



**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

Table of contents

1	Introduction.....	2
2	RAdAR Enhancements	3
2.1	Designer and Project Manager Tool-tip Function	3
2.2	Ability to copy an application.....	5
2.3	Self Approval Design	7
2.4	Land Rights	8
2.5	Jointers Information	10
2.6	Ratio Documentation	11
2.7	SLC15/12 timescales.....	11
2.8	Mandatory allocation of Project Manager	12
2.9	Change of Connection Request Type Names.....	13
2.10	Revised POC & Design Approval Application Forms.....	14
2.11	Single Site UMS POC – new application type	17
2.12	Design document amendment request.....	18

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:



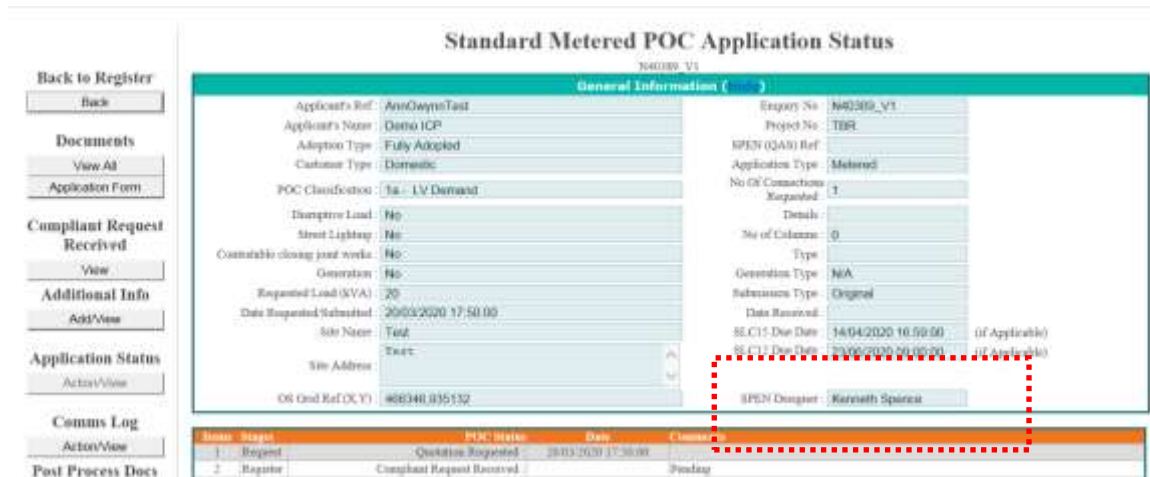
You can also see the designer details in the POC Application screen, alongside the field labelled 'SPEN Designer':



RArAR 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':



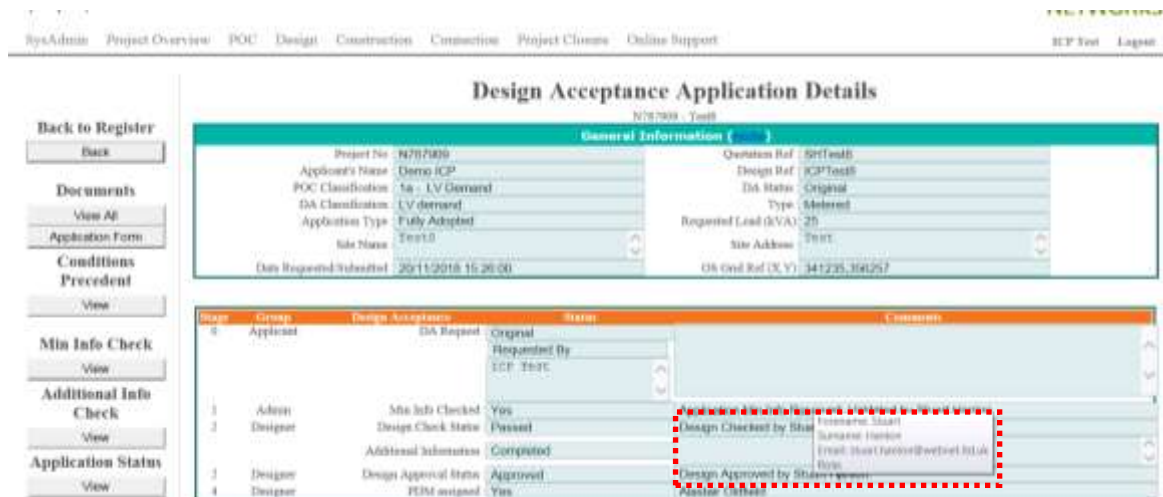
Standard Metered POC Application Status
N40209_V1

