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Guidance for Connections at High or Low Voltage

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Introduction

We understand that the connections process is complex and that there are significant amounts of information to take into account when determining where and how to connect to the Distribution Network.

This document seeks to provide guidance for both demand and generation on the end to end process of getting connected to Western Power Distribution's system at high or low voltage.

It is separated into three distinct sections which consider the information you may need prior to submitting an application for connection, the applications process and information relating to the post-acceptance process.



Contents

Pre-application	4	Post-acceptance	18
Network Information	5	Letter of Acceptance and Payment	19
Capacity Maps, Plans and Information	5	Letter of Acceptance	19
Cost and Payment Considerations	8	Payment Terms	19
Use of System Charges	8	Post acceptance contact and agreement of dates	20
Connection Charges	8	Construction Design & Management (CDM) Regulations 2015	20
Charging Statements	8	Milestones	20
Pre-Application Contact with WPD Representatives	9	Factors affecting the timeliness of the connection works ...	21
Application process and connection offers .	10	Statement of Works	21
Types of Connection Offer Available	10	Highway Notices and Authority Permissions	22
Budget Estimate	11	Legal Permissions, Wayleaves and Consents	23
Connection Offer	11	Agreements	24
CIC Point of Connection Offer	12	Connection Agreement	24
Feasibility Study	12	Bilateral Connection Agreement (BCA)	24
Variation to the Connection Offer	12	Site Specific Agreement	24
Minimum Information	13	Preparing your site	25
Letters of Authority	14	Meter Locations	25
Disturbing Loads and Equipment	15	Excavation onsite by the customer	25
Electricity Safety, Quality and Continuity Regulations 2002 ...	15	Completing the Physical Works	26
Examples of Potentially Disturbing Equipment	15	Installation of Electrical Plant & Equipment	26
What information should be provided?	15	Excavation Work and Cable Installation	26
Electric Vehicles and Heat Pumps	15	Overhead line works	26
Application Forms	16	Process Flow Chart	27
Additional Information Relating to the Application Process	17	Meter Point Administration Number (MPAN) and Meter Operator Installation	28
Connection Offer Validity	17	Completion Certificate and Request for G99 Testing	28
Interactivity	17	Novation of a Connection Offer	28
Allowable changes to applications and accepted offers for connection	17	Further Information	28
Electricity Connection Offer Expenses Regulation	17		



Guidance for Connections
at High or Low Voltage

Pre-application



Pre-application

There are a number of things to consider before you reach a point of applying for a connection.

This can include assessing information available to determine the most suitable location for you to site a generator, understanding the proximity of the existing network or considering the likelihood of triggering network reinforcement to assess the viability of a development. This section provides an insight in to the information that is available to help you make an informed decision.

This section is separated into 3 key components:

1

Network
Information



2

Connection
Charge



3

Pre-application
contact with WPD
representatives



Network Information

A number of information resources relating to the existing network, including location of assets and available capacities, are available at: www.westernpower.co.uk/our-network under the Network Information section.

Capacity Maps, Plans and Information



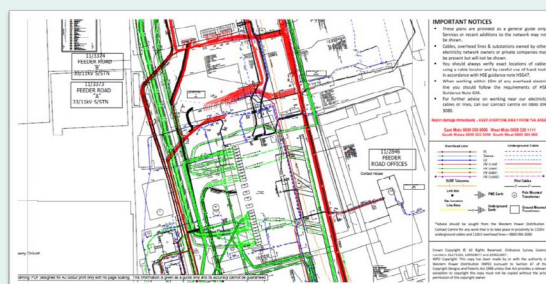
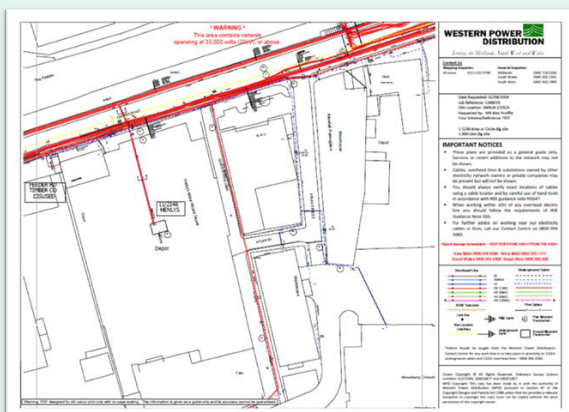
Network Plans and Information

We have a range of network asset data accessible by third parties through a variety of services. We have produced a brochure to help you to understand what is available and which services are appropriate to you. Resources include:

LinesearchBeforeUDig

Small scale Mapping

WPD Panning Portal





This link also contains information relating to DataPortal2, an online facility with the ability to download WPD asset data and EMU online, a new facility giving a web browser based Geographic Information System (GIS) providing easy access to WPD's asset information and network records. Registration is required to access the DataPortal2.

Key features of DataPortal2 include:

- **Straightforward interface and navigation including basic measuring tools and location;**
- **Gazetteer by Postcode, street or locality using OS Open Names**
- **Gazetteer by WPD equipment enabling search by WPD named or numbered assets**
- **Use of grid references or Eastings/Northings to locate sites;**
- **Facility to query assets' attributes e.g. Conductor Type, Feeding Substation;**
- **HV & EHV schematics;**
- **Print to high quality PDF possible at A4 or A3 Paper sizes, from 1:50 to 1:1250 scale.**



Location of WPD's equipment

Never take chances if you're planning to work near our equipment, we're here to help you before you start the process. Customers can request a copy of a local network plan using the [LineSearchBeforeUDig](#) system. Domestic and private customers can make a plan request directly using the details provided.

