

These Guidance Notes and Application Form are for:

- Developments with up to 19 electrical connections
- Electrical connections up to 69kVA
- Upgrade of existing electrical supplies
- Budget Estimates
- Feasibility Studies

Connecting to Our Network

Thank you for considering SP Energy Networks for your electrical connection. We are committed to getting you connected as quickly and efficiently as possible. The following information will help you complete your application form and ensure that we receive all the correct details for your application to be processed as quickly as possible.

We look forward to working with you.

Section A – Your Details

Please complete this section with your contact details together with site details of where the proposed works are to take place.

Section B – Project Details

Please complete this section providing as much project detail as possible. In this section you are asked to clarify on site excavation responsibilities and provide us with a site location and layout plan (as per figures 1 and 2). You will also be required to clarify which type of quotation you require. If you intend to use an Independent Connection Provider (ICP) or an Independent Distribution Network Operator (IDNO) for some of your contestable works then please tick the POC Quotation box.

Section C – Load Requirements

Please complete this section with accurate information of the overall load requirements of your project. If you are unsure of your requirements we recommend that you seek assistance from a qualified electrician to complete this section.

Section D – Generation

Please complete this section with details of any micro generation which will be connected as part of your project.

Section E – Site Conditions

Please complete this section with information relating to Health, Safety and Environmental conditions in and around your site.

Section F – Additional information

Please provide any additional information that may be relevant to your application. If you are using an ICP/IDNO for the works can you please confirm whether this network will be fully adopted by us or adopted to an IDNO; the actual number of connections and any future development connection/load; if Distributed Generation whether it is an adopted project, single or multiple G83 or a G59 Generator connection. There will be additional information required which our Competition in Connections team can clarify the requirements with you.

Section G – Checklist

Please enclose the following:

- A copy of the Location Plan (see below for guidance)
- A copy of the Site Layout Plan (see below for guidance)
- A copy of the Internal Layout Floor Plans (for flatted dwellings)

Section H – Signature

Please ensure you sign and date the Application Form. Please send your completed Application Form and required plans to:

Scotland**Email:**

Gettingconnected@scottishpower.com

Or by post to:

SP Energy Networks
Network Connections
55 Fullarton Drive
Cambuslang
Glasgow
G32 8FA

England and Wales**Email:**

Gettingconnected@scottishpower.com

Or by post to:

SP Energy Networks
Network Connections
PO Box 290
Lister Drive
Liverpool
L13 7HJ

Site plan guidance notes

In order to provide an accurate quotation, we require a site location plan and a site layout plan for the proposed works.

Location Plan

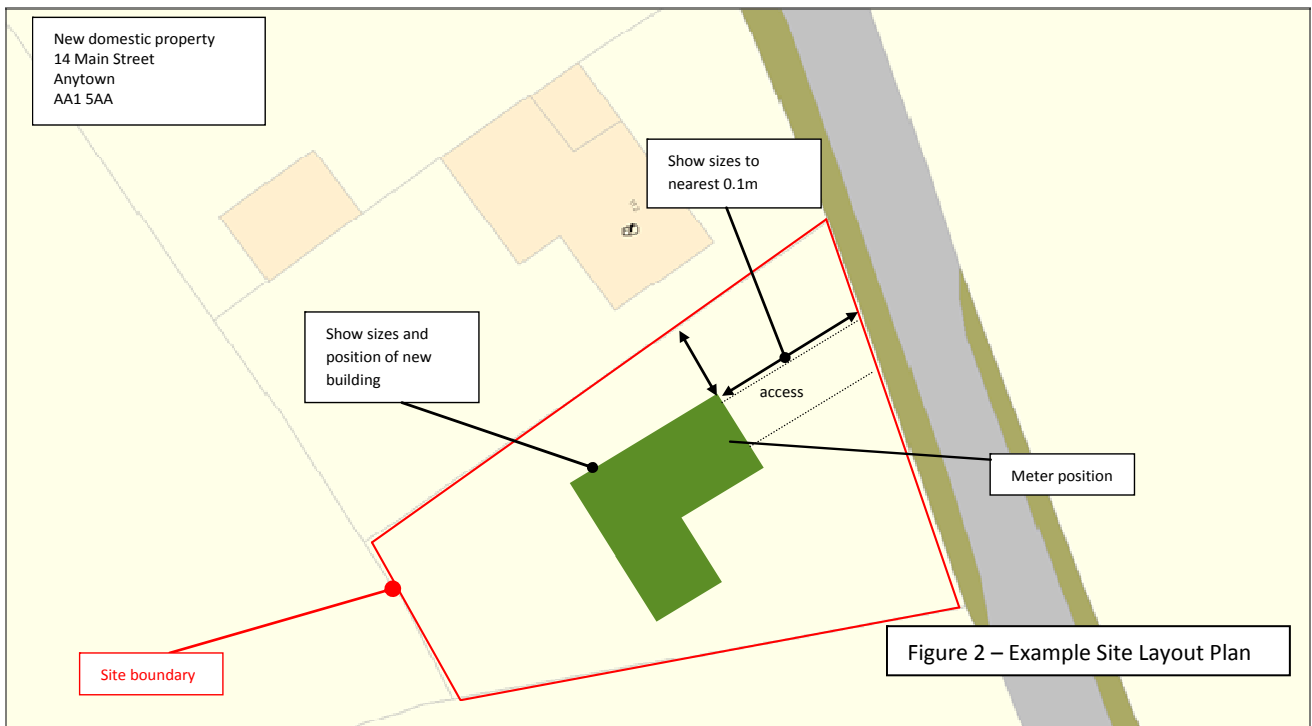
Please provide a plan which highlights the site location where the works are to be carried out. The site location and scale should be clearly highlighted on the plan.