General Information (Info)

Applicant's Ref:	AnnGwynnTest	Enquiry No:	N40209_V1
Applicant's Name:	Demo ICP	Project No:	TEB
Adoption Type:	Fully Adopted	SPEN (QAS) 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 Columns:	0
Costs table closing just works:	No	Type:	
Generation:	No	Generation Type:	N/A
Requested Load (kVA):	25	Reference Type:	Original
Date Requested/Submitted:	20/03/2020 17:50:00	Date Received:	20/03/2020 16:59:00
Site Name:	Test	SLC15 Due Date:	14/04/2020 16:59:00 (if Applicable)
Site Address:	Test	SLC15 Due Date:	20/03/2020 16:59:00 (if Applicable)
OS Grid Ref (X,Y):	486340,335532	SPEN Designer:	Kenneth Spence

Index	Stage	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
N787809_Test

General Information (Info)

Project No:	N787809	Quotation Ref:	SPEN Test
Applicant's Name:	Demo ICP	Design Ref:	ICP Test
POC Classification:	1a - LV Demand	DA Status:	Original
DA Classification:	LV demand	Type:	Metered
Application Type:	Fully Adopted	Requested Load (kVA):	25
Site Name:	Test10	Site Address:	Test
Date Requested/Submitted:	20/11/2018 16:26:00	OS Grid Ref (X,Y):	341235,354257

Index	Group	Design Acceptance	Status	Comments
0	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]
3	Designer	Additional Information	Completed	
4	Designer	Design Approval Status	Approved	Design Approved by: [Name] [Email]
5	Designer	PEM assigned	Yes	

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



Connection Application Site Info Check
N40209_V1

General Information (Info)

Project No:	N40209_V1	Enquiry No:	N40209_V1
Applicant's Name:	Demo ICP	Project No:	TEB
POC Classification:	1a - LV Demand	SPEN (QAS) Ref:	
Application Type:	Fully Adopted	Application Type:	Metered
POC Classification:	1a - LV Demand	No Of Connections Requested:	1
Disruptive Load:	No	Details:	
Street Lighting:	No	No of Columns:	0
Costs table closing just works:	No	Type:	
Generation:	No	Generation Type:	N/A
Requested Load (kVA):	25	Reference Type:	Original
Date Requested/Submitted:	20/03/2020 17:50:00	Date Received:	20/03/2020 16:59:00
Site Name:	Test	SLC15 Due Date:	14/04/2020 16:59:00 (if Applicable)
Site Address:	Test	SLC15 Due Date:	20/03/2020 16:59:00 (if Applicable)
OS Grid Ref (X,Y):	486340,335532	SPEN Designer:	Kenneth Spence

Index	Group	Design Acceptance	Status	Comments
0	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]
3	Designer	Additional Information	Completed	
4	Designer	Design Approval Status	Approved	Design Approved by: [Name] [Email]
5	Designer	PEM assigned	Yes	

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.

[illegible]

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

Back to Register

Back

Documents

View All

Application Form

Compliant Request Received

View

Additional Info

AppView

Application Status

AppView

Comms Log

AppView

Post Process Docs

AppView

Copy Application

Copy App

Standard Metered POC Application Status

(Standard V3)

General Information (POC)			
Application's Ref	App/Device/Inst	Property No	M4239_37
Application's Name	Domestic	Property No	1881
Application Type	Fully Allocated	OPEN (GAS) Ref	
Customer Type	Domestic	Application Type	Metered
POC Classification	Y3 - LV Standard	No HFD Customers Required	Details
Disruption Load	No	No of Columns	0
Power Lighting	No	Type	
Connectivity Using post meter	No	Generation Type	N/A
Overcurrent	No	Substation Type	Original
Requested Load (kVA)	20	Date Received	
Date Requested Submitted	25/03/2020 17:58:08	RCT1 Due Date	14/04/2020 16:58:08
Can Upgrade	True	RCT2 Due Date	25/06/2020 09:08:08
Site Address			
OC Ref (N/A) (CT)	460246.008102		

