

Background

To be able to progress the following must have happened:

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

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 .

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

Conditions Precedent

- Click

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/complet

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

- Click if you have changed any of the information
- Click to submit to the DNO

Add a new connection

The first step is to add the 'Connection'. From the Conditions Precedent screen:

- Click
- Type in a 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, continue the steps, otherwise click

Connection Request

- Click CONNECTION
- Click REQUEST

- Select the Request type:
 - **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)
 - **Request to connect to SP Un-metered** (where you would like to do your own connection to our network, with a un-metered connection)
- Click
- Click on the required Project number from the list
- Complete the form, * indicates a mandatory field. See APPENDIX 1 for table of definitions for each form
- Once you have completed the required 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 Add a new Connection overleaf).

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

- 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

Please refer to **Connection Part 2** for further steps on what happens next and on Project closure.



Applicant Guide

Connection

Part One

