

Connecting you to our network application form

Thank you for considering SP Energy Networks for your electricity connection. We look forward to working with you, and aim to get you connected as quickly and efficiently as possible.

This form relates to:

- New electrical connections
- Upgrades to existing electrical supplies

Completing your application form

There are 6 sections that need to be completed so that we can provide you with a quotation for your connection. At the top of each section we've added some guidance notes which will help ensure you provide us with the details we need. To avoid delays in processing your application, please provide us with as much detail as possible.

We've also included within this document some Frequently asked questions (FAQs) on the last page, however if you need help at any stage, please call us:

Scotland

0845 270 0785 between 08.30am and 04.45pm, Monday to Friday

England & Wales

0845 270 0783 between 08.30am and 04.45pm, Monday to Friday

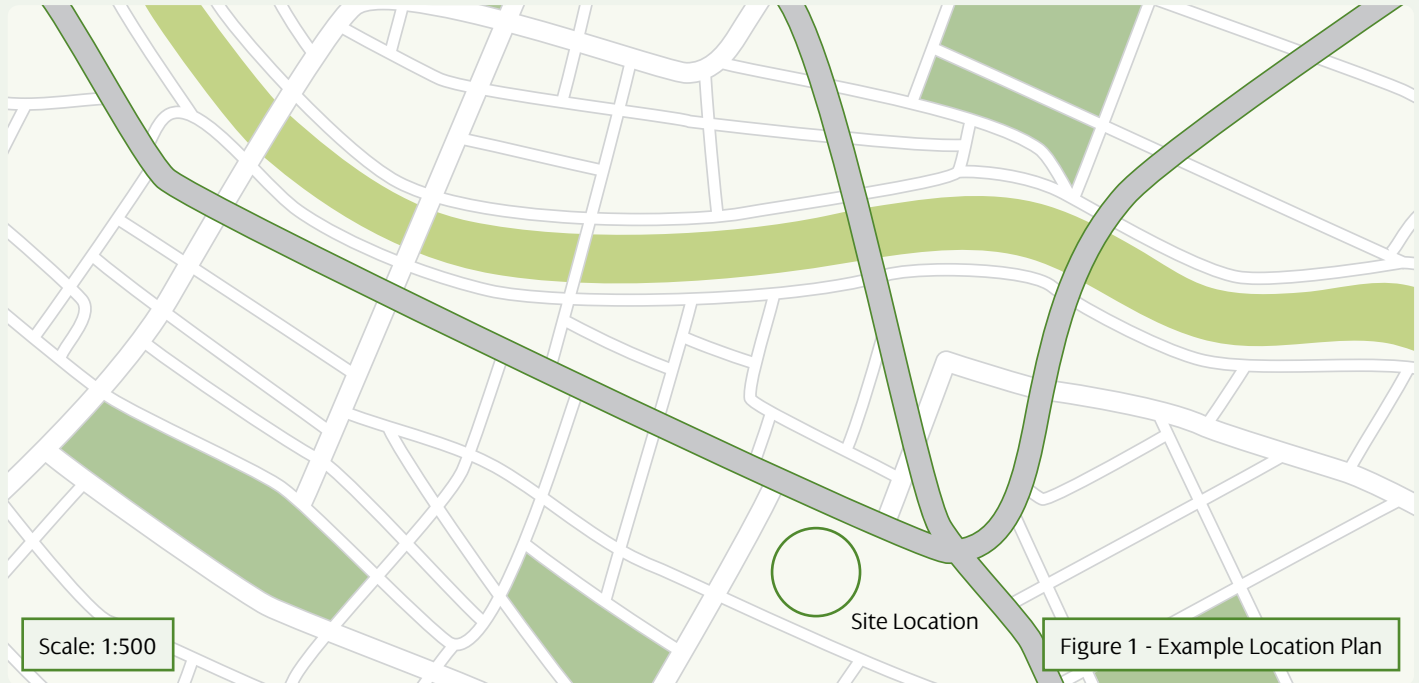
Once you have completed each of the sections all you need to do is sign the form and return it to us.