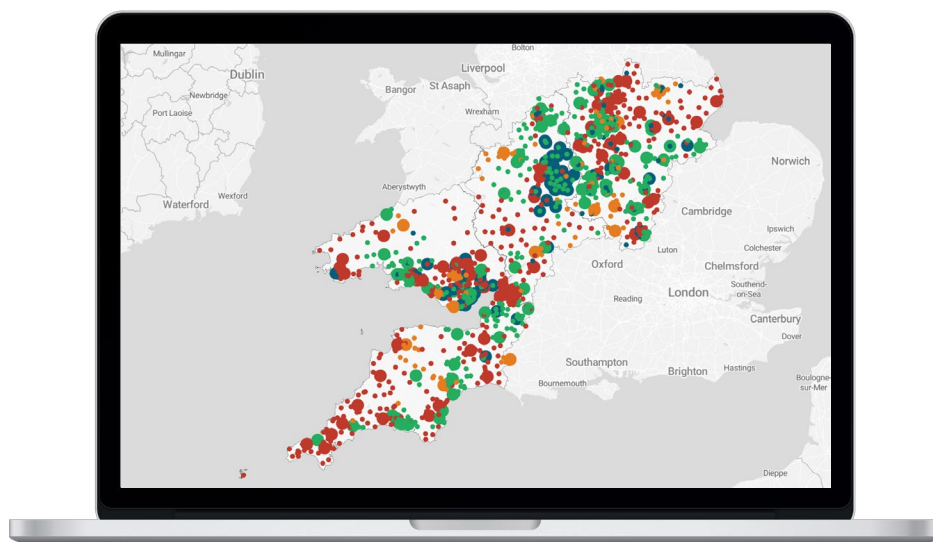


Network Capacity Map

The [Network Capacity Map](#) provides an indication of the networks capability to connect large-scale developments to major substations.

Colour grading is used as a guide to the areas of the network where connection is more likely to be achieved without significant reinforcement.

It is worth noting that this is only an indication and does not replace a full formal application for determining available network capacity.





Statement of Works

We are required (under the Connection and Use of System Code) to make a request for Statement of Works (SOW) to National Grid Electricity plc (NGET) in relation to the potential impact of connection of embedded generation on the National Electricity Transmission System (NETS). Connections $\geq 1\text{MW}$ are provided individually under the process, whilst connections of 100kVA to 1MW are aggregated for NGET assessment.

We have published information and a guidance document which provides further detail on the SoW process. In addition, where customers are required to fund the cost of NGET's works they may be required to assume both attributable and wider system liabilities and also provide security to cover that liability. We have provided further information on WPD's requirements for satisfying liability and security conditions.



Active Network Management

In areas where there are multiple complex constraints affecting a number of customers over a long time period, an Active Network Management (ANM) system will be implemented which can help to avoid the need for costly network reinforcement. Distributed control systems continually monitor limits on the network and allocate capacity to customers based on their application date. This Last In, First Out (LIFO) hierarchy prioritises the oldest connections when issuing capacity but is scalable so that new entrants will get access to capacity when it becomes available.

Our website lists the current Active Network Management zones and those which are currently in development.

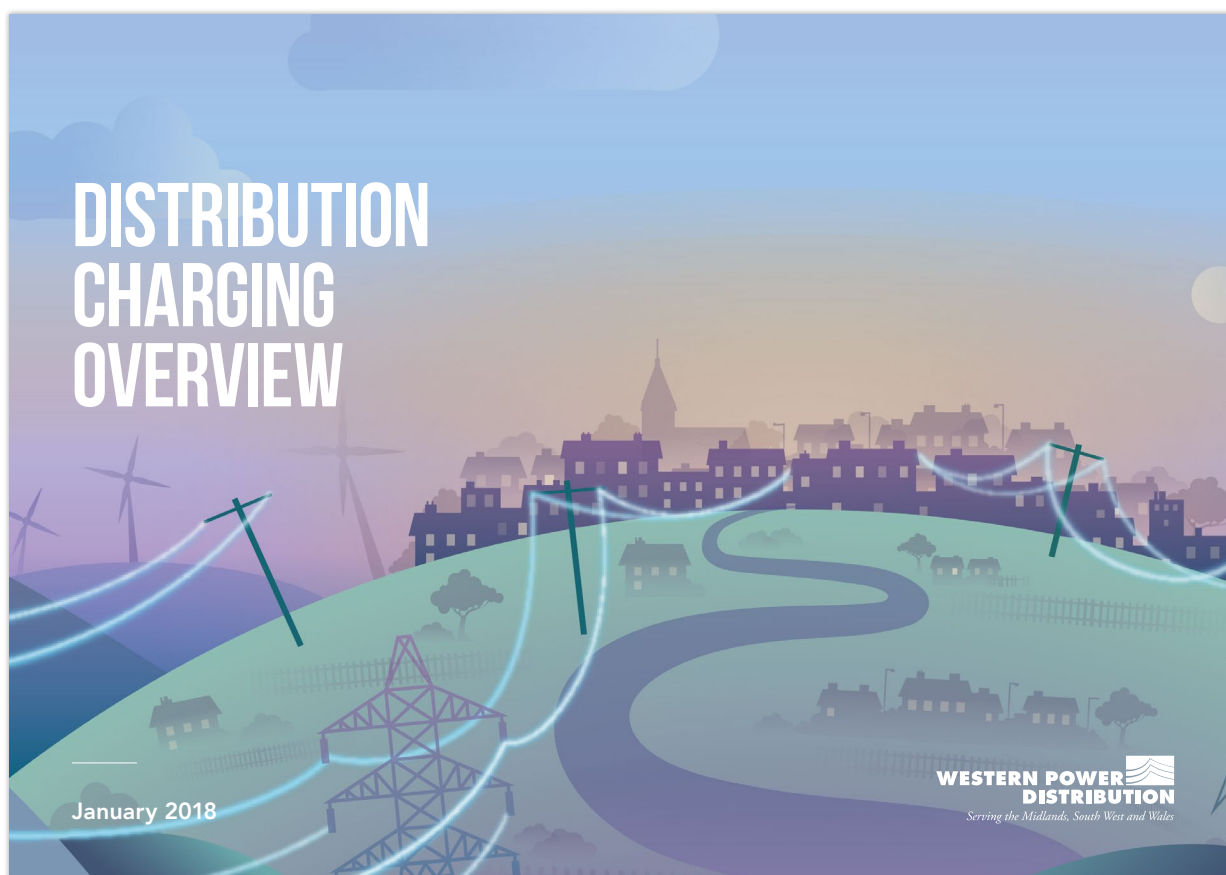


Cost and Payment Considerations

We recognise that cost is a significant factor when considering the viability of a connection or development scheme, not only for the cost of physically connecting to the network but in consideration of the ongoing post connection Use of System charges which may apply.

