Dual Offer Connection Projects (Ref: CON-04-009)
- Inspection and monitoring of Networks Constructed by Independent Connection Providers (Ref: ASSET-04-020)
- Project Completion Process for Contestable Works (Ref: CON-04-006)

Please refer to the SP Energy Networks (SPEN) website specifications page for further associated documents:

www.spenergynetworks.co.uk/pages/documents.aspx

www.spenergynetworks.co.uk/pages/distributed_generation.aspx

https://www.spenergynetworks.co.uk/pages/information_for_icps_and_idnos.aspx

9. GENERAL

The data and guidance contained within this document remains the property of SP Energy Networks (SPEN) and may not be used for purposes other than that for which it has been supplied. It may not be reproduced either wholly, or in part, in any way whatsoever, nor may it be used by, or its contents divulged to, any other person whosoever, without the prior written permission of SPEN.

This document applies to new installations and is not to be applied retrospectively.

SPEN reserves the right to change the data contained within this document. SPEN accepts no responsibility for any inaccuracies in, or omissions from the document.

10. INTRODUCTION

The RAdAR system is used by SPEN to facilitate the transfer of information between applicants, (ICP's, Consultants Individual Customers, DNO's, IDNO's and Affiliates & Related Parties). It is an internet-based collaborative IT system which enables documents to be posted and shared with registered users. RAdAR is configured to restrict access to enable applicants to view information on their applications. RAdAR provides full visibility for applicants to manage and progress connections projects from application, quotation and design approval, through construction to energisation and handover & adoption of the new network.

All applications for Contestable Connection projects are required to be processed via the RAdAR system. New applicants will be required to request access to the RAdAR system by downloading and completing the application form on the SPEN website:

www.spenergynetworks.co.uk/pages/trackign_your_project.aspx

and submitting it to either:

CiCAdminNorth@scottishpower.com
CiCAdminSouth@scottishpower.com

This document details the process followed by Applicants/ICPs for contestable connection projects. This process includes the timing of the transfer of information, how that information is configured in the RAdAR system, and details of the requirements for each stage of the application.

10.1 Regulatory Obligations:

To enable SPEN to meet its regulatory obligations under the Standard Licence Condition for providing non-contestable connection services (SLC15), and to facilitate the connections market, SPEN requests all applicants to follow the RAdAR process detailed below in full.

Appendix 1 details Ofgem Standard Licence Condition 15 timescales for Non-Contestable Connection Projects.

10.2 RAdAR Project Lifecycle:

The process and information requirements to complete contestable connection projects are detailed in the following stages of the project lifecycle:

RAdAR Module	CIC Project Stages
POC	Point of Connection Request Network Assessment & Quotation POC Acceptance & Payment Contract Acceptance
Design	Design Approval Signed agreements Live Working Site Arrangements Associated Pre-Conditions Precedent
Construction	Weekly Whereabouts Audits/Inspections Defect Management
Connections	Connection Date Requests Live Jointing (Phased Completion As Laid Drawing Updates) Contestable Closing Joint Completion As laid Drawings Associated Conditions Precedent
Project Closure	Project Completion and confirmation of the DNO acceptance & handover of adopted assets. Initiation of warranty periods Live Jointing Completion

10.2.1 RAdAR Conventions and Formats:

RAdAR keeps applicants up to date with progress of requests by automatically generating email notifications as an enquiry progresses through the various stages. The Applicant will be required to check the application in RAdAR.

10.2.2 Naming Conventions for Uploaded Documents

A naming convention for all documents has been established. Post POC, the Project Number should also be included.

At POC Request
RAdAR Module, Description, Version Number
e.g. POC Site Layout Plan 1:500 V1
e.g. POC Site Boundary Plan 1:2500 V1

Post POC Request
RAdAR Module, Project Number, Description, Version Number
e.g. Design S000100 Cable Layout Plan V1

10.2.3 Communication Log

Each RAdAR module provides users with a communication log which can be used to upload any additional documentation and record any previous communications/messages.

11. POC MODULE

11.1 The Status of the POC Module

Issue Formal Offer Status	Description
Pending	Awaiting Admin & Design min info checks and additional info if required. Application remains pending until it is progressed to issue of formal offer.
Failed Min Info	The minimum amount of information required for a quote to be issued has failed to be provided.
Issued	A formal offer is issued by SPEN and will be available to view on RAdAR.
Paused	Application paused awaiting additional information from applicant.
Exempt	Any applications marked as Exempt are not subject to the SLC 15 classification.

11.2 Summary

The POC Module allows the Applicant to make a formal request for a Point of Connection (POC). SPEN will assess the network and issue details of the POC and Formal Offer. Where the Applicant wishes to proceed based on the POC, formal acceptance and payment in accordance with the offer letter will be required. The Applicant can accept the offer and record payment details within RAdAR.

The Applicant has the alternative options to submit a:
Self-determined Point of Connection (POC) - where an accredited ICP can determine their own POC and notify SPEN of which works they wish to complete themselves.
Dual Offer POC accepted by a customer – where the POC has already been issued within a licensed Dual Offer letter and acceptance and payment has already been submitted by the customer.
Please see process document Register of Adopted Asset Requests (RAdAR) Process for Self-Determined and Dual Offer Connection Projects CON-04-009.
Single Site UMS *– where an accredited ICP can apply for a single site unmetered supply POC*
Dual Offer Single Site UMS *– as per the Dual Offer POC for single site unmetered supply*
Bulk Contract Unmetered *– please see process RAdAR Process for Contestable Unmetered Connections Projects CON-04-004*

11.3 SPEN POC Quotation Request Requirements:

Applicants are responsible for collating the relevant details as requested in *ESDD-02-012 Framework for design and planning for low voltage housing developments underground network installations and associated new HV/LV distribution substations (Appendix B).*
Applicants are to provide the following information via the RAdAR application for point of connection and upload relevant supporting documents to ensure that their POC quotation requests are compliant:

- A POC Application can be made via RAdAR in the POC Module and selecting one of the options– “Standard Metered POC”; “Dual Offer Metered POC”; Single Site UMS; Dual Offer Single Site UMS or Bulk Contract Unmetered. For the latter, please see process CON-04-004 RAdAR Process for Contestable Unmetered Connection Projects

- All mandatory fields of the “Application for POC” form need to be completed before the form can be submitted.

- A new mandatory field is where the Applicant must specify which works they wish to complete and from which SPEN will identify the non-contestable works they need to include in the POC Offer. If the Applicant selects any non-contestable works they intend to complete please see process

document Register of Adopted Asset Requests (RAdAR) Process for Self-Determined and Dual Offer Connection Projects CON-04-009.

- In addition to a completed Application Form supporting documents need to be uploaded to make the request compliant.

  - A scaled ***Site Layout Plan*** (to the most suitable standard engineering scale).
  - A ***Site Boundary Plan*** (to the most suitable engineering standard scale) which is clearly marked and indicates the proposed point of supply. Suitable surrounding features such as buildings or road names should be included to facilitate location of the proposed development.
  - Any Additional details and electrical characteristics of the proposed load, as per POC Application form.
  - Letter of authority where the applicant is acting as an agent of the Customer (Distribution Generation)
  - Relevant G98/G99 ENA Generation Application Form (where relevant).

Note: - Plans to be submitted in one of the following formats (DWG or PDF).

IDNO connections which require modification should follow a licensed Section 16 application.