OPEN Designer

Randomly Queue

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

Save

Upload

New Document

Request

Submit

Summary

No of Docs 1

Min Info Required

View

Generation

Application Forms

Download

Company Details

View

Required Fields

Original: Saved This is for an Original Application

Application Type ☒ Original ☐ Re-Save

Application Name

Applicant's Ref*

Saved ICP*

Applicant Details

Company Name

Company Post Code

Address

Business Email Address

Admin Contact Name*

Admin Phone No*

Designer Contact Name*

Designer Phone No*

Site Information

Site Address*

Development Address*

Development Post Code*

UK Grid Ref (X,Y) (Please enter 6 digit numeric value for each X and Y)

Proposed Asset Owner*

Name of Developer*

Name of Architect*

Future Phase Details*

Name of Consultant*

Name of Solicitor*

Associated Project No*

Enquiry/Adoption type (Please indicate intention to complete construction (tick box) (tick 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.

2.3 Self Approval Design

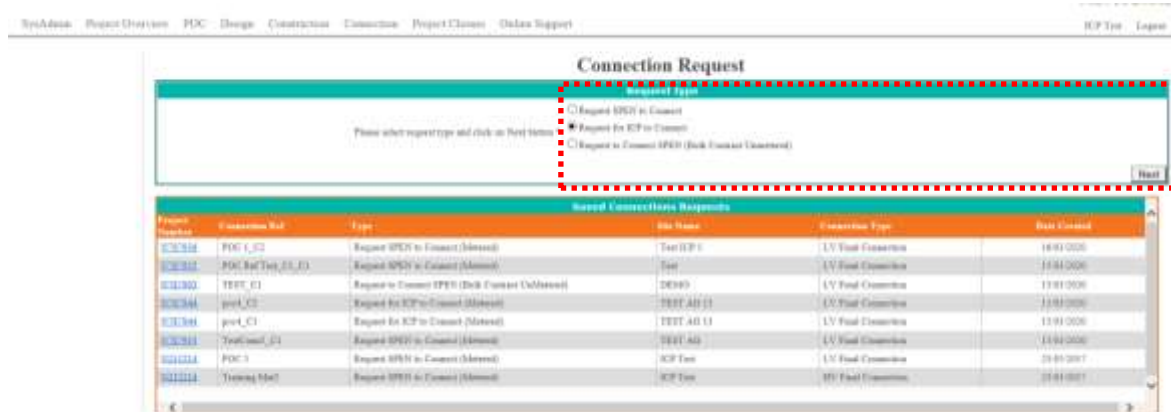
Self approval design has been implemented, allowing ICP to complete connection/construction ahead of acknowledged status.

In the Self Determined Design screen the 'Acknowledge Design' does not stop the application moving to the next stage. For example project number N787897:



Project No.	Project Name	Project Type	Project Status	Project Manager	Project Date	Project Location	Project Description	Project Details	Project Notes	Project Actions
N787897

This project number, as it is 'self determined', will now be listed as an option in the in the connections request screen. Select 'Request for ICP to connection' option and click the next button:



Connection Request

Please select request type and click on Next button

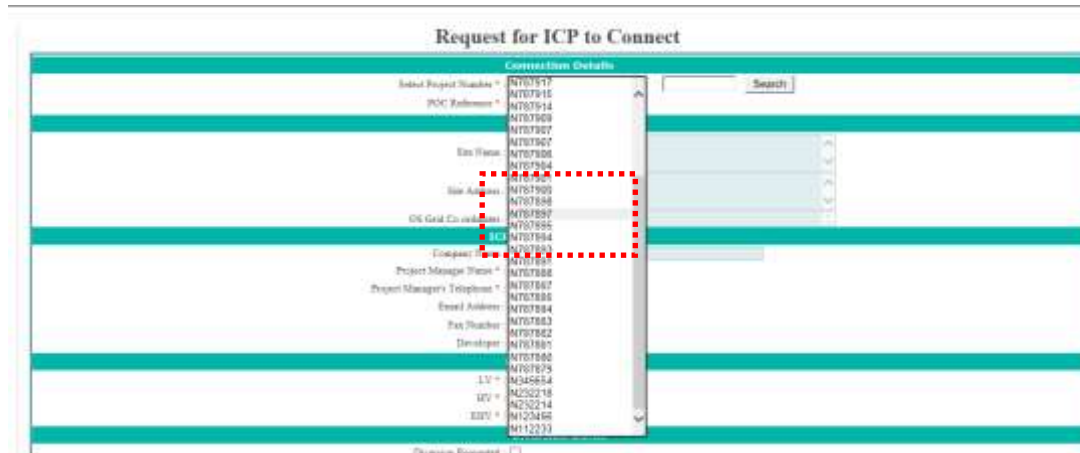
Request Type

- ☐ Request ICP to Connect
- ☒ Request for ICP to Connect
- ☐ Request to Connect ICP (Link Connect Unapproved)

