



**SP Energy Networks
Centre of Excellence**

RAdAR System Enhancements Guidance Note

Name	Added Content	Date	Version
Laura Murphy	Phase 1 – Final Version	02/04/2020	1.0

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1 Introduction

RAAdAR (Register of Adopted Asset Requests) is the IT system utilised to manage CiC (Competition in Connections) enquiries where a Lloyds accredited ICP (Independent Connection Provider) is being employed to complete contestable electrical works.

A RAAdAR Working Group, comprising of eighteen ICPs/IDNOs was set up to evaluate stakeholder feedback and influence our IT strategy. The feedback from this Working Group was published in the Incentive on Connections Engagement (ICE) Plan (May 2019) [Incentive on Connections Engagement \(ICE\) Plan](#). It was also used to identify 12 system enhancements.

12 system amendments were scoped out to be implemented by 30th March 2020:

No.	Requirement	Priority
2.1	ICP search function within RAAdAR for SPEN contact –tool-tip to information rather than searching for within System Admin module	Must Have
2.2	Ability to copy over an application rather than a template required - Referencing copied application reference	Must Have
2.3	Self-approved design should allow the ICP to complete construction/connection prior to the design being acknowledged	Must Have
2.4	A Land Rights process (section on application form) is required to indicate the proposal at POC Submission to progress Legal rights under Incorporated Land Rights and ability to Confirm this by the ICP with their design submission for both Self and None Design options. (Further details are within the attachment in section 1.6)	Must Have
2.5	Within the Request to Connect form there is no ability to add the Joints details, this information is required.	Must Have
2.6	The CT/VT ratio documents for P283/D383 relating to adoption agreements have been revised and ICP's should be providing documents to comply. The ability to select that documents have been included should be within Conditions Precedent	Must Have
2.7	SLC15/SLC12 timescales to be revised. I.e. This “clock” is set for 60 days in RAAdAR, however, this should be 65 working days	Must Have
2.8	Mandatory allocation of Project Design Manager (based on postcode and category)	Must Have
2.9	In the Request Type section, change Third Party Connection Request to Request SPEN to Connect and change Request To Connect SPEN (metered) to Request for ICP to Connect	Must Have
2.10	Revise the POC and Design Approval application forms within RAAdAR. This will involve the removal and addition of requested information	Must Have
2.11	A significant number of unmetered connections are being included within the regulatory report due to being incorrectly raised within RAAdAR. The proposal is to add Single Site UMS POC as an option within Application Type	Must Have
2.12	Ability to add new versions of documents to existing Design Approval submission. Retaining original submission and time stamping new version (Enables ICP to revise design after discussion with SPEN rather than us rejecting their application and asking them to submit a new one)	Must Have

2 RAdAR Enhancements

2.1 Designer and Project Manager Tool-tip Function

Within the POC, design and Connections **register** section, when you hover over the designers name in the designer column, their details will be displayed including name, email address and telephone numbers.



The same function is available when you go into the application screen and hover over the designers name.

For design this is alongside the 'design approval status' field:



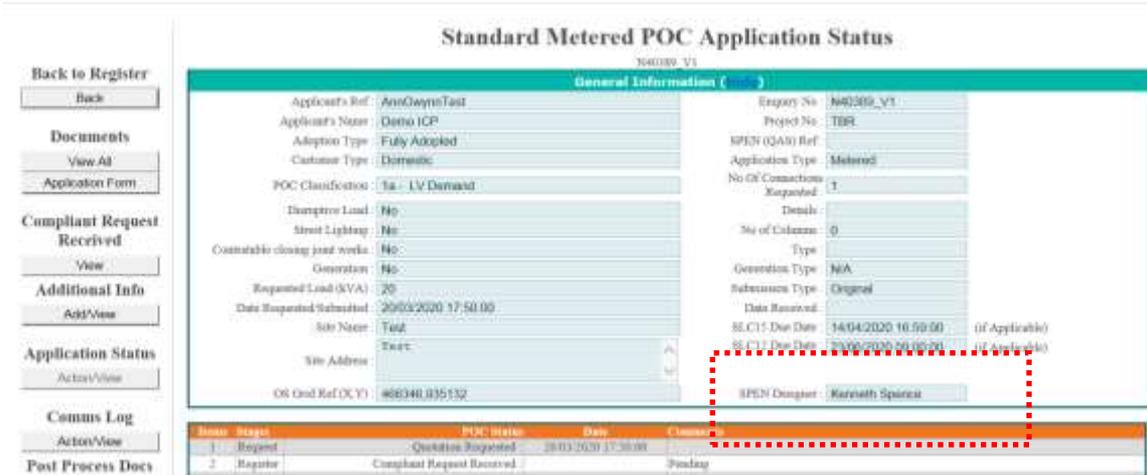
You can also see the designer details in the POC Application screen, alongside the field labelled 'SPEN Designer':



RADAR System Enhancements Guidance Note

Within the **application screens** tool-tips have also been added.