**SP ENERGY
NETWORKS**

Site location plan

To give you an accurate quotation, we'll need a site location plan. This should highlight clearly where you'll carry out the proposed works, and the map's scale:



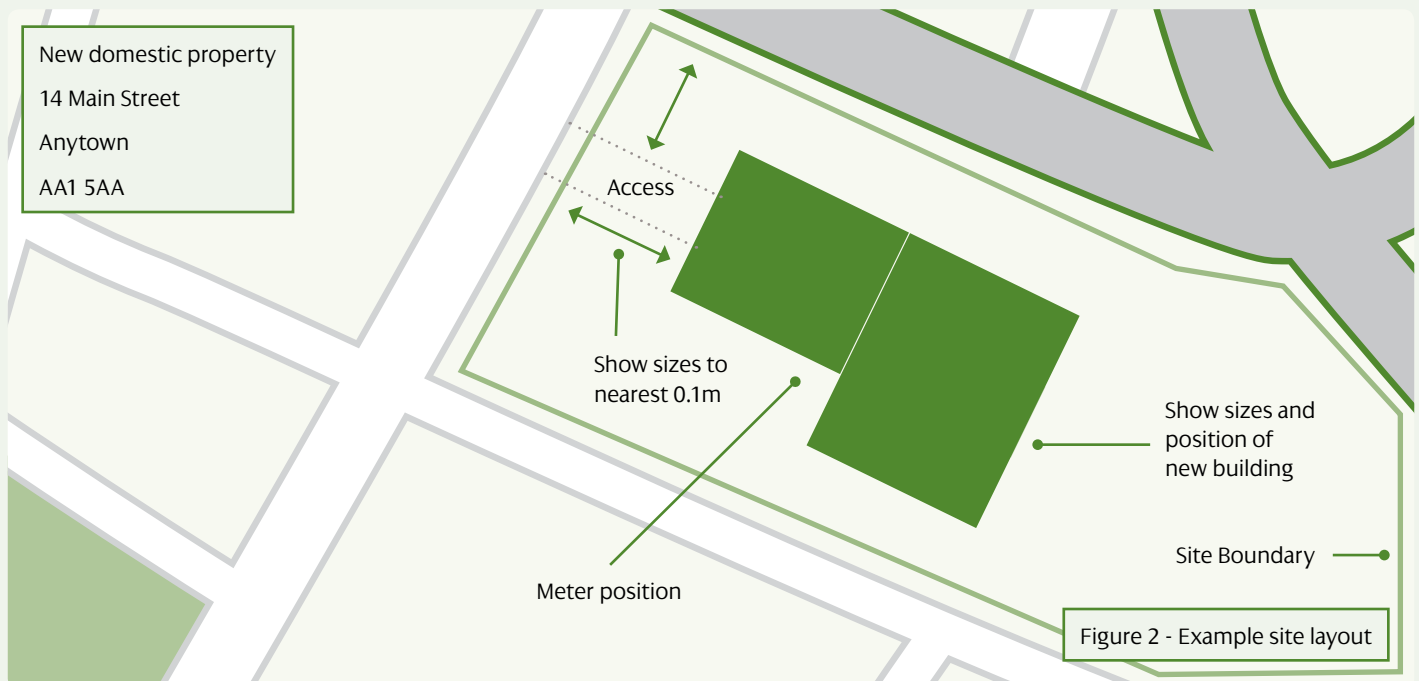
Site layout plan

We'll also need a site layout plan for the proposed works.

On a 1:500 scale map (see FAQs) please mark clearly:

- all proposed buildings, and site access routes
- all existing buildings
- a clear indication of where you'd like the supply cable to enter the premise(s), and where you'd like the meter to be.

You can find these easily online.



