

Disconnecting your supply from our network application form

Thank you for considering SP Energy Networks for Disconnecting your existing supply. We look forward to working with you, and aim to Disconnect your supply as quickly and efficiently as possible.

This form relates to:

- Disconnecting a single supply from our network
- Bulk Disconnection of many supplies from our network

Completing your application form

There are 5 sections that need to be completed so that we can provide you with a quotation for your requirements. At the top of each section we've added some guidance notes which will help ensure you provide us with the details we need. To avoid delays in processing your application, please provide us with as much detail as possible.

We've also included within this document some Frequently asked questions (FAQs) on page 7, however if you need help at any stage, please call us:

Scotland

0845 270 0785 between 08.30am and 04.45pm, Monday to Friday

England & Wales

0845 270 0783 between 08.30am and 04.45pm, Monday to Friday

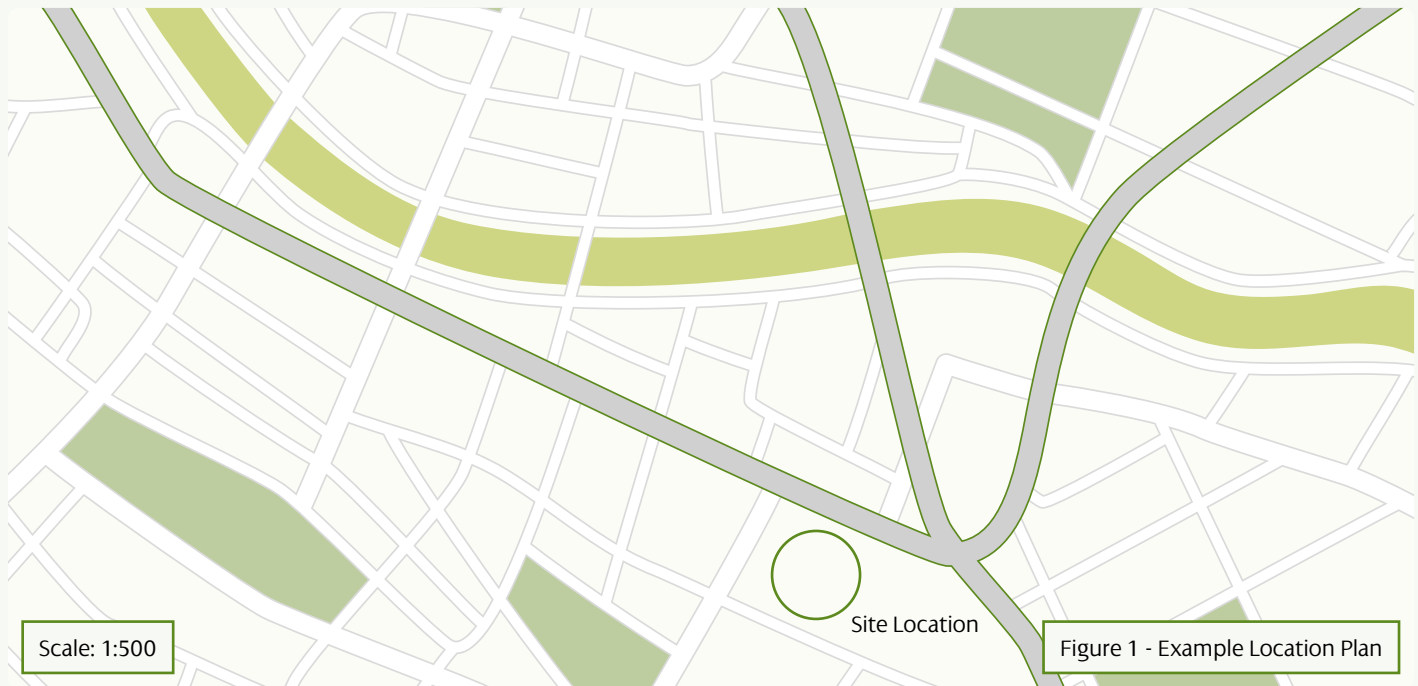
Once you have completed each of the sections all you need to do is sign the form and return it to us.