POC Application screen a field has been added for 'SPEN Designer':



Standard Metered POC Application Status
N40209_V1

General Information

Application Ref:	AnnOayynTest	Enquiry No:	N40209_V1
Application Name:	Demo ICP	Project No:	TBR
Adoption Type:	Fully Adopted	SPEN (Q&A) Ref:	
Customer Type:	Domestic	Application Type:	Metered
POC Classification:	1a - LV Demand	No Of Connections Requested:	1
Disruptive Load:	No	Details:	
Street Lighting:	No	No of Cables:	0
Costable closing post works:	No	Type:	
Generation:	No	Generation Type:	N/A
Requested Load (kVA):	25	Substance Type:	Original
Date Requested/Submitted:	20/03/2020 17:50:00	Date Received:	
Site Name:	Test	SE.C15 Due Date:	14/04/2020 16:59:00 (if Applicable)
Site Address:	Test	SE.C15 Due Date:	14/04/2020 16:59:00 (if Applicable)
OS Grid Ref (X,Y):	486340,035132	SPEN Designer:	Kenneth Spence

Issue	Group	POC Status	Date	Comments
1	Request	Quotation Requested	20/03/2020 17:30:00	
2	Register	Compliant Request Received		Pending

Design application screen, a tool-tip has been added to the design approval by field within comments:



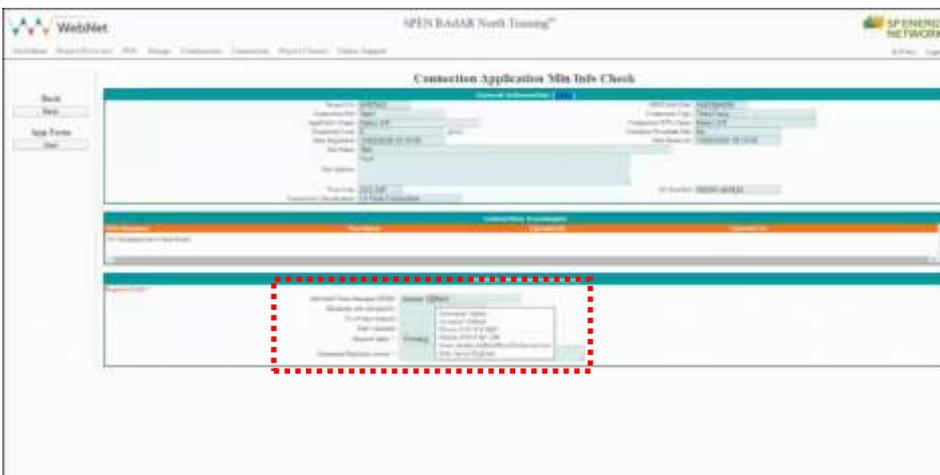
Design Acceptance Application Details
N707009_Test01

General Information

Project No:	N707009	Quotation Ref:	9975045
Application Name:	Demo ICP	Design Ref:	ICP Test01
POC Classification:	1a - LV Demand	DA Status:	Original
DA Classification:	LV demand	Type:	Metered
Application Type:	Fully Adopted	Requested Load (kVA):	25
Site Name:	Test01	Site Address:	Test
Date Requested/Submitted:	20/11/2018 16:26:00	OS Grid Ref (X,Y):	341235,361257

Issue	Group	Design Acceptance	Status	Comments
1	Applicant	DA Request	Original	Requested By: ICP Test
1	Admin	Site Info Checked	Yes	
2	Designer	Design Check Status	Passed	Design Checked by: [Name] (Email: test.designer@webnet.co.uk)
		Additional Information	Completed	
3	Designer	Design Approval Status	Approved	Design Approved by: [Name] (Email: test.designer@webnet.co.uk)
4	Designer	PEM assigned	Yes	Master Control

Connections application screen displays project manager details in 'allocated team manager' field:



Connection Application Site Info Check

Project No: N707009
Site Name: Test01
Site Address: Test
Requested Load (kVA): 25
Date Requested/Submitted: 20/11/2018 16:26:00

Allocated Team Manager: [Name] (Email: test.designer@webnet.co.uk)

2.2 Ability to copy an application

An ICP can copy an existing POC application, selecting the relevant application reference. Once copied, all fields remain unlocked and editable, so any possible changes can be made.