Section A – Your details

Tell us how we can contact you and where the proposed works are to take place;

Applicant contact details

Title: _____

First name: _____

Surname: _____

Company name (if applicable): _____

V.A.T. reg no. or CRN no. (if applicable): _____

Building name/number: _____

Street: _____

City: _____

County: _____

Postcode: _____

Telephone: _____

Mobile: _____

Fax: _____

Email: _____

Please indicate your preferred contact method:

Post Fax Telephone Email

Site contact details (If different from Applicant)

Title: _____

First name: _____

Surname: _____

Position: _____

Telephone: _____

Email: _____

Site address (where work is required & if different from Applicant address)

Building name/number: _____

Street: _____

City: _____

Country: _____

Postcode: _____

Site ordinance survey coordinates (centre of site) see Frequently asked questions (2)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X Coordinate						Y Coordinate					

Will you, the Applicant be responsible for accepting the quotation? Yes No (if no, complete the section below)

Please be advised we can only issue any invoices, refunds or VAT receipts to the named person on this quotation. This is classed as the contracted party. Please see Frequently asked questions (3) for more info.

Contracted party details

Contracted party name: _____

Building name/number: _____

Street: _____

City: _____

County: _____

Postcode: _____

Company name (if applicable): _____

V.A.T. reg no. or CRN no.(if applicable): _____

Telephone: _____

Mobile: _____

Email: _____

Notes: _____

Section B – Project details

Please give us as much project-specific detail as possible.

Also be clear about which type of quotation you require. If you're looking to use an Independent Connection Provider (ICP) or an Independent Distribution Network Operator (IDNO) for some of your contestable works, please tick the Point of connection (POC) Quotation box. For more information on Types of Quotation and POC see our Frequently asked questions (4).

Please describe the project: _____

Have you had a quotation for this project before? Yes No

If so, please provide the reference number: _____

What type of quotation do you require? Formal Quotation Feasibility study POC Quotation Budget estimate

Do you want SP Energy Networks to perform on-site excavation? Yes No N/A

Do you want SP Energy Networks to perform on-site reinstatement? Yes No N/A

For further information on Excavation and Reinstatement please refer to Frequently asked questions (14).

Property type / Number of plots:

Detached Plot <input type="checkbox"/>	Semi-Detached Plot <input type="checkbox"/>	Terraced Plot <input type="checkbox"/>	Flat/Masionette <input type="checkbox"/>	Non-Domestic <input type="checkbox"/>
Number of plots <input type="text"/>	Number of plots <input type="text"/>	Number of plots <input type="text"/>	Number of plots <input type="text"/>	Number of plots <input type="text"/>

Section C – Electrical load requirements

Please provide an accurate calculation of your project's overall load requirements, see Frequently asked questions (5).

Capacity for an individual domestic property is typically 18kVA. This would be ample for a five-bedroom house with one electric shower and no significant or disturbing loads. If you need a higher load, please specify below.

Domestic Supply type	Domestic <input type="checkbox"/>	No. of connections required <input type="text"/>	Load (kVA) <input type="text"/>
Other Supply types	Non -Domestic <input type="checkbox"/>	No. of connections required <input type="text"/>	Load (kVA) <input type="text"/>
<i>Please note kVA load capacity is mandatory in this section.</i>	Temporary <input type="checkbox"/>	No. of connections required <input type="text"/>	Load (kVA) <input type="text"/>
	Landlord <input type="checkbox"/>	No. of connections required <input type="text"/>	Load (kVA) <input type="text"/>
			Total Load (kVA) <input type="text"/>

Heating type Heat pumps Gas Electric Other Specify: _____

Details of Disturbing Load (if applicable)

So that we can perform accurate network analysis, please provide details of equipment such as large motors or welding equipment that may exert excessive load and affect other customers' supply.

Type	Phasing	Rating	DOL/Star Delta	Starting Current	No. Starts/Day
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

If you're unsure of your requirements, we recommend asking a qualified electrician to help you complete this section.

