

**1. SCOPE**

This document details SP Energy Networks policy for the de-energisation and removal of Company Equipment which is no longer required, including:

- Overhead lines, underground cables and substation Equipment from which customers have been disconnected.
- Metering, services and termination Equipment in premises being closed or awaiting demolition.
- Termination Equipment which is potentially dangerous because the premises are no longer secure or weatherproof.


**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
January 2003	2	A Graham	Revised in line with SP Energy Networks requirements.
August 2006	3	A Graham	Minor revisions
October 2010	4	K Madden	Disconnection on safety grounds at the discretion of the Zone Leader, update of Appendix 1, inclusion of section 11 and Appendix 2.
October 2014	5	F Berry	Reviewed and revised to new SPEN format.
July 2017	6	M Stewart	Reviewed in line with restructure – no material changes
July 2020	7	C Walker	Minor amendment to reflect business structure
August 2024	8	A J Oldfield	Reviewed with minor amendments regarding “Out of Use” Cables and job titles.

**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 3 years from the last issue date.

**5. DISTRIBUTION**

This document is part of the SPD, SPM and SPT System Design Virtual Manuals maintained by Document Control but has no maintained distribution list. It is also published on the SP Energy Networks website.

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**7. REFERENCE AND RELATED DOCUMENTS**

**SP Energy Networks**

BUPR-21-007 Managing Redundant and the Permanent Disconnection of Existing Supplies

**8. INTRODUCTION**

This document details SP Energy Networks policy for the de-energisation and removal of Company Equipment which is no longer required, including:

- Overhead lines, underground cables and substation Equipment from which customers have been disconnected.
- Metering, services and termination Equipment in premises being closed or awaiting demolition.
- Termination Equipment which is potentially dangerous because the premises are no longer secure or weatherproof.

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**9. DEFINITIONS**

Approved	Equipment which is Approved in accordance with SP Energy Networks documents for use or installation on the Company network.
Company	Refers to SP Distribution plc, SP Transmission plc and SP Manweb plc.
Equipment	Switchgear, transformers, cables, overhead lines, surge arresters, voltage transformers, current transformers, unit substations.
Foreseeable Future Use	Firm evidence presented to SP Energy Networks of future usage.
High Voltage	An AC voltage exceeding 1000 volts measured between the phase conductors.
Permanently Disconnected	Installations which have been isolated and physically disconnected from the system and Company Equipment which has been removed or rendered Temporarily Out of Use.
SP Energy Networks	SP Power Systems Ltd, operator of network assets on behalf of the Company.
SP Distribution	The Distribution Licence Holder for the distribution service area formerly known as ScottishPower.
SP Transmission	The Transmission Licence Holder for the transmission service area formerly known as ScottishPower.
SP Manweb	The Distribution Licence Holder for the distribution service area formerly known as Manweb.
Temporarily Disconnected	Installations which have been isolated from the system.
Temporarily Out of Use	Cables which have been isolated and physically disconnected from the system but remain in situ.

## 10. POLICY

The following SP Energy Networks policy applies to Company Equipment which is currently live but no longer required for the purpose for which it was installed. This Equipment includes electrical equipment within premises that are closed, vacant or awaiting demolition. It may present unnecessary hazards to members of the public, external contractors and SP Energy Networks staff if left in an energised state, therefore in order to reduce this potential hazard, the following policy shall be adhered to:

- Customer premises which are serviced and have a point of supply whether or not occupied shall be deemed to be in use unless SP Energy Networks are notified by the customer or their supplier to the contrary.
- Equipment which is out of use shall be Temporarily Disconnected as soon as practicable.
- All overhead lines, cables and substation Equipment at or above ground level which are out of use for more than 6 months shall be added to a prioritised list for permanent disconnection in line with a programme agreed with the Distribution Network Manager for the appropriate Licence area.
- Disconnected underground cables may remain in situ. Cable records shall be marked as “Temporarily Out of Use”.
- If a substation has to be disconnected from the system reference shall be made to the appropriate design group to assess the impact on the system and if necessary produce a suitable alternative electrical design.

Reference should be made to section 11 of this policy for the legal requirements for disconnecting Company Equipment on safety grounds.

The application of this policy to HV & LV underground and overhead line serviced customers shall be applied as outlined in Table 1 and detailed within the flow chart attached as Appendix 1.

Where determined by this document the disconnection of Company Equipment shall be undertaken in accordance with BUPR-21-007: Managing Redundant and the Permanent Disconnection of Existing Supplies.