11.4 RAdAR Generation Applications

ENA application forms must be included with generation applications for multiple micro generation G98/G99. These forms can be accessed via a link within the RAdAR Application for Quotation Page in the POC Module.

11.5 RAdAR Point of Connection Application "Quotation" Request

When the application is submitted a unique enquiry number will be generated and displayed within the RAdAR POC register which enables SPEN to track the timescales associated with the following activities:

- Checking applicants provide the minimum information to proceed with the request.
- Carrying out the point of connection non-contestable design.
- Costing the point of connection non-contestable design.
- Preparation of the non-contestable POC quotation.
- Where required indicate costs for associated Contestable Closing Joint Works.

11.6 Project Number Allocation

A site Project Number will be allocated when the Admin team have checked that minimum information has been provided. For example, S000100 or N000100 for the SP Manweb and SP Distribution areas respectively.

11.7 Ability to copy an application

An ICP can copy an existing POC application, selecting the relevant application reference. Once copied, all fields remain unlocked and editable, so any possible changes can be made.

Select the "Copy App" button to then copy the application

The application reference number then holds the label _C1 at the end of it to show it has been a copied application.

All details are copied into the new application, with all information editable, including documents. You can then save and submit your application as normal.

11.8 Processing POC Application within RAdAR POC Module

11.8.1 Non-Compliant Requests

If an Applicant fails to provide minimum information required by SPEN, SPEN will update the '*Admin Minimum Information'* field and change the POC Application status to '*Failed Minimum Information*'. SPEN will carry out this action within 5 working days of submission in accordance with the Standard Licence Condition 15 (SLC15) guidelines. The Applicant will be issued an email to alert them of the change in status, a new request must be submitted to continue with the application.

11.8.2 Compliant Requests

When minimum information is supplied by applicants, the *'Admin Minimum Information'* field will be updated and the POC Application status will remain at 'Pending' allowing the application to proceed and enable the application to be checked for Designer minimum information requirements.

SPEN assess the information provided in the application and confirm the POC category and Designer Allocation in accordance with Ofgem's SLC15. The definition of the point of connection categories and timescales for provision of POC quotations are shown in *Appendix 1 Ofgem Standard Licence Condition 15 for Non-Contestable Projects*.

SPEN may amend the POC category once all the information has been assessed, together with the associated network.

SPEN may identify a requirement for additional information to clarify details in order to progress the application. A request for additional information will pause the time clock application time scale in accordance with SLC15. Upon receipt of the additional information SLC15 timescales will continue.

11.9 Point of Connection Information (Technical Information)

SPEN uploads the proposed point of connection technical information for POC requests to enable the Applicant to understand the proposed location and characteristics of the point of connection where the highest voltage of assets at that point, or any associated works, is more than 22kV This will be uploaded into the RAdAR enquiry within 30 working days of the ***POC* Application** submission, in accordance with the SLC 15 guidelines. Applicants are informed that the technical information has been provided.

11.10 Provision of POC Quotation

On completion of the non-contestable point of connection design and estimate of associated costs, SPEN will upload the POC Formal Offer letter, POC Plans, including the CDM form and Sub-Contractor Details form within RAdAR. The POC Application status is updated to 'Issued', and the applicant notified.

11.11 Measurement of SLC15 Performance for POC Quotation

SLC15 standards 1a-1f and 2a are measured from when a POC Application is submitted by an Applicant to when it is set to either Approved or Fails Minimum Information taking into account any paused periods due to requirements for additional Information.

11.12 POC Charges

Applicants submitting requests for previously quoted POCs, where SPEN incurs additional costs as part of the POC Assessment & re-design process, are subject to additional charges for the POC reflective

of the costs incurred by SPEN as detailed in Statement of Methodology and Charges for Connection to SP Distribution System Plc and SP Manweb Plc's Electricity Distribution System.

11.13 POC Acceptance

Applicants are required to accept their quotation within three months of the POC offer and upload their signed acceptance and proof of payment, through the RAdAR system. If the POC quotation has expired, the applicant may have to obtain a new POC quotation.

Applicants may apply for an extension on their quotation for a further maximum period of three months if necessary and this will be granted subject to further review by SPEN.

Upon the ICP accepting the POC they will have deemed too have entered into an agreement with SPEN.
Before the Applicant can formally accept the POC offer they must upload to RAdAR within the POC Module under *"Formal Offer Acceptance*":

- The POC acceptance should contain a Letter of Authority from the developer confirming the appointment of the ICP. The letter should follow the below conditions
    - Signed by the developer's authorised signatory on their letter headed paper
    - Dated within 3 months of the acceptance
    - Should be specific to the project in question (i.e. not generic)
- Copy of Signed and dated POC quotation acceptance section included within the quotation.
- Copy of Proof of Payment.

11.13.1 Nomination of ICPs

As part of the POC Acceptance it is the Applicant's responsibility to ensure that the developer appoints an ICP to deliver the contestable element of the project and hold the suitable NERS-accreditation to submit their proposed contestable design to SPEN for approval and to continue with the further phases of the project.

11.13.2 Payment Method Information

The payment milestones are set by the DNO. The ICP then submits the amount to be paid and sets whether the payment has been sent to SPEN's General Admin.

11.14 Existing Services

SPEN does not permit more than one point of supply to any single premises. This encompasses any premises that may, at one time, have been separate but are currently utilised as one premise with internal access. SPEN's policy is supported by The Electricity Supply Regulations 1988 Part V1 clause 26 (superseded by the Electricity Safety, Quality and Continuity Regulations 2002). It is incumbent on Applicants to advise the customer of this requirement, to ensure their design meets this specification and to include details in the SPEN *POC Application* where appropriate.

As the disconnection of existing customers is a non-contestable activity, it is not covered by this RAdAR process document. This process is highlighted on the specifications page available to all ICP's / IDNO's. It is therefore incumbent upon applicants to advise their customer of the requirements to disconnect existing services, including MPANs, to a development where required. However, applicants are permitted to divert existing electrical infrastructure. Costs will not be included in the non-contestable POC quotation offer where, as a result of a development, the existing electrical services to existing buildings are required to be disconnected in order to facilitate the new development.

The customers of the existing supply must advise their own Energy Suppliers that they wish to have their existing services disconnected. The relevant Energy Supplier will follow the established industry practice by contacting the Meter Operator and Distribution Network Operator to arrange the disconnections. Once the relevant industry processes have been followed, SPEN issues a quotation to the existing customer to remove the existing electrical services. SPEN requires applicants to confirm any disconnections that are being progressed in accordance with industry standards, e.g. by providing either:

- a copy of the signed acceptance of the disconnection quotation(s)
- SPEN disconnection project reference number(s), or a suitable declaration from the developer uploaded within RAdAR Design Module from the accredited ICP.

Guidance on this procedure is available from the SPEN website:

www.spenergynetworks.co.uk/pages/disconnections.aspx

11.15 Land Rights

In the POC section there is a “yes” or “no” indicator to confirm that Land Rights services will be required for the project.

The main Land Rights functionality is processed in the subsequent Design Acceptance section, see 12.3.

12. DESIGN MODULE

12.1 The Status of the Design Module.

Design Acceptance Status	Description
Pending	Awaiting Admin & Design min info checks and additional info if required. Application remains pending until it is progressed to issue of design approval/rejection.
Approved	The design application is checked by the designer and approved.
Failed Min Info	The minimum amount of information required for a design to be approved, has failed to be provided.
Rejected	The design application will not have met the criteria required for a design to be approved. Specific reasons will be commented on by the designer once rejected.
Paused	Design Approval paused awaiting additional Information from applicant.
Exempt	Any applications marked as Exempt are not subject to the SLC 15 classification.