Use of System Charges

Our [website](#) provides useful information for major users about our ongoing charges for use of system, metering and the cost of getting connected to WPD's Distribution System. It includes an overview document of distribution charging a webinar on distribution charging and podcasts relating to charging reform and distribution pricing.



Connection Charges

The costs associated with the design and assessment of the requested connection(s) and for providing the necessary connection works will be set out in the Connection Offer. Where relevant, the charges are determined in accordance with our Statement of Methodology and Charges for Connection (Connections Charging Statement) which is available to view on our website below.

Charging Statements

We publish charging statements relating to each Western Power Distribution licensed area for:

Use of System Charges

Connections Charging Statements



Pre-Application Contact with WPD Representatives

We understand that before you apply to us for a new connection, particularly for larger and more complex connections that require work at higher voltage levels, you often have questions and want to understand more about the process, timescales, technical considerations, consents/legal requirements and possible constraints of making a connection to the network in a particular area.

Discussing your plans with us at an early stage can help to provide a better insight to any potential network reinforcement and complexity issues that may arise and help you to establish the viability of an individual scheme before committing to a formal application and incurring associated costs (including assessment and design fees).

If you would like to discuss your plans with one of our design engineers you can request a Connections Surgery Appointment. When we receive your request we will call you within 2 working days to arrange an appointment to discuss your scheme and the options available to you. If we feel a follow up meeting would be beneficial we can arrange that too.



To find out more or to book an appointment then please get in touch:



South West & Wales: 0800 028 6229



Midlands: 0800 121 4909



E: wpdconnectappoint@westernpower.co.uk

Please mention that your enquiry is for connection surgery appointments when you contact us.



Guidance for Connections
at High or Low Voltage

Application process and connection offers



Application process and connection offers

When you are ready to apply, you will need to submit your application for connection and provide a minimum level of information to enable us to complete an assessment of the works required to facilitate your request.

This section is separated into 5 key components:



Types of Connection Offer Available

There are a number of different types of Connection Offer available, depending on your requirements. More information and example letter templates can be found on our website.

Budget Estimate

If you are not ready to enter into a formal agreement for connection works you may opt for a budget estimate which will provide you with an estimate of the likely cost of connection. It is important to note that this is a desktop exercise and we will not undertake any detailed analysis of the network, technical studies or site visit.

Connection Offer

A formal Connection Offer will be provided for new or augmented metered and unmetered connection applications where you have provided all the necessary information we require in order to make an assessment of the works required. The information we need is set out in the Minimum Information section of this guidance. The Connection offer will contain specific terms for connection and reference the general terms for connection. Once accepted, it becomes a binding contract between WPD and the named customer.

A Connection Offer is normally valid for 90 days after which it will automatically expire.

The Connection Offer will provide a description of the non-contestable and contestable works required in order to provide you with the requested connections and the associated charges for us to carry out these works. Information about what works are contestable or non-contestable is available on our [website](#). Your Connection Offer will be split into two options:

Option 1

where WPD will undertake all identified contestable and non-contestable works.

Option 2

where WPD will undertake only the non-contestable works and you may appoint a suitably accredited Independent Connection Provider (ICP) to undertake the contestable works.

Further information and a list of ICPs, including the type of works for which they have been accredited, are available from the accrediting body, Lloyds Register, under the National Electricity Registration Scheme (NERS) at www.lr.org. In some instances we may be able to provide a Connection Offer which reserves capacity over a long period of time for large scale developments.

More information is available at: www.westernpower.co.uk/allocation-and-reservation-of-capacity



CIC Point of Connection Offer

If you wish to appoint an Independent Connections Provider (ICP) to undertake the contestable works, you may request a Point of Connection Offer. This will provide for WPD to undertake the non-contestable works only. You will need to appoint a suitably accredited Independent Connection Provider (ICP) to undertake the contestable works.

Further information and a list of ICPs, including the type of works for which they have been accredited, are available from the accrediting body, Lloyds Register, under the National Electricity Registration Scheme (NERS) at www.lr.org

Feasibility Study

In some instances you may not be ready to enter into a formal contract for connection works but feel a budget estimate will not provide the level of detail you require to consider the potential for development. We offer feasibility studies for which we will carry out a more detailed analysis of the network and provide an indicative connection assessment outlining the engineering scheme for the connection. The feasibility will include consideration of any reinforcement works identified.

Feasibility studies are a chargeable service as set out in Section 7 – Part B of the Connections Charging Statement.

Variation to the Connection Offer

We aim to provide a comprehensive design and cost for the connection works. However, we recognise that in some instances changes need to be made and for connections at the higher voltages, tendering processes need to be applied. There may, therefore, be occasions where we need to vary the Connection Charge or specific clauses within the Connection Offer.

If you request changes to your connection requirements, we may need to consider whether these are allowable or should be subject to a new application. We have published a guidance document on allowable changes, available to view at www.westernpower.co.uk/downloads/57532

Guidance on allowable
changes to applications and
accepted offers for
connection to WPD's
Distribution System

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V3 December 2018



Minimum Information

We will require a minimum level of information to be provided with your application. This will include the applicant's name, correspondence address and contact details, plus the site address, in all instances. This information will need to be combined with further information depending on the type of connection offer required.



Metered Connections Connection Offers

- Site plan at an appropriate scale to indicate the site boundary, the layout of buildings and roads and, where the customer expects a substation(s) to be required, the proposed location of the substation(s). The plan should be free of unnecessary detail and suitable for use as a background layer for the proposal drawing
- Proposed location of each metering point
- Date when the customer requires the connection(s) to be made
- Maximum capacity (kVA) at each metering point to be connected (for domestic premises whether electric space and water heating is to be installed) and interim capacity requirements for phased developments
- The extent of any Contestable works to be carried out by the customer (or their nominated ICP)
- Technical details of any electricity generator that is required to operate in parallel with the supply:
 - For micro-generators complying with the Engineering Recommendation G98 the G98 type test verification certificate
 - For other generating units the G99 standard application form and relevant associated documents. As a minimum parts 1-3 shall be completed.

All application forms and type text verification forms can be found on WPD's website.

- Technical details of any customer owned equipment that is likely to cause disturbance to the electricity supply (e.g. large motors).

