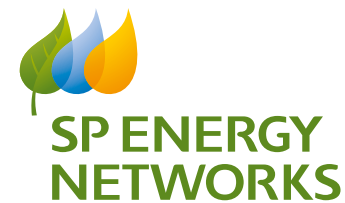


Getting Your Commercial Meter Fitted

Correct from January 2019



Getting Connected

Once you have received, signed and returned your connection quote from SP Energy Networks, this guide will help you to get your commercial meter fitted. Just follow the simple steps to ensure you understand roles and responsibilities in the process.

Throughout the document we highlight the areas SP Energy Network's need to action and those the customer needs to action.



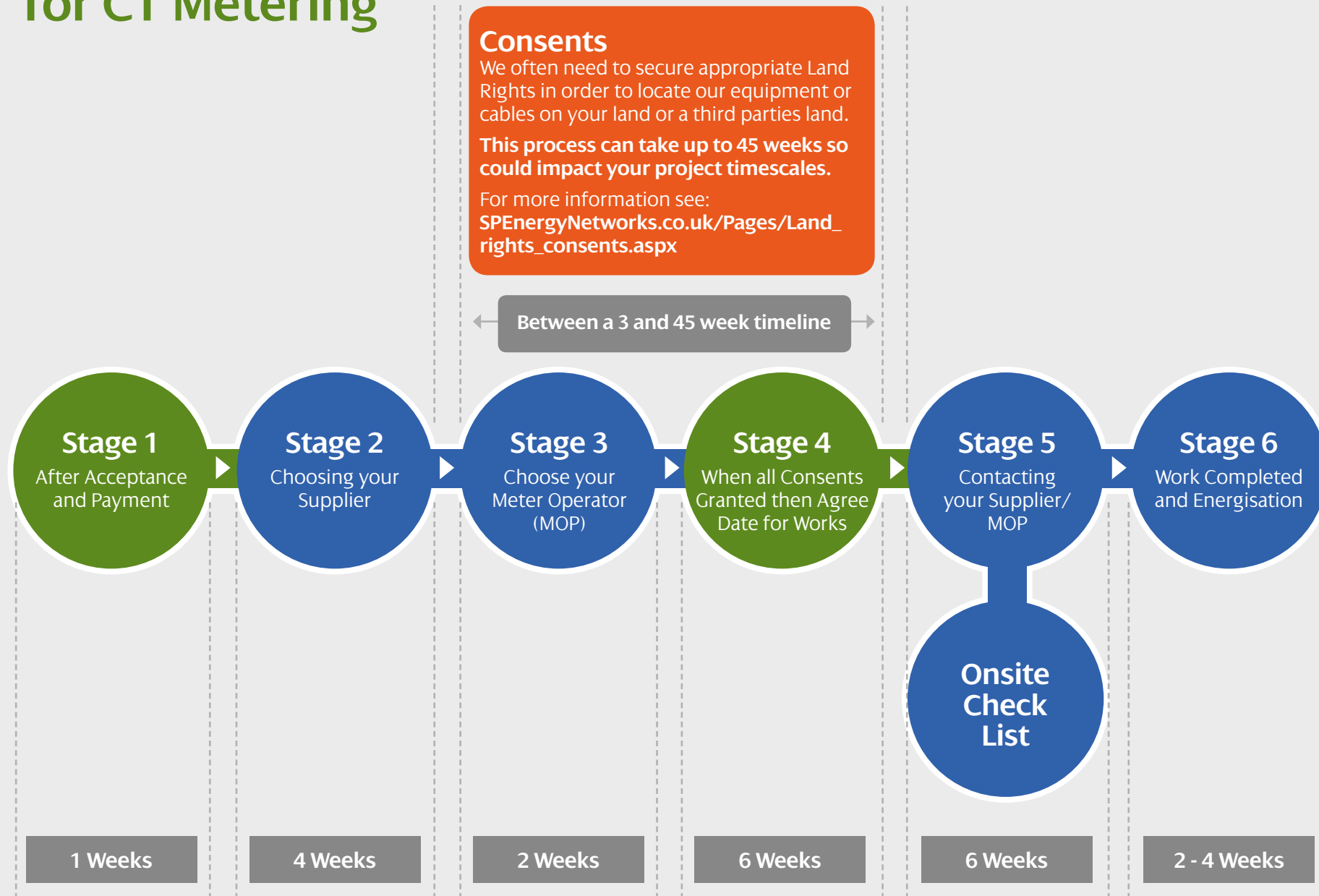
SP Energy Networks



The customer



Connections Metering Process for CT Metering



Stage 1



After Acceptance and Payment

On acceptance and payment SPEN will issue you with a **MPAN** (meter point administration number) - This is a 13 digit unique reference to identify your electricity supply point.

Meter Time-Switch Code			
Profile Type			Line Loss Factor
S	00	111	222
13	1234	5678	345
Distributor ID	Unique Identifier		Check Digit

Stage 2



Choosing your Supplier

You will need to enter a supply agreement contract and you will need to provide the supplier with the MPAN for them to register. The supply agreement contract will only apply for commercial agreements.

