

1. SCOPE

This document details SP Energy Networks' Registration of Connection Enquiries and Management Process for Contestable Connection Projects using the RAdAR System for Self-Determined or Dual Offer.


2. ISSUE RECORD

This is a Controlled document. The current version is held on the EN Document Library.

It is your responsibility to ensure you work to the current version.

Issue Date	Issue No.	Author	Amendment Details
September 2015	Issue 1	Pam Baker	This document is additional to CON-04-005, CON-04-004 and CON-04-003 and accounts the introduction of Self-Determined and Dual Offer options to the RAdAR System.
December 2015	Issue 2	Pam Baker	Revisions to actions required
November 2018	Issue 3	Pam Baker	Revisions to account for changes to website links, reference documents and addresses.
February 2022	Issue 4	Bev Hudson	Revisions to process changes, document references and housekeeping changes.
August 2024	Issue 5	Nichola Gaffney	Revisions to process changes, document references and housekeeping changes.

3. ISSUE AUTHORITY

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4. REVIEW

This is a Controlled document and shall be reviewed as dictated by business / legislative change but at a period of no greater than three years from the last issue date.

5. DISTRIBUTION

This document is not part of a Manual maintained by Document Control and does not have a maintained distribution list but is published on the SP Energy Networks website.

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7. DEFINITIONS AND ABBREVIATIONS

7.1 Definitions

The following definitions shall apply throughout this document:

Applicant	Domestic and non-domestic customers and prospective customers of electricity suppliers, independent connection providers, licensed electricity distributors or any other person requesting connection services specified under SLC 15
Additional Information	When SPEN undertake the detailed assessment of information provided by the applicant, SPEN may become aware more detailed information on a subject is required. Where SPEN requests such information, the clock is paused and then restarted once the applicant has provided the information
Construction and Adoption Agreement	The agreement entitled Construction and Adoption Agreement incorporating the General Conditions (sometimes known as the tri-partite or bi-partite agreement)
Handover	A point where all contestable work is complete, transfer of title, ownership, operation and maintenance responsibilities as defined in the Construction and Adoption Agreement has been transferred to the License Holders SP Distribution plc or SP Manweb plc
Independent Connection Provider (ICP)	A NERS accredited contractor undertaking design and construction works in association with housing and industrial, commercial and generation sites (referred to by Ofgem as the Applicant)
Independent Distribution Network Operator (IDNO)	An independent distribution network operator
Minimum Information	Information that SPEN needs in order to progress a request
NERS Accreditation	National Electricity Registration Scheme operated by Lloyds Register on behalf of the UK Distribution Network Operators (DNOs). Lloyds perform technical assessment of the Service Providers (Applicants) who elect to be assessed for accreditation for contestable works associated with the installation of electrical connections
SP Energy Networks (SPEN)	The collective name for SP Distribution plc (SPD), SP Manweb plc (SPM) and SP Power Systems Limited (The network operator of SPPS)
SP Distribution plc	The Distribution Licence Holder for the distribution service area, for the South of Scotland
SP Manweb plc	The Distribution Licence Holder for the distribution service area for Merseyside and North Wales

7.2 Abbreviations

The following abbreviations shall apply throughout this document:

	The Construction (Design and Management) Regulations 2015
CiC	Competition in Connections
RAdAR	Register of Adopted Asset Requests system used for the Registration of Connection Enquiries and Management Process for Contestable Connection Projects
DNO	Distribution Network Operator
ICP	Independent Connection Provider
IDNO	Independent Distribution Network Operator
MPAN	Meter Point Administration Number
NERS	National Electricity Registration Scheme
NRSWA	The New Roads and Street Works Act, 1991 Senior
SAP	Authorised Person
SPEN	Scottish Power Energy Networks

8. RELATED DOCUMENTS

This document is one of a suite of specifications relating to this subject area and should be read in conjunction with