The timing of the provision of information for metered connections may differ where the application is for a large scale development in accordance with the allocation and reservation of capacity processes. More information is available at www.westernpower.co.uk/allocation-and-reservation-of-capacity



Metered Connections Budget Estimates

- Site plan at an appropriate scale to indicate the site boundary
- Indicative date when the customer requires the connection(s) to be made
- Total maximum capacity (kVA) requirement and interim capacity requirements for phased developments
- The extend of any contestable works to be carried out by the customer (or their nominated ICP)
- Summary technical details of any electricity generator that is required to operate in parallel with the supply stating as a minimum the number, type (e.g. photovoltaic) and size (rating and number of phases) for each different generator unit
- Summary technical details of any customer owned equipment that is likely to cause disturbance to the electricity supply stating as a minimum the number, type (e.g. large motors) and rating (starting current and frequency of operation) for each different item of equipment.



Unmetered Connections Connection Offers

- Plan at an appropriate scale to indicate the proposed location of each item of unmetered equipment
- Date when the customer requires the connection(s) to be made
- Maximum capacity (watts) at each item of unmetered equipment to be connected
- Description of each item of unmetered equipment to be connected (e.g. street light), transferred or disconnected
- Technical details of any non-standard item of unmetered equipment to be connected.

Note: WPD will also request the applicant provides the MPAN associated with the Unmetered Connection Agreement Location details.

**Additional Information for WPD provided connection works**

In some cases, after commencement of design and assessment, additional information will become required. Where additional information is requested, the clock will be paused until the information is received in accordance with the Connection Guaranteed Standards of Service.

Additional information may include:

- Information or agreement in respect of proposed substation location(s)
- Information or agreement in respect of proposed cable routes
- Information or agreement in respect of proposed metering points or location of items of unmetered equipment
- Further details regarding the capacity required to be provided at each metering point or regarding the nature of the electrical equipment to be used by the customer
- Further details regarding the intended usage of the electrical equipment
- Further details regarding land ownership and/or land rights that is likely to be known by the customer
- Further details regarding land contamination
- Confirmation of the design option to be reflected in the Connection Offer where WPD has more than one practicable option under consideration
- Any other information that WPD may reasonably request
- Further clarification of information provided in the industry standard ENA generation application form including any information that is missing from parts 4-6 of the form.

**Minimum and Additional information for Point of Connection Offers (LC15)**

Non-contestable connection offer requests, both for ICP adoptable connection works and Independent Distribution Network Operator connections, should provide the following information:

- Applicant name, correspondence address and contact details
- Site address
- Indicative date when the customer requires the connection(s) to be made
- Total maximum capacity (kVA) requirement at each point of supply and interim capacity requirements for phased developments
- The Service required, e.g. voltage and connection
- Site plan at an appropriate scale to indicate the site boundary and anticipated point(s) of supply to the development.

Additional information for Point of Connection Offers

- Technical details of any electricity generator that is required to operate in parallel with the supply (for SSEG generation complying with Engineering Recommendation G98 the type verification certificate; for other generation the industry standard generation application form)
- Summary technical details of any customer owned equipment that is likely to cause disturbance to the electricity supply (e.g. large motors)
- Letter of Authority if required
- The annual capacity ramp up for each required Point of Supply.

**Letters of Authority**

For generation applications, a Letter of Authority (LOA) will be required at application stage. The LOA should clearly state the name of the agent and preferably the premises address to which it refers. The owner/occupier may, however, issue a 'blanket' authority for unspecified multiple premises under its ownership.

The LOA will be deemed to be valid up to one year from the date of signature by the owner/occupier. A new LOA will be requested where we do not hold an LOA or a previously provided LOA has expired.



Disturbing Loads and Equipment

Potentially disturbing equipment is electrical equipment of a type that may cause electrical disturbances (or interference) that could be unacceptable to other customers. We need to be notified if you are planning to connect any motors or other potentially disturbing equipment.

Electricity Safety, Quality and Continuity Regulations 2002


Regulation 26 of the Electricity Safety, Quality and Continuity Regulations 2002 specifies the procedure to use if we consider that an installation would cause, disturbance and also the procedure to challenge our refusal to give or continue a supply. If a load would cause disturbance, we can issue a notice in writing requiring remedial works within a reasonable period. If this remedial works is not carried out we may refuse to connect the installation.

Examples of Potentially Disturbing Equipment

 **Motors**

 **Welders**

 **Electric Vehicle Charging Points**


 **Heat Pumps**

 **Sprinkler systems**

 **Induction Furnaces**

 **Arc Furnaces**

 **Kilns**

 **Train Traction**


 **Generators**

 **Switchgear Capacitors**

 **Motor Drives (VSDs)**

 **Electric boilers and other equipment**
compliant with
British Standards
BS EN 61000-3-11,
BS EN 61000-3-12

 **Industrial/Commercial AC regulators**
(agricultural lighting control
or industrial heating control)

 **Multiple personal computer installations**
(e.g. large offices, data centres etc.)

What information should be provided?

Please provide as much information about the equipment you are proposing to install as possible and enclose the manufacturer's specification. We will assess the information you provide but if we are unable to carry out a detailed assessment of the potential impact on the network as a result, we may request further information from you. This will usually be via a Standard Data Collection Form and your electrical contractor or equipment manufacturer may be able to assist you in completing the form. Copies of the Data Collection forms are available to download at www.energynetworks.org

Electric Vehicles and Heat Pumps

Low carbon technologies are expected to play an important role in achieving the UK's targets for improving air quality and reducing carbon emissions.

The Energy Networks Association (ENA) has a database of Heat Pump technologies available. They have created an industry agreed application form which can be used for both electric vehicle charging points and heat pumps. Completion of this form ensures that we have all relevant details to avoid any delays in carrying out an accurate assessment for your connection requirements. A copy of the form is available on our website at www.westernpower.co.uk/connections-landing/connecting-a-new-ev-charging-point-or-a-heat-pump and is available via the [ENA website](#).





Application Forms

To help ensure you meet the minimum information requirements, it is recommended that you utilise our application forms to make your request for a Connection Offer. These are available on our website:

Application for a New/Augmented Connection

This form is used to request a new or augmented connection to the Western Power Distribution network. It includes sections for: Identification of the connection, Details of the connection, Details of the connection, and Details of the connection. It also includes a table for connection details.