Request Details

Project Number	Connection Sub	Type	Request Name	Connection Type	Request Status
N787897

The project number now appears in the connections register:



Request for ICP to Connect

Request Details

Project Number	Connection Sub	Type	Request Name	Connection Type	Request Status
N787897

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:



RAdAR System Enhancements Guidance Note

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

[illegible]

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

[illegible]

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.

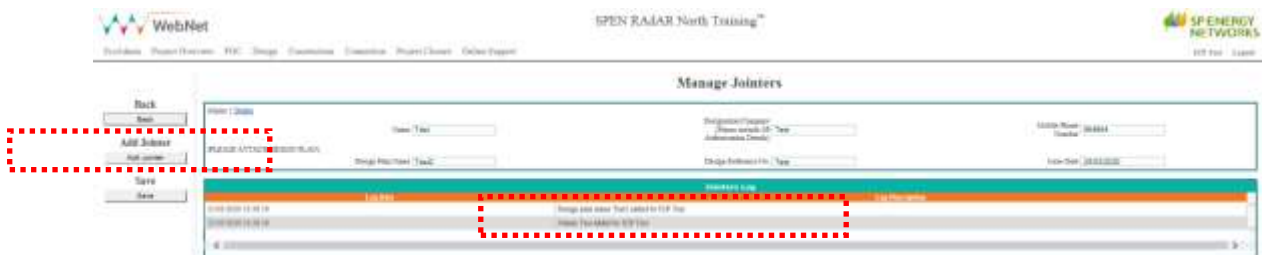
Input of jointer details are available when 'Yes' is selected for 'Work Required by ICP' and are in the following section of the connection application form.



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



You can then use the button to add jointer, but also see 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.

[illegible]

This status also exists on the existing connections table:

[illegible]

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.

[illegible]

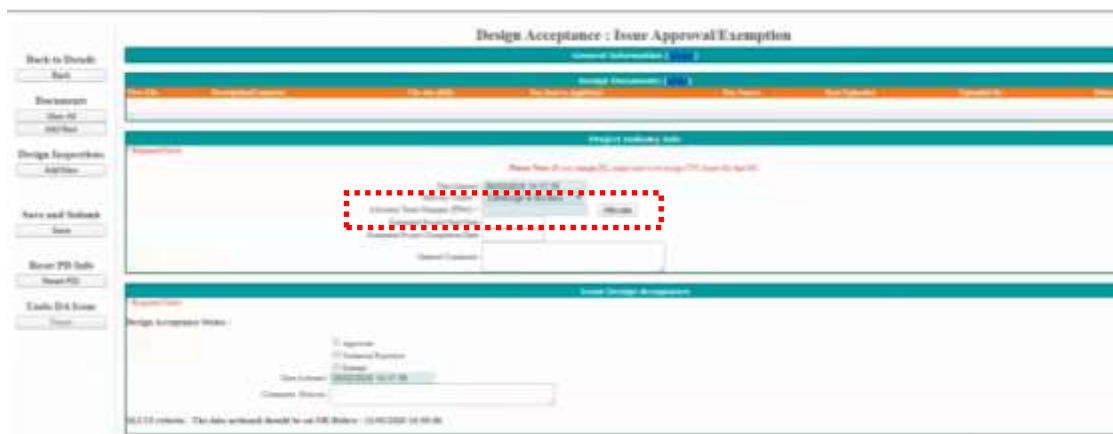
2.8 Mandatory allocation of Project Manager

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



The screenshot shows the 'Design Acceptance Application Details' form. The 'Design Approval' section contains a table with columns for 'Task Name', 'Status', 'Start Date', 'End Date', and 'Assigned To'. The 'Assigned To' column is highlighted with a red dashed box, indicating the mandatory assignment of a project manager.