Applicant's Ref	Project No.	Request No.	Application Type	Adoption Type	Classified As	OPEN (RADAR) Ref	Site Name	Site Address	Proc Code (V2)	Delivery Category	Request Submission Date
480346030000_C1	T08	104186_31	Standard Metered POC	Fully Adopted	1a - LV Demand		Test	Test	02-30X		24-01-2020
480346030000_C1	T08	104186_31	Standard Metered POC	Fully Adopted	1a - LV Demand		Test	Test	02-30X		20-01-2020
480346030000_C1	T08	104187_31	Standard Metered POC	Fully Adopted	1a - LV Demand		Test	Test	02-30X		18-01-2020
480346030000_C1	T08	104186_31	Standard Metered POC	Fully Adopted	1a - LV Demand	001010	100 Test 1	1000 Old House, New Farm, Thornhill Street	001-006		18-01-2020
480346030000_C1	W18790	104184_31	Standard Metered POC	Fully Adopted	2a - POC Sub Protection	001010	100 Test 1	1000 Old House, New Farm, Thornhill Street	001-006	Charge	18-01-2020
480346030000_C1	W18790	104184_31	Standard Metered POC	Fully Adopted	1c - Other Demand and Protection	001010	100 Test 1	1000 Old House, New Farm, Thornhill Street	001-006	Charge	18-01-2020
480346030000_C1	T08	104181_31	Standard Metered POC	Fully Adopted	1f - Other Demand and		Test	Test	FA-002		18-01-2020

Select the 'Copy App' button to then copy the application.



Standard Metered POC Application Status

General Information (1/1)

Applicant's Ref	480346030000	Request No.	M0588_31
Applicant's Name	Demo ICP	Project No.	T08
Adoption Type	Fully Adopted	OPEN (RADAR) Ref	
Customer Type	Domestic	Application Type	Metered
POC Classification	1a - LV Demand	No HV Demands Requested	0
Disruption Load	No	Details	
Smart Lighting	No	No of Columns	0
Connectable charging point works	No	Type	
Overcurrent	No	Generation Type	NA
Requested Load (kVA)	00	Substation Type	Original
Date Requested Submission	20200201 17:50:00	Date Received	
Last Status	Test	IC111 Due Date	18040320 16:58:00 14 Application
Site Name	Test	IC112 Due Date	23060420 00:00:00 14 Application
Site Address			
ICP Ref (IC1)	480346030000	OPEN Designer	Karwan Spence

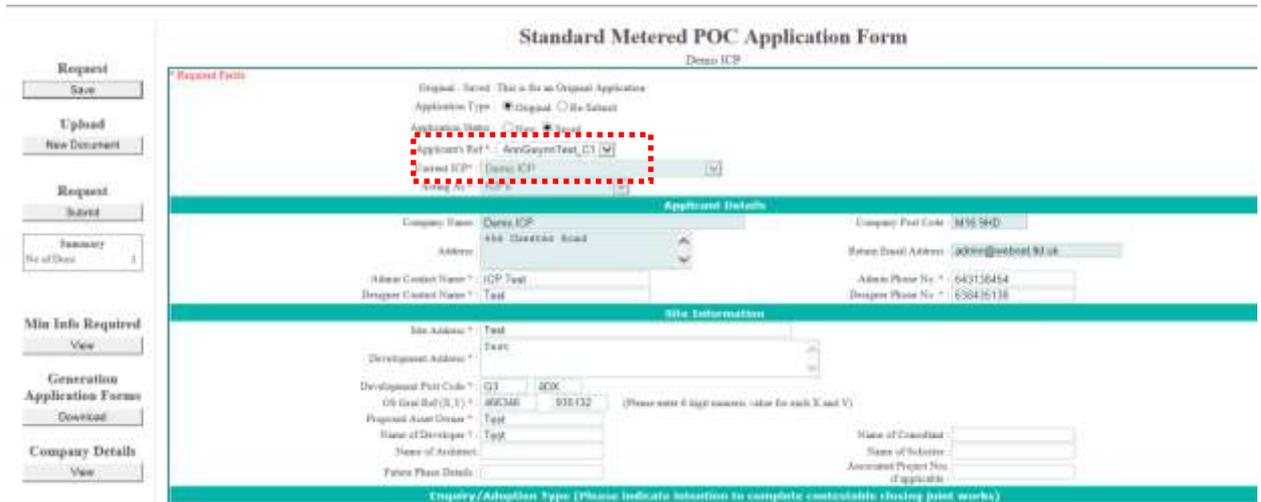
Process Log

Process	Request	POC Status	Date	Comments
Request	Request	Application Requested	20200201 17:50:00	Pending
Request	Request	Compliant Request Received		Pending
Request	Request	Registration		Pending
Request	Request	IC111 + 11a Sub Created		Pending
Request	Request	Last Additional Info requested		Pending
Request	Request	Last Additional Info received		Pending
Request	Request	Last Check Passed		Pending
Request	Request	Last Check Failed		Pending
Request	Request	Additional Info Request Completed		Pending
Request	Request	Formal Offer Issued		Pending
Request	Request	Formal Offer Accepted		Pending
Request	Request	Formal Offer Expired		Pending

Copy Application

Copy App

The application reference number then holds the label _C1 at the end of it to show it has been a copied application.