Street furniture detail (if applicable)

Please give us details of any connections relating to street furniture, such as street lighting, control pillars or advertising hoardings.

Equipment type

No of connections required Metered Unmetered Adopted Non adopted

Load/Connection (kW) Total load (kW) Phase 1 Phase 3

If applicable, please provide a copy of the street-lighting layout with your application.

Section D – Generation

We'll need details of any micro-generation, such as solar panels, that will be connected as part of your project. See Frequently asked questions (13).

Does this application include single G83 Generation? Yes No Connected Load (kVA)

Generation type Wind Photovoltaic CHP Hydro Other

Section E – Site conditions

So that we can give you as accurate a quotation as possible please provide details of Health, Safety and Environmental conditions, on and around your site.

	Yes	No	Dont Know
Do the works require notification under The Construction (Design and Management) Regulations (CDM) 2007?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your site in a conservation area or historic site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it possible your site has buried contaminants or hazards as a result of previous development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your property a listed building, or buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any special surfaces in or around your site that we should be aware of – for example, Caithness slabs or block paving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any significant height changes, such as hills, mounds or depressions, within the site boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site contain any invasive vegetation, like Japanese Knotweed or Giant Hogweed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site contain any trees subject to preservation orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any potential surface obstacles, like hedges, walls and fences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any buried obstacles – for example, drainage systems, culverts or other structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the footpath/roadway in the site's immediate vicinity fully adopted by the Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section F – Additional information

Please also include anything else that may be relevant to your application. For example:

- If connecting Distributed Generation, please let us know if this will be an adopted project, single or multiple G83, or a G59 Generator connection.
- Specific site design requirements you want us to note such as avoiding excavation in driveway or ensuring the overhead cable is no longer attached to the chimney.
- If you're using an Independent Connections Provider (ICP) or an Independent Distribution Network Operator (IDNO) for the works, please confirm who will adopt this network. Also let us know the actual number of connections and projected load requirements for any future development.

Section G – Checklist

To help us process your application as quickly as possible please check you've included all of the following information before you submit your application form.

Site Location Plan

Site Layout Plan

Internal Floor Layout Plans (for flatted dwellings)

Photographs of existing SPEN equipment (if you require to upgrade existing supply capacity).

When would you like your Connections project to start?

Section H – Signature

When you're all done, just sign and date the form:

Signature of Applicant

Date

Print Name

Position (if signing for a company)

You can email it to:

Gettingconnected@scottishpower.com

Or post to:

Scotland

SP Energy Networks
Network Connections
55 Fullarton Drive
Cambuslang
Glasgow
G32 8FA

England and Wales

SP Energy Networks
Network Connections
PO Box 290
Lister Drive
Liverpool
L13 7HJ

Frequently asked questions

Chances are, you'll have a few questions as you complete this form. So we've listed some of the most common queries here – plus some links to where you can find out more online.

1. Where can I find suitable location and layout plans?

You can find these easily online. For example, at:

- bing.com/maps
- streetmap.co.uk
- google.co.uk/map

If available, Architect plans can assist the design process.

2. What are Ordnance Survey coordinates?

These are the grid coordinates for your location on a map. You can find them easily by using a grid reference finder online, such as:

- gridreferencefinder.com
- freemaptools.com

3. The Customer or Contracted Party are liable for any ongoing payments or associated refunds and will at all times remain the Customer in relation to the Connection Offer.

This means if you are a 3rd party acting on behalf of a Customer but the Customer is accepting the quote, then we will need their information to enter into a contract with that Customer (Contracted Party). Or, if you are a 3rd party acting on behalf of a Customer and you have authority to accept this quotation, the Customer (Contracting Party) must complete the 'Letter of Authority' attached to the Quotation. Variation quotes, tax invoices & refunds can only be sent to the Contracted Party whom we have issued the quote, regardless who has made the payment.

