

Introduction

This handout shows the second part of the steps that the Applicant would follow when submitting a **'Metered'** design approval.

Please first refer to the **Design Module Part one**.

Part one shows the steps to raise the request. This document confirms the steps to upload additional information, resubmitting an application and lastly, what happens once the design is approved.

Additional Information Required

You would know a request has been received as a notification will be issued.

Follow the steps below to relocate the saved application.


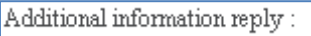
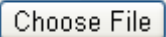
Relocating the Saved Application


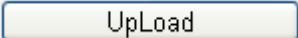

You can view the 'saved' application at any stage by clicking:

- Click DESIGN
- Click REGISTER
- Click on the required **Project No.** link.
Additional Info Check

- Click 

The 'Design Acceptance Stage 2' screen is shown.

- View the reason for 
- Type in an 
- Click , navigate to your saved document and double click it

- Type in a 
- Click 
- Continue to add as many documents as required
- Then click 

Ensure all documents are shown within the **Uploaded Documents** pane, if not click


 and repeat the steps above.

- Click 

Note: The **Sent to Scottish Power** column will confirm which documents have been sent to the DNO.

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 .

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 the DNO 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.

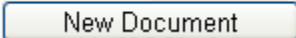
- You can now edit the application form (if required), even if no changes are

Request

required, click 

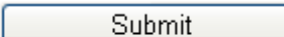
- To add additional documents, click

Upload

 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.

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

Design Approval

Notification will be issued to confirm Design Approval, once this is received, the DNO will issue an adoption agreement and if applicable, connection agreements will be sent, also.

Signatures are required for these documents.

Signing the documents

Once the DNO 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 the DNO.

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

Once received, the DNO 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 refer to the '**Metered Weekly Whereabouts Register**' handout for more information.



Applicant Guide

Additional Information

POC Module