Standard Metered POC Application Form

Demo ICP

Request Fields

Original - Saved - This is for an Original Application

Application Type: Original Submitt

Application Status: New Saved

Applicant's Ref: 480346030000_C1

Demo ICP: Demo ICP

Applicant Details

Company Name: Demo ICP | Company Post Code: M0588

Address: 480, GARDENS ROAD | Meter Email Address: 90000@adnet.net

Admin Contact Name: ICP Test | Admin Phone No: 643156454

Designer Contact Name: Test | Designer Phone No: 638435138

Site Information

Site Address: Test

Development Address: Test

Development Post Code: G1 30X

IC111 Ref (IC1): 002368 | IC112: 002432 (Please enter 6 digit numeric value for each X and Y)

Proposed Asset Dates: Test

Name of Developer: Test

Name of Applicant: Test

State of Applicant: Test

Project Name Details: Test

Enquiry/Adoption Type: (Please indicate selection to complete contractual checking (not works))

All details are copied into the new application, with all information editable, including documents. You can then save and submit your application as normal.

NOTE: It is possible to copy a design but only if the previous one has been cancelled. Whilst an accepted design is live you are unable to copy.

Further clarification on the different types of application:

a) POC - all POCs can be copied. Each copy is given a new Enquiry Number and the original Applicant's Ref. has a '_Cn' appended to it. Copies of copies can be made.

b) Design - where there is an existing LIVE Design (Saved, Pending or Accepted) then a copy cannot be made, because this would result in two LIVE designs for the same project being in place at the same time. Otherwise (Failed Min Info, Rejected and Cancelled), these can be copied. The original Design Request Ref. has a '_Cn' appended to it. Although, the Applicant still has the capability, it is now not necessary to Cancel, (Copy) and Resubmit a Design application because of changes to the design, due to this new functionality.

c) Connections - All Connection Requests can be copied.

2.4 Land Rights

In the POC section the radio button is simply a 'yes or no' indicator that Land Rights services will be required for the project.



The main Land Rights functionality is processed in the subsequent Design Acceptance section. Where this time, upon selecting 'Yes', the tick boxes in the section below the indicator become active:



Depending on what option you select an estimated cost will be shown, and some options require the number of landowners to be entered:



The owner or agent name can also then be populated:



There is then a checklist at the bottom of the land rights section to ensure the necessary action has been taken:



In selecting 'yes' to land rights, the document section will also contain an area to populate the relevant documentation:



Design Approval Request For Single Site UMS Application
Form ECP

Required Documents

Development Consents:
 Select a document to upload: No file chosen

Required Documents

Development Consents:
 Select a document to upload: No file chosen

Required Land Rights Documentation

Drawing Standards (For Land Rights)

- Access to be provided
- Plans to include surrounding 50m area
- To include Front Plot
- Required Details
 - 1:1000 - 1:2,000
 - 1:1000 - 1:2,000
 - 1:10000 - 1:20,000
- Section line shall give rise with chosen part of the larger plan sheet
- The separate parts of all sheets should be clearly shown on the plan
- Expenses of horizontal well shall require a paper copy with the field or ground plan of the plan to record all details and contours are clearly marked

Further Requirements

- Access roads to a public highway (A10) to the nearest public road
- 100% and in public works to a public highway (A10) (A10)

There are also areas below the document upload, which advise on the acceptable drawing specifications being submitted:



Required Land Rights Documentation

Development Consents:
 Select a document to upload: No file chosen

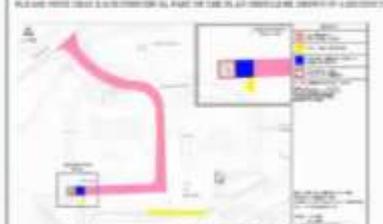
Drawing Standards (For Land Rights)

- Access to be provided
- Plans to include surrounding 50m area
- To include Front Plot
- Required Details
 - 1:1000 - 1:2,000
 - 1:1000 - 1:2,000
 - 1:10000 - 1:20,000
- Section line shall give rise with chosen part of the larger plan sheet
- The separate parts of all sheets should be clearly shown on the plan
- Expenses of horizontal well shall require a paper copy with the field or ground plan of the plan to record all details and contours are clearly marked

Further Requirements

- Access roads to a public highway (A10) to the nearest public road
- 100% and in public works to a public highway (A10) (A10)
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- 100% and in public works to a public highway (A10) (A10)
- 100% and in public works to a public highway (A10) (A10)

Required Land Rights Documentation to be submitted to the relevant authority in a separate document with the relevant site plan and drawings of the site plan



2.5 Joints Information

A new section was required to capture the jointer details for the connection. The Jointer details could change at any point during a project and so are editable with an audit trail.