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



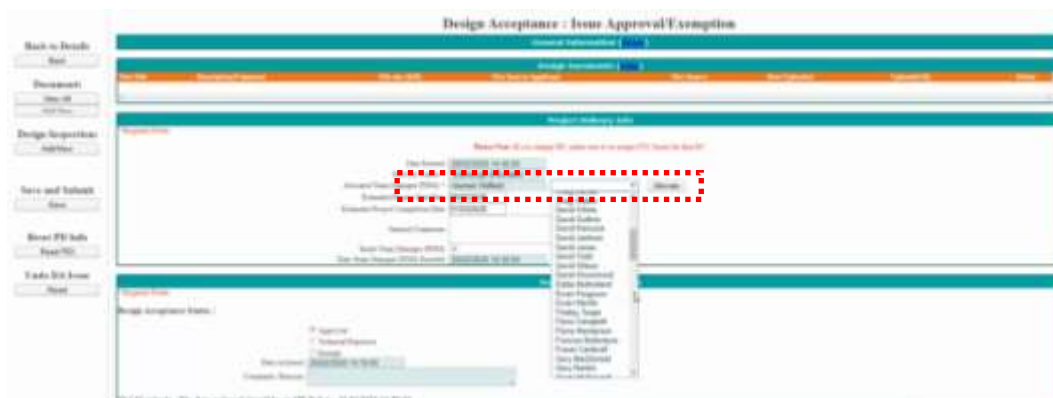
The screenshot shows the 'Design Acceptance : Issue Approval/Exemption' form. The 'Design Approval/Exemption' section contains a table with columns for 'Task Name', 'Status', 'Start Date', 'End Date', and 'Assigned To'. The 'Assigned To' column is highlighted with a red dashed box, indicating the mandatory assignment of a project manager.

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



The screenshot shows the 'Design Acceptance : Issue Approval/Exemption' form. The 'Design Approval/Exemption' section contains a table with columns for 'Task Name', 'Status', 'Start Date', 'End Date', and 'Assigned To'. The 'Approved' checkbox is highlighted with a red dashed box, indicating that it must be ticked for the system to process the submission.

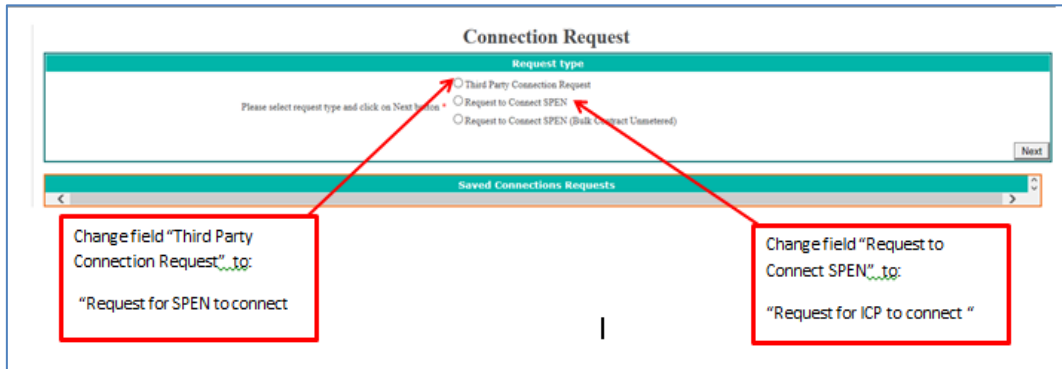
The ability to amend and update is possible, as the PDM could change throughout the process.



The screenshot shows the 'Design Acceptance : Issue Approval/Exemption' form. The 'Design Approval/Exemption' section contains a table with columns for 'Task Name', 'Status', 'Start Date', 'End Date', and 'Assigned To'. The 'Assigned To' column is highlighted with a red dashed box, indicating the mandatory assignment of a project manager. The 'Allocated Team Manager (PDM)' field is also highlighted, showing the ability to update the assignment.

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**.