12.2 RAdAR Design Approval Overview

For projects requiring a point of connection at a voltage of 33kV or greater, please refer to your connection offer. SPEN offers ICPs a phased design approval process for complex EHV designs, i.e. sites incorporating new 33kV substations, see 12.6.

For all other projects, under the Design module within RAdAR, ICP's will have four months from the POC Acceptance date to submit their Design approval documentation. If this is not received within the required timescale, the Applicant (payee) will be issued a refund, minus the POC Assessment Fees, Admin fees and any other costs that SPEN have incurred. The quotation will then become "expired" and the Applicant will be required to re-submit their POC Application if they wish to proceed further with the development.

If the minimum information requirement is approved SPEN will then:

- Assess the ICPs contestable works design request.
- Prepare a Design Approval letter confirming relevant costs or detailing any relevant variations.
- Prepare Construction and Adoption Agreement.
- Prepare agreements and documents required for ICP or IDNO sites.

Please refer to the Design Approval Guidance section here Information for ICPs and IDNOs - SP Energy Networks

12.3 Land Rights

Within the Design Acceptance section, upon selecting "Yes", a selection tick box becomes active.

Depending on what option you select an estimated cost will be shown, and some options require the number of landowners to be entered.
The owner or agent name can also be populated.

There is then a checklist at the bottom of the land rights section to ensure the necessary action has been taken, document section where the relevant documentation can be uploaded and advise on the acceptable drawing specifications being submitted.

12.4 Processing Design Module

12.4.1 Non-Compliant Requests

SPEN have 5 working days from the date the Design approval documentation was submitted, to check they meet with the minimum information criteria and approve/not approve the minimum information and record the outcome within RAdAR. ICPs that fail to provide minimum information are informed that a non-compliant request has been submitted and the deficiencies indicated when SPEN updates the RAdAR Design minimum information status to '*Failed Minimum Info'*.

12.4.2 Compliant Requests

When the minimum information is supplied by ICPs, RAdAR will be updated confirming that Design minimum information has been received. The Status will remain as Pending awaiting Approval or Rejection.

SPEN assesses the information provided in Design Approval Documentation in accordance with Ofgem's SLC15. The definition of the point of connection categories and timescales for provision of Design Approval as shown in *Appendix 1* Ofgem Standard Licence Condition 15 timescales for Non-Contestable Connection Projects.

12.4.3 Minimum Information

Please refer to our website via the following link:

https://www.spenergynetworks.co.uk/pages/information_for_icps_and_idnos.aspx

12.4.4 Additional Information

SPEN may identify a requirement for additional information to clarify details within the design in order to progress with approval. A request for additional information will pause the application time scale clock in accordance with SLC15. Upon receipt of the additional information SLC15 timescales will continue.

12.5 Approval of Contestable Design

If an ICP's contestable works design is assessed as not meeting SPEN standards and/or requirements, ***RAdAR's Design Approval*** status will be set to 'Rejected' and the ICP provided with a written response identifying the deficiencies of their design.

When an ICP's contestable works design has been assessed as satisfactory, SPEN uploads the following documents into the RAdAR enquiry No:

- Design Approval Letter.
- Construction and Adoption Agreement.
- Agreements and documents specific to either ICP or IDNO sites.

On approval of the Design SPEN will update status of Design within RAdAR to 'Approved'.

In circumstances where the costs have increased the design approval will be treated as a variation for the additional costs. The Distributor reserves the right to terminate the quotation in circumstances where ICP fails to sign and return the Adoption Agreement and make payment of the Non-Contestable Connection charge within the requisite period.

In circumstances where the costs have decreased a refund will be issued in due course.

Any Variation Payment of the Non-Contestable Connection charge should be made as detailed within the Design Approval and paid in full prior to any requests for any non-contestable works commencing or within one month of the date of the design approval, whichever is the earlier.

SPEN updates RAdAR's Design Approval status to 'Approved' confirming approval of the ICP's design and the ICP receives an email notification.

12.6 Measurement of SLC15 Performance for Design Approval

SLC15 standards 2b-2c are measured from when the Design Minimum Information status is set to either "*Approved*" or "*Technical Rejection*".

12.7 Phased Design Approvals

SPEN offers ICPs a phased design approval process for complex EHV designs, i.e. sites incorporating new 33kV substations. ICPs may contact SPEN CiC Design Engineers to discuss and agree a phased design approval process on a project-by-project basis. This process is covered by CON-04-003 which can be viewed via the link CON-04-003.pdf (spenergynetworks.co.uk)
Where SPEN agrees to a Phased Design Approval the design contract, issuing of agreement documents and confirmation of costs will be completed following the final design approval.

12.8 Design Approval Charges

ICPs submitting revisions to previously approved designs which require modifications, or changes to agreements, or where SPEN incurs additional costs as part of the approval process, are subject to an

additional Design Approval charge for every revision request. ICPs are advised to contact the CiC design engineer to confirm any additional charges incurred and refer to Statement of Methodology and Charges for Connection to SP Distribution System Plc and SP Manweb Plc's Electricity Distribution System.

12.9 Design Variations

Where there is a requirement to submit a variation to a previously approved design the ICP can then request to amend the design, with prior agreement with SPEN. SPEN can either reject or accept the request to amend the design, dependent on whether there has been a prior agreement for the application.
If accepted, this opens the Design Amendment section and allows the ICP to upload the amended design documents, this must be actioned within **five** days from when the request was accepted otherwise the upload functionality will not be available and a new request would need to be submitted.
If the change is significant the ICP will be required within RAdAR to cancel the original design. A revised design should then be submitted and should include those documents that remain relevant from the original design approval request. The ICP should also make it clear which design documents have changed from original approval.

12.10 Contract Acceptance

On approval of the ICP's contestable works design where there are no variations identified the ICP will have been deemed to have accepted the design contract subject to completion of signed agreements. Where a variation is identified within the Design Approval the ICP will be required to submit SPEN's contract acceptance requirements within the requisite period (as stated within the Design Approval Letter).

12.10.1 Contract Acceptance Variation Payment Requirements

SPEN requires ICPs to send any relevant variation payments of the non-contestable connection charge, together with the signed acceptance (issued within the design approval letter) to:

SP Energy Networks
General Admin
10th Floor
320 St Vincent Street
Glasgow
G2 5AD.

12.10.2 Contract Acceptance Document Upload Requirements

To enable the uploading of contract documentation and agreements ICP's must first "*Add Connection*" within the Conditions Precedent section of the RAdAR Design Module and title this "CONTRACT DOC's"

ICPs are also required to upload the following documentation into Design Module of RAdAR "CONTRACT DOC's" Conditions Precedent within the requisite period:

- Where relevant copy of variation payment of non-contestable connection charge.
- Where relevant copy of completed contract acceptance form.

Note: Once the Design and Contract Acceptance Documents have all been uploaded the ICP will be required to confirm within the design module, pre-conditions precedent steps "Design Approval Complete"

Within the requisite time period SPEN to progress the contract acceptance by checking within the Contract Doc's conditions precedent:

- Copy of Contract acceptance information received.
- Check payment has been received.

Where requirements as detailed within the Design Approval have not been met SPEN will review and may terminate the quotation informing the ICP accordingly.

12.11 Signed Agreements

ICPs are required to obtain the appropriate signatures for all of the remaining agreements and documents previously issued by SPEN.