8.1 Statutory Related Documents

- Health and Safety at Work Act 1974
- Electricity Supply Quality Continuity Regulations 2002 and subsequent Amendments
- Electricity at Work Regulations 1989
- Management of Health and Safety Regulations 1999
- IEE Wiring Regulations (Latest Edition)
- Memorandum of guidance on the Electricity at Work Regulations
- Reporting of Injuries, Diseases, Dangerous Occurrences regulations 1995
- Construction (Health, Safety and Welfare) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Supply of Machinery (Safety) Regulations 1992
- IEE Code of Practice on In-Service Inspection and Testing of Electrical Equipment
- Electricity The Construction (Design and Management) Regulations 2015

8.2 Energy Networks Association Documents

Competition in Connections Code of Practice

Engineering Recommendation G81 - Framework for design and planning, materials specification and installation and record for low voltage housing estate installations and associated, new, HV / LV distribution substations.

- Part 1: Design and Planning
- Part 2: Materials Specification

- Part 3: Installation and Records
- Part 4: (Design & Planning) – Framework for design and planning of industrial and commercial underground connected loads up to and including 11kV
- Part 5: Framework for material specifications for industrial and commercial underground connected loads up to and including 11kV
- Part 6: Framework for installation and Records of industrial and commercial underground connected loads up to and including 11kV
- Part 7: Framework for contestable diversionary and reinforcement underground and overhead works not exceeding 33kV and HV/LV distributions substations
- Engineering Recommendation G98
- Engineering Recommendation G99

8.3 SP Energy Networks Technical Framework Documents

- Framework for Design & Planning of LV Housing Developments, including U/G Networks and Associated HV/LV Substations (Ref. ESDD-02-012).
- Materials Specification Framework for Greenfield Low Voltage Housing Estate Underground Network Installations and Associated new HV/LV Distribution Substations (Ref. EPS-03-027).
- Installation and Record framework for low voltage housing developments, underground network and associated new HV/LV distribution substations (Ref. EPS-02-005).
- Guidance for Self-determination of Point of Connection and self-design approval for Independent Connection Providers (ref. ESDD-02-021)

8.4 SP Energy Networks Operating Regime Documents

- Connection, Energising, Commissioning and Permanent Disconnection of High Voltage Apparatus (Ref SI-007 Addition to and Removal from the System - 5th Edition Safety Rules ([ScottishPower Safety Rules & Safety Instructions](#)))

8.5 SP Energy Networks Quality Document

- Recording of Electrical Assets by Contractors (Ref. BUPR-22-015).

8.6 SP Energy Networks Auditing Document

- Inspection and Monitoring of Networks Constructed by Independent Connection Providers. (Ref: ASSET-04-020).

8.7 SP Energy Networks Completion Process

- Project Completion Process For Contestable Works (Ref: CON-04-006)

8.8 SP Energy Networks Associated RAdAR Processes

- RAdAR Process for phased design approval (Ref: CON-04-003)
- RAdAR Process for Contestable Unmetered Connection Projects (Ref: CON-04-004)
- RAdAR Process for Contestable Connection Projects (Ref: CON-04-005)

Please refer to the SP Energy Networks (SPEN) website specifications pages for further associated documents:

www.spenergynetworks.co.uk/pages/documents.aspx
www.spenergynetworks.co.uk/pages/distributed_generation.aspx
[Information for ICPs and IDNOs - SP Energy Networks](#)

9. GENERAL

The data and guidance contained within this document remains the property of SP Energy Networks (SPEN) and may not be used for purposes other than that for which it has been supplied. It may not be reproduced either wholly, or in part, in any way whatsoever, nor may it be used by, or its contents divulged to, any other person whosoever, without the prior written permission of SPEN.

This document applies to new installations and is not to be applied retrospectively.

SPEN reserves the right to change the data contained within this document. SPEN accepts no responsibility for any inaccuracies in, or omissions from the document.

10. INTRODUCTION

The RAdAR system is used by SPEN to facilitate the transfer of information between applicants, (ICP's, Consultants Individual Customers, DNO's, IDNO's and Affiliates & Related Parties). It is an internet-based collaborative IT system which enables documents to be posted and shared with registered users. RAdAR is configured to restrict access to enable applicants to view information on their applications. RAdAR provides full visibility for applicants to manage and progress connections projects from application, quotation, and design approval, through construction to energisation and handover & adoption of the new network.