If the electrical load is **<=44kVA**, and there are **5 or more plots**, SPEN would ask you to complete a "New Site Pro-forma". If there are less than 5 plots no pro-forma is required.

NB:- Other Distribution Network Operators (DNO's) documentation will vary, and registration can take between **10-40 working days**.

Stage 3



Choose your MOP (Meter Operator)

You must inform your supplier of your chosen MOP. This is only applicable if a Commercial supply ($\geq 45\text{KV}$ a), for smaller electrical loads your chosen supplier is automatically appointed as your MOP.

You have a choice:

Supplier:

www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-registered-or-service-addresses

MOP:

www.meteroperators.org.uk/members

Stage 4



Agree Date for Works

SPEN will contact you to discuss the works and your responsibilities and **agree a date** for your connection to take place. This **does not include** the meter fitting.



Stage 5



Contacting your Supplier/ Meter Operator (MOP)

Please contact your supplier to advise of the connection date and arrange a meter fitting date to follow the connection date. The supplier will require a minimum of **20 days' notice** prior to preferred meter installation.

Please see the table to the right for the suggested cross sectional area (mm²) for the customer's tails.

Refer to diagram over page in relation to the load requirements requested by the customer.

Electrical load $\geq 44\text{kVA}$

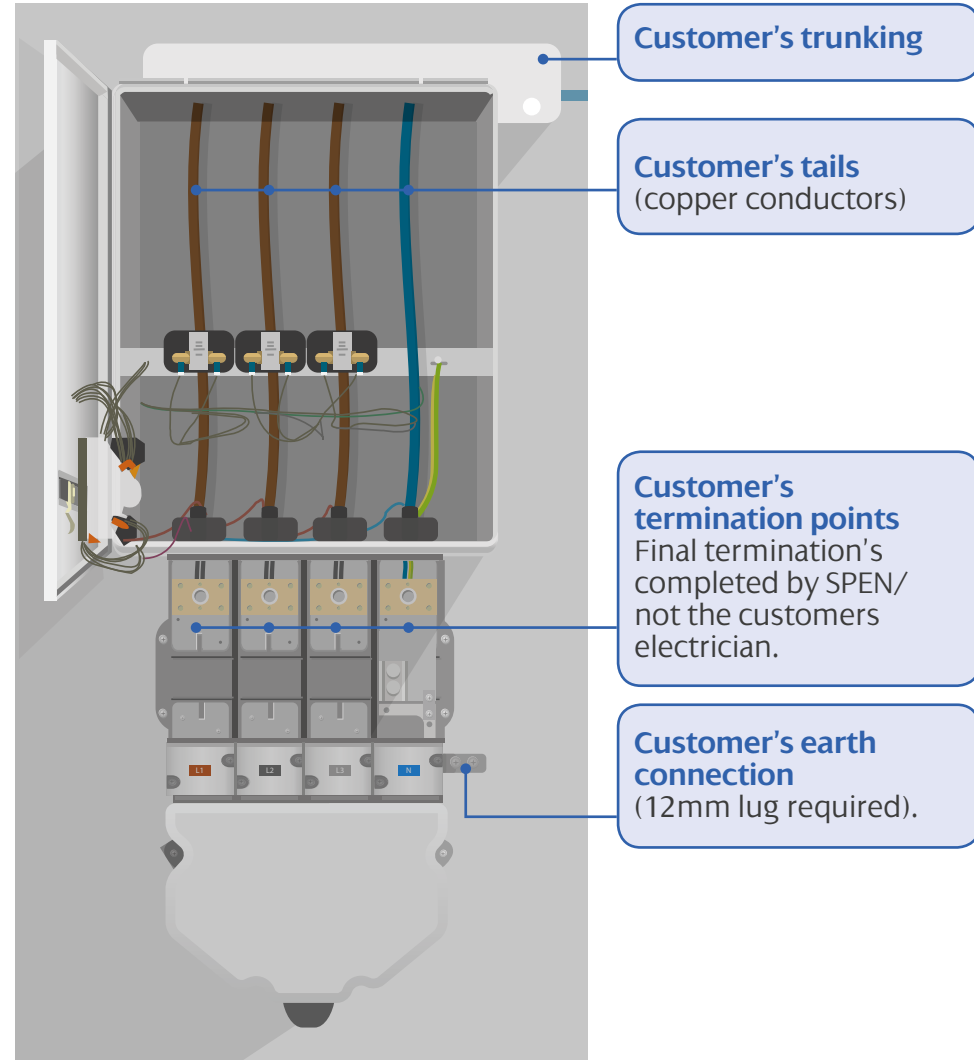
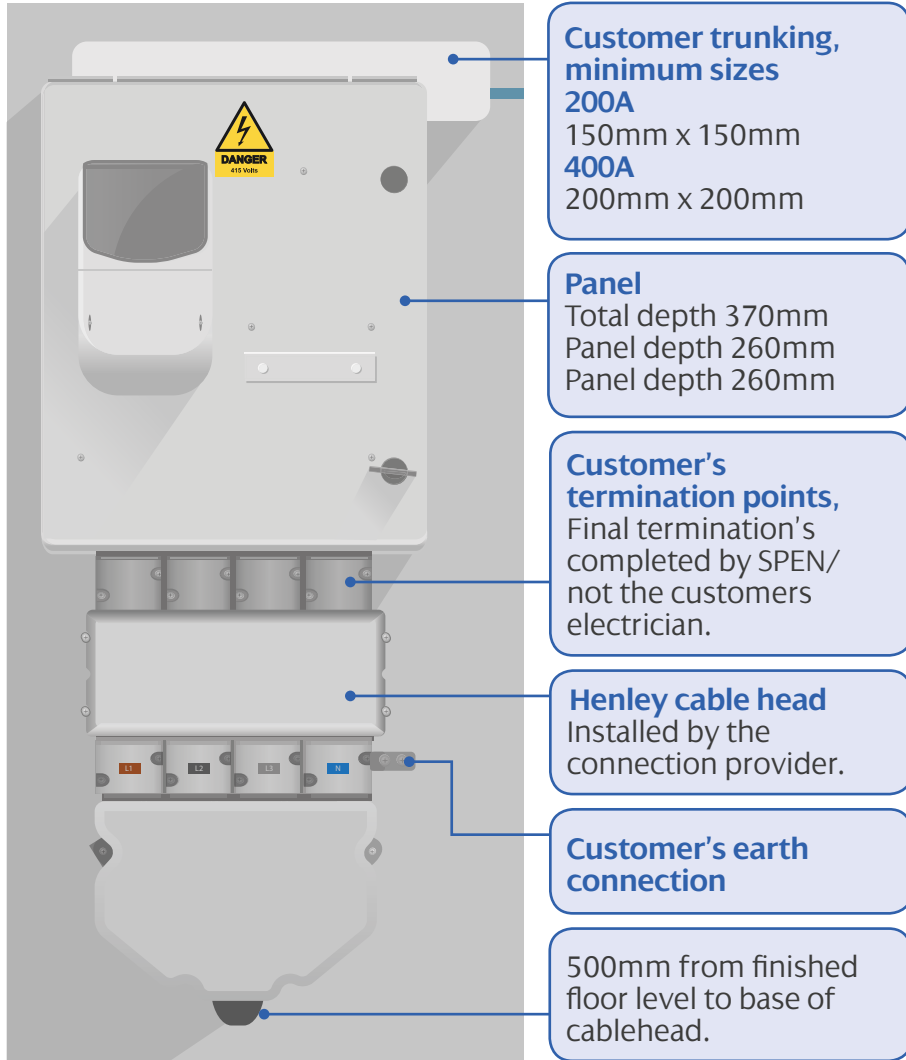
If you require your meter to be installed the same day as connection the Meter Operator (MOP) will require notice (This may vary).

