

Enquiry and Application

A request for a Point of Connection (POC) quotation can be made by completing the online application form on RAdAR and should include, as attachments:

1. an accurate site layout
2. a scaled boundary plan
-and if generation required
3. ENA generation application form
4. letter of authority from landowner

You have access to the process CON-04-005 at www.spenergynetworks.co.uk/pages/document_s.aspx

Generation guidance is available www.spenergynetworks.co.uk/pages/distributed_generation.aspx

Our method of application is by using our IT tracking system – RAdAR. However, if your company does not have access to the RAdAR system, you can complete the RAdAR Account Application Form which can be found on our website www.spenergynetworks.co.uk/pages/trackign_your_project.aspx

When completed, this should be emailed to the appropriate Competition in Connections (CiC) admin team detailed below:

Scotland
cicadminnorth@scottishpower.com

England and Wales
cicadminsouth@scottishpower.com

Once you have submitted your application we will supply you with a RAdAR enquiry reference number for your project and a designer will be appointed to your project. Your application will be checked and you will be informed if any information is missing from your application.

Design and Quotation

The designer will assess your application and discuss your requirements with you. They will also contact you if any additional information is required.

Your designer assesses our network and determines the Point of Connection, depending on your connection requirements. Your quotation is prepared and issued to you within the Voluntary Standard timescales (*SLC15 Voluntary Standards*).

When your designer uploads the POC quotation into your RAdAR project, you will receive an email notification to confirm that your quotation has been issued to you. This is valid for three calendar months.

If your POC quotation expires, you may need to submit a request to have the POC quotation revalidated. Please contact the designer for confirmation.

Your POC quotation contains a breakdown of the non-contestable costs and details of the work to be carried out by SP Energy Networks.

Please contact the designer if you need any further clarification on information contained within your POC quotation.

POC Acceptance and Payment

If you choose to accept the contract you will need to carry out the following steps within the POC validation period:

Contract Acceptance

1. Payment of the Non-Contestable Connection Charge
2. Your signed and dated POC acceptance
3. Confirmation that you have been appointed as the preferred utilities installer

and upload these documents, together with a copy of your payment, into your RAdAR project for your designer to check.

Payment of the Non-Contestable Connection Charge

Please send your payment to us at:

SP Energy Networks

ScottishPower
General Administration
10th Floor
320 St Vincent Street
Glasgow
G2 5AD

We now have a legally binding contract between our parties

Your designer releases your project for Design Approval..

Design Approval

If your company is successful in tendering for the site, you will need to submit a design to us for approval*

* Your company must be suitably accredited by Lloyds (NERS) to submit a design for approval.

Further information on design standards can be found on the Technical Specifications page of our website:

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

To ensure that your proposed new network is suitable to be added to our network, your designer will assess your design.

If your design is for a complex EHV project, please contact your designer to agree to a phased design approval process.

If your design does not meet our technical specification and is not acceptable to us, your designer will discuss the requirements for change.

Once your contestable design has been approved by us we will issue you with:

1. Design Approval Letter (includes a variation where relevant)
2. A Construction and Adoption Agreement
3. Agreements and documents specific to either ICP or IDNO sites

When your designer uploads the design approval documents into your RAdAR project, you will receive an email notification to confirm that your design has been approved by us.

Your designer releases your project for construction and a Delivery Project Manager or Co-ordinator is allocated to your project.

Signed Agreements

You will need to sign and upload the **Construction and Adoption Agreement**, together with other documents issued to you, into your RAdAR project. These may include:

ICP Projects:

Connection Agreement (HV only)
Live Jointing Application form (as required)
Site Responsibility Schedule (HV only)
Generation Connection Agreement (LV/HV)
Confirmation of disconnection request process
CDM information
Sub-Contractor information

IDNO Projects:

Bi-lateral Connection Agreement
Site Responsibility Schedule (HV only)
Generation Connection Agreement (LV/HV)
Confirmation of disconnection request process
CDM information
Sub-Contractor information

Information and examples of these agreements can be found on our website

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

Please also post the signed hard copies of the relevant Connection Agreement to the appropriate **office for Scotland or England & Wales**, marked for the attention of your designer.

* **Ensure that you include all documentation relating to CT/VT metering**

SP Energy Networks will counter-sign the hard copies of the agreements which are then returned to you.

You will receive an email notification to inform you that your agreements have been signed.

Competition in Connections Design

♦ If your company is not already set up on our Register of Adopted Assets Register (RAdAR) tracking system, please apply for access by completing the [RAdAR Account Application form](#) and sending it to either: cicadminnorth@scottishpower.com (Scotland) or cicadminsouth@scottishpower.com (England & Wales). We will contact you to confirm your access requirements and system training and guidance is available on our website https://www.spenergynetworks.co.uk/pages/getting_connected.aspx

Please remember to revoke a RAdAR user when they leave your company. Thank you.