**Table 1**

	<b>HV Supply to Customer</b> <sup>(3)</sup>	<b>Overhead Line LV Supply to Customer</b> <sup>(3)</sup>	<b>Underground Cable LV Supply to Customer</b> <sup>(3)</sup>
<b>Secure Customer Dwelling &amp; Out of Use for Less than 6 Months</b>	Customer's installation isolated @ nearest company HV switchgear & locked off.	Jumpers removed @ furthest isolatable point from dwelling. Cut out fuse withdrawn & sealed.	Cut out fuse withdrawn & sealed. <sup>(2)</sup>
<b>Secure Customer Dwelling &amp; Out of Use for Greater than 6 Months</b>	Added to a prioritised list for permanent disconnection (Ground mounted equipment removed and underground cables permanently disconnected). <sup>(5)</sup>	Added to a prioritised list for permanent disconnection (Overhead line equipment removed).	Added to a prioritised list for permanent disconnection (Ground mounted equipment removed and underground cables permanently disconnected). <sup>(1) (5)</sup>
<b>Derelict Site, Premises not Secure or Lock-fast</b>	Customer's installation isolated @ nearest company HV switchgear. + Ground mounted equipment removed and underground cables permanently disconnected. <sup>(5)</sup>	Jumpers removed @ furthest isolatable point from dwelling, cut out fuse withdrawn & sealed. + Overhead line equipment removed.	Cut out fuse withdrawn and sealed. + Ground mounted equipment removed and underground cables permanently disconnected. <sup>(1) (5)</sup>
<b>Redevelopment site</b>	SP Energy Networks shall meet and discuss with the developer to determine whether Temporary or Permanent disconnection is appropriate.  Equipment shall be deviated only at the request of the developer and at their cost. <sup>(4)</sup>		

**Notes:**

- (1) The Service cable shall be disconnected outwith the customer's premises as close as possible to the service joint and all cables, termination equipment including meters must be removed from the customer's premises.
- (2) Where Temporary Disconnection is required (e.g. to allow premises to be refurbished), then the service cable may also be pot-ended outwith the premises. However, should the Temporary Disconnection extend more than 6 months or the premises become unsafe or insecure then the Company Equipment shall be Permanently Disconnected.
- (3) Whenever a potentially dangerous situation is reported SP Energy Networks shall take immediate action to have the situation investigated and made safe. Where circumstances are likely to endanger life or property and where immediate entry is necessary to verify the circumstances and/or to affect a remedy, then a forced entry can be justified but the premises must be left secure against trespassers. Prior to any forced entry approval shall be obtained from the relevant District General Manager or their nominated representative. Where disconnection of dangerous equipment is performed as a matter of urgency to remove danger, it is accepted that this activity will be performed without a disconnection notice from the Supplier responsible for the connection. In these circumstances the Supplier must be notified of the disconnection including the reasons for the disconnection.
- (4) Distribution Equipment located in private property which is necessary to maintain the supply to other customers, should normally be subject to a wayleave, easement or servitude. Whenever such Equipment is subjected to risk arising from development activity, SP Energy Networks shall endeavour to ensure that any deviation of that Equipment or necessary civil works is carried out at the expense of the developer. However, due regard requires to be given to the consents held for the Equipment.
- (5) Disconnected cables below ground may remain in the ground. Cables in public ground shall be capped to prevent moisture ingress and shall be marked on the cable records as "Out of Use". Cables remaining within the customer's site shall be marked on the cable records as "Out of Use" and this note remains on the cable records once the site has been redeveloped.

