

Applicant - POC Module

Admin & Designer Guide
Version 2

SP Energy Networks



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Applicant Log in

Log in as an **applicant**.

This document explains the POC process from the Applicants point of view.

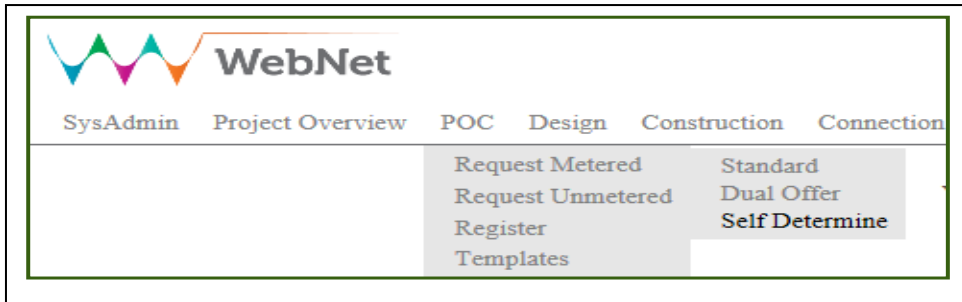
The first thing the applicant would do in the system is complete the required form, dependent on the connection required. There are two forms currently available:

- Request Metered
- Request Un-Metered

POC – Completing the Application form

Metered Connection

- Login as an Applicant
- Click 'POC'
- Click 'Request Metered'
- Click Standard / Dual Offer / Self-determined



The Application form is then shown. (Example of self-determined shown below)

- Complete the form and ensure all mandatory (*) fields are completed. See **APPENDIX 1** for further information about each field.

When selecting the "Self-Determine option"

Self Determined Application For POC
Demo ICP

Original - New : This is for an Original Application
Application Type : Original Re-Submit
Application Status : New Saved
Applicant's Ref * : (One word, not more than 50 characters)
Current ICP * : Demo ICP
Acting As * : ICP's

Applicant Details

Company Name : Demo ICP Company Post Code : LA14 2DG
Address : ICP Address 1, ICP Address 2, ICP Address 3 Return Email Address : spenicp@webnet.ltd.uk
Admin Contact Name * : ICP Test Admin Phone No. * :
Designer Contact Name * : Designer Phone No. * :

Site Information

Job Title/Site Name * :
Development Address * :
Development Post Code * :
OS Grid Ref (X,Y) * : (Please enter 6 digit numeric value for each X and Y)
Proposed Asset Owner * :
Name of Developer * : Name of Consultant :
Name of Architect * : Name of Solicitor :
Future Phase Details * : Associated Project Nos if applicable :

Type of Enquiry (Please indicate intention to complete contestable closing joint works)
Please specify type : Final Submission Information Only
Type of Enquiry * :
Do you wish SP to complete the contestable final closing joints? * : Yes No
"Tick" if you wish the non contestable diversion works to be included in your POC offer (if applicable)?
Please note: where this is not selected, it is your responsibility to contact SP Network Connections to arrange for a formal 'Full Works Offer' to be issued for the diversions

Please complete Self Determination options

Design * : ICP Closing Joints * : ICP
Diversions * : ICP Enabling Works * : ICP
Inspections * : ICP Operational Support * : SP
AddInfo Supplied : No Yes

Type of Enquiry

Select "information" when notifying:

- of intention to self-determine
- when ICP requires information
- that Quotation Offer has been issued to customer

Select "Final Submission" when notifying:

- That Quotation Offer has been accepted

Type of Enquiry (Please indicate intention to complete contestable closing joint works)

Please specify type : Final Submission Information Only

Type of Enquiry * :

Do you wish SP to complete the contestable final closing joints? * : Yes No

"Tick" if you wish the non contestable diversion works to be included in your POC offer (if applicable)?

Please note: where this is not selected, it is your responsibility to contact SP Network Connections to arrange for a formal 'Full Works Offer' to be issued for the diversions

There is a new section within the application form titled "Self-Determination options"

Required Fields

Original - New: This is for an Original Application
 Application Type: Original Re-Submit
 Application Status: New Saved
 Applicant's Ref #: _____ (One word, not more than 50 characters)
 Current ICP#: Demo ICP
 Acting As: ICP's

Applicant Details

Company Name: Demo ICP Company Post Code: LA14 2DG
 ICP Address 1: _____ ICP Address 2: _____ ICP Address 3: _____
 Return Email Address: spenep@webnet.td.uk
 Admin Contact Name: ICP Test Admin Phone No.: _____
 Designer Contact Name: _____ Designer Phone No.: _____