4. We can provide 4 different types of Quotation:

- **Formal** – A formal quotation is an offer from SP Energy Networks to you and is valid for a period of 3 calendar months. Find out more at: spowersystems.co.uk/NetworkConnections
- **Feasibility** – Before submitting a formal quote application, you can request a Feasibility Study to ensure a connection is viable. Based on our own network studies, we can give you an indicative connection assessment. We require payment in advance for a Feasibility Study, and we'll notify you of the relevant cost before starting.
- **Point of Connection (POC)** – Under a POC Quotation, the Independent Connection Provider (ICP) completes certain parts of the electrical connection works (known as 'contestable works'). On completion of these works, the ICP may hand over the connection assets to SP Energy Networks, or to a licensed Independent Network Operator (IDNO). A POC Quotation is valid for three months. To find out more, visit: spenergynetworks.co.uk/pages/competition_in_connections.asp
- **Budget** – We can provide a basic priced estimate of the costs that would be associated to your Connection requirements with just a small amount of information. Note that this is a guide only and if you wanted to progress to us carrying out the works then we would need to create a formal Quotation.

5. What size supply will I need? And how do I calculate my electrical load (kVA)?

We recommend you discuss your supply with a qualified electrician, so they can help you calculate your load requirements. Once you've given us your load details, we can design a supply that matches your needs.

6. What happens to my application when I return it?

Once we've received your application, we'll appoint a designer to your project. They'll contact you to discuss all your requirements and timescales.

7. How much will it all cost?

The costs we provide will reflect the work we must do to meet your requirements. Our Statement of Methodology and Charges explains how this will affect your application:

spenergynetworks.com/pages/regulation.asp

8. When will I get my quotation?

Every project is different, and requires unique design work – so it's hard to tell until we receive your application and all the supporting information. However, Ofgem introduced Guaranteed Standards to ensure customers who source connections from regulated businesses enjoy a good level of service.

Find out more at: scottishpower.com/pages/connections_guaranteed_standards_notice_of_rights.asp

9. How long will my quotation be valid for, and when do I need to make payment?

Your quotation is valid for three calendar months from the date of issue, and we ask that you make payment when you accept it.

10. When I've accepted the quotation and paid in full, how long until work starts?

We'll contact you within seven days of receiving your signed acceptance and payment – and normally aim to start works within four to eight weeks. However, if works require plant, such as substation equipment, it may be up to 16 weeks before we get underway. Land agreements, wayleaves or acquiring road-opening notices can also affect timescales.

We're committed to completing your project on time, and ask that you take these factors into account at the planning stage.

11. Who will install the electricity meter?

SP Energy Networks doesn't install electricity meters, so when you have accepted the quotation, SP Energy Networks will provide you with an MPAN number, you will need this to appoint an electricity supplier and arrange installation of your meter with them.

12. What is an Electricity Energy Supplier?

Your Electricity Supplier is the company you choose to buy your electricity from and who you will pay your electricity bills to. They also organize the installation of the meter. We at SP Energy Networks, are responsible for operating and maintaining the network of underground cables and overhead lines that deliver power to your premises.

13. What is Generation?

Whether you are looking to connect any type of generator to our SP Distribution network, such as wind turbines, solar panels, hydro schemes, please refer to our dedicated generation section on our website:

For more information:

spenergynetworks.co.uk/pages/distributed_generation.asp

14. Excavation and Reinstatement

If you choose to arrange excavation and reinstatement you will be responsible for the liaison with the relevant local authority, to obtain the relevant permits, street works license's (section 50) and to comply with the necessary legislation and conditions as required by the relevant local authority including, the New Roads and Street Works Act 1991. All excavations shall conform to NJUG 7 wherever possible. Prior to any works, we will complete an inspection of the excavation and to view the evidence that the necessary licenses / permits have been obtained. It will be your responsibility to pay any additional costs to the local authority incurred in obtaining the necessary permits, licenses etc. to enable you to complete the necessary excavations works.