

# Applicant Connection Module

SP Energy Networks



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## Applicant Login

Login as an **applicant**.

## Background

To be able to progress a connection request the following must have happened:

- Design has been approved
- A Project Delivery Manager has been assigned by the DNO
- Weekly whereabouts inspections have been added into RAAdAR

The conditions precedent resides within both the 'Design' and the 'Connections' modules, the ICP can indicate - as they complete each of the elements, however you are not required to submit the information for SP confirmation until a minimum of 5 days prior to the connection.

## Conditions Precedent (Design)

- Click DESIGN

- Click REGISTER

The design approval register will show all projects that have had Design applications and will show the design approval status.

To progress onto the next stage, the design must be Approved.

- Click on the required **Project Number** link

### Conditions Precedent

- Click View

The 'Preconditions Step Completed' can be completed now, or as they become applicable.

Complete	N/A	
<input checked="" type="radio"/>	<input type="radio"/>	Design Approval complete
<input type="radio"/>	<input type="radio"/>	Payment or signed contract sent
<input type="radio"/>	<input type="radio"/>	Signed documentation sent
<input type="radio"/>	<input type="radio"/>	Daily/Weekly Whereabouts received for contestable works carried out/completed

- Click the 'Complete' radio button next to the item, once the information has been sent/completed

- Click Save if you have changed any of the information

- Click Submit to submit to the DNO

## Add a new Connection

The first step is to add the 'Connection'.

In order to add a connection request you must firstly add a connection reference within the Design module.

From the Conditions Precedent screen,

- Click Add Connection
- Type in a POC Reference i.e. Service for plots 1-9, or Final POC, or Diversion Bernfels Court

The 'Conditions Precedent Steps Completed' can be completed now, or as they become applicable. You should ensure that the conditions precedent have been met within **5 days** of the connection.

- Click
- To upload the documents for the conditions precedent that you are indicating has been completed, click
- Navigate to the required file on your computer and double click it
- Click
- Repeat as required and once completed, click
- To add further connections, repeat the steps above, otherwise click

## Connection Request

- Click CONNECTION
- Click REQUEST
- Select the Request type:
  - **Note:** Underneath the request type box you will see a list of 'Saved Connection Requests' these are applications which have been saved but not submitted.
  - **Third Party Connection** (where you would like SPEN to do the connection for you)
  - **Request to connect to SP Metered** (where you would like to do your own connection to our network, with a metered connection. As part of this connection, you can request for SP to carry out part of the connection)
  - **Request to connect to SP Un-metered** (where you would like to do your own connection to our network, with a un-metered connection. As part of this connection, you can request for SP to carry out part of the connection)
- Click
- Click on the required Project number from the list
- Click on the POC Reference
- Complete the form, \* indicates a mandatory field. See APPENDIX 1 for table of definitions for each form
- Once you have completed the form, click

You will notice that you have additional options on the left of the screen, you can

- Update (if you have edited the form)
- Submit (to send to the DNO)
- Update/view the Conditions Precedent

At the bottom of the screen you can also upload required documents.

## What happens next?

The DNO will receive your request and will send notification within no greater than 5 days to advise whether your connection request has been approved or not approved for Minimum information checks.

Also within 5 days the DNO will confirm if they approve/not approve your connection request.

If your request fails minimum information checks or is not approved then you need to resubmit a new application (see Connection Request on page 4).

## Application Accepted

If your application has been approved then you will receive confirmation of the agreed connection date within no greater than 5 days.

Once the connection date has been confirmed, the next step for all third party connection requests, is to issue all of the conditions precedent requirements to the DNO no later than **5 days** prior to the connection.

Please note if conditions precedent has not been met within the required timescales, the DNO will cancel the agreed connection date accordingly and a new connection request will need to be submitted.

For request to connect to SP metered/unmetered connection requests, conditions precedent must be met within 5 days of the connection being completed.

Once the conditions precedent has been completed the DNO will update the conditions precedent status accordingly to show conditions precedent confirmed Yes/No.

## Conditions Precedent (Connection)

- Click CONNECTION
- Click REGISTER
- Click on the required Project Number
-  the Conditions Precedent (this shows the Conditions Precedent for the Design)
- Click on the POC Reference link 
- Select the radio button next to the applicable information you have issued

Complete	N/A	
<input checked="" type="radio"/>	<input type="radio"/>	Asset-04-015 Appendix 2 Completion certificate for new cable installation
<input type="radio"/>	<input type="radio"/>	As-laid drawings
<input type="radio"/>	<input type="radio"/>	Electrical Test results
<input type="radio"/>	<input type="radio"/>	W33/2 Confirmation of Electrical Installation / Extension
<input type="radio"/>	<input type="radio"/>	QUAL-32-001 Audit Failures Notified - Details Completed
<input type="radio"/>	<input type="radio"/>	Confirmation of Legal Consents
<input type="radio"/>	<input type="radio"/>	OPSAF-11-024 Appendix 1 & 3
<input type="radio"/>	<input type="radio"/>	OPSAF-11-024 Appendix 5 & 7
<input type="radio"/>	<input type="radio"/>	SUB-02-013 Appendix 2

- Click
- To upload documents, click
- Navigate to the required file on your computer and double click it
- Click
- To add further documents, repeat the steps, otherwise click
- Then click

## What happens next?

Once the Final submission request has been submitted by the ICP a notification will be issued to the DNO and they will confirm receipt of the documents via a notification.