Site Information

Job Title Site Name: _____
 Development Address: _____
 Development Post Code: _____
 OS Grid Ref (X,Y): _____ (Please enter 6 digit numeric value for each X and Y)
 Proposed Asset Owner: _____
 Name of Developer: _____ Name of Consultant: _____
 Name of Architect: _____ Name of Solicitor: _____
 Future Phase Details: _____ Associated Project No.: _____ (if applicable)

Type of Enquiry (Please indicate intention to complete contestable closing joint works)

Type of Enquiry: _____
 Do you wish SP to complete the contestable final closing joints? Yes No
 Tick if you wish the non contestable diversion works to be included in your POC offer (if applicable):
 Please note: where this is not selected, it is your responsibility to contact SP Network Connections to arrange for a formal 'Full Works Offer' to be issued for the diversions

Please complete Self Determination options

Design: SP Other
 Diversion: SP Other
 Inspections: SP Other
 Additls Supplied: No Yes

Closing Joints: SP Other
 Enabling Works: SP Other
 Operational Support: SP Other

You should only select "ICP" in any of these options if you have the appropriate "NERS" accreditation and have attended a SPEN workshop.

The "Dual Offer" option should only be used where a POC element of a Dual Offer Quote has been accepted and paid.

WebNet SPEN RADAR North Test™

Dual Offer Application For POC

Request: Save, Upload, Request, Min Info Required, Generation Application Forms, Company Details

Required Fields

Original - New: This is for an Original Application
 Application Type: Original Re-Submit
 Application Status: New Saved
 Applicant's Ref #: _____ (One word, not more than 50 characters)
 Current ICP#: Demo ICP
 Acting As: ICP's

Applicant Details

Company Name: Demo ICP Company Post Code: LA14 2DG
 ICP Address 1: _____ ICP Address 2: _____ ICP Address 3: _____
 Return Email Address: spenep@webnet.td.uk
 Admin Contact Name: ICP Test Admin Phone No.: _____
 Designer Contact Name: _____ Designer Phone No.: _____

Site Information

Job Title Site Name: _____
 Development Address: _____
 Development Post Code: _____
 OS Grid Ref (X,Y): _____ (Please enter 6 digit numeric value for each X and Y)
 Proposed Asset Owner: _____
 Name of Developer: _____ Name of Consultant: _____
 Name of Architect: _____ Name of Solicitor: _____
 Future Phase Details: _____ Associated Project No.: _____ (if applicable)

Type of Enquiry (Please indicate intention to complete contestable closing joint works)

Type of Enquiry: _____
 Do you wish SP to complete the contestable final closing joints? Yes No
 Tick if you wish the non contestable diversion works to be included in your POC offer (if applicable):
 Please note: where this is not selected, it is your responsibility to contact SP Network Connections to arrange for a formal 'Full Works Offer' to be issued for the diversions

Please complete Self Determination options


Design: SP Other
 Diversion: SP Other
 Inspections: SP Other
 Additls Supplied: No Yes

Closing Joints: SP Other
 Enabling Works: SP Other
 Operational Support: SP Other

Once the application form has been completed:

- Confirm that the **Estimated loads** have been calculated correctly
 Yes No
- Confirm that **other relevant information** has been provided
 Yes No

Request

- Click 


You will then need to attach the required documents as detailed within the process documents CON-04-005 and CON-04-009.

Please refer to the '**Uploading Documents**' section for assistance with this.

POC - Un-Metered Connection

- Login as applicant
- Click 'POC'
- Click 'Request Un-Metered'

The 'Application for Quotation' screen is then shown.

- Complete the form and ensure all mandatory (*) fields are completed. See **APPENDIX 2** for further information about each field.
- Click  once each page has been completed – there are four pages to the 'unmetered' form.

Once the application form has been completed:

- Click 

You will then need to attach the required documents

- Site Location/Boundary Plan (showing the area that work is taking place in) (no design at this point)
- CDM form
- Jointers details (contact info, their authorisations/confirmation of Live working assessment and attendance of safety rules induction etc.)
- Entering Live working regime form

Please refer to the '**Uploading Documents**' section.

