

Getting Connected

Minimum Information Requirements



Minimum Information Requirements

The minimum information required for metered budget estimates, quote plus optioneering and formal offers (quotations) are detailed within section 5 of the OFGEM RIIO-ED2 Regulatory Instructions and Guidance: Annex G – Connections. This document can be viewed [Online →](#).

The following pages provide summaries of these requirements.



Budget Estimate

The minimum information required for a budget estimate is:

- 1. Customer name and address (correspondence address), other contact details and preferred method of contact.
- 2. Site address.
- 3. Site plan at an appropriate scale to indicate the site boundary. The plan should include some existing road names and features to allow easy identification of the site location and orientation.
- 4. Indicative date, where available, when the Customer requires the connection(s) to be made.
- 5. Total maximum capacity (kVA) requirement.
- 6. Summary technical details of any electricity generator that is required to operate in parallel with the supply.
- 7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).



Quote Plus *(Optioneering)*

The minimum information required for a Quote Plus is:

- 1. Customer name and address (correspondence address), other contact details and preferred method of contact.
- 2. Site address.
- 3. Site plan at an appropriate scale to indicate the site boundary. The plan should include some existing road names and features to allow easy identification of the site location and orientation.
- 4. Indicative date, where available, when the Customer requires the connection(s) to be made.
- 5. Total maximum capacity (kVA) requirement (maximum 3 options).
- 6. Summary technical details of any electricity generator that is required to operate in parallel with the supply.
- 7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
- 8. Letter of authority where the applicant is acting as an agent of the Customer.



Formal Offer

The minimum information required for a Formal Offer (Quotation) is:

- 1. Contracting Customer/Party name (this is the person who will be responsible for payment) and address, other contact details and preferred method of contact.
- 2. Applicant name and address where different from above.
- 3. Site address and existing MPAN numbers or Connection Agreements where applicable.
- 4. Details of any associated disconnections with appropriate letters of authority from the registered account holder.
- 5. Site plan at an appropriate scale showing the site boundary, layout of buildings and roads, and the proposed or expected location of substations. Include existing road names and features for easy site identification and orientation. For multi-occupied premises, include building cross-sections and floor plans. Ensure all plans are free of unnecessary detail and suitable for use as a background layer for the Electricity Distributor proposal drawing. Submit plans in .pdf format, and additionally in .dwg format if available.
- 6. Proposed location of each metering point.
- 7. Letter of authority where the applicant is acting as an agent of the Customer.
- 8. Date when the Customer requires the connection(s) to be made.
- 9. Maximum capacity (kVA) at each metering point to be connected. Specify single phase or three phase connection type for supplies <=100A. For each domestic property, provide details of the heating type (gas or electric), number of bedrooms, detached/ non-detached status, and any electric vehicle charging points or generation. For commercial supplies, include a breakdown of individual supplies that contribute to the overall maximum demand and generation.
- 10. Technical details of any electricity generator that is required to operate in parallel with the supply (see additional generation information requirements).
- 11. Technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
- 12. Any payment that is required to be made in advance for the service to be provided.



Formal Offer

(Additional Generation Detail)

The minimum additional information required for a Formal Offer (Quotation) is:

1. If you are applying for a generation connection $\geq 50\text{kW}$ and $< 1\text{MW}$, you must submit the G99 Standard Application Form alongside the information detailed above.
2. If you are applying for a generation connection $\geq 1\text{MW}$ then you must submit the G99 Standard Application Form, and this must be accompanied by the 5 items listed below:
 - I. Heads of Terms (HoT).
 - II. Site Drawings which must consist of a Site Layout Plan and a Detailed Engineering Plan.
 - III. Single Line Diagram
 - IV. Preliminary Project Timeline.
 - V. Mandatory Completion of Part 4 of the G99 Standard Application Form.
3. Detailed information on the requirements for generation connections $\geq 1\text{MW}$ can be found within the ENA's "DNO Queue Entry Requirements for Generation Schemes" guidance document: [New Distribution Queue Entry Requirements – Energy Networks Association \(ENA\).](#)



Competition in Connections Formal Offer

The minimum information required for a Competition in Connections Formal Offer (Quotation) is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact.
2. Site address / location.
3. The service required
4. Date when the Customer requires the connection(s) to be made.
5. Total maximum capacity (kVA) requirement (import) – please ensure heating type and electric vehicle charging is included where applicable.
6. Total maximum capacity (kVA) of proposed generators (including ENA Multiple G98, G99 and G100 forms where applicable).
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
8. Any payment that is required to be made in advance for the service to be provided.



Diversionsary Works Formal Offer

The minimum information required for a Diversionsary Works Formal Offer (Quotation) is:

1. Contracting Customer / Part name (this is the person who will be responsible for payment) and address, other contact details and preferred method of contact.
2. Applicant name and address where different from above.
3. Site address.
4. Site plan at an appropriate scale to indicate the site boundary, the layout of buildings and roads, and where the Customer expects an existing substation is to be relocated, the proposed location of the new substation(s). The plan should be free of unnecessary detail and be suitable for use as a background layer for the Electricity Distributor proposal drawing.
5. Letter of authority where the applicant is acting as an agent of the Customer and letter of authority from Local Authority if diversionary offer is to be issued under New Roads and Streetworks Acts terms and conditions.
6. Payment terms confirmation if diversionary request is under New Roads and Streetworks Acts terms and conditions.
7. Date when the Customer requires the diversions to be completed.

Additional information

During our work to provide the formal offer we may become aware that we require additional information either regarding the Customer's proposals or in respect of our proposals. Where we formally request such additional information, the clock will be paused and then resumed once we have received the additional information.

The additional information required will be dependent on the circumstances of the connection and the minimum information requirements but may include the following:

- Information or agreement in respect of a proposed substation location.
- Information or agreement in respect of proposed cable routes. Guidance – RIIO-ED2 Regulatory Instructions and Guidance: Annex G – Connections 61.
- Information or agreement in respect of proposed metering points or location of items of unmetered equipment.
- Further details regarding the capacity required to be provided at each metering point or regarding the nature of the electrical equipment to be used by the Customer.
- Further details regarding the intended usage of the electrical equipment to be used by the Customer.
- Further details regarding land ownership and/or land rights that is likely to be known by the Customer.
- Further details regarding land contamination.
- Confirmation of the design option to be reflected in the quotation where the Electricity Distributor has more than one practicable option under consideration.
- Site plan at an appropriate scale to indicate the site boundary.
- Letter of authority where the applicant is acting as an agent of the Customer.
- Technical details of any electricity generator that is required to operate in parallel with the supply.
- Technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc).
- Any other information that the Electricity Distributor may reasonably request.