Maximum Agreed Supply Capacity	Cable Head Size	Fuse Size	Minimum Customer Tail Size IEE Regulations Reference Method B*
110KVA	200A	160A	70mm
138KVA	200A	200A	95mm
217KVA	400A	315A	240mm

*Fire hazard if connection not secure

Stage 5

Cable Head with Meter Panel



Introduction

Overview

Stage 1 + 2

Stage 3 + 4

Stage 5

Stage 6

Stage 5



Your Onsite Check List

1

Ensure you have a **suitable size cupboard/switch** room to meet the equipment required.

2

Ensure the **cupboard/switch room is lockable, wind & water tight**, minimum height of **500mm** from finished floor level to base of cable head and **2000mm** from floor level to the top of the customer's trunking.

3

Ensure the **boarding** to the rear is in place, **fixed to the wall** and **approved entry duct** installed.

4

Ensure that you have instructed an **electrician** and explained his responsibilities.

5

Your electrician needs to have **installed tails, trunking and fused isolator** to the correct size following the current **IEE Regulations**.

NB: customers must have their tails and switch installed prior to the meter/CTs Being Installed.

6

The customer's tails **must not exceed 3m in length** from termination point to fused isolator.

7

It is advised that your **electrician is present** on the day of the current transformers (CT) meter panel installation.

Stage 6



Work Completion

When SPEN complete the works on site your chosen supplier will fit a meter. The supplier will require a minimum of **20 days notice** prior to your preferred meter installation date.

Remember: You must contact your supplier/ MOP prior to work completion to arrange your meter installation. This could take **up to 28 days**.

Please Note:

If $\leq 44\text{kVA}$

Your supplier will fit your meter

If $> 44\text{kVA}$

Your MOP will fit your meter

Remember:

You must contact your **supplier / MOP** prior to work completion on site to arrange your meter installation.