Uploading Documents

To do this, save the files locally on your computer and upload in the following way:

1. Click Upload New Document button
2. Type in any description/comments and then select the choose file button

3. Then, navigate to your file and double click
4. Click upload and this will confirm your file has been selected
5. Your first uploaded document will show in the Uploaded Documents table

Uploaded Documents							
View File	Doc Type	Edit Description or Comment (500 Characters only)	File size (KB)	Date Added	Doc Source	Doc Submitted	Delete
Retail Market Review 11.04.13.docx	Application	Edit	27686	17/04/2013	Applicant	No	Delete

6. To upload further documents, repeat steps 2-4 accordingly.
7. Check that all documents show in the 'Uploaded Documents' section and that the correct number of documents shows in the summary.

Uploaded Documents							
View File	Doc Type	Edit Description or Comment (500 Characters only)	File size (KB)	Date Added	Doc Source	Doc Submitted	Delete
Energising Leaders MODEL FOR PRESENTATIONS Aug 2009.ppt	Application	Edit	798208	17/04/2013	Applicant	No	Delete
Retail Market Review 11.04.13.docx	Application	Edit	27686	17/04/2013	Applicant	No	Delete

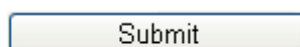
Summary	
No of Docs	2

- Then click EXIT

Sending the Request

Once you have completed the application form and uploaded the required documents from the Application for POC screen:

Request



- Click

You will then be taken to the Applicant's POC Register, where your submitted application will be given an enquiry number.

You can view the 'saved' application at any stage by clicking

- POC
- REGISTER

WebNet SPEN RADAR™

SysAdmin Project Overview POC Design Construction Connection Project Closure Online Support Jagdip AjimalICP Logout

Applicant's POC Register

Demo ICP

Filter Active Search (show)

Page: Previous Next Page 1 of 5 Go to page: 1 Go Page size: 10

Select to Archive	Select to Cancel	Applicant's Ref	Project No.	Enquiry No.	Site Name	Site Address	Delivery Centre	Request Date	Application Status	Issue Formal Offer Status	Date Actioned	ICP Offer Acceptance Status
<input type="checkbox"/>	<input type="checkbox"/>	DoYouFeelLucky	TBR	5000057_V1	Sian Williams	Sian Williams		04/06/2013	Original	Pending		Pending
<input type="checkbox"/>	<input type="checkbox"/>	sianmeteredtest	S_4444	5000056_V1	sianmeteredtest	sianmeteredtest sianmeteredtest sianmeteredtest	Wales	31/05/2013	Original	Failed Min Info	31/05/2013	Pending
<input type="checkbox"/>	<input type="checkbox"/>	Additionalinfo	S_2345	5000055_V1	Additionalinfo	Additionalinfo	Wales	31/05/2013	Original	Pending	Paused	Pending
<input type="checkbox"/>	<input type="checkbox"/>	Processreview1	S_2345	5000054_V1	Processreview1	Processreview1	Wales	31/05/2013	Original	Issued	31/05/2013	Accepted
<input type="checkbox"/>	<input type="checkbox"/>	RunDMC_R	S_123456	5000052_V2	Sian Williams	Sian Williams	Wales	29/05/2013	Re-Submit	Issued	29/05/2013	Accepted
<input type="checkbox"/>	<input type="checkbox"/>	Designprocess	S_2345	5000053_V1	Designprocess	Designprocess	Wales	29/05/2013	Original	Issued	29/05/2013	Accepted
<input type="checkbox"/>	<input type="checkbox"/>	RunDMC	S_123456	5000052_V1	Sian Williams	Sian Williams	Wales	29/05/2013	Original	Failed Min Info	29/05/2013	N/A
<input type="checkbox"/>	<input type="checkbox"/>	SianNewHouse	TBR	5000051_V1	test	test		24/05/2013	Original	Pending		Pending
<input type="checkbox"/>	<input type="checkbox"/>	ICPUM001	TBR	5000050_V1	ST HELENS MBC	test street test town test city test county		24/05/2013	Original	Pending		Pending
<input type="checkbox"/>	<input type="checkbox"/>	street lighting	S_3456	5000048_V1	wales s/1	1234 hrdetg gf wrexham wrexham	Wales	22/05/2013	Original	Failed Min Info	22/05/2013	Accepted

- To filter the results, click 'show' and type in some search criteria
- Once your results are shown, click on the hyperlinked 'Applicants Ref' to view

What happens next?

An e-mail will automatically generate to advise SP Energy Networks that your request has been issued.

You will receive confirmation that your application has been registered within 2 working days

For a Standard POC, within 5 working days, SP Energy Networks will check that your application meets the minimum criteria. Your application will either:

- Meet Minimum Criteria
- Fail Minimum Criteria

The following applies to Standard POC only

Failed Minimum Criteria

If your application fails the minimum criteria you will receive notification to advise the reason your application has failed.