**SP ENERGY
NETWORKS**

Site location plan

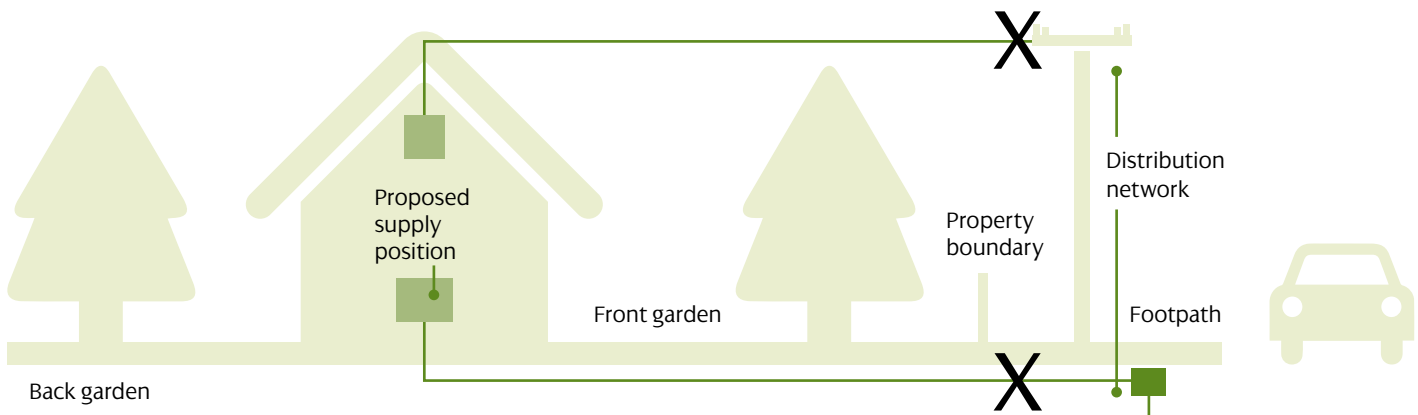
To give you an accurate quotation, we'll need a site location plan. This should highlight clearly where you'll carry out the proposed works, and the map's scale:



Disconnections visual

If your supply is fed underground the service cable will have to be isolated externally. This will involve a small excavation outside your property where our Joiner can safely expose & cut the cable.

If your supply is fed overhead the service cable will be terminated at the pole and the redundant cables removed.



Section A – Your details

Tell us how we can contact you and where the proposed works are to take place;

Applicant contact details

Title: _____

First name: _____

Surname: _____

Company name (if applicable): _____

V.A.T. reg no. or CRN no. (if applicable): _____

Building name/number: _____

Street: _____

City: _____

County: _____

Postcode: _____

Telephone: _____

Mobile: _____

Fax: _____

Email: _____

Please indicate your preferred contact method:

Post Fax Telephone Email

Site contact details (If different from Applicant)

Title: _____

First name: _____

Surname: _____

Position: _____

Telephone: _____

Email: _____

Site address (where work is required & if different from Applicant address)

Building name/number: _____

Street: _____

City: _____

Country: _____

Postcode: _____

Site ordinance survey coordinates (centre of site)

see Frequently asked questions (2)

X Coordinate

Y Coordinate

Will you, the Applicant be responsible for accepting the quotation? Yes No (if no, complete the section below)

Please be advised we can only issue any invoices, refunds or VAT receipts to the named person on this quotation. This is classed as the contracted party. Please see Frequently asked questions (10) for more info.

Contracted party details

Contracted party name: _____

Building name/number: _____

Street: _____

City: _____

County: _____

Postcode: _____

Company name (if applicable): _____

V.A.T. reg no. or CRN no.(if applicable): _____

Telephone: _____

Mobile: _____

Email: _____

Notes: _____

Section B – Project details

Please give us as much project-specific detail as possible.

Also be clear about which type of quotation you require.

For more information on Types of Quotation see our Frequently asked questions on page 7.

Please describe the project: _____

Have you had a quotation for this project before? Yes No

If so, please provide the reference number: _____

What type of quotation do you require? Formal Quotation Feasibility study POC Quotation Budget estimate

Do you want SP Energy Networks to perform on-site excavation? Yes No N/A

Do you want SP Energy Networks to perform on-site reinstatement? Yes No N/A

For further information on Excavation and Reinstatement please refer to Frequently asked questions (11).

Property type / Number of plots:

Detached Plot <input type="checkbox"/>	Semi-Detached Plot <input type="checkbox"/>	Terraced Plot <input type="checkbox"/>	Flat/Masionette <input type="checkbox"/>	Non-Domestic <input type="checkbox"/>
Number of plots <input type="text"/>	Number of plots <input type="text"/>	Number of plots <input type="text"/>	Number of plots <input type="text"/>	Number of plots <input type="text"/>

Disconnection Type: Single (3 plots or less) Bulk (4 plots or more)



Section D – Checklist

To help us process your application as quickly as possible please check you've included all of the following information before you submit your application form.

