

# Land Rights for Connections Customers



SP ENERGY  
NETWORKS

# Land Rights for Connections Customers



*The purpose of this guide is to explain to customers in what situations land rights may be required as part of a new connection, what types of land rights may be required, how long these may take to obtain and who is responsible at the various stages throughout the process. This guidance document is to assist all customers (including IDNOs/ICPs) with applications involving the requirement for SP Energy Networks to obtain land rights in order to successfully connect underground cables, overhead lines and substations.*

The network of overhead lines, underground cables and substations that are owned, operated and maintained by SP Energy Networks ("SPEN") affect land owned and occupied by thousands of individuals. We have a statutory obligation to connect new customers to the existing network. Developing such connections may require us to place new apparatus on land owned by others. SPEN requires a legal agreement with the landowner before it can install this apparatus to ensure it can be kept there and access remains available for future operation and maintenance.

## What we need from you:

1. **Plans:** Liaise with your SP Energy Networks Project Designer on the preparation of plans to show the location of substation and/or cable/overhead lines as confirmed in offer letter. Please highlight any potential access issues to the substation at this point.
2. **Type of Land Rights:** Your SPEN Project Designer will discuss the type of Land Rights - this will be based on type, voltage and size of the connection to ensure future security for our network.
3. **Title Information:** Supply title information relating to the site, you may need to obtain this from your Solicitor. SP Energy Networks should be made aware of any third party landowners.
4. **Appoint Solicitors:** Ideally, the solicitor should be the same as those instructed on the acquisition of the development site. SPEN's standard documents for lease and servitude/easement can be found on our website.
5. **Landlord:** Do you own the freehold interest in your site? If not, you may need to seek consent from the freeholder if held leasehold.
6. **3<sup>rd</sup> Parties and Other Interests:** If the site is to be connected through 3<sup>rd</sup> party land, you must ensure their agreement to grant SPEN the rights for the apparatus in order to protect them. If your land is affected by any mortgages or leases or rights of third parties, your Solicitors will be required to obtain consents to enable completion of documentation.
7. **Monitor progress:** You should ensure that your Solicitor's are instructed as early as possible and retain contact with them to monitor progress until final completion.
8. **Sign and return:** Execute engrossments of documents and return them to your Solicitors.

*Please note: if the Head Lease/Acquisition hasn't already concluded, please give your SPEN Land Officer an indication of when it is likely to conclude, this will allow the job to be prioritised as necessary.*

**The project will only be passed to our delivery teams once the appropriate Land Rights have been obtained.**

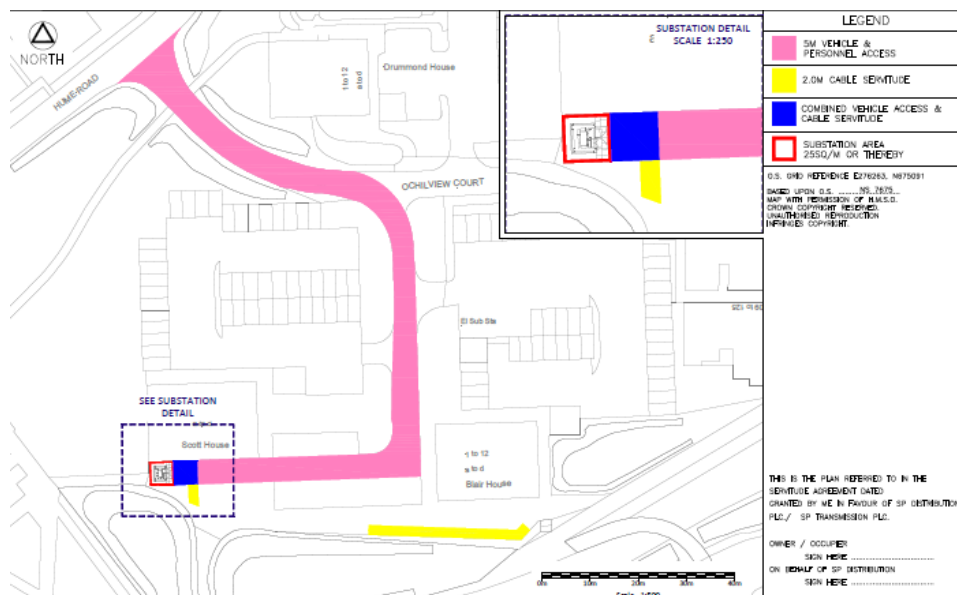
## Drawing Standards:

- Accuracy is essential
- Plans to include surrounding OS detail
- To include North Point
- Preferred Scales
  - Urban – 1: 1,250
  - Rural – 1: 2,500
  - Mountain/Moorland – 1: 10,000
- Ensure any inset plan does not obscure part of the larger plan detail
- Use separate plans if all details cannot be clearly shown on one plan
- Registers of Scotland will only receive a paper copy with the deed so please print off the plan to ensure all details and colours are clearly distinct

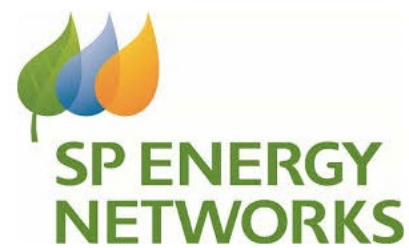
## Colour Conventions:

- Access route in a solid colour (**PINK**) to the nearest public road
- OHL and/or cable route in a solid colour (**YELLOW**)
- Any areas where the cable and access overlap needs to be shown in a different solid colour (**BLUE**)
- Lease area outlined in colour (**RED**)
- If leasing an internal area outline the larger building a different colour (**GREEN**)
- If temporary laydown area requires to be shown this should be in different colour
- Temporary access rights should be shown in a different colour

**PLEASE NOTE THAT EACH INDIVIDUAL PART OF THE PLAN SHOULD BE SHOWN IN A DISTINCT COLOUR NOT USED IN ANY OTHER PART OF THE PLAN**