When you search for your application in the register you will see that the 'Issue Formal Offer' status is **Failed Min Info**.

Why has the application failed?

To find out why the application has failed:

- From the Applicants POC Register page, click on the required hyperlinked 'Applicants ref'

This will allow you to see the reason your application has failed and any notes that the DNO has added.

Re-submitting the application

- Click POC
- Click 'Request Metered'
- Application Type : Original Re-Submit
- Application Status : New Saved
- Choose the required ref from the Applicant's Ref *: drop-down.

Note: Only 'rejected' applications will show here.

- You can now edit the application form (if required), even if no changes are

Request


required, click 

Upload

- To add additional documents, click  and follow the steps on page 5 to upload new documents

Then, to issue the request, from the '**Application for POC**' screen,

Request

- Click 

Note: – once the application has failed and gets resubmitted, the 'min info' checks revert back to the *admin* min info, even if previously it had passed that stage and got to the designer min info level.

Meets Minimum Criteria

If your application meets minimum criteria, you will receive notification to confirm.

You may receive a request for further information in due course; otherwise you will receive the POC Quotation within Guaranteed SLC 15 timescales.

If you accept this quote then payment should be made within **three months** (or six months if an extension is requested).

Additional Information Required

You would know a request has been received as a notification will be issued by e-mail.

Follow the steps below to relocate the saved application.

Re-locating the Saved Application

You can view the 'saved' application at any stage by clicking:

- POC
- REGISTER

Filter Active

[Search \(Show\)](#)

Page : Previous Next Page 1 of 1 Go to page : Page size :

Select to Archive	Select to Cancel	Applicant's Ref	Project No.	Enquiry No.	Site Name	Site Address	Delivery Centre	Request Date	Application Status	Issue Formal Offer Status	Date Actioned	ICP Offer Acceptance Status	Date Accepted
<input type="checkbox"/>	<input type="checkbox"/>	Sian_Metered	S_23456	5000002_V1	Peter Smith	123 Some Street Some town Somewhere	Wales	25/04/2013	Original	Pending		Pending	
<input type="checkbox"/>	<input type="checkbox"/>	getdownonit	S_12354	5000001_V1	Archie Street	Archer Lane Archer Town	Wales	25/04/2013	Original	Issued	25/04/2013	Rejected	25/04/2013

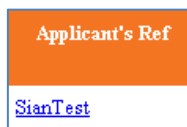
To narrow down your search results, click [Search \(Show\)](#)

Filter Active

[Search \(Hide\)](#)

Application Type: <input type="text" value="All"/>	Archived: <input type="text" value="No"/>
Applicant's Name: <input type="text" value="Demo ICP"/>	FO Issued Status: <input type="text" value="All"/>
Classification: <input type="text" value="All"/>	FO Acceptance Status: <input type="text" value="All"/>
Delivery Centre: <input type="text" value="All"/>	Days Left before FO Expiry: <input type="text" value="All"/>
App Request Date From: <input type="text"/>	App Request Date To: <input type="text"/>
FO Issue Date From: <input type="text"/>	FO Issue Date To: <input type="text"/>
Site Name(like): <input type="text"/>	Site Address (like): <input type="text"/>
Project No (like): <input type="text"/>	Applicant's Ref (like): <input type="text"/>
Application Type: <input type="text" value="All"/>	UnMetered LJ with DA: <input type="text" value="All"/>

- Enter your search criteria and click



- Click on the required [SianTest](#) link.

The 'POC Application Status' screen will be shown. This will confirm the status of the application and whether the clock has been paused.

Back to Register

Back

Documents

View All

Application Form

Minimum Info

View

Additional Info

Add/View

Formal Offer Acceptance

Action/View

Comms Log

Action/View

POC Application Status

S5000020_V1

General Information (Show)

Stage	Personnel	Quotation	Date	Comments/Status
0	Applicant	Quotation Requested:	02/05/2013 13:23:00	Webnet
1	Admins	Check Min Info:	02/05/2013 13:25:00	Yes
		Registration:	02/05/2013 13:25:00	Registered
2	Designer	Min Info Checked:	02/05/2013 13:26:00	Design Min Info Checked
		Last Additional Info requested:	02/05/2013 14:00:00	Requested
		Last Additional Info received:		Pending
		Last Clock Paused:	02/05/2013 13:56:00	Yes
		Last Clock Restarted:		No
		Additional Info Request Completed:		Pending
3	Designer	Formal Offer Issued:		Pending
4	Applicant	Formal Offer Accepted:		Pending
		Formal Offer Expires:		Pending

Additional Info

- Click

Add/View

The 'Additional Information Reply' screen will be shown

Back to Details

Back

Documents

View All

Add New

Submit to DNO

Submit

Additional Information Reply

General Information (Show)

Clock Pause/Restart Info (Hide)

Please Note : If the clock is paused, additional information must be supplied within 20 working days. Otherwise the application will be automatically cancelled.