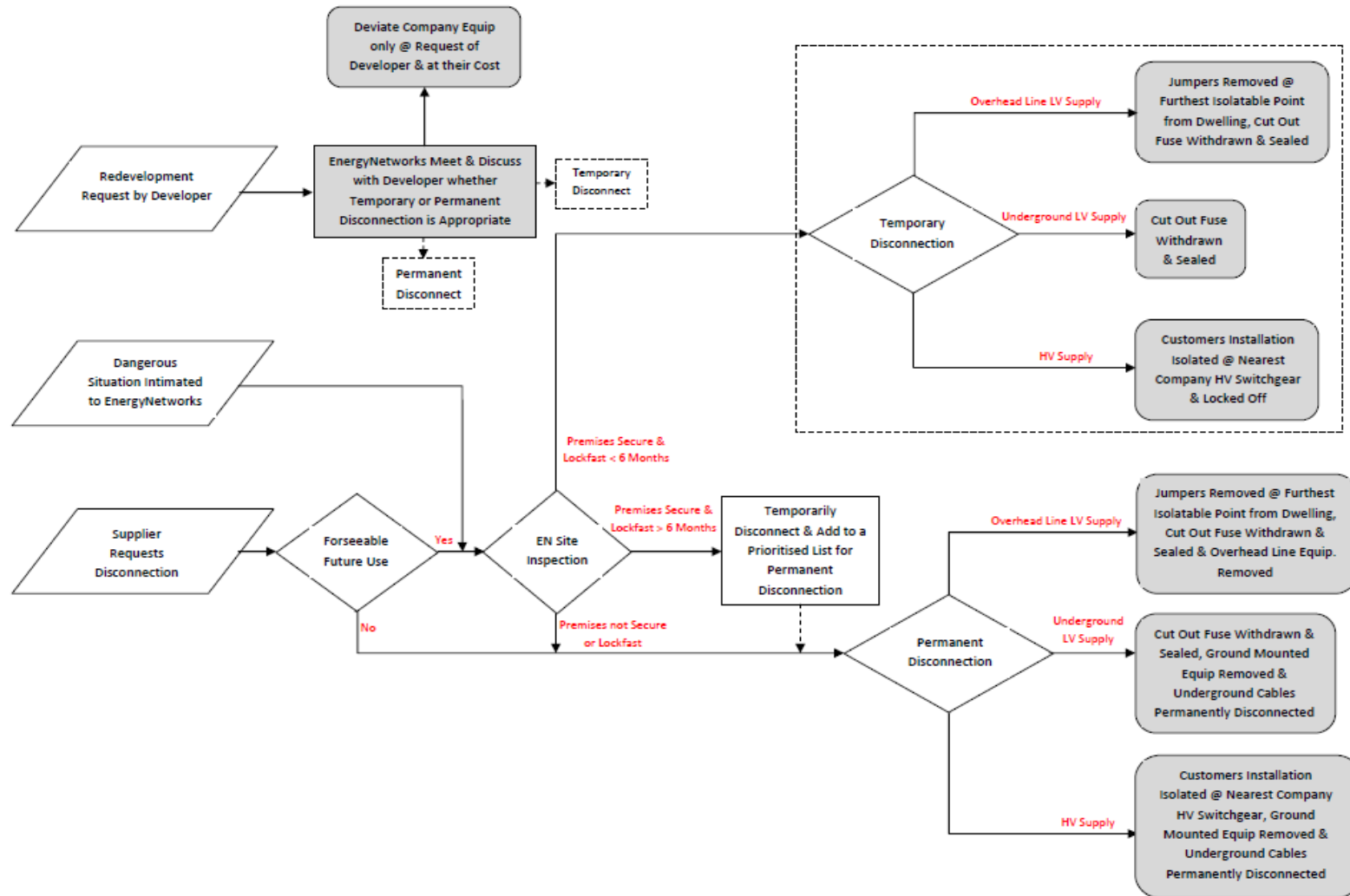
**11. LEGAL REQUIREMENTS FOR DISCONNECTION OF COMPANY EQUIPMENT ON SAFETY GROUNDS**

Section 17 of the Electricity Act 1989 and Regulation 26 of the Electricity Safety, Quality and Continuity Regulations 2002 (ESQCR) provide Network Operators such as SP Energy Networks with statutory powers to disconnect a customer's supply in the following circumstances:

- Where SP Energy Networks is not satisfied that a Consumer's installation/other Distributor's network/street electrical fixture will not prevent danger or interference with SP Energy Networks network or the supply of electricity to an installation/street electrical furniture; or
- Where safety concerns justify an immediate disconnection.

The disconnection of Company Equipment in circumstances stated above must be carried out in accordance with the requirements of ESQC Regulation 26 and its corresponding guidance note. (Please refer to Appendices 2.1 and 2.2). The steps which must be carried out to ensure legal compliance are incorporated into SP Energy Networks procedural document BUPR-21-007: Managing Redundant and the Permanent Disconnection of Existing Supplies. Reference shall be made to this document when disconnections are undertaken.

12. APPENDIX 1: FLOW CHART



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**13. APPENDIX 2****13.1 Appendix 2.1: ESQCR 2002 – Reg 26 – Disconnection of Supply, Refusal to Connect and Resolution of Disagreements**

**26.**(1) Where a connection to a distributor's network has been made, or is proposed, and the distributor is not satisfied that the consumer's installation or other distributor's network or street electrical fixture which is or would be connected to his network is or would be so constructed, installed, protected and used or arranged for use so as to prevent, so far as is reasonably practicable, danger or interference with his or any other distributor's network, or with the supply to any consumer's installation or street electrical fixture, he may issue a notice in writing to the consumer or other distributor or owner of the street electrical fixture (as the case may be) requiring remedial works to be carried out within such reasonable period as may be specified in the notice.

