

## Introduction

RAAdAR (Register of Adopted Asset Requests) is the replacement application for CRAM.

The **POC** module includes what was known as Binders 1, 2 and 5 in CRAM. This handout shows the steps that the Applicant would follow when requesting a **'Metered'** or **'Unmetered'** Application.

The first step is for the applicant to complete the required form. There are two forms currently available:

- Request Metered
- Request Un-Metered

## POC Request

Log into the Applicants RAAdAR application

- Click POC
- Click Request Metered/UnMetered

The requested form will appear.

## Metered POC

If a Metered connection is required, for a **new**

application, click  Original, and  New and

complete the online form. Note any fields marked \* must be completed.

At the end of the form, within the **'Point of Connection Quotation Request Checks'** section, ensure the relevant checks are made and then make sure you confirm by clicking

Yes for Estimated Loads (inc. total & type of load) Calculated Correctly \*:

and also for Other Relevant Information provided (above) \*:

Save

Click

You will then need to attach the required documents:

- Site Location/Boundary Plan
- Site Layout Plan (1:500)
- ENA Generation Application Form where Generation is selected
- Generation Landowner Permission where Generation is selected

(see 'uploading documents section')

## Un-Metered POC

If an Un-Metered connection is required, for a

new application, click  Original, and  New and complete the online form.

The first page requires the following information

- ICP Information
- Site Information
- Site Contact Information

Complete all of the mandatory fields and click

Next

then complete page two of the application, which requires the following:

- Highways Authority Information
- Working Area Plan

Again click , complete the third page which requires the following:

- Jointing Materials and Methodology
- Live Working Personnel Details
- Entering Live Work Regime

Next

Click , then complete the final page, which requires

- Lloyds Accreditations information
- Signatories

Save & Finish

Click

You will then need to attach the required documents

- Site Location/Boundary Plan
- CDM form
- Jointers details (contact info, their authorisations/confirmation of Live working assessment and attendance of safety rules induction etc)
- Entering Live working regime form

## Uploading Documents

To upload documents, from the **'Application for Quotation'** page, click:

Upload

New Document

- Type in any Description/comments

Description/Comments:

- Then

Select a File \*:  No file chosen

and navigate to your file and double click

- Click
- Your first uploaded document will show in the table, then to upload a second document, click

Select a File \*:  sitelocationplan.docx

navigate to your file and double click

- Click

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

- then click

### Generation – ignore this section if NA

If your connection includes 'generation' then you will also need to complete the 'Generation forms' click

#### Generation Application Forms

[Generation Forms](#)

then click

- Download the appropriate form
- Complete the form and save it
- Upload the form (as shown previously)

### Sending the Request

From the **'Application for Quotation'** screen,

#### Request

Click

### Viewing Saved Applications

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

- POC
- REGISTER

Select	Applicant's Ref	Project No.	Site Name	Site Address	Delivery Centre	Request Date	Application Status	Form Status	Date Acted	ICP Offer Acceptance Status	Date Accepted
<input type="checkbox"/>	Site_Metered	S_23456	000002_T1	Peter Smith	123 Some Street Some town Somehere	Wales	25/04/2013	Original	Pending	Pending	
<input type="checkbox"/>	gasdownout	S_12354	000001_T1	Archie Street	Archie Lane Archie Town	Wales	25/04/2013	Original	Issued	Rejected	25/04/2013

To narrow down your search results, click

Application Type: All  
 Applicant's Name: Demo ECP  
 Classification: All  
 Delivery Centre: All  
 App Request Date From:   
 PO Issue Date From:   
 Site Name (Site):   
 Project No (Site):   
 Application Type: All

Advanced: No  
 PO Issued Status: All  
 PO Acceptance Status: All  
 Days Left before PO Expiry: All  
 App Request Date To:   
 PO Issue Date To:   
 Site Address (Site):   
 Applicant's Ref (Site):   
 Use Metered LJ with DA: All

Enter your search criteria and click

### What happens next?

You will receive confirmation (via e-mail) that your application has been **registered** (within 2 working days).

Within 5 working days, Scottishpower will check that your application meets the **minimum criteria**.

Your application will either:

- Fail Minimum Criteria
- Meet Minimum Criteria

**See the POC Request – PART 2 for more information.**



## Applicant Guide

# POC Request

## Part One