Signed Agreements Live Working Regime

If you would like to apply to enter the Live Working Regime, please complete [CON-09-003 Entering / Exiting the Live Working Regime Form](#) and upload it into your RAdAR project together with your Live Working Regime Site Plan. The form can be found on our website www.spenergynetworks.co.uk/pages/competencies_services_engineering.aspx under the Connection Process sub-section.

If you meet our criteria we will countersign your form and plan and upload it into your RAdAR project. You will then receive an email notification to confirm the approval document has been uploaded.

Your jointing teams will need to be in possession of these documents on site at all times whilst working under the Live Jointing Regime.

You will need to let us know when you have finished your live jointing by uploading the [CON-09-003 Entering / Exiting the Live Working Regime Form](#), together with your as-laid/ construction plant and equipment records, into your RAdAR project.

Links to the metered CiC process, specification documents and forms can be found on our website:

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

For more detailed information about the CiC metered connections process, please refer to our process document [CON-04-005 RAdAR Process for Contestable Connection Projects](#)

Non-Contestable Land Rights

Please be aware that it is your responsibility to obtain legal permission from landowners for your new network. This process can be lengthy and there is potential for delays in progressing the delivery of your project.

Once your contract has been accepted you can choose your preferred Wayleave services provider to acquire the appropriate land rights and consents for your project.

However, you will need to request SP Wayleaves and Legal Services to confirm the land rights requirements. Please provide:

1. a completed Land Rights Grantor form
2. a detailed drawing which indicates the exact route and access arrangements
3. a copy of the section 38 highway adoption plan

Please check that these documents have been signed by the grantor(s).

SP Wayleaves will co-ordinate the completion of the legal paperwork and issue a **Service Release Form** to you on conclusion.

Construction Schedule and Whereabouts

Once your contract has been accepted, please send your construction work programme to us (including any commissioning and witness testing*) on a weekly basis. Your weekly whereabouts should be issued via RAdAR.

* Please contact your delivery engineer to agree and clarify dates for witness testing

* Please contact your Delivery Contact to confirm additional testing and commissioning requirements for Solkor networks, multi-panel boards and other selected networks.

Our asset inspectors will carry out audits and monitor your construction works based on your whereabouts.

Please upload your as-laid or constructed plant, equipment, overhead line and underground cable records to the specific RAdAR project so that our network records are kept up to date.

Guidance is provided in our document

[BUPR-22-015 Recording of Electrical Assets by Contractors](#), which is available on our website www.spenergynetworks.co.uk/pages/competencies_services_engineering.aspx under the Policy and Design sub-section.

Before you request a connection from us please check that:

1. Your design has been approved
2. You have paid the non-contestable charges
3. You have signed your contract and other associated agreements
4. You have completed the land rights
5. You have submitted your whereabouts during the construction phase of your project

SP Energy Networks Connections

We also need to check that you have completed everything on site so that it is ready for connection to our network. This includes submitting your:

- A. Confirmation of legal consents granted to SPEN
- B. Details of remedial works where we have identified any failures whilst we audited your construction work notified on QUAL-32-001
- C. ASSET-04-015 App 2 Completion Certificate for new cable installations
- D. As-laid drawings
- E. Electrical test results
- F. W33/2 Confirmation of Electrical Installation/ Extension (SP Manweb area only)
- G. OPSAF-11-024 App 1 & 3 (HV adopted apparatus)
- H. OPSAF-11-024 App 5 & 7 (IDNO or customer HV)
- I. SUB-02-013 App 2 (IDNO)
- J. Daily/weekly whereabouts for contestable works carried out/completed

and also notifying **SP Energy Networks Data Management** via RAdAR so that we are able to update our network records. Please check with your Delivery Contact if you are unsure about what you need to do before we can connect your network for you.

Upon receiving your final conditions precedent submission and on our approval you will receive an email notification. Under specific arrangements we may agree to certain requirements above to be submitted post connection (see CON-04-005).

To request to make a connection of LV or HV Final Closing Joint Work please complete a [Request to Connect SP \(Metered Form\)](#) via RAdAR.

Don't forget that you will need to obtain permission to carry out work on public highways under the Traffic Management Act

To request a connection, to be provided by us please complete a [Third Party Connection Request Form](#) via RAdAR.

Your Delivery Contact will schedule your connection – this will be within the Voluntary Standard timescales ([SLC15 Voluntary Standards](#)) - and you will receive an email notification to confirm the connection date. Your Delivery Contact will co-ordinate your connection on site.

If you need to cancel the scheduled connection date, please provide us with reasonable notice. Ideally we need 5 days' notice for LV connections and 10 days' notice for HV connections.

Metering and Handover

Metering

We would like remind you that you are responsible for arranging the supply and installation of electricity meters for new supplies. Please refer to the [Metering Flyer](#) for more information. This is available to download from our website:

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

This process can be lengthy so please start this as soon as possible to avoid delays.

Handover

Please complete [CON 04-006 Project Completion and Handover Certificate](#) and upload it into your RAdAR project.

The guarantee period will begin once we are satisfied that your project has been completed as set out in the Construction and Adoption Agreement.

Competition in Connections Delivery