Input of jointer details are available when 'Yes' is selected for 'Work Required by ICP' and are in the following section of the connection application form.



The screenshot shows the 'Work Required by ICP' section of a form. It includes fields for 'Work Required by ICP: Yes', 'Description/Category', 'Design Reference No.', and 'Jointer' details. A red dashed box highlights the 'Jointer' input fields, which include 'Jointer Name', 'Jointer Type', and 'Jointer Code'.

Within the connection application you can manage jointers via a button to the left:



The screenshot shows the 'Standard Connection Application Details' page. On the left-hand side, there is a navigation menu with buttons for 'Back', 'App Form', 'Manage Info', 'Process Application', 'Close Entries', 'Manage Jointers', 'Close Log', and 'Print Process Data'. A red dashed box highlights the 'Manage Jointers' button.

You can then use the button to add jointer, but also see an audit trail of when the jointer details were amended:



The screenshot shows the 'Manage Jointers' page. On the left-hand side, there is a navigation menu with buttons for 'Back', 'Add Jointer', 'Add Jointer', 'Save', and 'New'. A red dashed box highlights the 'Add Jointer' button. Below the navigation menu, there is a table with columns for 'Jointer Name', 'Design Reference No.', 'Description/Category', and 'Jointer Code'. A red dashed box highlights the table, which shows an audit trail of when the jointer details were amended.

This status also exists on the conditions precedent table.

2.6 Ratio Documentation

When going into a design and the conditions precedent section, once in any existing connection, a new field has been added to indicate if the CT/VT is complete or N/A.



This status also exists on the existing connections table:

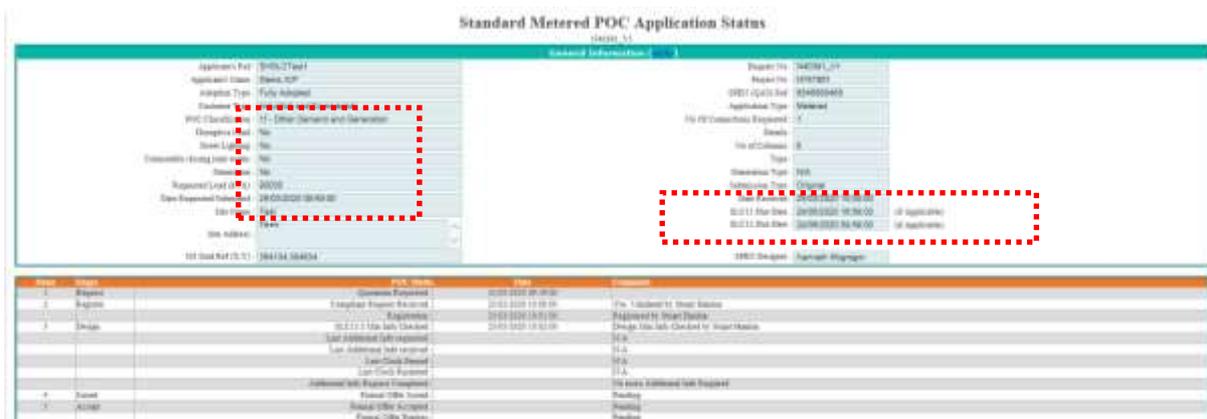


2.7 SLC15/12 timescales

SLC15 1f (POC classification jobs 1f are 'Other demand and generation') & SLC12 timescales have changed from 60 to 65 **working days** and the system has been updated to reflect this.

Existing fields displaying the date for SLC15 & 12 remain the same but show the new 65 Working day timescales (bank holidays within the period are taken into account and added).

In the example below, the request was submitted on 25/03/2020 and the SLC15 / SLC12 due date is 29/06/2020, demonstrating 65 working days.