Date Clock Paused	Paused By	Date Clock ReStarted	Restarted By	No Of Working Days
02/05/2013 13:56:00	Ann Gwynn			0
02/05/2013 13:41:00	Sian Williams	02/05/2013 13:43:00	Sian Williams	0


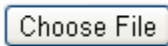

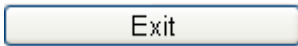
Additional Information Request (Hide)

Please Note : If the clock is not paused, additional information must be supplied within 10 working days. Otherwise the application will be automatically cancelled.

Select to Send	DNO Request Detail	ICP Reply	Info Source	Date Requested	Date Additional Info Provided
<input type="checkbox"/>	test	Edit	DNO	02/05/2013 14:00:00	
<input type="checkbox"/>	please send boundary plan	Edit	DNO	02/05/2013 13:57:00	
<input type="checkbox"/>	Clearer Boundary Plan	Edit	DNO	02/05/2013 13:57:00	

All **Clock Pause/Restart Info (Hide)** shows in the top pane.

General Information (Show) can be viewed by clicking **(Show)**.

- View the **Additional Information Request (Hide)**
- Click 
- Add any description/comments and Click , navigate to your saved document and double click it
- Click  at top of screen
- Then click 
- In additional information request, tick the select to send box for the request you wish to send back to the DNO

<input type="checkbox"/>	Clearer Boundary Plan
--------------------------	-----------------------

- Click [Edit](#) within the **ICP Reply** area (bottom of screen) to add a comment

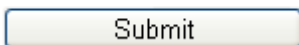
Clearer boundary plan as requested.

[Update](#) [Cancel](#)

- Click [Update](#) to add the comment
- Tick the additional information you have uploaded

- | | | |
|-------------------------------------|-----------------------|---|
| <input checked="" type="checkbox"/> | Clearer Boundary Plan | Clearer boundary plan as requested.
Edit |
|-------------------------------------|-----------------------|---|

Submit to DNO

- Click  once you have uploaded the additional information

The page at <https://radarsouthtest.webnet.ltd...>

An email informing Scottish Power about the additional info submission for POC application has been sent.



What happens next?

The DNO will receive notification that the additional information has been sent.

You will receive the POC Quotation within:

- LV Demand – 15 working days
- LV Generation – 30 working days
- HV Demand – 20 working days

- HV Generation – 50 working days
- EHV Demand – 50 working days
- Other Request – 65 working days

Note: If the load is between 22kV and 72kV (EHV) then you will receive a POC info letter (2a) within 30 working days.

The above dates (clocks) can be paused if the applicant has not provided enough information (for example) but we must still adhere to the SLC12 (see below) – this cannot be paused.

IMPORTANT – We MUST provide a quote within 65 working days as part of our **SLC12** Guaranteed Standards.

The following applies to Self-Determined POC only

When we receive the Self-Determine PoC form, we will acknowledge receipt of that notification and issue a quote for any works that the ICP have advised they wish us to complete.

The next steps are the same for any of the selections:

Viewing the quote

- Click POC
- Click 'Register'
- Click on the required 'Applicants ref'
- Click 'View all Documents'
- View any attachments

Note: You have 3 months to accept the quotation from the day it was issued (or six months if an extension is requested). If you accept the quote, payment must be made on the date of acceptance.

- Choose the (Formal Offer) **FO Acceptance Status ***:
 - If you choose 'Rejected' then you must enter a **Reason for Rejection***:
 - If you choose 'Accepted' then you must select your nominated ICP's

Nominated ICP's	
<small>ork. Please note once the nominated ICP applies for that stage the system will lock that stage for that ICP and no nomination can be accepted after that.</small>	
Design ICP *:	<input type="text"/>
Construction ICP *:	<input type="text"/>
Connection ICP *:	<input type="text"/>

Please note once the nominated ICP applies for the stage they have been nominated for the system will lock that stage for that ICP and no nomination can be accepted after that.