12.11.1 Signed Agreements Documentation

ICPs are required to scan and upload entire signed documents into the RAdAR project.

IDNO SITES

- Construction and Adoption Agreement
- Bi-Lateral Connection Agreement
- Site Responsibility Schedule (HV only)
- Confirmation of disconnection request progress
- CDM information.
- Sub-contractor details.

ICP SITES

- Construction and Adoption Agreement
- Connection Agreement (HV only)
- Live Jointing Application form and plan (as required*)
- Site Responsibility Schedule (HV only)
- Generation Connection Agreement (LV/HV)
- Confirmation of disconnection request progress
- CDM information.
- Sub-contractor details.

12.11.2 Design Acceptance Signed Agreements (SA) Upload Requirements

ICPs are required to upload the documentation into Design Module of RAdAR "CONTRACT DOC's" Conditions Precedent

ICPs should follow the process set out in the table below for the documentation appropriate to their project.

		ICP WORK ON AN IDNO SITE WITH SOME ASSETS ADOPTED BY SPEN	ICP WORK WITH ALL WORK ADOPTED BY SPEN	LICENCED WORK BY SPEN
BIPARTITE ADOPTION AGREEMENT	When is this issued?	On successful Design Approval via Radar (NB - This is an unsigned draft for agreement the ICP should amend and return as specified below.	On successful Design Approval via Radar (NB - This is an unsigned draft for agreement the ICP should amend and return as specified below.	
	Who signs this agreement?	ICP/SPEN	ICP / SPEN	
	Format	ICP Uploads to Radar and sends hardcopy (x2) to SPEN Design Engineer	ICP Uploads to Radar and sends hardcopy (x2) to SPEN Design Engineer	
TRI-PARTITE ADOPTION AGREEMENT	When is this issued?	On successful Design Approval via Radar (NB - This is an unsigned draft for agreement the ICP should amend and return as specified below.	On successful Design Approval via Radar (NB - This is an unsigned draft for agreement the ICP should amend and return as specified below.	
	Who signs this agreement?	ICP / SPEN / Developer	ICP / SPEN / Developer	
	Format	ICP Uploads to Radar and sends hardcopy (x3) to SPEN Design Engineer	ICP Uploads to Radar and sends hardcopy (x3) to SPEN Design Engineer	
BILATERAL CONNECTION AGREEMENT	When is this issued?	On successful Design Approval via Radar (NB - This is an unsigned draft for agreement the ICP should amend and return as specified below.		
	Who signs this agreement?	IDNO / SPEN		
	Format	Upload to Radar and hardcopy (x2) to SPEN Design Engineer		
CONNECTION AGREEMENT	When is this issued?		On successful Design Approval	Prior to final energisation
	Who signs this agreement?		End Customer / SPEN	End Customer / SPEN
	Format		Upload to Radar and hardcopy (x2) to SPEN Design Engineer	Hardcopy (x2) to SPEN Design Engineer

12.11.3 Signed Agreements

If SPEN assesses ICPs' signed documentation as satisfactory, SPEN countersigns the agreements and sends hard copies of the signed agreements to ICPs for their records.

N.B. ICPs are unable to progress to Connection Date Request stage until the design acceptance has been completed and approved by SPEN.

12.12 Application to Enter Live Working Regime

Accredited ICPs wishing to apply to enter the Live Working Regime complete the 'Entering Live Working Regime' form (*CON-09-003*). ICPs upload this form, together with the Live Working Regime Site Plan, into the Design Module of RAdAR "CONTRACT DOC's" Conditions Precedent.

Note: Once all of the Signed Agreement Documents have been uploaded the ICP to confirm within the design module, pre-conditions precedent steps "Signed documentation Sent"

12.12.1 Live Working Application Declined

If SPEN decline an ICP's request to undertake live jointing works on the project, SPEN to send Email notification to ICP and to also upload copy into the "Post Process Docs" within the design Module, confirming reasons for rejection and the requirement for the ICP to re-submit.

12.12.2 Live Working Application Approved

When an accredited ICP's request to undertake live jointing works on the project is approved by SPEN, both documents are printed and countersigned by SPEN. These are re-uploaded into the *"Post Process Docs"* within the Design Module. This will notify the ICP by email.

12.13 Formal Approval of Contract Doc's, Signed Agreements, Entering Live Working Regime

If the ICP wishes to discuss the contents of the Contract Approval Doc's or Signed Agreements Documents before submitting for Formal Approval ICP is to contact relevant Design Engineer.

Note: Once all of the Contract Doc's, Signed Agreement Documents and Entering Live Working Regime has been uploaded the ICP requests a Formal Approval from SPEN by ticking the *"Final Submission"* Check Box within the Design Module, *"CONTRACT DOC's"* Conditions Precedent and submitting to SPEN.

SPEN receives an email notification when all the documents have been uploaded and submitted.

SPEN to check and approve where acceptable the *"CONTRACT DOC's"* Conditions Precedent, which will automatically notify the ICP of the approval via email.

If ICPs fail to provide all conditions precedent documents, SPEN will select *"Not Approved"* in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP's to notify of any deficiencies.

13. CONSTRUCTION MODULE

13.1 Project Construction – Daily Whereabouts Notification

To enable SPEN Asset Inspectors to audit the ICP constructed networks to be adopted by SPEN (electricity only), ICPs complete and submit a metered whereabouts record within the RAdAR metered whereabouts register.

13.1.1 Whereabouts

ICPs' work programmes, including commissioning and witness testing* are submitted to SPEN every week - no later than midnight on Thursday of the week prior to the works commencing. ICPs submit their whereabouts via RAdAR, which can then be viewed by the Asset Inspectors.

*In addition, ICP to contact the SPEN delivery engineer to agree and clarify dates for witness testing.

*Please note: additional witnessing of testing and commissioning will be required for Solkor networks, multi panel boards and other selected networks. ICPs are requested to contact SPEN's Delivery Engineer for clarification.

ICPs are obliged to notify SPEN about their installation works. Failure to do so may result in the contractor being required to satisfy SPEN that the installation meets the appropriate specifications.

ICPs undertaking the contestable closing joint works must supply contact details for all site staff within their whereabouts.

13.1.2 Inspection and Audit

SPEN Asset Inspectors prepare weekly audit programmes. Audits are carried out on site in accordance with *ASSET-04-020 Inspection and Monitoring of Networks Constructed by Independent Connection Providers* which can be found on the SP website:

www.spenergynetworks.co.uk/pages/documents.aspx

13.2 Construction: Provision of Network Records Pre-Connection

All as-laid or constructed plant, equipment and overhead line and underground cable records must be supplied to SPEN Data Management in accordance with *BUPR-22-015 Recording of Electrical Assets by Contractors.*

The ICP is to *"Add Connection"* in the Design Module and raise a POC / Connection Reference within the RAdAR Project titled *"Pre Con As-Laid"* informing SPEN of any works undertaken and uploading the relevant As Laid plans to the conditions precedent section of this connection request.

Note: ICP to confirm within the Connection Module, the conditions precedent step *"As Laid Drawings"* as complete and any other relevant conditions as completed and upload associated documents.

Note: Once all of the Pre-Connection Network records have been uploaded the ICP confirms within the Design Module, *"Const As-built"* Conditions Precedent and makes a request for Formal Approval from SPEN by ticking the *"Final Submission"* Check Box and submitting to the DNO.