All applications for Contestable Connection projects are required to be processed via the RAdAR system. New applicants will be required to request access to the RAdAR system by downloading and completing the application form on the SPEN website.

https://www.spenergynetworks.co.uk/pages/trackign_your_project.aspx
and submitting it to the either:

CiCAdminNorth@scottishpower.com

CiCAdminSouth@scottishpower.com

This document details the process followed by Applicants/ICPs for contestable connection projects. This process includes the timing of the transfer of information, how that information is configured in the RAdAR system, and details of the requirements for each stage of the application.

10.1 Regulatory Obligations

To enable SPEN to meet its regulatory obligations under the Standard Licence Condition for providing non-contestable connection services (SLC15), and to facilitate the connections market, SPEN requests all applicants to follow the RAdAR process detailed below in full. Further details are outlined in CON-04-005

When an ICP completes a Self-Determined POC or Design Approval notification these are not measured under SLC15. However, if an ICP requires SPEN to complete any works these will be measured under SLC15.

10.2 RAdAR Project Lifecycle

The process and information requirements to complete contestable connection projects are detailed in the following stages of the project lifecycle:

RAdAR Module	CIC Project Stages
POC	Point of Connection Request Network Assessment & Quotation POC Acceptance & Payment Contract Acceptance
Design	Design Approval Signed agreements Live Working Site Arrangements Associated Pre-Conditions Precedent
Construction	Weekly Whereabouts Audits/Inspections Defect Management
Connections	Connection Date Requests Live Jointing (Phased Completion As Laid Drawing Updates) Contestable Closing Joint Completion As laid Drawings Associated Conditions Precedent
Project Closure	Project Completion and confirmation of the DNO acceptance & handover of adopted assets. Initiation of warranty periods Live Jointing Completion

10.2.1 RAdAR Conventions and Formats

RAdAR keeps applicants up to date with progress of requests by automatically generating email notifications as an enquiry progresses through the various stages. The Applicant will be required to check the application in RAdAR.

10.2.2 Naming Conventions

Document Uploads

A naming convention for all documents has been established. Post POC, the Project Number should also be included:

At POC Request

RAdAR Module, Description, Version Number

e.g. POC Site Layout Plan 1:500 V1

e.g. POC Site Boundary Plan 1:2500 V1

Post POC Request

RAdAR Module, Project Number, Description, Version Number

e.g. Design S000100 Cable Layout Plan V1

10.2.3 Communication Log

Each RAdAR module provides users with a communication log which can be used to upload any additional documentation and record any previous communications/messages.

11. POC MODULE

11.1 The Status Of The Self-Determined Or Dual Offer POC Module

Issue Formal Offer Status	Description
Pending	Application remains pending until it is progressed
Acknowledged	To confirm receipt of the POC notification
Issued/Exempt	Any applications marked as Exempt are not subject to the SLC 15 classification.

11.2 Summary

The POC Module allows the Applicant to make a formal notification of:

- **Standard application for a Point of Connection (POC)** – where an ICP makes a formal request for a Point of Connection. Please see process document Register of Adopted Asset Requests (RAdAR) Process for Contestable Connections Projects CON-04-005.
- **Self-determined Point of Connection (POC)** - where an accredited ICP can determine their own POC and notify SPEN of which works they wish to complete themselves. An Offer will be issued based on the works SPEN are required to complete. Where the Applicant wishes to proceed with this option, formal acceptance, and payment in accordance with the offer will be required. The Applicant can accept the offer and record payment details within RAdAR.
- **Dual Offer POC accepted by a customer** – where the POC has already been issued within a licensed Dual Offer letter and acceptance and payment has already been submitted by the customer. The ICP will notify SPEN which works they wish to complete themselves.

11.3 Self-Determined POC

11.3.1 Notification Requirements

Applicants are responsible for collating the relevant details as requested in ESDD-02-012 Framework for design and planning for low voltage housing developments underground network installations and associated new HV/LV distribution substations (Appendix B).

Applicants, who have the appropriate NERS accreditation, are responsible for following the guidance for self-determination as per ESDD-02-021 Guidance for Self-determination of Point of Connection and Self-design Approval for Independent Connection Providers.