Connection Type	Import Capacity	Export Capacity	Notes
1. New connection to the network	100kVA	100kVA	1. New connection to the network
2. New connection to the network	100kVA	100kVA	2. New connection to the network
3. New connection to the network	100kVA	100kVA	3. New connection to the network
4. New connection to the network	100kVA	100kVA	4. New connection to the network
5. New connection to the network	100kVA	100kVA	5. New connection to the network
6. New connection to the network	100kVA	100kVA	6. New connection to the network
7. New connection to the network	100kVA	100kVA	7. New connection to the network
8. New connection to the network	100kVA	100kVA	8. New connection to the network
9. New connection to the network	100kVA	100kVA	9. New connection to the network
10. New connection to the network	100kVA	100kVA	10. New connection to the network

Application for a New/Augmented Connection

This application form can be utilised for demand/load connections to request:

- **Budget estimate**
 - **Feasibility Study**
 - **New connection(s) to WPD's system**
 - **Augment an existing connection, for example increasing the import/load capacity**
 - **Draw Down Connection Offer.**
- (see www.westernpower.co.uk/allocation-and-reservation-of-capacity)

Application for a Competitive Network Connection

This form is used to request a competitive network connection to the Western Power Distribution network. It includes sections for: Identification of the connection, Details of the connection, Details of the connection, and Details of the connection. It also includes a table for connection details.

Connection Type	Import Capacity	Export Capacity	Notes
1. New connection to the network	100kVA	100kVA	1. New connection to the network
2. New connection to the network	100kVA	100kVA	2. New connection to the network
3. New connection to the network	100kVA	100kVA	3. New connection to the network
4. New connection to the network	100kVA	100kVA	4. New connection to the network
5. New connection to the network	100kVA	100kVA	5. New connection to the network
6. New connection to the network	100kVA	100kVA	6. New connection to the network
7. New connection to the network	100kVA	100kVA	7. New connection to the network
8. New connection to the network	100kVA	100kVA	8. New connection to the network
9. New connection to the network	100kVA	100kVA	9. New connection to the network
10. New connection to the network	100kVA	100kVA	10. New connection to the network

Application for Competitive Network Connection

This application form can be utilised to request:

- **A point of connection offer for non-contestable works only with the constructed assets to be adopted by WPD following energisation**
- **A connection to an embedded network to be adopted by an Independent Distribution Network Operator.**

Connection of Power Generating Modules to DNO Distribution Networks in accordance with EREC G99

Version 10, May 2020

www.enanetworks.org

G99 Standard Application Form

This Energy Networks Association (ENA) application form can be utilised for generation connections to request:

- **Budget Estimate**
- **Connection of generating plant to WPD's system**
- **Augment an existing generation connection, for example increasing the export capacity**
- **Connection of electricity storage solutions.**

Study & Offer

Please complete this supplementary form and include it with the G99 Standard Application Form for each requested capacity.

Changing your connection

If you wish to make a change to your electricity connection please let us know using one of the services in this section.

Which service do you require?

- Move electricity supplies and equipment
- Change your electricity load
- Modify your existing connection

Should you like more information?

Requesting information

Changing your connection

This webpage can be used to initiate requests to:

- **Modify an existing connection, including changing technology installations where there is no increase to the required capacity or changes to fault level contribution**
- **Move electricity supplies and equipment, including diversionary works**
- **Decrease the agreed import or export capacity for an existing connection.**



Additional Information Relating to the Application process

This section sets out additional information which may be, or become, relevant when you submit your application for a Connection Offer.

Connection Offer Validity

Connection Offers are valid for 90 days after which they automatically expire.

In some instances, we may enable a single extension to the validity of the acceptance for a further 90 day period, provided there is no detrimental impact on other customers in the connections queue. To request an extension you must submit a request, in writing, no more than 10 days prior to the original connection offer validity expiry date. Upon receipt, we will confirm your revised expiry date or issue an explanation of the reasons for refusal of the request.

Interactivity

There are occasions where we receive two or more applications for connection which make use of the same part of the network. If there will not be sufficient capacity available to support both connections, requiring one of the schemes to trigger additional works, we will follow a strict process to ensure fairness. This is referred to as the interactivity process.

At the time of making a Connection Offer, we will notify all affected parties in writing, including those who have already received a Connection Offer which remains within validity, that their request has become interactive. Our notice will include confirmation that the Offer is now either Unconditional or Conditional. If the Offer is Conditional, it will include the respective position in the interactive queue, determined by application dates, the process for accepting the interactive Offer and confirmation of the validity period.

The successful applicant will be the first valid acceptance received within the applicable validity period. Should we receive more than one valid acceptance on any given day, the successful applicants will be determined in accordance with their queue position. Unsuccessful applicants may reapply, within 10 days, to request a Connection Offer inclusive of the works required to provide the requested connection(s).

Allowable changes to applications and accepted offers for connection

Due to the nature of connections schemes, a change may be required to the initial requirements during the process from application to energisation. Often a customer requests what could be a substantial change to their scheme. Where this is the case, we need to ensure that we treat all customers fairly and consistently, including other applicants whose schemes could be affected by the requested changes.

We have published a guidance document which sets out the types of changes requested and whether or not they are allowable both prior to acceptance and post acceptance. This guidance incorporates the high level principles of The Electricity Networks Association (ENA) guidance document entitled “Fair and Effective Management of DNO Connection Queues: Treatment of Changes to Connection Requests Good Practice Guide”.

You may view our guidance document at:

www.westernpower.co.uk/downloads-view-reciteme/57532

Electricity Connection Offer Expenses Regulation

When you make an application for connection, we may charge you for the time spent preparing the offer for connection in accordance with the Electricity (Connection Offer Expenses) Regulations 2018. We will require payment even if you do not accept the offer. The charge covers costs we reasonably incur when assessing the impacts of the proposed connection on the distribution/transmission system.

More information is available on our website at:

www.westernpower.co.uk/connections-landing/connections-regulations-and-policy/electricity-connection-offer-expenses-regulations



Guidance for Connections
at High or Low Voltage

Post-acceptance



Post-acceptance

This section sets out the post-acceptance considerations which may impact the delivery and timescales of the required connection works. This includes payment considerations, the process for obtaining legals and consents, procurement of plant and services and delivery of the final connections.