Email notifications will be automatically generated to the following mailboxes when uploading any Conditions Precedent documents to the RAdAR Project:

Scotland
CiCAdminNorth@scottishpower.com

England and Wales
CiCAdminSouth@scottishpower.com

SPEN assesses the conditions precedent documentation.

If the ICP fail to provide all conditions precedent documents, SPEN will select “Not Confirmed” in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP’s to notify of any deficiencies.

Once SPEN has checked and deemed the as built records acceptable SPEN will “Approve” the conditions precedent for this POC / Connection Reference. Data Management will then be informed via the email addresses below of the as-built records.

This requirement is only relevant for the submission, of as-built records during the construction phase, of a project or where it relates to the phased energisation, of sections of the electrical network within a live working site agreement.

Auto generated emails notifications will be sent to the following mailboxes when conditions precedent documentation is Approved by SPEN:

Scotland
DataManagementNorth1@scottishpower.com

England and Wales
DataManagementSouth1@scottishpower.com

ICPs will receive notification of a change to the project status.

14. CONDITIONS PRECEDENT

The provision of final works, phased energisation and contestable jointing connections are all dependent on SPEN’s conditions precedent criteria being met by ICPs. This is required in advance of the works being undertaken unless acceptable under the relaxed rules see section 15.13.

14.1 Pre-Conditions Precedent

Within the Conditions Precedent of each RAdAR Project there sits a Pre-Conditions Precedent section which outlines the conditions that must be met in full prior to any connection request.

This will remain open for the full project lifecycle, and once all connections are made this will be set *to “Confirmed”* to approve the Pre-Conditions for that particular RAdAR Project.

There is only one set of Pre-Conditions per RAdAR Project.

14.2 Conditions Precedent Information

ICPs are required to upload the following documentation into the Conditions Precedent section within RAdAR for the relevant POC reference, in order to meet SPEN’s conditions precedent criteria:

A. Confirmation of legal consents granted to SPEN
B. Audit failures notified on RAdAR– details of remedial works completed
C. CON-09-002 Completion certificate for new cable installation
D. As-laid drawings (for contestable final closing joints, proposed as-laid drawings are required)
E. Electrical Test results (for contestable connections)
F. W33/2 Confirmation of Electrical Installation/Extension *(SP Manweb only)*

G. SI-007 Addition to and Removal from the System - 5th Edition Safety Rules (ScottishPower Safety Rules & Safety Instructions)
H. SUB-02-013 Appendix 2 (IDNO only)
I. Daily/Weekly Whereabouts received for contestable works carried out/completed
J. CT/VT commissioning and calibration document D0383 QUAL-12-750.

ICPs must meet all of SPEN's conditions precedent criteria a minimum of five working days prior to the connection date provided by SPEN.

In circumstances where ICPs request a connection date without land rights being concluded, SPEN will initiate the processes to agree a connection date and schedule works. However, if 5 working days prior to the agreed date of connection, the land rights have still not been concluded, the connection request will be rejected and, in accordance with *Standard License Condition 4F Standards for Provision of Non-Contestable Connection Services Guidance Document Section 3*, SPEN will consider associated costs incurred and invoice accordingly.

For IDNO Substation Connections where the Land rights remain outstanding, but all other conditions have been met SPEN will consider the option to proceed based on completion of connection works without energisation. In this instance the conditions precedent will remain "Not Approved" awaiting completion of Land Rights.

Where it is deemed unacceptable to proceed with connection SPEN will consider associated costs incurred and invoice accordingly.
For all situations where the Connection proceeds but Energisation is withheld a separate POC Reference will be required to be raised to enable a request for a Phased Energisation to be submitted.

ICP will then be required to submit a Request SPEN to Connect form and complete the conditions Precedent in Full accordingly.

ICPs to indicate in the RAdAR conditions precedent when each of the conditions have been completed or indicate where not applicable. ICP to save the conditions precedent and upload the relevant documents.

Only when all conditions are complete and the ICP requires SPEN approval the ICP will be required to tick the final submission box and re-save the conditions precedent allowing SPEN to review for approval.

14.2.1 Conditions Precedent Notification

Auto generated emails notifications will be sent to the following mailboxes when conditions precedent documentation is uploaded:

Scotland
CiCAdminNorth@scottishpower.com

England and Wales
CiCAdminSouth@scottishpower.com

14.2.2 Outage Notifications

Where customers must be notified of an outage (required to facilitate the completion of connection works) ICPs must provide at least 20 working days' notice to avoid incurring additional charges for abortive works.

14.2.3 Assessment of Conditions Precedent Information

If ICPs fail to provide all conditions precedent documents, SPEN will select "*Not Approved"* in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP's to notify of any deficiencies.

All conditions precedent information documents required by SPEN must be uploaded within the condition precedent section of RAdAR for the relevant POC reference.

SPEN assesses the conditions precedent documentation.

When ICPs meet all conditions precedent criteria within the timescales outlined in section 14.2, SPEN approves the conditions precedent section within RAdAR for the relevant POC reference.

Auto generated email notifications will be sent to the following mailboxes when conditions precedent documentation is Approved by SPEN:

Scotland
DataManagementNorth1@scottishpower.com

England and Wales
DataManagementSouth1@scottishpower.com

ICPs receive notification of a change to the project status.

14.3 Reasonable Notice of Cancellation

If ICPs do not meet Conditions Precedent within the timescales outlined in section 14.2, SPEN will select" Not *Approved"* in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will also *"Not Approved"* the Connection Date request, to inform ICPs that the planned connection date provided previously has been withdrawn.

ICPs must re-apply for a new connection date by uploading a new connection request and a new set of conditions precedent, relevant for their new connection request, as detailed in section 15.

15. CONNECTIONS MODULE

15.1 The Status of the Connection Module.

Approval Status	Description
Pending	The connection request is awaiting action from SPEN. The request will either be approved or rejected.
Approved	The connection request and associated conditions precedent have been approved and an agreed connection date has been made.
Rejected	The connection request is rejected due to associated conditions precedent not being met. Comments will be made as to which ones.
Exempt	Connection request is exempted from any reporting and outwith the SLC15 standards.
SPEN Complete	Connection completed by SPEN.
ICP Complete	Closing Joints completed by ICP under CFCJW works.
Failed SPEN	Connection not completed and failed as a result of the DNO.
Failed ICP	Connection not completed and failed as a result of the ICP.
Cancelled SPEN	Connection request cancelled by SPEN.
Cancelled ICP	Connection request cancelled by ICP.

Deferred	Connection deferred and undertaken outside of the SLC15 timescales with the consent of both parties, SPEN and ICP.

15.2 POC Reference

Before a connection request can be made the ICP must give each connection a POC/Connection reference. The ICP can add a *"POC Reference"* within Conditions Precedent section of the Design Module within RAdAR. Once the connection has been given a POC/Connection reference, this will appear in the "*POC Reference drop down box"* within the Connection Request forms.

15.3 Connection Prerequisites

SPEN will not *agree a Connection Date Request (CDR)* submitted by an ICP where any/all of the previous steps detailed in this document have not been completed, i.e.

- Design Approval not complete.
- Payment or signed contract received.
- Signed agreements received.
- Notifications received from ICP of contestable works being undertaken and completed via daily or weekly whereabouts within the construction module.

For ICPs who request SPEN to undertake closing joints on their behalf, please refer to section 15.4.

For ICPs who are undertaking contestable final closing joint works please refer to section 15.10.

ICPs undertaking contestable unmetered closing jointing works should refer to process document CON-04-004 RAdAR for Contestable Unmetered Projects.

