

SP Energy Networks

Getting Connected

Connecting you to our Distribution Network: Minimum Information Requirements



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The minimum information required for budget estimates, quote plus optioneering and formal offers (quotations) are detailed within section 5 of the OFGEM RII0-ED2 Regulatory Instructions and Guidance: Annex G –Connections. This document can be viewed [Online →](#).

Detailed guidance on Queue Entry Requirements for generation schemes at or above IMW and demand schemes at or above 5MVA can also be found via the Energy Networks Association (ENA) [website →](#).

The following pages provide summaries of these requirements.



Budget Estimate

The minimum information required for a budget estimate is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact.
2. Site address.
3. Site plan at an appropriate scale to indicate the site boundary. The plan should include some existing road names and features to allow easy identification of the site location and orientation.
4. Indicative date, where available, when the Customer requires the connection(s) to be made.
5. Total maximum capacity (kVA) requirement.
6. Summary technical details of any electricity generator that is required to operate in parallel with the supply.
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
8. Any payment that is required to be made in advance for the service to be provided.



Quote Plus

(Optioneering)

The minimum information required for a Quote Plus is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact.
2. Site address.
3. Site plan at an appropriate scale to indicate the site boundary. The plan should include some existing road names and features to allow easy identification of the site location and orientation.
4. Indicative date, where available, when the Customer requires the connection(s) to be made.
5. Total maximum capacity (kVA) requirement (maximum 3 options).
6. Summary technical details of any electricity generator that is required to operate in parallel with the supply.
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
8. Letter of authority where the applicant is acting as an agent of the Customer.
9. Any payment that is required to be made in advance for the service to be provided.



Formal Offer

The minimum information required for a Formal Offer (Quotation) is:

1. Contracting Customer/Party name (this is the person who will be responsible for payment) and address, other contact details and preferred method of contact.
2. Applicant name and address where different from above.
3. Site address and, if upgrading an existing electrical connection, MPAN numbers or Connections Agreements where applicable.
4. Details of any associated disconnections with appropriate letters of authority from the registered account holder.
5. Site plan (in PDF format, and in DWG if available) at a suitable scale showing the site boundary, buildings and roads layout, and the proposed/anticipated substation locations. Include existing road names and key features to help identify and orientate the site. For multi-occupied premises, also provide building cross-sections and floor plans. Keep all drawings clear and uncluttered, suitable for use as a background layer for our proposal drawing.
6. Proposed location of each metering point.
7. Letter of authority where the applicant is acting as an agent of the Customer.
8. Date when the Customer requires the connection(s) to be made.
9. Maximum capacity (kVA) at each metering point to be connected. Specify single phase or three phase connection type for supplies <=100A. For each domestic property, provide details of the heating type (gas or electric), number of bedrooms, detached/non-detached status, and any electric vehicle charging points or generation. For commercial supplies, include a breakdown of individual supplies that contribute to the overall maximum demand and generation.
10. Technical details of any electricity generator that is required to operate in parallel with the supply (see additional generation information requirements).
11. Technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
12. Any payment that is required to be made in advance for the service to be provided.



Formal Offer

(Additional Generation & Demand over 5MVA)

Further minimum additional information required for a Formal Offer (Quotation) for demand schemes $\geq 5\text{MVA}$ and generation schemes is as follows:

1. If you are applying for a generation connection $\geq 50\text{kW}$ and $< 1\text{MW}$, you must submit the G99 Standard Application Form alongside the information detailed above. For a generation connection $\geq 1\text{MW}$, in addition to submitting the G99 Standard Application Form, it is mandatory that you also complete part 4 of that form.
2. If you are applying for a generation connection $\geq 1\text{MW}$ or demand connection $\geq 5\text{MVA}$, you must (where applicable) also provide the five items listed below:
 - Heads of Terms (HoT) where you and/or the Customer are not the existing landowner/leaseholder of the site.
 - Site drawings, which must consist of a Site Layout Plan.
 - Single Line Diagram (for Demand $\geq 5\text{MVA}$, this is mandatory where disturbing load equipment is included).
 - A preliminary project timeline.
 - A Detailed Engineering Plan (required for Generation $\geq 1\text{MW}$ only).



Competition in Connections Formal Offer

The minimum information required for a Competition in Connections Formal Offer (Quotation) is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact.
2. Site address / location.
3. The service required
4. Date when the Customer requires the connection(s) to be made.
5. Total maximum capacity (kVA) requirement (import) – please ensure heating type and electric vehicle charging is included where applicable.
6. Total maximum capacity (kVA) of proposed generators (including ENA Multiple G98, G99 and G100 forms where applicable).
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
8. Any payment that is required to be made in advance for the service to be provided.



Diversions Works Formal Offer

The minimum information required for a Diversions Works Formal Offer (Quotation) is:

1. Contracting Customer / Part name (this is the person who will be responsible for payment) and address, other contact details and preferred method of contact.
2. Applicant name and address where different from above.
3. Site address.
4. Site plan at an appropriate scale to indicate the site boundary, the layout of buildings and roads, and where the Customer expects an existing substation is to be relocated, the proposed location of the new substation(s). The plan should be free of unnecessary detail and be suitable for use as a background layer for the Electricity Distributor proposal drawing.
5. Letter of authority where the applicant is acting as an agent of the Customer and letter of authority from Local Authority if diversionary offer is to be issued under New Roads and Streetworks Acts terms and conditions.
6. Payment terms confirmation if diversionary request is under New Roads and Streetworks Acts terms and conditions.
7. Date when the Customer requires the diversions to be completed.

Additional information

Providing the minimum information helps us start your application and issue a quote within our regulatory timescales. However, during our work to provide a formal offer, we may identify that additional information is required, either regarding your proposals or in respect of our proposals. Where we formally request additional information, the targeted/regulatory timescale we are measured against will pause while we wait and will resume once the information has been provided.

The additional information required will be dependent on the circumstances of the connection and the minimum information requirements but may include the following:

- Information or agreement in respect of a proposed substation location.
- Information or agreement in respect of proposed cable routes.
- Information or agreement in respect of proposed metering points or location of items of unmetered equipment.
- Further details regarding the capacity required to be provided at each metering point or regarding the nature of the electrical equipment to be used by the customer.
- Further details regarding the intended usage of the electrical equipment to be used by the customer.
- Further details regarding land ownership and/or land rights that is likely to be known by the customer.
- Further details regarding land contamination.
- Confirmation of the design option to be reflected in the quotation where SP Energy Networks has more than one practicable option under consideration.
- Any other information that SP Energy Networks may reasonably request.

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