Site Layout Plan

Please provide the following information on the site layout plan clearly marked scale 1:500

- All proposed buildings and access routes onto the site
- Any existing buildings
- A clear indication of where you would like the supply cable to enter the premise(s) and where you would like your meter to be located



Frequently Asked Questions

Who can give me technical advice?

A qualified electrician, builder or architect will be able to provide advice.

What size of supply will I need? Where do I get details of my electrical load (kVA)?

We recommend that you discuss your requirements with a qualified electrician, who will be able to help you work out your required load. Once you have given us your load details, we will carry out the design of a supply that meets your requirements.

What happens to my application when I return it?

Once we receive your application a designer will be appointed to your project. They will contact you to discuss your requirements and timescales.

How much will the work cost?

The cost you are charged will reflect the work we have to carry out to meet your requirements. Our Statement of Methodology and Charges will give details of how this will affect your application. Our Statement of Methodology and Charges can be found at:

www.spenergynetworks.com/pages/regulation.asp

How long will it take to get a quotation?

Each project requires a different level of design work. Guaranteed Standards were introduced by Ofgem to ensure that customers who source connections from regulated businesses are provided with a good level of service. Information regarding Guaranteed Standards that apply to your project can be found at:

www.scottishpower.com/pages/connections_guaranteed_standards_notice_of_rights.asp

How long will my quotation be valid for and when is my payment required?

Your quotation is valid for 3 calendar months from the date of issue and payment will be required at the time of acceptance.

When will the work be carried out once I accept and pay in full?

We will contact you within 7 days following receipt of your signed acceptance and relevant payment. We will normally aim to start your works within 8 weeks, however, if plant (e.g. Substation equipment) is required this may increase to 16 weeks. Timescales may also vary if land agreements/wayleaves or road opening notices need to be obtained. We are committed to delivering your project on time and would ask you to consider the above timescales when planning your project.

Will SP Energy Networks install my electrical meter?

No we do not install electrical meters. Upon acceptance of your quotation you are required to appoint an Electricity Energy Supplier, they will arrange the installation of your meter.

What is an Electricity Energy Supplier?

An Electricity Energy Supplier is a company that you enter an agreement with for the supply and payment of your electricity. SP Energy Networks are not an Electricity Energy Supplier.

Where can I find suitable location plans?

Suitable location plans can be found online, e.g. www.bing.com/maps, www.streetmap.co.uk or www.google.co.uk/map

What are ordnance survey coordinates?

These are the grid coordinates associated with any location, which are available by using a grid reference finder online.

What is a Formal Quotation?

A Formal Quotation is an offer from SP Energy Networks to you that is valid for a period of 3 calendar months.

What is a POC Quotation?

Under a POC Quotation, the ICP will complete certain parts of the electrical connections works (known as the contestable works). Upon completion the ICP may hand over the connection assets for adoption by us or to a Licensed Independent Network Operator (IDNO). Please visit our website for further information: www.spenergynetworks.co.uk/pages/competition_in_connections.asp

A POC Quotation is issued with a validity period of 3 months.

What is a Budget Estimate?

If you are unable to make a formal application because information that we require to make a formal quotation is not available or if you are not in a position to progress to the construction phase, we can provide an indication of the cost by means of a Budget Estimate.

What is a Feasibility Study?

Prior to making a formal application you may request that a Feasibility Study is undertaken to establish the viability of making a connection. We will carry out network studies and provide an indicative connection assessment. We will require payment in advance of the study being made and will notify you of the relevant cost prior to commencing work.