- You then complete the details required in the Payment Method section

Payment Method

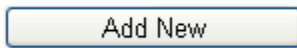
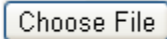

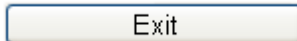

Payment Method : In Full
 Date Entered * : 13/11/2013
 Entered By : Jagdip AjimalCP
 Amount * : 25.00
 Payment sent to Shared Services : No Yes
 Date sent to Shared Services * : 13/11/2013

Please note payment method is set by the DNO. If this is not set please contact the DNO to request that they complete this action.

Payment Method

Payment Method : Payment method has not been set by the DNO
 Date Entered * : 13/11/2013
 Entered By : Jagdip AjimalCP
 Amount * :
 Payment sent to Shared Services : No Yes

- Upload the following:
 - Signed & dated POC quotation acceptance docs
 - Confirmation of ICP & developers registered address
 - Confirmation from the developer of the ICP's appointment as the preferred ICP
 - Payment information & proof of payment (method/date/value)

- To upload the documents - click 
- Click **Select a File :*** 
- Locate the required file & double click it
- Click 
- Repeat as required and then click 
- Once all documents have been uploaded, click **Save and Submit to DNO** 

What happens next?

Standard

The DNO will acknowledge receipt of the acceptance when payment has been cleared. The design of the contestable works must be received within **30 days** of the acceptance.

DNO FO Acceptance acknowledgement

Acknowledge FO * :
 FO acceptance Comments :

If a phased approval has been agreed by SP Energy Networks then the ICP must submit the first part of the phased approval within 30 days. (Refer to CON-04-003)

This is covered in the 'Design' module.

Please see the 'Design' handout for more information.

Self-Determine

The DNO will acknowledge receipt of the acceptance when payment has been cleared. The design of the contestable works must be received within **30 days** of the acceptance.

Dual Offer

Once the customer has accepted and paid for the POC element of a Dual Offer they must appoint a NERS accredited ICP to deliver the "contestable works". The ICP will need to provide a copy of the customer's acceptance and proof of payment, along with confirmation that they have been appointed. The DNO will acknowledge receipt of these documents.

APPENDIX 1 - Metered

Field	Option	Description
Application Type	Original	'New'
	Re-Submit	An existing form that was rejected, i.e. minimum info missing last time
Application Status	New	Used when 'Original' was chosen in application type
	Saved	Used either when an 'original' form has been partly completed & saved or when a 'resubmitted' form is chosen
Applicants Ref	Free text – one word only	Type in 'your reference' must be <15 characters
Current ICP	The ICP logged into RAdAR	Greyed out – this is who you're logged in as
Acting as	This is locked to the current applicant type	Greyed out
Applicant Details		
Admin Contact Name	The name of the person in the ICP carrying out the Admin role	
Admin Phone Number	Tel no for Admin contact	
Designer Contact Name	Name of the person carrying out the Design role	
Designer Phone No	Tel no for Designer Contact	
Site Information		
Job Title/Site Name	Job Title and Name of the site contact	
Development Address	The address of the required connection	
Development Postcode	The postcode	
OS Grid ref (XY)	The XY coordinates of the site	Use plot 1 (if applicable) or the centre of the site
Proposed Asset Owner	The name of the company adopting the network	i.e. SPM (Manweb) or SPD (Distribution), or an IDNO
Name of Developer	The developer name	The name of the builder for example, could be Barratt homes, or Mr. Joe Bloggs. Would be required in the case of a tri-partite agreement
Name of Consultant	The Consultants name	
Name of Architect	The Architects name	
Name of Solicitor	The Solicitors name	
Future Phase Details	Details of any future phases	i.e. 20 plots need connecting ASAP, 30 remaining plots to be connected at a later date, you'd type the details of the further 30 in this field
Associated Project No's	The Project numbers of any associated Projects/phases	As above
Type of Enquiry		
Specify type – <i>Self-Determine form only</i>	<ul style="list-style-type: none"> Final Submission Information Only 	<ul style="list-style-type: none"> Should be selected when the Applicant has received the acceptance from their customer. When asking for information / notifying of self-determination and Quote offer issued to customer
Type of Enquiry	<ul style="list-style-type: none"> Fully Adopted Adopted to IDNO Licensed to IDNO Section 16 Licensed 	<ul style="list-style-type: none"> Fully Adopted By SPEN Adopted to an IDNO - IDNO are adopting the new network and are responsible for it