DNO Confirmed :

Once confirmation has been received, the connection can proceed, as agreed.

Once the actual connection has been carried out the DNO will update the connection status accordingly, dependant on the outcome of the actual connection.

Actual connection Status ( <a href="#">Hide</a> )	
Actual connection date	<input type="text" value="20/11/2013"/>
Actual connection status	<input type="text" value="SPEN Complete"/>
Comments :	<input type="text" value="This is a training test"/>
Last update on :	<input type="text" value="20/11/2013 10:55:31"/>
Last update by :	<input type="text" value="Dave Archer"/>

If the ICP is carrying out the closing joint, once the connection has been made, the ICP are required within a maximum of 5 days of the connection, for each live closing joint to upload the following completion documentation:

- The as-laid drawings (jointers sketch) associated with the closing joint works
- Associated electrical test results

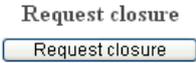
For a live jointing site, in addition, the ICP is required to upload:

- Asset-04-015 appendix 2(a) completion certificates

Once the contestable connection project has been determined to be completed, the next step is 'Project Closure'.

## Project Closure

Once the final connection has been made, and all works have been completed, the last step in the process is to send all of the required documentation to the DNO to close the project and request closure

- Click PROJECT CLOSURE
- Click the required Project No
- Upload the required documents by clicking 
- Navigate to your document and double click it
- Click 
- Repeat the steps to upload as many documents as required  
Please note that the ICP can upload documents over a period of time and return to this screen, updating as often as required until they are in a position to request closure.
- Click 

## What happens next?

A notification will be issued to the DNO. The DNO will review the information and then close down the project if the information is complete. The project will then be archived at an appropriate time.

## APPENDIX 1

### – Third Party Connection Form

Field	Definition
Select Project Number	Lists all project numbers that have had 'Connections Requested' in the Design screens
POC Reference	Lists all of the references associated with the chosen project number
Company Name	The Company Name
Project Manager Name	The Project Manager Name
Project Manager E-mail Address	The Project Managers E-mail
Project Telephone	The Project Managers Telephone No
Project Manager Fax	The Project Managers Fax No
Developer	The name of the Developer
Site Name/Address	Auto-populated
OS Grid Coordinates	The (XY) Coordinates of the site – auto-populated
Date Connection required	The date you would like the connection
Connection Type	The type of connection you require <ul style="list-style-type: none"> <li>• LV Final Connection</li> <li>• HV Final Connection</li> <li>• EHV Final Connection</li> <li>• LV Phased Energisation</li> <li>• HV Phased Energisation</li> </ul>
Number of Connections	Leave blank – this will be auto-populated once you have saved and confirmed the number of plots in the next stage
Please provide details of connections required	Confirm the number and type of joints i.e. 2 X LV straight joint, 2 X HV straight joint also note if the works are related to a diversion
Order Number	Only applicable where there is an agreement to carry out additional works to that not included within the original connection offer
Notes	Reference any additional information or notes that may be relevant

## APPENDIX 2

### – Request to connect to the SP Network Form (Metered and Unmetered)

Field	Definition
Select Project Number	Lists all project numbers that have had 'Connections Requested' in the Design screens
POC Reference	Lists all of the references associated with the chosen project number
Company Name	The Company Name
Project Manager Name	The Project Manager Name
Project Manager E-mail Address	The Project Managers E-mail
Project Telephone	The Project Managers Telephone No
Project Manager Fax	The Project Managers Fax No
Developer	The name of the Developer
Date of Connections	The date you would like to do the connections
Requestor	The person requesting the connection
Work required by SP	Tick if you require SP to carry out any non-contestable works i.e. LV operational to enable the LV connection, or where there is HV operation requirements to facilitate the connection at either LV or HV. You should provide details within the 'Additional Information' box
Site Name/Address	Auto-populated
OS Grid Coordinates	The (XY) Coordinates of the site – auto-populated
Connection Type	Select the connection type from the drop-down based on the highest voltage of works required to be undertaken as part of this connection request  The type of connection you require <ul style="list-style-type: none"> <li>• LV Final Connection</li> <li>• HV Final Connection</li> <li>• EHV Final Connection</li> <li>• LV Phased Energisation</li> <li>• HV Phased Energisation</li> </ul>
Additional Information	Additional information must confirm the number and type of joints i.e. 2 X LV straight joint, 2 X HV straight joint and include any reference to the 'SP works required' and also note if the works are related to a diversion
Plan Name	Reference to the plan that you are uploading
Plan Reference Number	The specific reference number that must be included on the plan
Issued by	ICP Contact Name
Issued Date	The issued date