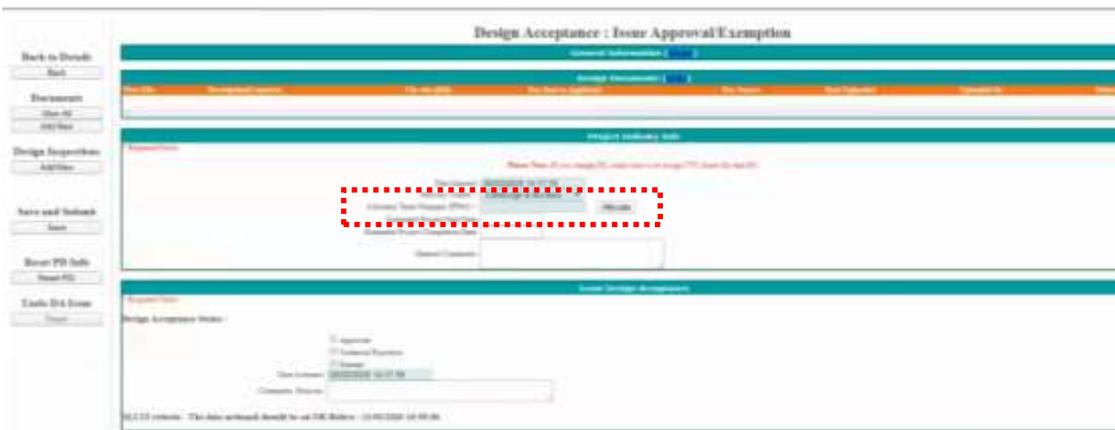


2.8 Mandatory allocation of Project Manager

Project manager assignment functionality has now moved to the process application/acknowledgement section of design approval.



It is now mandatory to enter the Allocated team manager (PDM) within the DNO side of RAdAR:



If the approved box is not ticked, the system will ignore any action to submit:

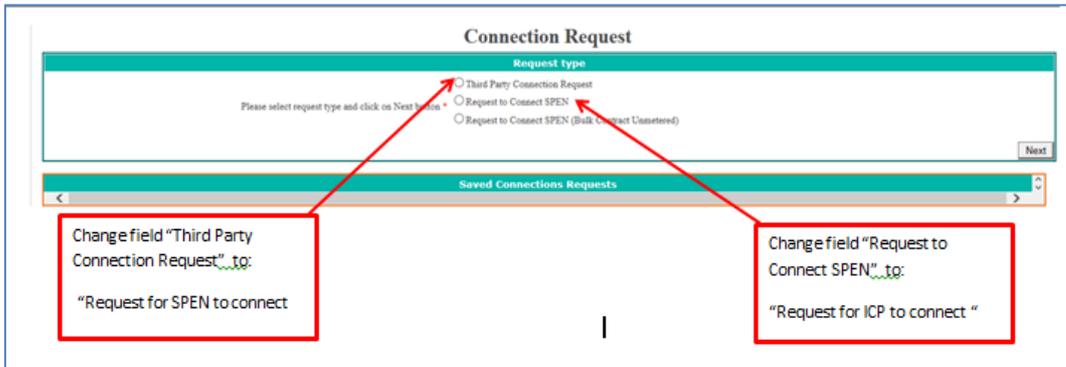


The ability to amend and update is possible, as the PDM could change throughout the process.



2.9 Change of Connection Request Type Names

In the Request Type section, changes have been made to the request type options wording. **Third Party Connection Request** to **Request SPEN to Connect** and change **Request To Connect SPEN (metered)** to **Request for ICP to Connect**.



Correct view now shows as:



The description has also changed in the register:



Submitted Connections Register

Request ID	Request Type	Request Status	Request Date	Request Description	Request Location	Request Category	Request Priority	Request Assigned To	Request Assigned Date	Request Assigned Time	Request Assigned Status	Request Assigned Date	Request Assigned Time	Request Assigned Status
12345	Request SPEN to Connect	Open	2023-10-26	Request for SPEN to connect	12345	Request	High	John Doe	2023-10-26	10:00:00	Open	2023-10-26	10:00:00	Open
12346	Request for ICP to Connect	Open	2023-10-26	Request for ICP to connect	12346	Request	High	John Doe	2023-10-26	10:00:00	Open	2023-10-26	10:00:00	Open
12347	Request to Connect SPEN (Bulk Contract Unmetered)	Open	2023-10-26	Request to Connect SPEN (Bulk Contract Unmetered)	12347	Request	High	John Doe	2023-10-26	10:00:00	Open	2023-10-26	10:00:00	Open

2.10 Revised POC & Design Approval Application Forms

A number of changes have been made on the application forms.

POC Application forms – the field description has been changed from ‘Job title’ to ‘Site name’



POC Application forms – Self Determination

The input drop down boxes were previously blank, but now they all default to SP and need to be amended where applicable for each application.



POC Application Form – Enquiry/ Adoption Type

In the Enquiry/ Adoption Type section of the POC application, the drop down option for ‘Licensed IDNO and Section 16(Licensed)’ has been removed.