		<ul style="list-style-type: none"> Licensed to IDNO - SPEN won the work and have done the cable laying and the connection, but the IDNO are taking responsibility for the network Section 16 - Only available for pre-contract internal staff
Contestable Closing Joint Works?	Previously known as the Extension of Contestable Works Trial – now BAU <ul style="list-style-type: none"> Yes No 	Clicking YES means the ICP wishes SPEN to complete final closing works and have to specify if LV/HV/Both.
Self-Determination Options		
Design Approval		Select either SP or ICP to state who is completing these works. By selecting ICP confirms that the ICP intends to complete themselves, if accredited to do so, and selecting SP confirms that the ICP wishes SPEN to complete.
Diversion		
Inspection		
Closing Joints		
Enabling Works		
Operational Support		
Connection/Load Summary (A)		
Domestic Number of Connections	The number of domestic connections required	i.e. 5 plots = 5 connections
Total Domestic Load	The total load required for Domestic	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Un-Metered Number of Connections	The total number of Unmetered Connections	
Total Unmetered Load	The total load required for Unmetered	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Industrial & Commercial Number of Connections	The total number of I&C Connections	
Total I&C Load	The total load required for Industrial & Commercial	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Number of Connections	The total number of Connections (Domestic + Unmetered + I&C)	Auto-Populated
Total Import Load	The total project load (Domestic + Unmetered+ I&C = Total Project Load)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Number of Generation Connections	The total number of Generation Connections	Auto-Populated
Total Export Load	The total generation load	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Development Connection/Load Summary (B)		
Future Developments - Domestic Number of Connections	Future Developments - The number of Domestic connections required	'Future' is anything that is not included in this connection, but is part of the same development
Future Developments - Total Domestic Load	The total load required for any Future Domestic Developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Un-Metered Number of Connections	The total number of connections required for Unmetered future developments	

Future Developments - Total Unmetered Load	The total load required for Unmetered future developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Industrial & Commercial Number of Connections	The total number of I&C Connections for future developments	North would quote for Job including future developments. South would only quote for present job
Future Developments - Total I&C Load	The total load required for Industrial & Commercial future developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Total Number of Connections	The total number of Connections for future developments	
Future Developments - Total Project Load	The total load for all future developments (domestic + un-metered + I&C)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Total Number of Generation Connections	The total number of Generation Connections for future connections	
Future Developments - Total Export Load	The total generation load for future developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Development Connection/Load Summary (A+B)		
TOTAL - Domestic Number of Connections	TOTAL Developments - The total number of Domestic connections required (current & future)	
Total Domestic Load	The total load required for any Future Domestic Developments (current & future)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
TOTAL - Un-Metered Number of Connections	The total number of connections required for Unmetered developments (current & future)	
Total Unmetered Load	The total load required for Unmetered developments (current & future)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
TOTAL - Industrial & Commercial Number of Connections	The total number of I&C Connections for developments (current & future)	
Total I&C Load	The total load required for Industrial & Commercial developments (current & future)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Number of Connections	The total number of Connections for developments (current & future)	
Total Project Load	Total project loads from section A (connection) & B (future development) = Total project Load	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Number of Generation Connections	The total number of Generation Connections for developments	
Total Export Load	The total generation load for developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Distributed Generation Applications		
Protection Type	Drop-down choices: <ul style="list-style-type: none"> • NA • Single G83 • Multiple G83 • G59 Generator 	If applicable then the appropriate Generation forms would need to be attached. There is a link to download these on the form.

Prime Mover Type	Drop-down choices: <ul style="list-style-type: none"> • Wind • Solar PV • CHP • Hydro • Tidal • Anaerobic Digestion • Air Source Heat Pump • Ground Source Heat Pump • Bio-mass • Bio-fuel • Geo-thermal • Other 	
Load Breakdown – Domestic & Industrial/Commercial		
ADMD	DOMESTIC - After Diversity Maximum Demand	Between 1kVA and 2kVA.
N	Number of plots/connections	
Total kVA	Calculated automatically ADMD+N=KVA	8 kVA gets added to each site for diversity. Each plot would be put through as (for example) 1kVA, and then we'd add an additional 8kVA per site. So if 3 houses, it would be 1 kVA for each plot and then add 8 (1+1+1+8 = 11)
Industrial & Commercial N	The number of I&C supplies	
Total kVA	The total kVA for I&C supplies	kVA total for I&C - For example a landlord supply could be 30kVA, pumping station 10 kVA so total would be 40 kVA
Other Items		
No of landlord supplies in the above total	Number of Landlord supplies included in the total	Landlord supply could be lighting in the corridor of the apartments or the supply to the lift. You can add any additional info at the bottom of the screen
Space Heating Type	Drop-down choices: <ul style="list-style-type: none"> • N/A • Electricity • Gas • Oil • Air Source Heat Pump • Ground Source Heat Pump • Other 	If Electricity, it would mean a higher consumption – which is the reason for the requirement of information.
Heating load	The load for the heater(s)	
Interim Supply	Is an Interim Supply required? Yes or No	
Street Lighting	Is street lighting required? Yes or No	If YES – it means Street Lighting is included in the quotation.
Disruptive Load		
General		
Preferred POC Location	The applicants preferred location of the POC	Where would you like the POC? i.e. As near to site as possible/site entrance.
Anticipated date of connection	The Anticipated date of connection	

