

Getting your commercial meter fitted



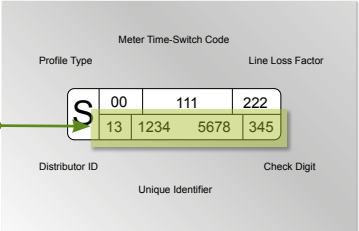
**SP ENERGY
NETWORKS**

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.

STEP 1

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

STEP 2

Choose 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 would only apply for commercial agreements. **If 44KVa and under**, SP Energy Networks would ask you to complete a 'New Site Pro-forma' if there are **5 or more plots**, **under 5 plots** are set up as 'Single Builds' without the pro-forma. Other Distribution Network Operators (DNO's) documentation will vary. NB Registration can take between 10-40 working days.

STEP 3

Choose your **MOP** (Meter Operator) you will need to let your supplier know who you want to appoint as a MOP. This is only applicable if a Commercial

You have a choice of electrical supplier:
[www.ofgem.gov.uk/publications-and-updates/
list-all-electricity-licensees-registered-or-
service-addresses](http://www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-registered-or-service-addresses)

You have a choice of MOP (Meter operator)
www.meteroperators.org.uk/members

supply ($\geq 45\text{KVA}$), for smaller supplies SP are automatically appointed as MOP.

STEP 4

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.

STEP 5

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.

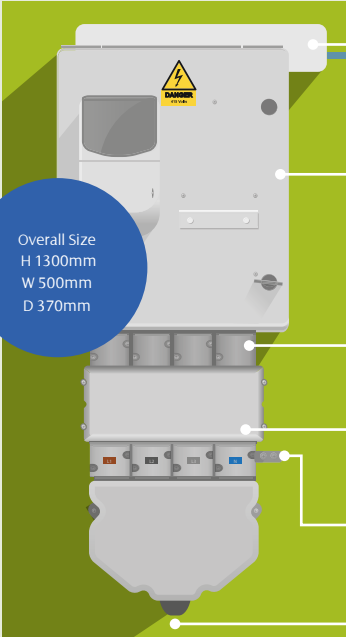
Please see below the **suggested cross sectional area (mm^2) for the customer's tails (see diagram over page) in relation to the load requirements requested by the customer:**

Max 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 conception not secure

Cable Head with Meter Panel

Overall Size
H 1300mm
W 500mm
D 370mm



Customer's trunking, minimum sizes
200A 150mm x 150mm
400A 200mm x 200mm

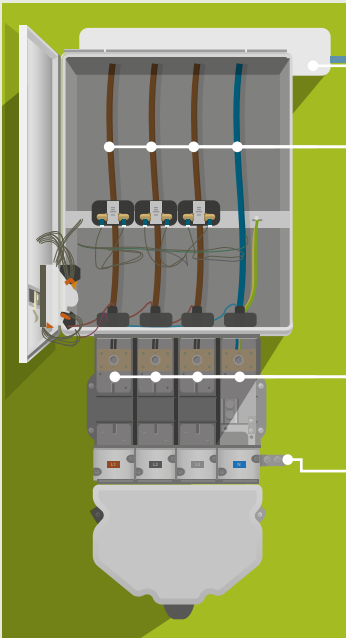
Total depth 370mm
Panel depth 260mm
Meter depth 110mm

Customer's termination points, final termination's completed by SPEN/not the customers electrician.

Henley cable head Installed by the connection provider.

Customer's earth connection

500mm from finished floor level to base of cablehead.



Customer's trunking

Customer's tails (copper conductors)

Customer's termination points, final termination's completed by SPEN/not the customers electrician.

Customer's earth connection (12mm lug required).

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.