(2) If the remedial works specified in the notice by the distributor are not carried out by the end of the period specified in the notice the distributor may disconnect or refuse to connect (as the case may be) the supply to the consumer's installation or other distributor's network or street electrical fixture, and in such an event the distributor shall by further notice in writing addressed to the consumer or other distributor or owner of the street electrical fixture (as the case may be) set out the reasons for the disconnection or refusal to connect.

(3) A distributor may disconnect the supply to the consumer's installation or other distributor's network or street electrical fixture without giving notice as required by paragraph (1) if such disconnection can be justified on grounds of safety, but in such an event the distributor shall by notice in writing addressed to the consumer or other distributor or owner of the street electrical fixture (as the case may be) and served as soon as reasonably practicable after the disconnection, give the reasons for such disconnection and if applicable details of any remedial measures required to be taken by the consumer or other distributor or owner of the street electrical fixture.

(4) The distributor shall connect or restore the supply when the stipulated remedial measures have been taken by the consumer or other distributor or owner of the street electrical fixture (as the case may be) to the reasonable satisfaction of the distributor, or if no remedial measures are required, as soon as is reasonably practicable after the grounds for disconnection have ceased to apply.

(5) Any dispute between the distributor and the consumer or other distributor or owner of the street electrical fixture (as the case may be), over the disconnection of or refusal to connect the consumer's installation or other distributor's network or street electrical fixture which cannot be resolved between them, may be referred by any of them to the Secretary of State who shall appoint a suitably qualified person to determine the dispute and to order as he thinks fit whether the costs (or any part of them) associated with the determination should be borne by one or other of the parties.

(6) Where a referral is made to the Secretary of State in accordance with paragraph (5) before the expiry of the notice period referred to in paragraph (1), the distributor shall not take any action pursuant to paragraph (2) until the determination of the dispute.

(7) Following the determination by the person appointed by the Secretary of State, the distributor shall maintain, connect, restore or may disconnect the supply as appropriate, subject to any conditions which the person appointed by the Secretary of State may stipulate in his determination.

(8) A copy of this regulation shall be endorsed upon or accompany every notice given by the distributor pursuant to this regulation.

**13.2 Appendix 2.2: ESQCR 2002 – Guidance Document Note – Regulation 26**

26(1)	<p>This regulation permits distributors to challenge consumers in circumstances where their installations are unsafe or are causing unacceptable electrical interference on the distributor’s network. Duty holders should note that the provisions of this regulation may be applied to consumers’ installations and to other installations or networks, including street furniture, connected to the local distributor’s network.</p> <p>Essentially, this regulation requires that in the first instance distributors issue instructions to consumers to carry out remedial works within a reasonable period. For example, a consumer unit may be damaged causing live conductors to be exposed; the distributor who becomes aware of the problem (possibly via a meter operator) may write to the consumer advising him to repair or replace his consumer unit within ten days.</p> <p>In addition to following the procedure outlined in this regulation, distributors should report unsafe working practices or faults, on the consumer’s side of the supply terminals that create a serious risk to the health and safety of workers or members of the public to HSE.</p> <p>Distributors and suppliers should note that they have certain powers to enter premises containing their equipment under paragraphs 7, 8, 9 and 10 of Schedule 4 of the Utilities Act 2000.</p>
26(2)	<p>If after the expiry of the specified period the defective equipment has not been repaired or replaced, the distributor may disconnect the supply to the premises or other network or refuse to connect the supply until the problem is rectified.</p>
26(3)	<p>This paragraph allows the distributor to carry out immediate disconnection if this action is warranted on safety grounds.</p>
26(4)	<p>The distributor must restore supply as soon as practical after the problem has been rectified.</p>
26(5) to (8)	<p>These paragraphs outline the process for resolution by the Secretary of State of outstanding disputes. In practice the Secretary of State will usually delegate these powers to a DTI Inspector who will investigate the circumstances and bring the dispute to a conclusion. In judging the suitability of connections, installations or other networks the Inspector appointed by the Secretary of State may, if appropriate in the circumstances, take into account the following factors:</p> <ul style="list-style-type: none"> <li>(i) the previous performance or operation of the equipment, particularly in regard to interference or the risk of danger;</li> <li>(ii) the suitability or adequacy of the equipment to continue in service in the future without risk of danger or causing interference; and</li> <li>(iii) Whether or not the connection or installation is being used, or will continue to be used, within the limits of the maximum power for which it was intended.</li> </ul>