# Who is involved? Roles and Responsibilities:

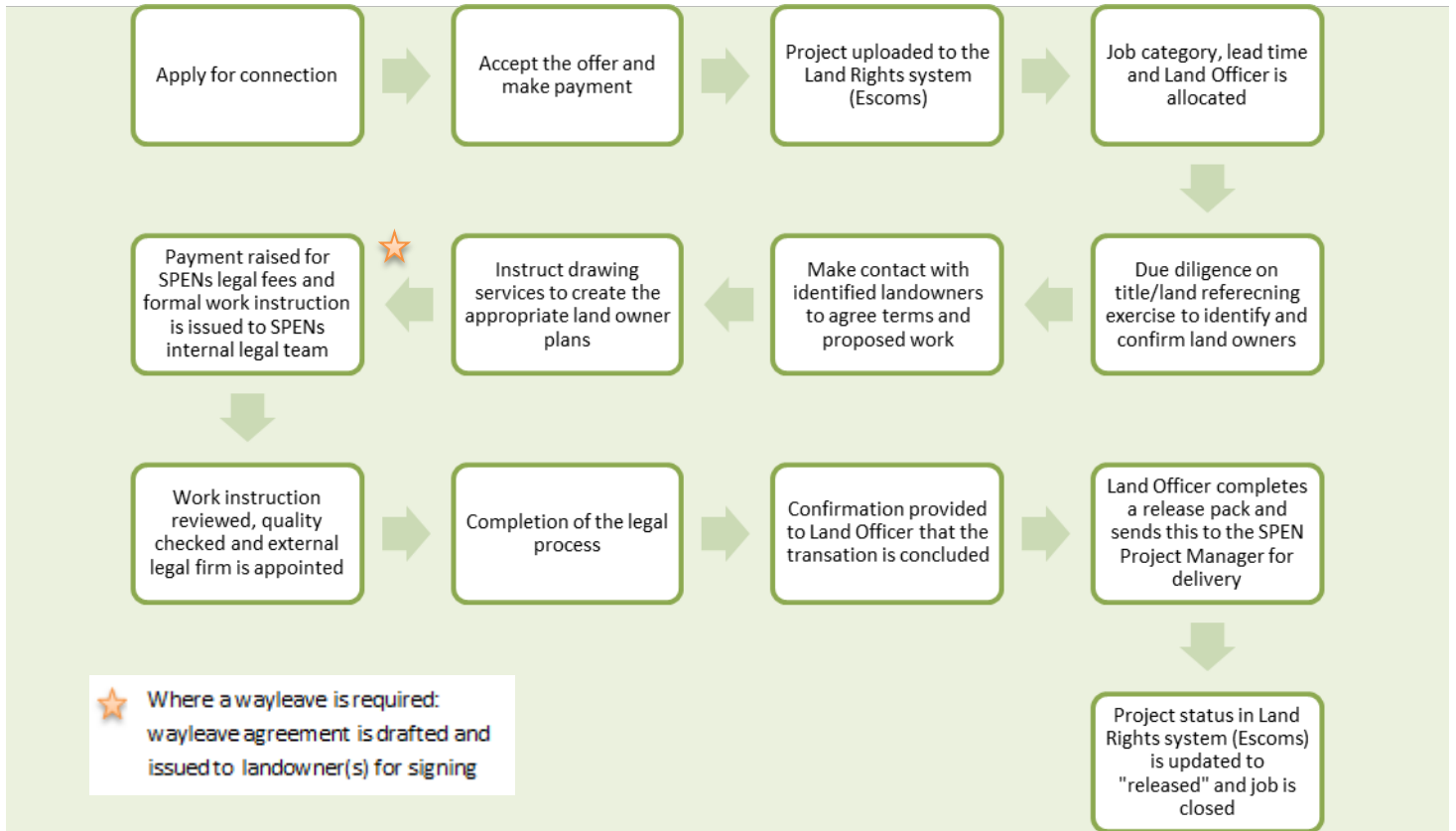


<b>Customer</b>	<ul style="list-style-type: none"> <li>• Where you are also the landowner see below.</li> <li>• As part of the connection agreement, request that land rights are to be progressed to enable your connection.</li> <li>• Where you are responsible for gaining land rights, ensure you do so as early as possible.</li> <li>• Discuss and agree with SPEN what land rights you will obtain.</li> <li>• Ensure you keep the Land Officer informed of your progress in gaining consents.</li> <li>• If a substation is required as part of your connection arrangements, obtain planning permission for the new substation.</li> <li>• You must provide evidence to our solicitor that planning permission has been obtained for the new substation before a lease or transfer can be concluded.</li> </ul>
<b>SPEN Design &amp; Planning Team</b>	<ul style="list-style-type: none"> <li>• Responsible for the design of the connection</li> <li>• Responsible for liaison with SPEN Project Manager and Land Officer on any elements of redesign which may be required to achieve a voluntary land right</li> </ul>
<b>SPEN Project Manager</b>	<ul style="list-style-type: none"> <li>• Initiates request to SPEN Land Team</li> <li>• Advise customer who the Land Officer will be, the process that will be followed and provide an indicative timescale for the delivery of land rights and other consents</li> <li>• Customer's first point of contact in relation to the development.</li> <li>• Provide you with regular updates on progress of the connection including land rights</li> <li>• Work alongside the Land Officer to ensure appropriate land rights are being obtained</li> <li>• Provides technical delivery advice around any land rights activities</li> <li>• Liaise with customer on any required changes to design to facilitate a voluntary land right or the need for SPEN to rely upon its statutory powers</li> </ul>
<b>SPEN Land Officer</b>	<ul style="list-style-type: none"> <li>• Establish what types of land rights and other consents are required in consultation with Project Manager</li> <li>• Discuss with the customer and agree what land rights you will obtain</li> <li>• Progress appropriate land rights, identifying what if any, third party landowners may be affected by the development.</li> <li>• Make contact with landowners/occupiers and other interested parties</li> <li>• Agrees terms with landowners/occupiers</li> <li>• Prepares wayleave documentation and issue to relevant landowners/occupiers</li> <li>• Instruct and liaise SPEN Legal Services on servitudes/easements/ lease/purchase</li> <li>• Responsible for consultation with statutory consultees / interested parties to obtain section 37 or planning consent / licences /permits</li> <li>• Liaise with customer on land rights matters where required</li> </ul>
<b>Landowner</b>	<ul style="list-style-type: none"> <li>• Grant appropriate consents to SPEN.</li> <li>• Where appropriate instruct solicitor as early as possible to work with SPEN to progress agreements.</li> <li>• Provide evidence of title.</li> <li>• Ensure you tell us of any restrictions in your title or any special agreements that may be in place on the land concerned.</li> <li>• Tell us of any changes to ownership which may affect the agreement as soon as possible</li> </ul>
<b>SPEN Legal Services</b>	<ul style="list-style-type: none"> <li>• Provide advice and support on legal matters to the SPEN team.</li> <li>• Instruct and liaise with SPEN external solicitors as appropriate</li> <li>• Progress servitudes/easements / lease or purchase of sites</li> </ul>