Letter of Acceptance and Payment

Letter of Acceptance

The letter of acceptance should be signed and returned to WPD within the validity period. Once counter-signed by WPD, a binding contract is formed between WPD and the party named as the 'Customer' within the specific conditions for connection within the Connection Offer. The signatory should therefore be an authorised person for the Customer.

Payment Terms

For larger connections and development sites, the Connection Charge may be payable in stages. An initial stage payment will be required at the time you accept the Connection/Point of Connection offer and further payments will be required by instalment to coincide with our anticipated incidence of expenditure.

The initial payment will include works undertaken in preparing the Connection/Point of Connection Offer which have not already been invoiced under the Electricity (Connection Offer Expenses) Regulations. It will also include costs for us to undertake preparatory works, such as route planning/marketing, approaching third parties for consents, undertaking studies such as for earthing and, where an Independent Connection Provider is involved, our fees for approving their design.

Further stage payments will be staged so as to reflect our incidence of expenditure at significant milestones, e.g. to coincide with the manufacturer's request for payment by WPD.

The payment schedule specific to a project will normally be set out in the Connection Offer but we aim to issue an invoice for the initial payment within two weeks of acceptance. All invoices must be paid within 28 days of issue in order to avoid potential delay. Please refer to the payment profile in your Connection Offer and Section 6 of the General Terms and Conditions for further details.

The ways in which you can make payment for your new electricity supply are set out below:

Cheque

Cheques should be made payable to "Western Power Distribution" and posted to Western Power Distribution, AR Payments Team, PO Box 231, Elliott Road, Plymouth, PL4 0YU

Telephone

We accept most major credit & debit cards (charges may apply). Please note, for security reasons, the person making the call must be the registered card holder. Please call **01752 502187** during office hours and quote your PWD reference number.

Internet Banking/Bank Transfer (BACS)

You can also make a payment from your bank account using the following details:
Account Name: **Western Power Distribution**
Bank Account Number: **22410923**
Sort Code: **40-14-13**

Please quote your WPD reference number.

If applicable please send remittances to:
Western Power Distribution, AR Payments Team, PO Box 231, Elliott Road, Plymouth, PL4 0YU or email:
wpdremit@westernpower.co.uk



Post acceptance contact and agreement of dates

We will contact you following receipt of your acceptance and any payment due to discuss the scheduling of the works. Where we are able to, we will agree a date to carry out the works. Where we require pre-requisite works to be completed beforehand, such as obtaining legal consents, we will discuss the process with you.

We require 4 weeks minimum notice to schedule simple connection works, including any requests for subsequent plot call offs. In some cases, this may be longer, e.g. if we need to request a road closure or order plant such as substations.



Construction Design & Management (CDM) Regulations 2015

Where relevant, WPD will provide details of the relevant CDM roles and who will be responsible for these roles specific to your project. Your Connection Offer will have included a Health and Safety Questionnaire which should have been provided with the Letter of Acceptance. If this was not completed at that time, this will be required before the project can progress.

The customer will be provided with any relevant risk assessments and method statements, whilst the customer shall provide details relating to the Principal Contractor for co-ordination of the site works.



Milestones

Your Connection Offer agreement will include milestones for the progression of the project towards energisation and may include:

Milestone	Description
Confirmation of Appointment	Provide confirmation from the landowner or occupier that the applicant has been appointed to secure a Connection Offer. The confirmation should include the number of connections, capacity and a plan to identify the land boundary.
Submit planning application	Provide evidence that the relevant planning processes have been initiated and, where an Environmental Impact Assessment is required, that work on the assessment has been initiated.
Obtain land rights	Evidence that the customer has the land rights to develop the site, including where they can demonstrate freehold or leasehold interest, an agreement to lease the land or an option to purchase or lease the land
Secured planning consent	Evidence that the customer has done everything reasonably within its control to secure planning permission
Commence Works	Evidence that works are commencing in accordance with the programme of works
Project Progression	Evidence that build out of the site continues in accordance with the programme of works
Complete works	Evidence completion of the construction of the customer's installation

Not all milestones listed will appear in each Connection Offer. Some are specific only to generation in accordance with the ENA Best Practice Guide relating to [Progression Milestones](#) whilst others are specific only to demand schemes meeting a threshold in accordance with our process for [Allocation & Reservation of Capacity](#).

The timescales allocated to a milestone may vary where they take account of known factors. As an example, commence works would normally be within 6 months from acceptance or securing planning consent (whichever is later) but may be extended where works cannot commence until completion of network reinforcement.



Factors affecting the timeliness of the connection works

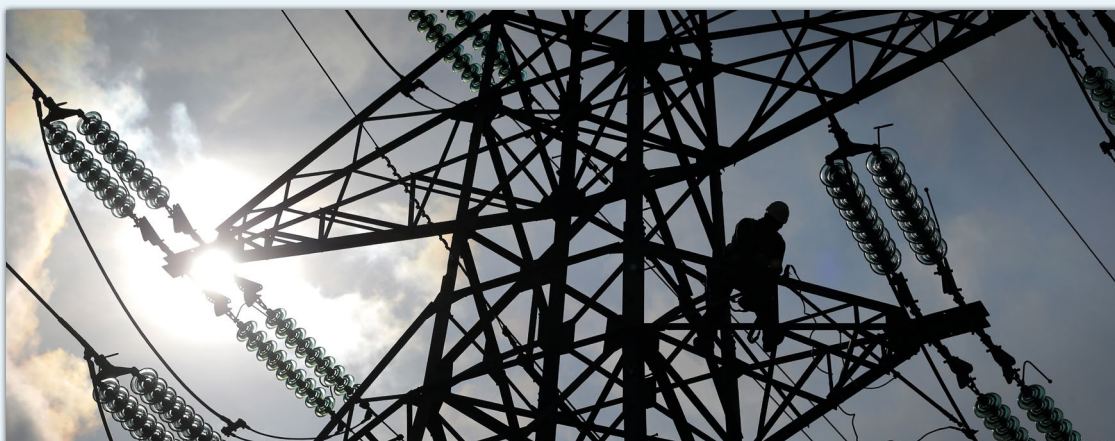
Statement of Works

The Statement of Works process normally applies where generation of 100kW or greater is to be installed. Following acceptance, where the Statement of Works process is required, details of the project will be passed to WPD's Statement of Works (SoW) team. They will confirm whether the connection fits within remaining available capacity (Materiality Headroom and Fault Level Headroom) at the relevant Grid Supply Point (GSP), or whether Project Progression or Modification Application is required from National Grid.