Connection Request

Request type

Please select request type and click on Next button *

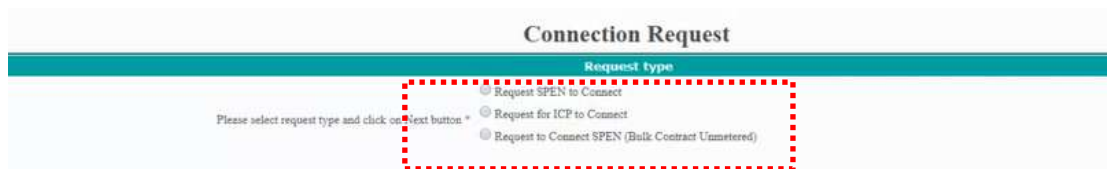
- ☐ Third Party Connection Request
- ☐ Request to Connect SPEN
- ☐ Request to Connect SPEN (Bulk Contract Unmetered)

Saved Connections Requests

Change field "Third Party Connection Request", to:
"Request for SPEN to connect"

Change field "Request to Connect SPEN", to:
"Request for ICP to connect"

Correct view now shows as:



Connection Request

Request type

Please select request type and click on Next button *

- ☐ Request SPEN to Connect
- ☐ Request for ICP to Connect
- ☐ Request to Connect SPEN (Bulk Contract Unmetered)

The description has also changed in the register:



Submitted Connections Register

Request ID	Request Type	Request Description	Request Status	Request Date	Request Time	Request Location	Request Category	Request Sub-category	Request Priority	Request Assigned To	Request Assigned Date	Request Assigned Time	Request Assigned Location	Request Assigned Category	Request Assigned Sub-category	Request Assigned Priority	Request Assigned Assigned To	Request Assigned Assigned Date	Request Assigned Assigned Time	Request Assigned Assigned Location	Request Assigned Assigned Category	Request Assigned Assigned Sub-category	Request Assigned Assigned Priority
123456	Request SPEN to Connect	Request for SPEN to connect	Pending	2023-10-20	10:00:00	123456	Request	Request for SPEN to connect	High	Request Assigned To	2023-10-20	10:00:00	123456	Request	Request for SPEN to connect	High	Request Assigned To	2023-10-20	10:00:00	123456	Request	Request for SPEN to connect	High
123457	Request for ICP to Connect	Request for ICP to connect	Pending	2023-10-20	10:00:00	123457	Request	Request for ICP to connect	High	Request Assigned To	2023-10-20	10:00:00	123457	Request	Request for ICP to connect	High	Request Assigned To	2023-10-20	10:00:00	123457	Request	Request for ICP to connect	High
123458	Request to Connect SPEN (Bulk Contract Unmetered)	Request to Connect SPEN (Bulk Contract Unmetered)	Pending	2023-10-20	10:00:00	123458	Request	Request to Connect SPEN (Bulk Contract Unmetered)	High	Request Assigned To	2023-10-20	10:00:00	123458	Request	Request to Connect SPEN (Bulk Contract Unmetered)	High	Request Assigned To	2023-10-20	10:00:00	123458	Request	Request to Connect SPEN (Bulk Contract Unmetered)	High

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':



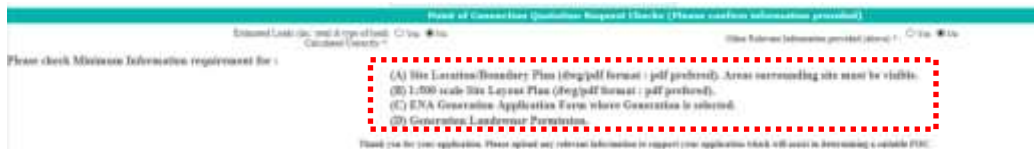
POC Application Form – Distributed Generation Applications

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.



'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)
Live Working Plan (if applicable)	Internal Main Plan (if applicable)
Substation Layout Drawing (if applicable)	Letter from Developer Confirming Approval of ICP (2010)

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)	Live Working Plan (if applicable)
Internal Main Plan (if applicable)	Substation Layout Drawing (if applicable)
Letter from Developer Confirming Approval of ICP (2010)	

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'.

new	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:

- The ICP submits a Design
- SPEN Review and Accept/Reject the Design
- If Rejected, the ICP can use the Copy Function to amend and submit the Design again.
- 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:

Design Amendment Request

WTE015 - TEST AQ

General Information (1)			
Project No.	M7B7698		
Applicant's Name	Dierin IGP		
Submission Type	Adopted to KINO		
Site Name	TEST AQ		
Site Address	TEST AQ		
Requested Load	100	GVVA	GS Grid Ref (S.T.) 344225, 246254
POC Classification	1c - HV Demand		Quotation Ref TEST AQ
DA Classification	HV demand		Design Ref TEST AQ
Type	Metered		DA Status Original
Date Submitted	34/03/2025 16:15:00		

Amendment Status

Amendment Request has been sent to allocated designers and is waiting for their approval.

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