15.4 Closing Joints Completed by SPEN on Behalf of ICP's

In accordance with the voluntary agreement with Ofgem, SPEN will continue to offer to undertake the closing joints for ICPs where requested. This agreement will be reviewed regularly.

15.5 Request for SPEN to Connect form

Once ALL the pre-requisites outlined in section 15.3 are met and the ICP is ready to request final connection works or phased energisation of their installed assets. ICPs complete an online *Request SPEN to Request* application, indicating their preferred connection date. This type of application is completed when the ICP requests for SPEN to complete the closing joints highlighted on the Connection Request Form.

www.spenergynetworks.co.uk/pages/documents.aspx

A category of connection in accordance with Ofgem's SLC15 will automatically be assigned to the SPEN to Connect request. The ICP will indicate the type of connection required (Final or Phased) and the extent of network to be energised.

15.6 LV/HV Final Connections/Phased Energisation

On receipt of the connection request SPEN checks to ensure that minimum information has been supplied (within 5 working days of submission of the connection request. SPEN update the "agreed *connection scheduled date*" with a proposed connection date within the requisite SLC15 timescales which is subject to ICPs meeting SPEN's conditions precedent criteria in sufficient time prior to commencement of connection works by SPEN.

ICPs will receive an email notification to alert them to an update in the application. When an ICP meets all conditions precedent criteria, in accordance with the timescales outlined in section 14.2, SPEN carries out the non-contestable connection/phased energisation as planned. SPEN also updates the completion date field within the connections module of RAdAR for the relevant POC reference. SLC15 standards 3(a), 3(b), 3(d) and 3(e) are concluded according to the confirmed connection date field.

15.7 EHV Connections

Where ICPs request EHV connections SPEN schedules a planned EHV connection date. The agreed date field is updated within the connections module of RAdAR for the relevant POC reference, within 20 working days in accordance with SLC15 standard 3(c). SPEN will provide the EHV connection as planned with ICPs. Once the connection has been completed, SPEN will update the Connection Date field with the actual connected date for the relevant POC reference.

15.8 Network Records

SPEN's jointer forwards the jointing sketch for the connected third party network to Data Management via the appropriate internal process.

15.9 Measurement of Performance for Final Connections/Phased Energisation

SLC15 standards will continue to be reported in respect of the actual non-contestable point of connection works undertaken by SPEN as part of the completion of the final connection or phased energisation, 3(a), 3(b), 3(d) and 3(e).

This will be measured from when the connection request is created by an ICP, up to when the LV or HV connection date is entered into the Connection Date field within the Connections Module of RAdAR for the relevant POC Reference.

SLC15 standard 3(c) is concluded when the connection date request is approved by SPEN and the ICPs are notified via email of a change to the application.

15.10 Contestable Final Closing Joint Works By ICP

15.10.1 Terms for the Completion of Contestable Final Closing Joints by ICPs

- ICPs must secure the specific scope from Lloyds Register Group to undertake contestable final closing joints
- ICPs provide SPEN with 10 working days' notice for LV connections and 20 working days' notice for HV connections, in line with SLC15 Standards 3(a) – *3(c)*
- The *Request for ICP to Connect* application and the associated *Apparatus to be Connected* plan are applied on a daily basis, i.e., one accepted and signed form and plan will be issued by SPEN and must be in the possession of each jointing team, for every day that the ICP is working on the network.
- ICPs may only change the planned connection date with prior agreement from SPEN.
- Connections to 'make live' substations, via either LV or HV jointing, are to be undertaken under the direct control of a suitably authorised SPEN person.
- ICP jointing team(s) must be in possession of both the signed *Request for ICP to Connect* form and the signed *Apparatus to be Connected* plan whilst carrying out contestable final closing joint works on site. ICP staff must hold the appropriate SPEN authorisation for work being undertaken.
- If ICP field staff experience any anomalies on the network, the nominated SPEN contact must be contacted immediately.
- If it is necessary for SPEN operational staff to facilitate ICP access to the SPEN network, e.g., substations, this will be arranged by the nominated SPEN contact and a charge will be levied accordingly.

- If not already included in the POC quotation, the following will be subject to additional charges, via SPEN's variation process, and payment must be received prior to the works being undertaken:
    - LV network operations to facilitate the ICP jointing.
    - Access and standby provision.
    - Cable identification.

For life or limb emergencies, including loss of supply, ICP field staff are to contact the SPEN Control Room on:

Scotland – 0141 776 2887 **England & Wales** – 0151 609 4999

Alternatively dial 105.

These numbers are located at the bottom of page 1 of the authorisation certificate that you will have been provided.
The *Scottish Power Limited Safety Rules (Electrical and Mechanical) 5th Edition ('Green Book') can be found at* ScottishPower Safety Rules & Safety Instructions and ICP jointers' must have access to these on site at all times.

15.11 Request to Connect to the SP Network form (Contestable Final Closing Joint Works).

A suitably accredited ICP will be required to complete the "***Request for ICP to Connect*** *application"* On line *RAdAR* form in the connections module within RAdAR, indicating their proposed connection date. This type of application is completed when the ICP is wishing to undertake the contestable final closing joint works.
The ICP may request SPEN to undertake part of the works by selecting the "*works required by SP*" and detailing the content of work being requested of SPEN within the work required by SP comment field.

Approval of an ICP request to connect to the SPEN Network will be subject to the ICP meeting the pre-requisites outlined in sections 15.3 and 15.10.

The ICP is also to provide an "*Apparatus to be Connected"* plan to identify the apparatus that the ICP will connect to SPEN's existing network.

ICP is to upload both of these documents into the Connections module of the RAdAR project, for the relevant POC reference.

A category of connection in accordance with Ofgem's SLC15 will automatically be assigned to the Request to connect to SP (Metered) request. The ICP will indicate the type of connection required (Final or Phased) and the extent of network to be energised.

15.12 Contestable Final Closing Joint Works Requests

On receipt of Connection date request, SPEN checks to ensure that minimum information has been supplied within 5 working days of submission of the connection date request form and updates the connections module of the RAdAR project, for the relevant POC reference, to indicate the type of connection required and the extent of network to be energised from the information supplied by ICPs.
SPEN checks that the planned connection date is acceptable, subject to appropriate conditions precedent criteria (please refer to section 14) being met in sufficient time by ICPs prior to commencement of the contestable final closing joint works. SPEN updates the agreed connection date field within the connections module of RAdAR, for the relevant POC reference, confirming the scheduled date for connection.

SPEN prints, counter-signs and dates the "***Request for ICP to Connect***" *Form* and "*Apparatus to be Connected"* plan. These documents are re-uploaded by SPEN into the RAdAR connection request via the "*Document Upload*" in the "*Process Application*" screen of the RAdAR Connection Request.

NOTE: - Documents must be uploaded before confirming Approval.

SPEN then approves the connection request for the relevant POC reference*,* confirming authorisation to carry out the contestable connection as requested.
Once the ICP has carried out the contestable final closing joint connection, ICP must contact SPEN Delivery Contact to confirm completion of connection and relevant date. SPEN updates the "*Connection Date"* field in the connections module of the RAdAR project, for the relevant POC reference*.*

15.13 Conditions Precedent Relating to Contestable Final Closing Joint Works

The conditions precedent requirements are to be met in full except when the contestable final closing joint works meet the following criteria: -

- Where the works are limited to that of undertaking an LV closing joint to energise an LV mains extension no greater than 25mtrs in length, or a service connection, the requirement to meet with items C, D, & E of conditions precedent within section 14.2 will be relaxed.