Site Location Plan

When would you like your Disconnection project to start?

Section E – Signature

When you're all done, just sign and date the form:

Signature of Applicant

Date

Print Name

Position (if signing for a company)

You can email it to:

Gettingconnected@scottishpower.com

Or post to:

Scotland

SP Energy Networks
Network Connections
320 St. Vincent Street
Glasgow
G2 5AD

England and Wales

SP Energy Networks
Network Connections
PO Box 290
Lister Drive
Liverpool
L13 7HJ

Frequently asked questions

Chances are, you'll have a few questions as you complete this form. So we've listed some of the most common queries here – plus some links to where you can find out more online.

1. Where can I find suitable location plans?

You can find these easily online. For example, at:

- bing.com/maps
- streetmap.co.uk
- google.co.uk/map

2. What are Ordnance Survey coordinates?

These are the grid coordinates for your location on a map. You can find them easily by using a grid reference finder online, such as:

- gridreferencefinder.com
- freemaptools.com

3. We can provide 2 different types of Quotation:

- **Formal** – A formal quotation is an offer from SP Energy Networks to you and is valid for a period of 3 calendar months.

Find out more at:

sppowersystems.co.uk/NetworkConnections

- **Budget** – We can provide a basic priced estimate of the costs that would be associated to your disconnection requirements with just a small amount of information. Note that this is a guide only and if you wanted to progress to us carrying out the works then we would need to create a formal Quotation.

4. What is a Meter Point Administration Number (MPAN)?

An MPAN is a unique number associated with a property which identifies the electricity supply point. An MPAN can be found on the electricity bill issued by your Electricity Energy Supplier. It forms part of the Supply Number or 'S' number.

S	01	234	567	(MPAN highlighted in yellow)
	13	0000	2345	678

Distribution ID

13 = Cheshire, Merseyside, North Wales & North Shropshire.
18 = Central & Southern Scotland.

You are in our area if the distribution ID starts with an 18 or 13. If it does not please visit the energy networks association website to find your network operator.

energynetworks.org/info/faqs/who-is-my-network-operator.html

If you cannot find the MPAN for a premise please contact the Meter Point Administration Service (MPAS) team on 0330 1010 300 for assistance.

5. What is included in the cost?

You will receive an itemised breakdown of the total cost of works at the back of your quotation, your designer will be happy to talk you through this.

6. What am I responsible for?

You are responsible for providing the MPAN numbers of all supplies requiring disconnection, a site location plan and site access on the agreed date of disconnection.

7. Following the disconnection I will require a temporary site supply?

Please contact us to discuss, it may be quicker and more cost effective to arrange moving your supply position.

8. How can I get a copy of the existing electrical network drawings?

To obtain a copy of our existing electrical network drawings please send a location plan of the required area and/or the address and postcode together with your correspondence details to the following email address:

Scotland: requestforplansscotland@scottishpower.com

England & Wales: requestforplansmanweb@scottishpower.com

9. Who will remove the electricity meter?

SP Energy Networks doesn't remove electricity meters, so when you've accepted the quotation we will inform your Electricity Supplier for them to remove your meter.

10. The Customer or Contracted Party are liable for any ongoing payments or associated refunds and will at all times remain the Customer in relation to the Connection Offer.

This means if you are a 3rd party acting on behalf of a Customer but the Customer is accepting the quote, then we will need their information to enter into a contract with that Customer (Contracted Party). Or, if you are a 3rd party acting on behalf of a Customer and you have authority to accept this quotation, the Customer (Contracting Party) must complete the 'Letter of Authority' attached to the Quotation. Variation quotes, tax invoices & refunds can only be sent to the Contracted Party whom we have issued the quote, regardless who has made the payment.

11. Excavation and Reinstatement

If you choose to arrange excavation and reinstatement you will be responsible for the liaison with the relevant local authority, to obtain the relevant permits, street works license's (section 50) and to comply with the necessary legislation and conditions as required by the relevant local authority including, the New Roads and Street Works Act 1991. All excavations shall conform to NJUG 7 wherever possible.

Prior to any works, we will complete an inspection of the excavation and to view the evidence that the necessary licenses / permits have been obtained. It will be your responsibility to pay any additional costs to the local authority incurred in obtaining the necessary permits, licenses etc to enable you to complete the necessary excavations works.

For more information on SP Energy
Networks please visit our website at
spenergynetworks.co.uk

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