N.B. Section 16 remains for any internal requests (SP Energy Networks Connections) for SLC19 purposes

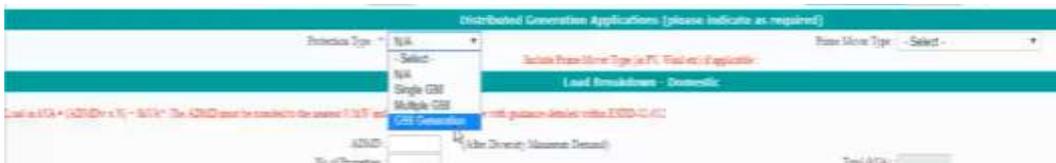
POC Application Form – Connection/ Load Summary (A), Future Development Connection/ Load Summary (B), Total Development Connection/ Load Summary (A+B)

Wording from 'Total Export Load' has been changed to 'Total Generation Load':



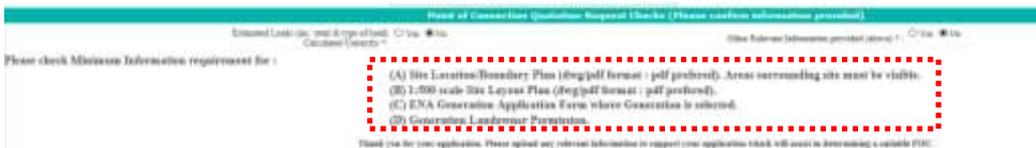
POC Application Form – Distributed Generation Applications

Protection type has been changed from G83/G59 to G98/G99.



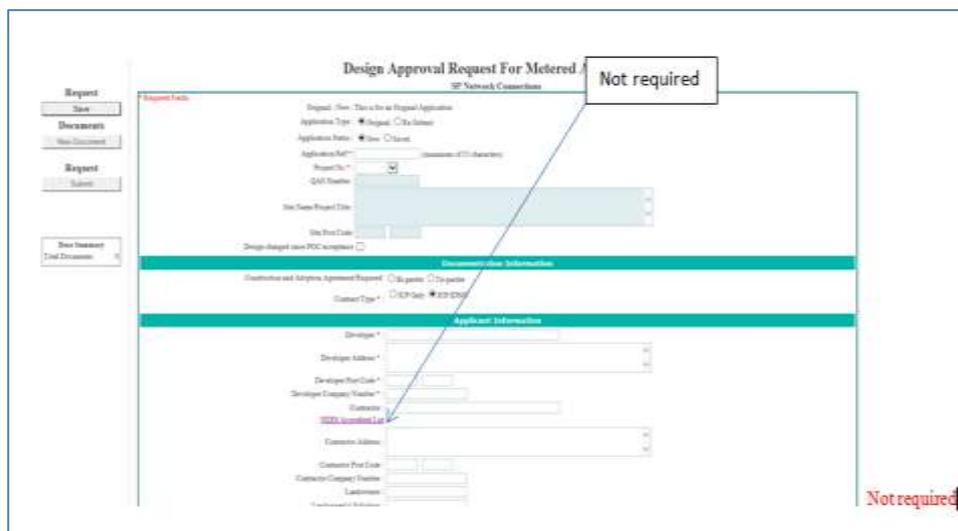
POC Application Form – Point of Connection Quotation Request Checks

The items of minimum information was increased in font size and put in bold for greater awareness to the applicant.



Design Approval Application Form – Application Information

The NERS Accredited List Field has been removed



New View:



Design Approval Application Form – IDNO Information

- New Field has been added called 'IDNO Asset Reference Number'
- 'Meter Operator Name' has been amended to 'Meter Operator Name (Only required if adopted)'
- 'Type' has been amended to 'Type (Only required if adopted)'
- 'Metering Arrangement' has been renamed to 'Metering Arrangement (Only required if adopted)'
- 'Monitoring C/T' has been amended to 'Monitoring C/T (Only required if adopted)'
- 'Transformer Test Certificate Required' has been amended to 'Transformer Test Certificate Required (Only required if adopted)'



Design Approval Application Form – Minimum Information Needed

There were originally 14 items listed for minimum types of information needed to be supplied in conjunction with an application form.

Minimum Information needed (IDNO)	
The Following Information must be entered on the form	
The following forms completed and sent or uploaded	
Volt Drop Calculations and Earth Loop Impedance	Transformer Test Certificate
Transformer Test Certificate	Bill of Quantities of Assets to be adopted
Electrical Design Drawings	Substation Acquisition Drawing
Wayleaves Request Form	Wayleave & Land Ownership Drawing
Wayleaves Request Form (if applicable)	Wayleave & Land Ownership Drawing (if applicable)
Live Working Plan (if applicable)	Internal Main Plan (if applicable)
Substation Layout Drawing (if applicable)	Letter from Developer Confirming Appointment of ICP/IDNO

'Wayleaves Request form' and 'Wayleaves & Land Ownership Drawing' were removed as they are duplicated with 'Wayleaves Request form (if applicable)' and 'Wayleaves & Land Ownership Drawing (if applicable)', leaving 12 items.