When the Applicant intends to Self-Determine they must notify SPEN by completing a RAdAR notification for self-determined POC, they can do so via RAdAR by

- Completing a Self-Determined POC Notification form in the POC Module and selecting – “Request Metered” then “Self-Determined”.
- All mandatory fields of the “Self-Determined POC” form need to be completed and the Applicant must select “information” before the form can be submitted.
- The ICP must provide the information detailed in Section 12.2 of ESDD-02-021 Guidance for Self- determination of Point of Connection and Self-design Approval for Independent Connection Providers.
- SPEN will respond and provide the information via RAdAR and the communication exchange can continue until such time as the Applicant has the information they require.

- Once the Applicant has issued their quote to their Customer they must confirm within the “information” section of the POC form.
- Final submission should be selected once the Applicant has received the acceptance from their customer. Once the Applicant is ready to issue their final submission, they need to re-enter the existing record and prior to submitting they must change “information” to “final submission”.

Applicants are to provide the following information via the RAdAR application for self-determined point of connection and upload relevant supporting documents to ensure that their POC notification is compliant:

- A Self-Determined POC Notification must be made via RAdAR in the POC Module and selecting – “Request Metered” then “Self-Determined”.
- All mandatory fields of the “Self-Determined POC” form need to be completed before the form can be submitted, prior to submitting the Applicant must select “information”. At the appropriate stage “final submission” would be selected.
- A new mandatory field titled “Self-Determination Options” is where the Applicant must specify which works, they wish to complete and from which SPEN will identify the non-contestable works on which they need to issue a POC Offer.
- In addition to a completed Notification Form, supporting documents need to be uploaded to make the request compliant.
- A scaled Site Layout Plan (to the most suitable standard engineering scale).
- A Site Boundary Plan (to the most suitable engineering standard scale) which is clearly marked and indicates the proposed point of supply. Suitable surrounding features such as buildings or road names should be included to facilitate location of the proposed development.
- Any Additional details and electrical characteristics of the proposed load, as per POC Application form.
- Letter of authority where the applicant is acting as an agent of the Customer (Distribution Generation).
- Relevant G98/G99 ENA Generation Application Form (where relevant).

Note: - Plans to be submitted in one of the following formats (DWG or PDF)

www.spenergynetworks.co.uk/pages/which_type_of_connection.aspx

11.3.2 RAdAR Notification

When the notification is submitted a unique enquiry number will be generated and displayed within the RAdAR POC register which enables SPEN to:

- Acknowledge receipt of the notification.
- Identify the works the SPEN are requested to complete, for example, design approval, inspection, and monitoring.
- Issue an offer for those works.
- Where required indicate costs for associated Contestable Closing Joint Works.

11.3.3 Provision of Quotation for Self-Determined Notifications

On the Self-Determined POC notification form there is a section in which the ICP defines the works that they intend to complete in order to complete this connection. Based on this SPEN will issue a POC offer for any works that the ICP requires us to complete, and any associated works to facilitate the final connection, and will upload the POC Formal Offer letter. The POC Application status is updated to 'Issued', and the applicant notified.

11.3.4 Self-Determined POC Information Requirements

The Applicant must upload the POC Plans, including the CDM form and Sub-Contractor Details form within RAdAR.

Once the Applicant has issued their Quotation Offer to their customer, they must upload a notification to SPEN by selecting "Self-determined POC – Information" detailing the date the offer was issued.

Once their Quotation Offer has been accepted by their customer, they should upload notification to SPEN by selecting "Self-Determination – Final Submission".

**** If you complete the "final submission" prior to this stage then you will need to upload both of the above to "Post Process Documents" within the self-determined POC section, plus issue an e-mail notification to CiC Admin mailbox so they can differentiate between this notification and the normal system notifications.**

11.3.5 Self-Determined Point of Connection Information (Technical Information)

ICP to upload the proposed point of connection technical information for self-determined POC to confirm the proposed location.

11.4 POC Acceptance For Self-Determined

Applicants are required to accept their quotation prior to design (if SPEN complete design approval) or prior to connection request (if the ICP are completing self-design approval), dependent on the details within their notification form, and upload their signed acceptance and proof of payment, through the RAdAR system. If the POC quotation has expired, the applicant may have to obtain a new POC quotation.