In these particular circumstances the provision of conditions C, D, E will not be required in advance of the final closing joint works being undertaken, as it will be acceptable for these to be submitted with the jointing records in accordance with section 15.14.
In circumstances where ICPs request a connection date without land rights being concluded, SPEN will initiate the processes to agree a connection date and schedule works. However, if 5 working days prior to the agreed date of connection, the land rights have still not been concluded, the connection request will be rejected and, in accordance with *Standard License Condition 4F Standards for Provision of Non-Contestable Connection Services Guidance Document Section 3*, SPEN will consider associated costs incurred and invoice accordingly.

For IDNO Substation Connections where the Land rights remain outstanding, but all other conditions have been met SPEN will consider the option to proceed based on completion of connection works without energisation. In this instance the conditions precedent will remain "Not Approved" awaiting completion of Land Rights.

Where it is deemed unacceptable to proceed with connection SPEN will consider associated costs incurred and invoice accordingly

For all situations where the Connection proceeds but Energisation is withheld a separate POC Reference will be required to be raised to enable a request for a Phased Energisation to be submitted.

ICP will then be required to submit a Request SPEN to Connect form and complete the conditions precedent in full accordingly.

15.14 Contestable Connection Network Records

On completion of the contestable connection, ICPs are required to follow the process outlined below to enable SPEN to record the contestable final closing joint(s) information:

Within a **maximum of five working days** of the actual connection date for each contestable live closing joint, the ICP is to upload the following completion documentation into the RAdAR Project that is specific for that POC Reference:

- CON-09-002 Completion certificate for new cable installation
- As-laid drawings (jointer's sketch) associated with live works
- Electrical Test results

Once all of the documents above have been uploaded the ICP is to confirm that the Conditions Precedent is ready for Formal Approval from SPEN by ticking the "*Final Submission*" check box and submitting to the DNO.

Email notifications will be automatically generated to the following relevant mailbox when uploading any Conditions Precedent documents to the RAdAR Project:

Scotland
CiCAdminNorth@scottishpower.com

England and Wales
CiCAdminSouth@scottishpower.com

SPEN assesses the conditions precedent documentation.

If ICPs fail to provide all conditions precedent documents, SPEN will select *"Not Approved"* in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP's to notify of any deficiencies.

All conditions precedent information documents required by SPEN must be uploaded within the condition precedent section of RAdAR for the relevant POC reference.

When the ICP meets all conditions precedent criteria SPEN approves the conditions precedent section within RAdAR for the relevant POC reference.
An auto generated email notification will be sent to the following relevant mailbox when conditions precedent documentation is *"Approved"* by SPEN:

Scotland
DataManagementNorth1@scottishpower.com

England and Wales
DataManagementSouth1@scottishpower.com

ICPs receive notification of a change to the project status.

16. COMPLETION OF LIVE JOINTING

16.1 Interim Live Jointing Completion

In accordance with Provision of Network Records Pre-Connection Section 13.2 within five working days of the completion of each stage of live works, ICPs upload the following documents into the Conditions Precedent section of the RAdAR project that is specific for that POC Reference.

- CON-09-002 Completion certificates.
- Commissioning results.
- As-laid records associated with live works.

Once all of the documents above have been uploaded the ICP is to confirm that the Conditions Precedent is ready for Formal Approval from SPEN by ticking the "*Final Submission*" check box and submitting to the DNO

Email notifications will be automatically generated to the following relevant mailbox when uploading any Conditions Precedent documents to the RAdAR Project.:

Scotland

CiCAdminNorth@scottishpower.com

England and Wales
CiCAdminSouth@scottishpower.com

SPEN assesses the conditions precedent documentation.
If the ICP fail to provide all conditions precedent documents, SPEN will select "*Not Approved*" in the conditions precedent section within RAdAR, for the relevant POC reference. SPEN will communicate with the ICP's to notify of any deficiencies.

All conditions precedent information documents required by SPEN must be uploaded within the condition precedent section of RAdAR, for the relevant POC reference.

When the ICP meets all conditions precedent criteria SPEN approves the conditions precedent section within RAdAR for the relevant POC reference.
An auto generated email notification will be sent to the following relevant mailbox when conditions precedent documentation is uploaded:

Scotland
DataManagementNorth1@scottishpower.com

England and Wales
DataManagementSouth1@scottishpower.com

ICPs receive notification of a change to the project status.

16.2 Final Live Jointing Completion

On completion of **all** live works in the approved live working area, ICPs upload the following documents into the Conditions Precedent section of the RAdAR Project, confirming that all live jointing works have been completed:

- As laid/constructed plant, equipment and overhead line and underground cable records.
- Exiting the Live Working Regime notification form.

From this point onwards, no further live work can be undertaken by ICPs.

The ICP is required to *"Add Connection"* in the Design Module and raise a POC/Connection Reference within the RAdAR project titled "*Exit Live Work*" to enable ICP to inform SPEN of proposal to Exit Live Working Site Agreement.

The ICP is to complete the "*Exit Live Working Regime*" Form (*CON-09-003*). The ICP uploads this form to the conditions precedent section of this connection request.

Once the Exit Live Working document has been uploaded the ICP Selects "*Not Applicable*" for the Individual conditions precedents. To confirm "*Exit Live Work*" conditions precedent as completed requesting Formal Approval from SPEN by ticking the "*Final Submission*" check box and submitting to the DNO.

SPEN assesses the conditions precedent documentation.

If an ICP fails to provide all conditions precedent documents to exit live working, SPEN will select "*Not Approved"* in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP to notify of any deficiencies.

When the ICP meets all conditions precedent criteria SPEN will approve the conditions precedent section within RAdAR for the relevant POC reference.

ICPs receive notification of a change to the project status.

17. PROJECT CLOSURE AND HANDOVER

17.1 Requirements

Pursuant to completion of this section of the process the project will be deemed to have been handed over to SP Distribution Plc or SP Manweb plc in accordance with terms and conditions as detailed in the Adoption Agreement.

17.2 CON-04-006 Project Completion Process for Contestable Works

Once the RAdAR contestable connection project has been determined to be completed in accordance with the Construction and Adoption Agreement, ICPs are required to meet, in full, the requirements of CON-04-006 Project Completion Process for Contestable Works.

This document is available to download from the SP website:

www.spenergynetworks.co.uk/pages/documents.aspx

The Project Completion will be finalised within each separate RAdAR project.

17.3 RAdAR Project Closure

ICPs upload all the information specified in CON-04-006 *Project Completion Process for Contestable Works* into the Project Closure section of the RAdAR project.

When an ICP uploads documents to the Conditions Precedent section or the Project Closure Module of RAdAR, they must confirm that the documents are present as this will auto generate an email to the following addresses:

CICAdminNorth@scottishpower.com (Scotland)
CICAdminSouth@scottishpower.com (England and Wales)

SPEN checks that the appropriate Delivery Coordinator and/or Manager have been notified of the upload.

When all of the information has been uploaded by the ICP and submitted via the Conditions Precedent section then the ICP can requests closure of the project.

SPEN assesses the information provided by the ICP, in the Project Closure Module.

Where the information supplied by an ICP is deemed by SPEN to be satisfactory the status of the project will be changed from "*Open*" to "*Closed*". If the RAdAR project and/or closure information has been assessed as not meeting SPEN's requirements the Project Closure Module of the RAdAR Project will be left as "Open" by SPEN and the ICP informed of the deficiencies.

