

Applicant - Design Module

Admin & Designer Guide
version 2

SP Energy Networks



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Applicant Login

Login in as an **applicant**.

Once your POC application has been received and registered with the DNO, you will receive notification to confirm.

If you have completed the “Standard PoC” form you will receive the POC Quotation within the Guaranteed Standard timescales, dependent on the job category.

If you have completed the “Self-Determine PoC” form or selected an option within the “Self-Determine” section of any of the forms you will receive a Quote for the works you have asked SPEN to complete.

You have 3 months to accept the quotation from the day it was issued (or six months if an extension is requested). If you accept the quote, payment must be made on the date of acceptance.

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

This document shows the ‘**Design**’ process.

Design - Metered Connection

If you have selected SPEN to complete the Design Approval

- Login as applicant
- Click ‘Design’
- Click ‘Request Metered’

The ‘Application for Design Approval’ screen is then shown.

- For a new application, the following should be selected:
Application Type : Original
Application Status : New Saved
- Type in your **Application Reference**
- Choose your **Project Reference** from the drop-down
- The **Site Name/Project Title** will auto populated
- Complete the form and ensure all mandatory (*) fields are completed. See **Appendix 1** for further information about each field. Please ensure that all the auto populated fields are correct, if these are not for any reason please contact the DNO to advise accordingly.

Request

Once the form has been completed, click The following forms need to be completed/uploaded:

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

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

If you have selected **Self-Determining Design Approval** on the POC form you will still need to complete the "self-determination" form and upload your design once completed, as per CON-04-009.

Uploading Documents

To do this, save the files locally on your computer and upload in the following way, from the Application:

Upload

- Click
- Type in Description/Comments :
- Then Select a File * : No file chosen navigate to your file and double-click
- Select a File * : e and P info.docx confirms your file has been selected
- Click
- Your first uploaded document will show in the table

Uploaded Documents							
View File	Doc Type	Edit Description or Comment (500 Characters only)	File size (KB)	Date Added	Doc Source	Doc Submitted	Delete
Retail Market Review 11.04.13.docx	Application	Edit	27686	17/04/2013	Applicant	No	Delete

Then to upload a second document, click No file chosen , navigate to your file and double-click

Click

Check that all documents show in the 'Uploaded Documents' section

Uploaded Documents							
View File	Doc Type	Edit Description or Comment (500 Characters only)	File size (KB)	Date Added	Doc Source	Doc Submitted	Delete
Energising Leaders MODEL FOR PRESENTATIONS Aug 2009.ppt	Application	Edit	798208	17/04/2013	Applicant	No	Delete
Retail Market Review 11.04.13.docx	Application	Edit	27686	17/04/2013	Applicant	No	Delete

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

Summary	
No of Docs	2

Upload

- Then click

Sending the Request

Once you have completed the application form and uploaded the required documents, from the Application for Design Approval or Self-Determined Application screen:

Request

- Click

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

- DESIGN
- REGISTER

What happens next?

An e-mail will automatically generate to advise SPEN that your request has been issued.

Dependent on the type of Design Approval selected determines the next steps:

SPEN Design Approval

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

- Admin Min Info Application Check - either **Yes** or **No**

POC Formal Offer Acceptance Received : Yes No
 Minimum Applications Information Received : Yes No
 Comments :

- Design Min Info Application Check - either Failed Min Info or Approved.

Design Acceptance Check :

Evaluate Design:

- Select
- Failed Min Info
- Approved

Failed Minimum Criteria

If your application fails the minimum criteria you will receive notification to advise the reason your application has failed.

When you search for your application in the register you will see that the 'Issue Formal Offer' status is **Failed Min Info**.

Why has the application failed?

To find out why the application has failed:

- From the Applicants Design Register page, click on the required hyperlinked 'Applicants ref'

This will allow you to see the reason your application has failed and any notes that SPEN has added.

Re-submitting the application

- Click DESIGN
- Click 'Request Metered'
- Application Type : Original Re-Submit
- Application Status : New Saved
- Choose the required ref from the Applicant's Ref *: drop-down.

Note: Only 'rejected' applications will show here.

- You can now edit the application form (if required), even if no changes are

Request


required, click

Upload

- To add additional documents, click and follow the steps on page 4 to upload new documents

Then, to issue the request, From the '**Application for Quotation**' screen,

Request

- Click 

Note: – once the application has failed and gets resubmitted, the 'min info' checks revert back to the *admin* min info, even if previously it had passed that stage and got to the design engineer level.

Meets Minimum Criteria

If your application meets minimum criteria, you will receive notification to confirm.

You may receive a request for further information in due course, otherwise the next step is for the Design Engineer to review your Design Application.


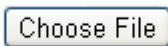


How to add additional information

You will receive notification if SPEN would like further information. To

add further information:

- Click Design
- Click Register
- Click on the required Project Number

**Additional Info
Check**

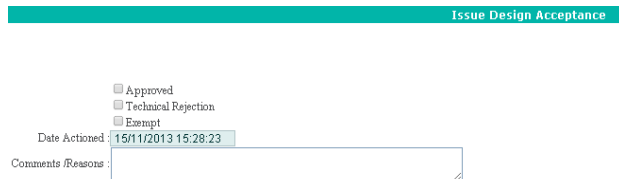
- Click 
- View the comments the DNO have added in the *Additional information requested :* field
- Type in your comments in the *Additional information reply :*
- Then *Select a File * :*  *No file chosen* , navigate to your file and double click it.
- To add any comments type in File description
- Click 
- Click 

A notification will be issued to SPEN to advise the information has been issued.