Upon the ICP accepting the POC they will have deemed to have entered into an agreement with SPEN.

Before the Applicant can formally accept the POC offer they must upload to RAdAR within the POC Module under "Formal Offer Acceptance":

- The POC acceptance should contain a Letter of Authority from the developer confirming the appointment of the ICP. The letter should follow the below conditions.
- Signed by the developer's authorised signatory on their letter headed paper.
- Dated within 3 months of the acceptance.
- Should be specific to the project in question (i.e. not generic).
- Copy of Signed and dated POC quotation acceptance section included within the quotation.
- Copy of Proof of Payment.

11.4.1 Payment Method Information

The payment milestones is set by the DNO. The ICP then submits the amount to be paid and sets whether the payment has been sent to SPEN's General Administration Team.

11.5 Dual Offer POC

11.5.1 Notification Requirements

Where a customer has received a licensed Dual Offer Quote which provides the option of SPEN either completing the “Full Works” or the POC only element (non-contestable works) and the customer has accepted and paid against the latter. They will need to appoint an ICP to complete the contestable works and process their application via the Competition in Connections route utilising RAdAR.

At this time the ICP (Applicant) would complete the Dual Offer notification form.

Applicants are to provide the following information via the RAdAR application for dual offer notification and upload relevant supporting documents to ensure that their POC notification is compliant:

- A Dual Offer Notification can be made via RAdAR in the POC Module and selecting – “Request Metered” then “Dual Offer”.
- All mandatory fields of the “Dual Offer” form need to be completed before the form can be submitted.
- A new mandatory field “self-determined fields” is where the Applicant must specify which works they wish to complete and from which SPEN will identify any variance to the non-contestable costs to that quoted within their licensed Dual Offer.
- In addition to a completed Notification Form, supporting documents need to be uploaded to make the request compliant:

A copy of the customer’s acceptance form and proof of payment.

Letter of authority where the applicant is acting as an agent of the Customer (Distribution Generation). The POC acceptance should contain a Letter of Authority from the developer confirming the appointment of the ICP. The letter should follow the below conditions.

- Signed by the developer’s authorised signatory on their letter headed paper.
- Dated within 3 months of the acceptance.
- Should be specific to the project in question (i.e. not generic).
- Copy of Signed and dated POC quotation acceptance section included within the quotation.
- Copy of Proof of Payment.

11.5.2 RAdAR Notification

When the notification is submitted a unique enquiry number will be generated and displayed within the RAdAR POC register which enables SPEN to:

- Acknowledge receipt of the notification.
- Identify the works the SPEN are requested to complete, for example, design approval, inspection, and monitoring.
- Compare those requested to what is contained within the Dual Offer quotation.
- Where required indicate any variation in costs.

11.6 Project Number Allocation

A unique Project Number will be allocated when a “final submission” is completed and the Admin teams have confirmed receipt of relevant documentation. For example, S000100 or N000100 for the SP Manweb and SP Distribution areas, respectively.

11.7 Processing Notifications Within RAdAR POC Module

When minimum information is supplied by applicants, the ‘Admin Minimum Information’ field will be updated and the POC Application status will remain at ‘Pending’ allowing the application to proceed.

12. NOMINATION OF ICPS FOR DUAL OFFER ACCEPTANCE NOTIFICATIONS

When a customer accepts and pays the POC element of the Dual Offer it is their responsibility to ensure that they appoint an ICP to deliver the contestable element of the project and hold the suitable NERS accreditation to submit their proposed contestable design, whether it be for SPEN approval or to complete self-design approval, and to continue with the further phases of the project.

13. EXISTING SERVICES

SPEN does not permit more than one point of supply to any single premises. This encompasses any premises that may, at one time, have been separate but are currently utilised as one premise with internal access. SPEN's policy is supported by The Electricity Supply Regulations 1988 Part V1 clause 26 (superseded by the Electricity Safety, Quality and Continuity Regulations 2002). It is incumbent on Applicants to advise the customer of this requirement, to ensure their design meets this specification and to include details in the SPEN POC Application where appropriate.