The ICP will receive an email notification informing them of the completion of the contestable connection project.

The change in status of the project from "*Open*" to '*Closed'* closes the RAdAR project preventing any further activity via that Enquiry/Project Number.

17.4 Commencement of Warranty

Once the Closure process has been completed the warranty period for defect correction will come into force.

18. STANDARDS OF SERVICE FOR COMPETITIVE CONNECTIONS

18.1 Standard Licence Condition 15 – Standards for Providing Non-Contestable Connection Services

Ofgem Standard of Service Licence Condition 15 (ref: Appendix 1) was introduced on 1st October 2007. All Distribution Network Operators (DNOs) are required to meet prescribed levels of performance in the following non-contestable connections activities:

- Provision of quotations including Point of Connection (POC)
- Design approval or reasoned rejection
- Final connections and phased energisation

This standard of service indicates the levels of performance which apply when Third Party Applicants request the provision of any of the non-contestable services detailed in *Appendix 1 Ofgem Standard Licence Condition 15 Timescales*. SPEN must reasonably endeavour to meet these timescales in all cases and must meet the timescales in at least 90% of all cases.

18.2 Voluntary Standards of Service

The Voluntary Standard payments, introduced on 1st October 2010, are applied in respect of non-contestable connection services requested by Third Party Applicants under SLC15.

SPEN's performance is controlled and monitored via the RAdAR process as detailed above.

Reports extracted from RAdAR monitor output dates and compliance with SLC15 standards to identify failures. SPEN validates the information, authorises and generates payments to the appropriate Third Party Applicant.

18.3 Competition in Connections Information

Additional supporting information is available to provide third party applicants and customers on the SP website:

www.spenergynetworks.co.uk/pages/competition_in_connections.aspx

19. COMPETITION IN CONNECTIONS COMPLAINTS PROCEDURE

SPEN is committed to providing third party applicants with excellent customer service. However, if an issue or concern is experienced at any point during the process for the provision of competitive connections, please contact your designated Engineer in the first instance.

If you continue to have any concerns or issues then please follow the escalation process outlined on the SPEN website at the following location:

www.spenergynetworks.co.uk/pages/escalation_process.aspx

If you have followed the process above and are not happy with the resolution and want to make a complaint, then you should follow our complaint procedure which can be viewed on the SPEN website at the following location:

www.spenergynetworks.co.uk/pages/complaints.aspx

20. APPENDIX

20.1 Appendix 1: Ofgem Standard Licence Condition 15 timescales for Non-Contestable Connection Projects

1. Provision of Quotations

Reporting code	Service	Standard	Payment	
1a	Provide a quotation for low voltage demand. For a new demand connection to the licensee's distribution system where the highest voltage of the assets at the point of connection and any associated works is not more than one kilovolt	Within 15 Working Days of receiving request	£ 80	for each Working Day after the end of the prescribed period up to and including the day on which the quotation is dispatched
1b	Provide a quotation for low voltage generation. For a new generation connection to the licensee's distribution system where the highest voltage of the assets at the point of connection and any associated works is not more than kilovolt	Within 30 Working Days of receiving request	£ 80	for each Working Day after the end of the prescribed period up to and including the day on which the quotation is dispatched
1c	Provide a quotation for high voltage demand. For a new demand connection to the licensee's distribution system where the highest voltage of the assets at the point of connection and any associated work is more than one kilovolt but not more than 22 kilovolts	Within 20 Working Days of receiving request	£ 165	for each Working Day after the end of the prescribed period up to and including the day on which the quotation is dispatched
1d	Provide a quotation for high voltage generation. For a new generation connection to the licensee's distribution system where the highest voltage of the assets at the point of connection and any associated works is more than one kilovolt but not more than 22 kilovolts	Within 50 Working Days of receiving request	£ 165	for each Working Day after the end of the prescribed period up to and including the day on which the quotation is dispatched
1e	Provide a quotation for extra high voltage demand. For a new demand connection to the licensee's distribution system where the highest voltage of the assets at the point of connection and associated works is more than 22 kilovolts but not more than 72 kilovolts	Within 50 Working Days of receiving request	£ 245	for each Working Day after the end of the prescribed period up to and including the day on which the quotation is dispatched
1f	Provide a quotation for other connections. For a new demand or generation connections to the licensee's distribution system that is not included within the preceding sub-paragraphs	Within 65 Working Days of receiving request	£ 165	for each Working Day after the end of the prescribed period up to and including the day on which the quotation is dispatched

APPENDIX 1 Continued - Ofgem Standard Licence Condition for Non-Contestable Connection Projects

2. Information and Design Submissions

Reporting code	Service	Standard	Payment
2a	Provide information on point of connection. Provision of technical information necessary to enable the applicant to identify the proposed location and characteristics of the point of connection of the premises to the licensee's distribution system, where the highest voltage of the assets at that point and any associated works is more than 22 kilovolts but not more than 72 kilovolts	Within 30 Working Days of receiving request	£ 80 for each Working Day after the end of the prescribed period up to and including the day on which the information is provided
2b	Design submissions for low and high voltage connections. Provide in response to a design submitted by the applicant for the licensee's approval, outlining a new proposal for connecting premises to the licensee's distribution system, provide a written approval of the proposed design or a written rejection stating the reasons for the rejection	Within 10 Working Days of receiving the proposed design (unless any part of it would require or directly affect the use of extra high	£ 80 low voltage £ 165 high voltage for each Working Day after the end of the prescribed period up to and including the day on which the response is provided
2c	Design submissions for extra high voltage and other connections. Provide in response to a design submitted by the applicant for the licensee's approval, outlining a new proposal for connecting premises to the licensee's distribution system, provide a written approval of the proposed design, or a written rejection stating the reasons for the rejection.	Within 20 Working Days of receiving the proposed design	£ 245 for each Working Day after the end of the prescribed period up to and including the day on which the response is provided

APPENDIX 1 Continued - Ofgem Standard Licence Condition for Non-Contestable Connection Projects

3. Final Works and Phased Energisation (subject to all Conditions Precedent being met)

Reporting code	Service	Standard	Payment	
3a	subject to all conditions precedent being met (for all of 3a-e): Final works and phased energisation low voltage connections. Complete the final works for a low voltage connection.	Within 10 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee	£ 165	for each Working Day after the end of the prescribed period up to and including the day on which the final works is completed
3b	Final works and phased energisation high voltage connections. Complete the final works for a high voltage connection.	Within 20 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee	£ 245	for each Working Day after the end of the prescribed period up to and including the day on which the final works is completed
3c	Final works and phased energisation extra high voltage connections. Complete the final works for an extra high voltage connection.	Within 20 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee	£ 330	for each Working Day after the end of the prescribed period up to and including the day on which the final works is completed
3d	Final works and phased energisation low voltage energisation. Complete the works required for a low voltage phased energisation.	Within five Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee	£ 165	for each Working Day after the end of the prescribed period up to and including the day on which the phased energisation is completed
3e	Final works and phased energisation high voltage energisation. Complete the works required for a high voltage phased energisation	Within 10 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee	£ 245	for each Working Day after the end of the prescribed period up to and including the day on which the phased energisation is completed

Note: the conditions precedent to be satisfied for the purposes of Part 3 are specified by SP Energy Networks and agreed by the ICP under the provisions of the Construction and Adoption Agreement (as defined in Engineering Recommendation G81 of the Energy Networks Association) or such similar agreement as SP Energy Networks may from time to time adopt.