What happens next?

The next step is for the Design Engineer to review your Design Application. There are three possible outcomes:

- Approved
- Technical Rejection
- Exempt



The screenshot shows a form titled "Issue Design Acceptance". It contains three radio button options: "Approved", "Technical Rejection", and "Exempt". Below these is a "Date Actioned" field with the value "15/11/2013 15:28:23". At the bottom is a "Comments /Reasons" text area.

Design Approved

Once the design has been approved, SPEN will issue either a site specific agreement (part of a framework agreement) or a bi/tri-lateral adoption agreement and if applicable, connection agreements will be sent also. Signatures are required for these documents and hard copies will need to be returned to the Designer as well as copies being uploaded into RAdAR.

Design Application Technical Rejection

This will enable SPEN to formally reject the ICP's design for technical reasons enabling the ICP to resubmit a changed design.

Cancelling a Design approval request

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

You will also be required to cancel and resubmit a design request if you are changing the design and therefore require to upload a variation of the design.

Self-Determine Design Approval

SPEN will acknowledge receipt of the notification by changing the Design Approval status to "Acknowledge".

If it is an IDNO site or SPEN are adopting the site, SPEN will issue either a site specific agreement (part of a framework agreement) or a bi/tri-lateral adoption agreement and if applicable, connection agreements will be sent also. Signatures are required for these documents and hard copies will need to be returned to the Designer as well as copies being uploaded into RAdAR.

Signing documents

Once SPEN have issued the documents, you will receive a notification to confirm. You must print these and sign them and then re-upload through RAdAR and send back to SPEN by uploading in "Conditions Precedent", setting up a POC reference "signed agreements".

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

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

What happens next

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

Please see the CONSTRUCTION training guide for more information.

APPENDIX 1

Field	Option	Description
Application Type	Original	'New'
	Re-Submit	An existing form that was rejected, i.e. minimum info missing last time
Application Status	New	Used when 'Original' was chosen in application type
	Saved	Used either when an 'original' form has been partly completed & saved or when a 'resubmitted' form is chosen
Applicants Ref	Free text – one word only	Type in 'your reference' must be <15 characters and only one word
Project No		Reference to be brought from POC
Site Name/Project Title		Auto-populated
Documentation Information		
Construction & Adoption Agreement Required	<ul style="list-style-type: none"> • Yes • No 	If YES – Confirm if bi-partite or tri-partite
	<ul style="list-style-type: none"> • Bi-partite or 	
	<ul style="list-style-type: none"> • Tri-partite 	
Contract Type	<ul style="list-style-type: none"> • ICP Only • ICP/IDNO 	ICP Only – SPEN are adopting the network ICP/IDNO – IDNO is adopting the network
Bi-Lateral Connection Required		Only selected when ICP/IDNO is selected
Applicant Information		
Developer		The developers name
Developer Address		The developers address
Developer Company Number		The developers company number (as registered in companies house)
Contractor		The ICP/Contractor carrying out the work
NERS Accredited List		Hyperlink to the Lloyds register www.lloydsregister.co.uk
Contractor Address		The address of the being contractor used
Contractor Company Number		The company number of the contractors (as registered in companies house)
Landowners		The name of the landowners/developer
Landowners Solicitors		The name of the landowners solicitor
Consultant		The name of the consultant
Consultant Address		The consultants address
Consultants Post Code		Their postal code
IDNO Information		
IDNO Company Name		The IDNO Name (as registered in Companies house)
IDNO Registered Company Address		IDNO Registered Company Address

Location Environment		
Site Address	Auto-populated from the POC	The address of the site
OS Grid References	Auto-populated from the POC	The XY coordinates
Future Proposals		Lists details of any future proposals
Overall Size of Development (total number of connections)		
Number of Domestic Plots	Auto-populated from the POC	The number of domestic plots on site
Number of Commercial/Industrial Plots	Auto-populated from the POC	The number of commercial plots on site
Number of Landlord supplies	Auto-populated from the POC	The number of landlord supplies on site
Phasing		
Earliest start date		Choose date from calendar
Estimated Completion Date		Choose date from calendar
Connection		
Proposed POC	Auto-populated from the POC	The preferred POC location
Demand		
Total site maximum demand kVA	Auto-populated from the POC	Total site maximum demand kVA
Drawings		
Drawings		The reference of the drawings to be uploaded
Connection		
Substation		Confirmation of the type of substation proposed i.e. GRP, brick built, close coupled etc.
Description of Contractors works		Provide detail of the proposed works
Inventory of Plant		
Substation plant		Detail the specific equipment to be installed based on the SP approved equipment list
Cables		Detail the specific equipment to be installed based on the SP approved equipment list
Ancillary Equipment		Detail the specific equipment to be installed based on the SP approved equipment list
Developer Contact Details		
Name		The name of the contact
Position		The contacts position
Address		The contacts address
Fax		The contacts fax number
E-mail Address		The contacts e-mail address
Contractor Contact Details		
Contact Name		The name of the contact
Position		The contacts position
Address		The contacts address
Fax		The contacts fax number
E-mail Address		The contacts e-mail address