As the disconnection of existing customers is a non-contestable activity, it is not covered by this RAdAR process document. This process is highlighted on the specifications page available to all ICP's / IDNO's. It is therefore incumbent upon applicants to advise their customer of the requirements to disconnect existing services, including MPANs, to a development where required. However, applicants are permitted to divert existing electrical infrastructure. Costs will not be included in the non-contestable POC quotation offer where, as a result of a development, the existing electrical services to existing buildings are required to be disconnected in order to facilitate the new development.

The customers of the existing supply must advise their own Energy Suppliers that they wish to have their existing services disconnected. The relevant Energy Supplier will follow the established industry practice by contacting the Meter Operator and Distribution Network Operator to arrange the disconnections. Once the relevant industry processes have been followed, SPEN issues a quotation to the existing customer to remove the existing electrical services. SPEN requires applicants to confirm any disconnections that are being progressed in accordance with industry standards, e.g. by providing either:

- a copy of the signed acceptance of the disconnection quotation(s)
- SPEN disconnection project reference number (s) or a suitable declaration from the developer uploaded within RAdAR Design Module from the accredited ICP.

Guidance on this procedure is available from the SPEN website:

www.spenergynetworks.co.uk/pages/disconnections.aspx

14. DESIGN MODULE

There are options on both the Self-determination and the Dual Offer notifications for the ICP to state which works they intend to complete, one of these being design approval. In order to select this option, they need to have the relevant NERS Accreditation (design), attended a SPEN workshop and to do so they would need to complete the process defined in ESDD-02-021 Guidance for Self-determination check of Point of Connection and Self-design approval for Independent Connection Providers.

14.1 The Status Of The Self-Design Module

Design Acceptance Status	Description
Pending	Application remains pending until it is progressed.
Approved	Confirming receipt of the design application.
Acknowledged	To confirm receipt of the design.
Issued/Exempt	Any applications marked as Exempt are not subject to the SLC 15 classification.

14.2 RAdAR SPEN Design Approval

When the Applicant has stated SPEN to complete the Design Approval please follow the process defined in Section 12 of Register of Adopted Asset Requests (RAdAR) Process for Contestable Connection Projects CON-04-005, and CON-04-003

14.3 Processing Self-Determining Design

When the ICP has selected the preference to complete their own Design Approval they will need to complete the self-determination form and upload their design once completed.

When the design is submitted it will enable SPEN to:

- Acknowledge receipt of the notification by changing the Design Approval status to “Approved” and ICP receives an e-mail notification.

The Distributor reserves the right to terminate the quotation in circumstances where ICP fails to sign and return the Adoption Agreement and make payment of the Non-Contestable Connection charge within the requisite period.

NOTE: The ICP can complete connection/construction ahead of acknowledged status.

14.4 Approval Documentation

When an ICP has submitted their self-determined approval, they shall upload the following documents into the RAdAR enquiry No:

- Construction and Adoption Agreement.
- Agreements and documents specific to either ICP or IDNO sites.

Templates for these documents can be found on our website at the link below.

https://www.spenergynetworks.co.uk/pages/connection_agreements.aspx

Where SPEN deems these agreements satisfactory they shall be counter-signed and uploaded to RAdAR.