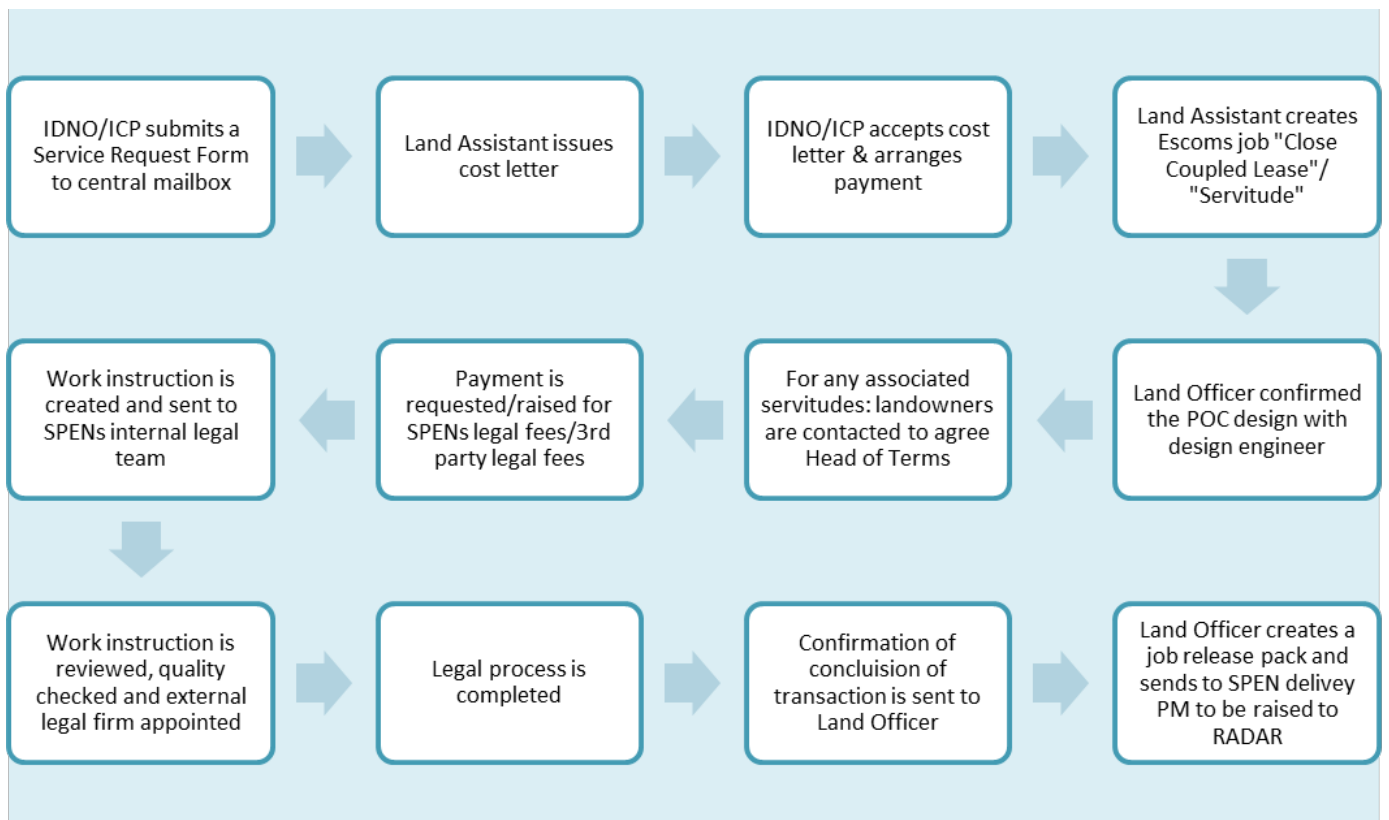
# Land Rights Process for Connections Customers:



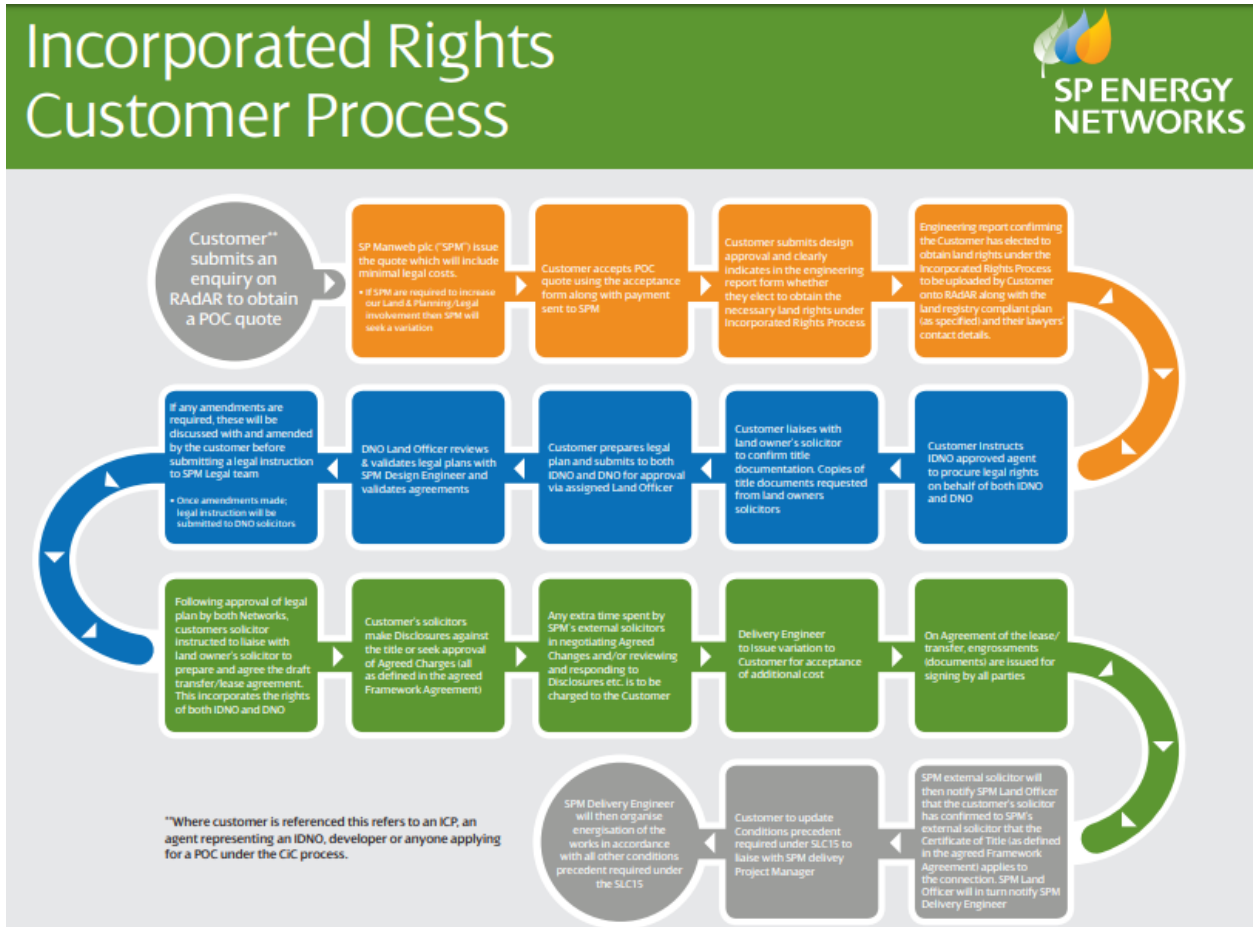
## Full-Works Land Rights Process



## Point of Connection Process (IDNOs/ICPs)



**Incorporated Rights Process (SP Manweb only):**



[land.north@spenergynetworks.co.uk](mailto:land.north@spenergynetworks.co.uk) (SPD) [land.south@spenergynetworks.co.uk](mailto:land.south@spenergynetworks.co.uk) (SPM)