Other Relevant Information	Free text up to 500 characters	
Point of Connection Quotation Request Checks		
Estimated Loads (inc. total & type of load calculated correctly)	Have you calculated the Estimated loads correctly <ul style="list-style-type: none"> • Yes • No 	YES to proceed
Other Relevant Information provided	Have you provided all the relevant information? <ul style="list-style-type: none"> • Yes • No 	YES to proceed

APPENDIX 2 – Un-Metered

Field	Option (if blank = free text)	Description
Application Type	Original	New
	Re-Submit	An existing form that was rejected, i.e. minimum info missing last time
Application Status	New	Used when 'Original' was chosen in application type
	Saved	Used either when an 'original' form has been partly completed & saved or when a 'resubmitted' form is chosen
Applicants Ref	Free text – one word only	Type in 'your reference' must be <15 characters
ICP Information		
Company Name		ICP Company name - Auto-populated based on login
Company Address		Auto-populated
Post Code		Auto-populated
Site Information		
Site Name		
Site Contact Information		
Contact Name		ICP Contact Name
Position		The position held by the ICP Contact (above)
Address Line 1		The contact address for the contact Name - not necessarily the same address as the ICP 'company' address
Address Line 2		
City		
County		
Post Code		
Phone Number		
E-mail Address		
Highways Authority Information		
Highways Authority Name		The councils name
Company Address Line 1		The councils address
Address line 2		
City		
County		
Postcode		
Highways Authority Site Contact Information		
Contact Name		The name of the contact within the Council
Position		The role of the contact within the council
Address Line 1		The address of the contact within the council
Address Line 2		
City		
County		

Postcode		
Phone Number		
E-mail Address		
Working Area Plan		
1:25000 scale (AO size) Boundary Plan of Authority Provided?	<ul style="list-style-type: none"> • Yes • No 	If no Boundary plan is received it will fail the min info check
Authority Area Boundary Marked on Plan?	<ul style="list-style-type: none"> • Yes • No 	If not marked on the plan then it will fail min info
Plan/Drawing Name		The file name of the plan/drawing – this is so that we can tie it in with the right attachment, as you may send more than one
Plan/Drawing Reference Number		As above – a reference number for the Plan/Drawing
Joining Materials & Methodology		
Provide details of joining equipment, material specifications and methodology per requirements of specification document		List of what joints are being used (i.e. straight joint) and what cable is being used (i.e. 4mm hybrid)
Provide details of approved cut-out per requirements of specification document		
NOTES / ACTIONS		
Live Working Personnel Details		
Name		Name of each individual working live
SP Authorisation		Type in their code (WL1 – WL2 etc.)
Copy Attached	<ul style="list-style-type: none"> • Yes • No 	Need to attach their certificate to confirm their authorisations
Role		LV joiner / LV joiners mater etc. You must 'Save' after each entry to add another
Entering Live Working Regime		
Joiners successfully completed Live Working Assessment?	<ul style="list-style-type: none"> • Yes • No 	
Joiners attended SP Safety Rules Induction?	<ul style="list-style-type: none"> • Yes • No 	
CDM Form provided	<ul style="list-style-type: none"> • Yes • No 	
Entering Live Working Regime form provided?	<ul style="list-style-type: none"> • Yes • No 	
Lloyds Accreditation		
Existing Lloyds Accreditations		List the accreditations that they have i.e. LV Unmetered joining live / dead etc.
Extension of scope applied for?		If the ICP haven't got the accreditations they need, then they

		can put in an extension for what they have put in an application to Lloyds for
Lloyds Contact Name		When you get accredited you get assigned a contact within Lloyds
Lloyds Contact Number		The contact name
Are Jointers Approved by SP Manweb?	<ul style="list-style-type: none"> • Yes • No 	If No, then the work cannot commence until Jointers are approved
Name (ICP)		Person signing the (construction & adoption) agreement from the ICP
Name (Authority)		Person signing the (construction & adoption) agreement from the council