14.5 Design Approval Revisions

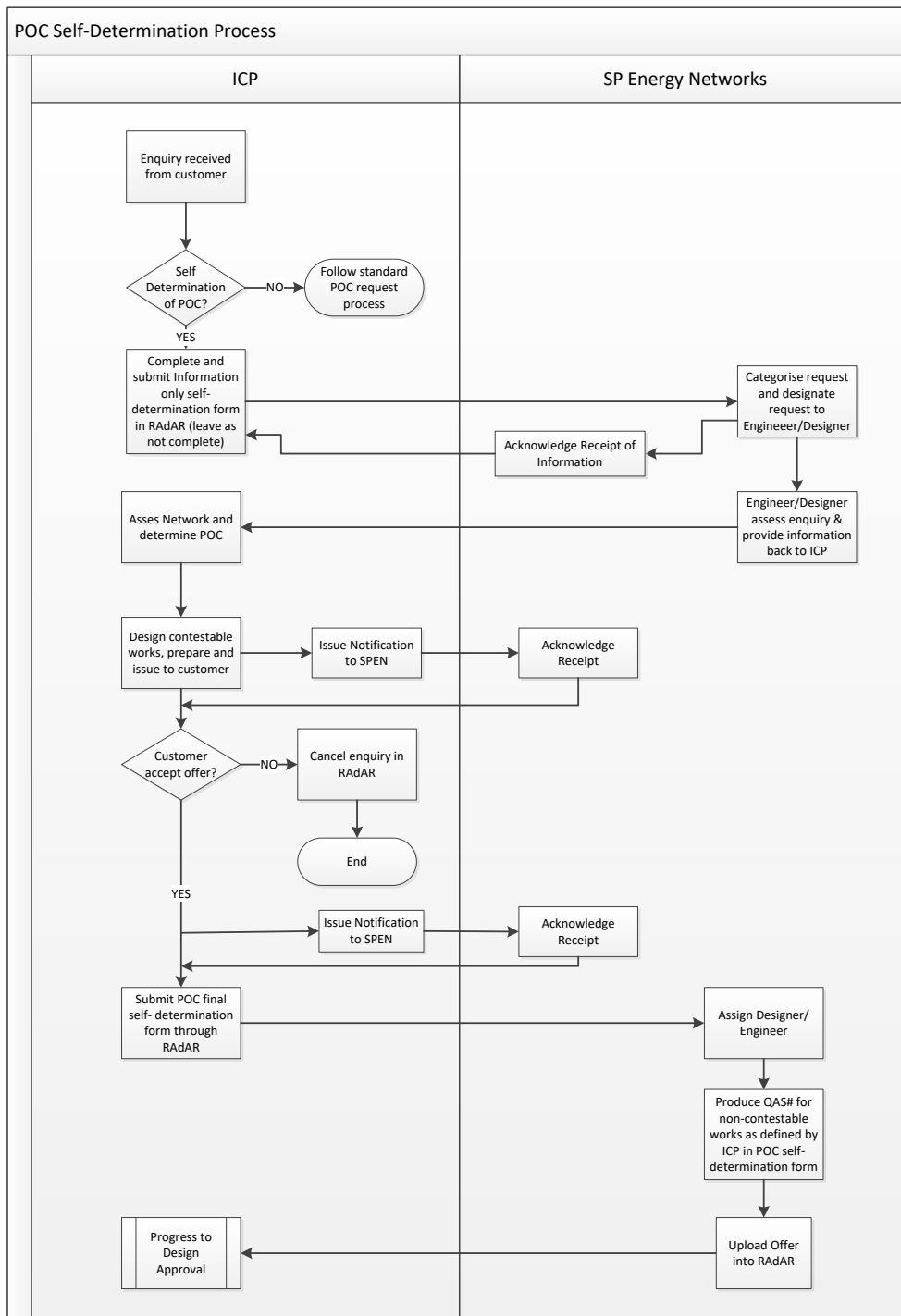
ICPs submitting revisions to previously self-approved designs which require modifications, or changes to agreements, or where SPEN incurs additional costs as part of the approval process, are subject to an additional Design Approval charge for every revision request. ICPs are advised to contact the CiC design engineer to confirm any additional charges incurred and refer to Statement of Methodology and Charges for Connection to SP Distribution System Plc and SP Manweb Plc’s Electricity Distribution System. This can also be found within CON-04-005 section 12.8.

14.6 Design Variations

Where there is a requirement to submit a variation to a previously approved design, the ICP will be required within RAdAR to cancel the original design. A revised design should then be submitted and should include those documents that remain relevant from the original design approval request. The ICP should also make it clear which design documents have changed from original approval. This can also be found within CON-04-005 section 12.9.

Please see CON-04-005 section 12.7 onwards for the remainder of the connection process

15. APPENDIX 1 – HIGH LEVEL OVERVIEW OF SELF-DETERMINE POC



16. APPENDIX 2 – HIGH LEVEL OVERVIEW OF SELF-DESIGN APPROVAL

