

Enquiry and Application

You can register your interest in a contestable unmetered project (mainly street lighting¹) by completing the online application form on RAdAR and should include as attachment:

1. a live working area plan
2. completed "Entering the Live Working Regime" form (if available)
3. CDM form (if available)

You have access to the process [CON-04-004](#) at: www.spenergynetworks.co.uk/pages/competencies_services_engineering.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_our_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.

Contract Documents

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

Your designer signs and approves your live working area plan and your approved plan is uploaded into your project together with the contract documents:

Contract Documents:

1. Construction and Adoption Agreement
 - Schedule 5 Whereabouts Notification/ Proposal Schedule
 - Schedule 6a Handover/ Completion Certificate
 - Schedule 6b Commissioning Certificate
2. General Conditions
3. CDM Form
4. Entering Live Working Regime Form
5. Request to Connect to SP Network Form (online RAdAR form)

You will receive an email notification when your Contract Documents have been uploaded into your project to confirm that they have been issued to you.

Please contact your designer if you need any further clarification on information uploaded into your project.

¹ Other unmetered street furniture connection projects may include bus stops, advertising hoardings, car park meters, etc.

Signed Agreements

In RAdAR, please locate, print and complete the following documents:

1. Construction and Adoption Agreement
2. CDM form (if not already provided)
3. Entering the Live Working Regime form (if not already provided)

**** Don't forget that the Construction and Adoption Agreement needs to be signed by both your company representative and the customer. ****

Once the documents have been signed, you will need to upload them into your RAdAR project.

Your designer countersigns your documents once they have checked that they are satisfactory and a copy is uploaded into RAdAR.

You will receive an email notification to confirm that the documents have been countersigned and the contract has been set up.

Your designer will also send hard copies of the Construction and Adoption Agreement to you through the post.

Information and examples of these agreements can be found on our website: www.spenergynetworks.co.uk/pages/constructon_adoption_agreements.aspx

Proposed RAdAR Design Approval

A minimum of 15 working days before you begin construction works; you need to do five things:

1. complete the Proposal Schedule form (for the contestable works*)
2. prepare a 1:1250 plan for the Apparatus to be connected for each unmetered item
3. calculate the costs and include the indication of charges on the proposal schedule
4. Provide us with an order number

You can obtain a Proposal Schedule form from [Appendix 3 of CON-04-004](#).

or e-mail cicadminnorth@scottishpower.com (Scotland) or cicadminsouth@scottishpower.com (England & Wales).

* If you are completing the final jointing, please indicate which units you intend to connect.

If you require a new connection as part of your scheme, and you are not proposing to undertake this under CFCJW you can apply for either:

- a "licensed" new connection, or
- a non-contestable new connection via the metered non-contestable process

Your design engineer evaluates your proposal and charges, and then acknowledges any requests for isolation.

Your proposal proceeds as long as you meet all of our relevant authorisations.

We will prepare and submit an interim invoice for the cost relating to the proposed programme.

Construction Schedule and Whereabouts

Once your proposal has been accepted, please send your construction work programme to us on a weekly basis. Your weekly whereabouts should be issued via RAdAR

Please remember to indicate the type of work for each unit location, i.e.

- Disconnection
- Transfer
- New CFCJW Connection

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

Disconnections and Transfers

There is no requirement for a separate signed approval to be gained before commencement of Disconnection/Transfer works.

In accordance with the Approved Schedule at Design Request, this work is managed through the submission of the Whereabouts.

Where agreed, at proposed design approval, SPEN provides isolation of SPEN networks apparatus as requested within the timescales and the ICP carries out their contestable works.

Where isolation is not identified at Design a variation estimate and payment will be required pre-construction works.

We will isolate our network apparatus for you to carry out your contestable works.

On completion of the contestable works, the ICP notifies SPEN for the network to be re-energised, which is carried out as required.

Please let us know when you have completed your contestable works so that we can re-energise the network.

Contestable Final Closing Joint Works

When you are ready to carry out your contestable connections we need you to provide us with at least ten working days' notice of your proposed dates for LV connections.

Please provide us via RAdAR with:

1. a completed Request to Connect (unmetered) form, which includes your proposed connection date
2. an Apparatus to be Connected plan

We would prefer the plan to be supplied at 1:500 scale to allow us to identify cables to be jointed.

You can complete a Request to Connect form via RAdAR.

We will check and countersign the form and plan, and reissue them to you, providing the approval and confirmation of agreed connection date(s).

Your jointing teams must be in possession of these documents every day they are working on the network during the completion of contestable final closing joint work connections.

We request that you provide us with your Weekly Whereabouts so that we have confirmation that you will be attending site when planned.

If you need to reschedule the connection date(s), please contact your Delivery Contact to cancel the agreed date(s) and submit a new request with your revised connection date(s).

Live Jointing

Interim Completion

Please provide us with these completion documents within ten working days of the commissioning completion date for each stage of the live works:

1. ASSET-04-015 App 2 completion certificate
2. As-laid drawings
3. Electrical test results
4. Details of remedial works from audits
5. Confirmation of legal consents granted to SPEN (where applicable)

Final Completion

Please confirm that you have completed all your live works by providing us with the following documents:

1. As-laid equipment records
2. Completed Exiting Live Jointing Regime form

NO FURTHER WORK CAN BE UNDERTAKEN FROM THIS POINT ONWARDS

Network Records

Submit your live jointing documents by uploading into RAdAR, within the conditions precedent, for each relevant POC request. This will also ensure that **Data Management** also receive these documents. These must be submitted within 10 working days of each actual connection date.

We will check that the number and type of units corresponds to the approved proposal.

The unmetered connection project must be completed in accordance with the construction and adoption agreement.

Project Closure and Handover

We will prepare and submit our final invoice to you so that we can recover the charges associated with your unmetered contestable connection project.

Please submit your payment to:

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

Once it has been determined that the unmetered connection project has been completed in accordance with the Construction and Adoption Agreement you can submit your project closure documents.

You can find these details in:

[CON-04-006 Project Completions Process for Contestable Works](#)

We also need you to provide proof of your payment submitted to SP Energy Networks in Bellshill.

We will assess the information you have provided and notify you when it is deemed to be satisfactory.

We can then archive your project.

◆ Access to RAdAR Tracking System

If your company is not already set up on our Register of Adopted Asset Request (RAdAR) tracking system, please apply for access by completing the

[New RAdAR Account form](#)

and sending it to either:

cicadminnorth@scottishpower.com (Scotland)

cicadminsouth@scottishpower.com (England & Wales)

We will contact you to confirm your access requirements and system training and guidance is available on our website.

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

Thank you.

For more detailed information about the CiC unmetered connections process, please refer to our process document [CON-04-004 RAdAR Process for Contestable Unmetered Connection Projects](#)

Competition in Connections Delivery