In the case of Project Progression or Modification Application, we will inform you of any required payment to initiate this process and issue an associated invoice. Any payment arising as a result of the Statement of Works is outside the scope of the connection charge specified within the Connection Offer.

We have published a guidance document on the Statement of Works process. This guidance sets out the role of National Grid Electricity Transmission and how they may impact upon connections to WPD's Distribution System. It also provides an overview of the Statement of Works process.

A copy of the guidance may be downloaded from our website: www.westernpower.co.uk/downloads/3916



Statement of Works

Guidance Document

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Highway Notices and Authority Permissions

Where the scheme requires works to be undertaken within the curtilage of a highway, railway, canal or any other authority with land that has specific requirements, it will be necessary to follow specific notification processes and agree a schedule of work with the responsible organisation(s).

Highway notices are required in advance of the start of work in accordance with the New Roads and Streetworks Act (NRSWA). The notice period required will depend on the level of work due to be undertaken but may be up to 3 months where we are required to close a road or lane of traffic.

There may be instances where the highway authority will impose embargoes preventing work due to special events taking place. There may also be instances where the highway may impose additional requirements, such as full width reinstatement, in locations which have been newly constructed, reconstructed or resurfaced.





Legal Permissions, wayleaves and Consents

Before we install our equipment in third party or private land, or are able to adopt connection equipment provided and installed by an Independent Connection Provider, we will usually require some form of permission or consent from landowners, local authorities and other statutory organisations. It is important that our customers and landowners fully understand the information we require and the legal permissions and consents processes.

We have published a number of useful guides on our website, including:



Summary guide to land rights and consents for new connections

An introduction to the type of consents and permissions we may require in the course of our works.



Information for landowners and customers

A guide for landowners and customers to understand the legal permissions and consents process. This guidance includes:

- Why legal permissions are required
- Details about wayleaves and deeds
- Information about statutory consents and other permissions
- The process for obtaining legal permissions
- The role of Independent Connection Providers (ICPs).



Guide for landowners relating to ICP works

Guidance and information for landowners on the processes for obtaining of legal permissions and consents relating to assets installed by ICPs.



Independent connection providers (ICPs)

Guidance and information for ICPs on the processes for obtaining of legal permissions and consents relating to assets which they will install for adoption by WPD.



Independent Distribution Network Operators (IDNOs)

Guidance and information for IDNOs on the processes for obtaining legal permissions and consents relating to assets installed by ICP's which will be adopted by IDNOs but include an interface with WPD's network to which we will require access.



Request to divert overhead tower lines

Guidance and information for landowners and developers on WPD's approach to requests to divert overhead tower lines. The guidance relates to land that is being promoted for development which is over sailed by overhead tower lines and any associated apparatus.



Timescales for completing the legal and consents processes

The timescales for completing the processes can vary depending on the type of consents required and how quickly we receive responses from third parties, such as landowners and their appointed solicitors. We do, however, focus on minimising delays in the legal processes for our new connection customers. This is achieved through a number of approaches including internal standards of performance and a Collaborative Partnership Protocol which outlines a series of practical steps that our customers and their lawyers can take if they wish to avoid delays in securing connections to our network.

More information on our legal processes and the Collaborative Partnership Protocol is available on our website, along with links to the above mentioned guides.

www.westernpower.co.uk/legal-permissions-and-consents



Agreements

We may need to enter into formal agreements to establish a formal relationship between WPD and the customer for the requested connection(s).

Connection Agreement

As a result of entering into a supply contract with your chosen supplier, you will automatically enter into the National Terms of Connection. In many instances, we will also require a site specific connection agreement, setting out the necessary terms and conditions upon which the customer is connected to, and may remain connected to, WPD's Distribution System.

The connection agreement will include information such as:

- the address of the connection
- the owner of the connection
- the maximum import and/or maximum export capacity permitted

The connection agreement may also include diagrams showing the ownership boundary between the customer's equipment and WPD's Distribution System.

A draft Connection Agreement will be provided within 20 working days following acceptance. A completed and signed Connection Agreement specific to the connection requirements will need to be in place prior to energisation.

It is important that this document is returned to WPD as soon as reasonably practicable to prevent any delay in making the connection.

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Connection Agreement

THIS AGREEMENT is made the day of 2020

Between

(1) Western Power Distribution (East Midlands) plc Registered in England and Wales No. 2568923 whose REGISTERED OFFICE is at Avonbank, Fensler Road, Bristol BS2 0TB

(2) Customer (company number N/A) whose REGISTERED OFFICE is at BUILDING STREET TOWN

Concerning the Customer's premises known as BUILDING STREET TOWN

ADDRESS FOR NOTICES **Correspondence** **Western Power Distribution (East Midlands) plc**
BUILDING STREET TOWN Avonbank, Fensler Road, Bristol BS2 0TB

This agreement and the schedules to it shall be referred to as the "Agreement" and the "Schedules" respectively. The Agreement, the Schedules, and the National Terms of Connection shall together be referred to as the "Connection Agreement". The Company and the Customer shall together be referred to as the "Parties" and each a "Party".

The National Terms of Connection are available to view on the website: www.connectionterms.org.uk. Alternatively the Customer may request a copy from the Company by written request to the address for notices given above. The Customer confirms that they have read, fully understand and accept the terms of the National Terms of Connection.

Bilateral Connection Agreement (BCA)

Where the new connections and network are to be adopted by an Independent Network Operator (IDNO) the connection to our distribution system will be covered under a Bilateral Connection Agreement (BCA). This will set out the terms by which the IDNO may be connected to WPD's Distribution System and will include matters such as the connection characteristics and responsibilities.

Site Specific Agreement

A site specific agreement will be required where WPD will adopt constructed network assets from an Independent Connections Provider (ICP) in accordance with the Framework Network Access and Adoption Agreement.