The 12 items are listed as follows:

Minimum Information Required	
Please provide the following information:	
Void Drop Calculations and Earth Loop Impedance	Transformer Test Certificate
Transformer Test Control	Bill of Materials of Assets to be adopted
Electrical Design Drawings	Substation Acquisition Drawing
Wayleave Request Form (if applicable)	Wayleave & Land Ownership Drawing (if applicable)
Line Working Plan (if applicable)	General Main Plan (if applicable)
Substation Layout Drawing (if applicable)	Letter from Developer Confirming Approval of ICP/IDNO

If the project is labelled as 'ICP only' in the 'Contract Type' then the system will remove the following item, as this is not required with that type of application:

- Transformer Test Control

See Screen shots below to show the relevant parts of the application form:

Design Approval Request For Metered Application

Demo ICP

Original - New: This is for an Original Application

Application Type: Original Re-Submit

Application Status: New Saved

Application Ref*: (maximum of 15 characters)

Project No*:

QAS Number:

Site Name/Project Title:

Site Post Code:

Design changed since POC acceptance

Documentation Information

Construction and Adoption Agreement Required: Bi-partite Tri-partite

Contract Type*: ICP Only ICP/IDNO

Minimum Information Required	
Please provide the following information:	
Void Drop Calculations and Earth Loop Impedance	Transformer Test Certificate
Bill of Materials of Assets to be adopted	Electrical Design Drawings
Substation Acquisition Drawing	Wayleave Request Form (if applicable)
Wayleave & Land Ownership Drawing (if applicable)	Line Working Plan (if applicable)
General Main Plan (if applicable)	Substation Layout Drawing (if applicable)
Letter from Developer Confirming Approval of ICP/IDNO	

2.11 Single Site UMS POC – new application type

An additional new application type for single site unmetered supplies. Previously you only had 'Dual offer – Single Site UMS'.

View	POC	Design	Construction	Connection	Project
	POC Request	Standard			
	Register	Dual Offer			
	Templates	Self Determined			
		Single Site UMS			
		Dual Offer - Single Site UMS			
		Bulk Contract Unmetered			
	* Required Fields				

In principle this follows the Standard Metered Application Process. Although, upon approval the rest of the process follows the Dual Offer Single Site UMS process.

2.12 Design document amendment request

When an initial Design Approval request has been accepted, the applicant can then request to amend the design. SPEN staff can then either reject or accept the request to amend the design.

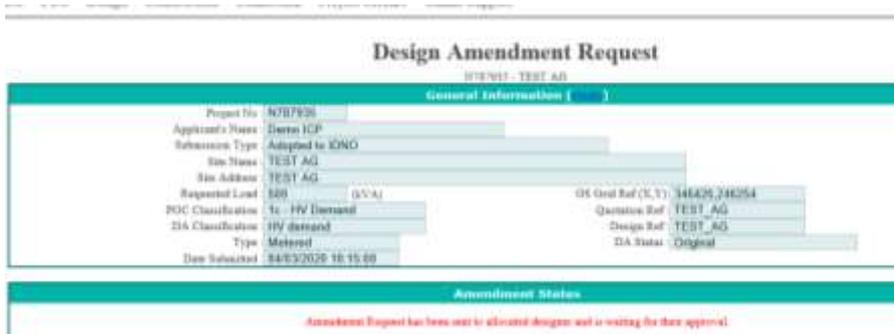
If accepted, this opens the Design Amendment section and allows the applicant to upload amended design documents. The applicant has **five days** from when the request to amend was accepted to upload the documents, after which the upload functionality will not be available and the applicant must put in another request to amend the design.

There is **no limit** on the number of times an applicant can request to amend a design.

For the Design Amendments, the system functions in this way:

- a) The ICP submits a Design
- b) SPEN Review and Accept/Reject the Design
- c) If Rejected, the ICP can use the Copy Function to amend and submit the Design again.
- d) If Accepted, and the ICP wishes to subsequently amend this Design, they can then use the Design Amendment functionality to make and submit this amendment request to SPEN.

When the amendment has been requested a message will appear on screen to let you know:



An email will then be sent for the DNO to notify them an approval or rejection is required:

From: noreply@webnet.ltd.uk <noreply@webnet.ltd.uk>
Sent: 04 March 2020 10:49
To: Oldfield, Alastair <Alastair.Oldfield@spenergynetworks.co.uk>
Subject: EXTERNAL: GrayMail:Design amendment is requested for N787935 Project Number : N787935 - POC Submission for TEST AG

Design amendment is requested by icp for : 'TEST AG'.
 Project No : N787935
 Please login to the system to approve or reject the amendment.

END OF DOCUMENT