Further guidance and information can be found at: www.sppowersystems.co.uk/NetworkConnections

Section A - Your Details

Please provide as much detail as possible within this document to avoid any delay in processing your application

Customer contact details (where the quotation should be sent)

Title _____

First name _____

Surname _____

Company name _____

Building name/number _____

Street _____

City _____

County _____

Postcode _____

Telephone _____

Mobile _____

Fax _____

Email _____

Please indicate your preferred contact method

Post Fax Telephone Email

Site contact details (if different from customer)

Title _____

First name _____

Surname _____

Position _____

Telephone _____

Email _____

Site address (where the work is required)

Building name/number _____

Street _____

City _____

County _____

Postcode _____

Site ordnance survey coordinates (centre of site)

X Coordinate

Y Coordinate

Section B - Project Details

Please provide a description of the project _____

Have you previously received a quotation for this project? Yes No

If you have previously received a quotation for this project please provide the reference number _____

What is the nature of your request? Budget Estimate Feasibility Study Formal Quotation POC Quotation

Do you wish SP Energy Networks to perform on site excavation? Yes No N/A

Do you wish SP Energy Networks to perform on site reinstatement? Yes No N/A

Property type

Detached plot No. of plots

Semi-detached plot No. of plots

Terraced plot No. of plots

Flat/Maisonette plot No. of plots

Non domestic premise No. of premises

Please include a Site Location Plan, Scaled Site Layout Plan and Internal Layout Floor Plans (for flatted dwellings) with your application

Section C – Electrical Load Requirements

Domestic Supply type	Domestic <input type="checkbox"/>	No. of connections required	<input type="text"/>	Load (kVA)	<input type="text"/>
<p>The normal maximum capacity for an individual domestic properties is 18kVA. This would normally be sufficient for a house with 5 bedrooms, 1 electric shower and no significant or Disturbing loads. Should you require a greater capacity, please enter the KVA capacity above.</p>					
Other Supply types	Non Domestic <input type="checkbox"/>	No. of connections required	<input type="text"/>	Load (kVA)	<input type="text"/>
Please note kVA load capacity is mandatory in this section	Temporary <input type="checkbox"/>	No. of connections required	<input type="text"/>	Load (kVA)	<input type="text"/>
	Landlord <input type="checkbox"/>	No. of connections required	<input type="text"/>	Load (kVA)	<input type="text"/>

Total Load (kVA)

Heating type Heat Pumps Gas Electric Other Specify _____

If electric heating is being proposed, please provide individual loading details for each connection

Disturbing Load Details (if applicable)

In order to perform accurate network analysis, please provide details of equipment such as large motors, welding equipment which may exert excessive load that may be detrimental to other customers

Type	Phasing	Rating	DOL/Star Delta	Starting current	No. starts/Day
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

“If you are unsure of your requirements we recommend that you seek assistance from a qualified electrician to complete this section”

Street Furniture Detail (if applicable)

Please provide details of any connections relating to street furniture such as street lighting, control pillars, advertising hoardings etc.

Equipment type

Number of connections required Metered Unmetered Adopted Not adopted

Load/Connection (kW) Total load (kVA) 1 phase 3 phase

Please provide a copy of the street lighting layout with your application where applicable

Section D - Generation

Please provide details of any micro generation (solar panels etc) which are/will be connected as part the works

Does this application include single G83 Generation? Yes No Connected Load (kVA)

Generation type Wind Photovoltaic CHP Hydro Other



Section E - Site Conditions

Please answer the following questions to allow us to provide an accurate quotation

	Yes	No	Don't Know
Do the works require notification under The Construction (Design and Management) Regulations (CDM) 2007?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site lie in a conservation area/historic site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your site been subject to previous development which could have resulted in buried hazards or contaminants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your property categorised as a listed building(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any special surfaces in or around your site that we should be aware of (eg Caithness slabs, block paving etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site have any changes of level within the site boundary (eg hills, mounds or depressions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site contain any invasive vegetation (eg Japanese knotweed, Giant hogweed etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site contain any trees which are subject to preservation orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site have any potential surface obstacles (eg hedges, walls, fences)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your site have any buried obstacles (eg drainage, culverts, buried structures)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the footpath/roadway in the immediate vicinity of the site fully adopted by the local authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section F – Additional Information

Please provide any additional information that may be relevant to your application

Section G - Checklist

Before you submit your application, please ensure that you have enclosed the following information which will allow us to process your application as quickly as possible

Site Location Plan

Site Layout Plan

Internal Layout Floor Plans (for flatted dwellings)

Section H - Signature

Please review your application and sign below

I understand that failing to provide the information requested may delay a quotation from being issued to me

Signature of Applicant _____

Date _____

Print Name _____

Position (if signing for a company) _____

Please send your completed application form and required plans to:

Scotland

Email

Gettingconnected@scottishpower.com

Or by post to

SP Energy Networks
Network Connections
55 Fullarton Drive
Cambuslang
Glasgow
G32 8FA

England and Wales

Email

Gettingconnected@scottishpower.com

Or by post to

SP Energy Networks
Network Connections
PO Box 290
Lister Drive
Liverpool
L13 7HJ