The framework sets out the overarching agreement for the adoption of assets and any live jointing works they may undertake across all four WPD licensed areas. The site specific agreement will be put into place for an individual scheme to set out the site specific connection requirements, including specification of the assets to be installed and adopted.



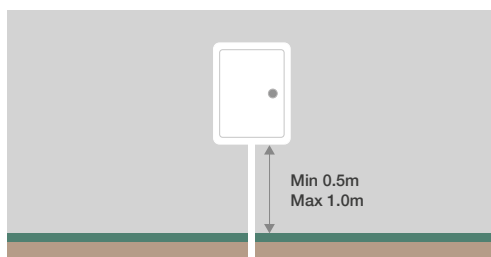
Preparing your site

It is important that you complete any pre-requisite works required prior to our attendance on the agreed date. This will ensure that your connection(s) can proceed as planned.

Meter Locations

An external meter box offers the benefit of providing easy access for meter reading and maintenance works to be carried out with little or no inconvenience to the occupant. An external meter box must be placed on the external side of a wall where it is accessible from the front of the property. It is advisable that a meter box does not open out onto a footpath or right of way.

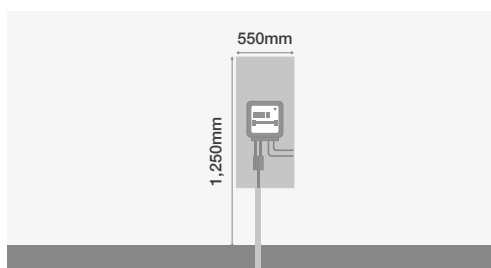
In a meter box located externally on an outside wall



Permissible Meter Locations

- ✓ In an external meter box (recommended)
- ✓ Inside the property on an EXTERNAL wall
- ✓ In a suitable weather proof meter cubicle

Inside the property on an external wall



Meters should not be located:

- Inside a dustbin, coal or refuse store
- Above doorways
- In a bathroom, toilet or shower room
- In a basement or cellar
- Under stairs where the headroom is less than 2m
- On partition walls made of plasterboard, drywall or similar
- Close to a source of water that could damage the equipment or cause an electrocution risk
- In any location which is in breach of the current edition of BS7671 "Requirements for Electrical Installations"

Excavation onsite by the customer

The programme of onsite excavation must be agreed with WPD. Where required, the customer will be responsible for the provision of a stone dust bed around cables to WPD's specification.

Where ducting is used, draw cords shall be incorporated and the ends marked for ease of location. The depth of the trench will vary depending on the type of cable and the location but in all instances an approved yellow electric cable marker tape should be laid for the entire length 75mm above the cable.

Cable Type	Location	Trench Depth	Trench Width Single Cable	Min Cover Over Cable	Two Cables Spacing	Trench Width Two Cables
LV & Services	Pavement Or Private Land	530mm	300mm	450mm	150mm	300mm
LV & Services	Roadway (ducts)	600mm	300mm	520mm	150mm	300mm
HV	Pavement Or Private Land	530mm	300mm	450mm	150mm	300mm
HV	Roadway (ducts)	600mm	300mm	520mm	150mm	400mm



Completing the Physical Works

Installation of Electrical Plant & Equipment

We may require access to establish the electrical apparatus within the building and will arrange this with you, or with your site contact where one has been provided.



Excavation Work and Cable Installation

The Connection Offer will specify any works to be completed onsite by the customer, including the specifications such as minimum cable depths and reinstatement requirements.

Any works to be undertaken by us in the highway will be done in accordance with the New Roads & Streetworks Act 1991 (NRSWA) and in third party land with the owner's consent.

In some circumstances there can be delays to the works, particularly where it involves disruption to traffic sensitive routes or other embargoes enforced by the authority. More information on factors affecting the timeliness of connection works is included within this document.

Excavation works may take place in advance of any agreed date for electrical installation works and our reinstatement teams may not visit until a few days after completion to finish off the reinstatement works.

Overhead line works

Installation of overhead line works will commence following completion of necessary line surveys and obtaining of relevant consents including:

- Planning consent in accordance with S37 of the Electricity Act
- Strategic overhead line planning with the Planning Inspectorate for overhead lines at 132kV and extending for more than 2km
- Third party consents from landowners.





Process Flow Chart

The below chart summarises the steps taken from application through to completion of works.

Western Power Distribution:

1

Assess the information you have provided, contact you to provide details of the local team responsible for the connection and, if required, request any additional information.

2

Send you a Connection Offer which is valid for 90 days.

3

On receipt of acceptance and payment, contact you to agree the dates for the works or discuss any pre-requisite matters, such as obtaining legal consents.

4

If required, enter into a legal process to obtain permissions for access to install and maintain our equipment.

5

Send you a Meter Point Administration Number (MPAN).

6

Complete all works to make the connection as stated in the Connection Offer.

Customer:



Provide additional information where requested.



To accept the Connection Offer, sign and return the Letter of Acceptance together with any payment due.



Prepare your site for our arrival in accordance with the requirements set out in your Connection Offer. This may include meter box installation and onsite excavation.



To ensure the legal process runs smoothly, provide any information possible about the land on which the site is based.

More information and a guidance document is available on our website:
www.westernpower.co.uk/connections/new-connections/legal-permissions-and-consents.aspx



Register your MPAN with a supplier and enter into a supply contract.



Appoint a suitably qualified electrician to carry out any internal wiring and connect this to your supply.

Arrange with your supplier or meter operator a date to install your new meter. Please note, the meter can only be installed after we have completed the connection works.



Meter Point Administration Number (MPAN) and Meter Operator Installation

We are not an energy supplier and therefore you cannot set up your billing accounts with us. You will also need to appoint a meter operator for the installation of metering equipment in preparation for energisation.

We will provide you with a Meter Point Administration Number (MPAN) for each connection. As it is unique to each premises it is important that we register these against a postal address, therefore please provide details of the final post address once known.

We will require 3-4 weeks lead time to issue the MPAN.



Completion Certificate and Request for G99 Testing

Where the connection is for generation, you will need to provide us with a completion certificate. We will require 20 to 25 days lead time to attend site for energisation and G99 witness testing. Each G99 witness test visit is chargeable and is not included in the Connection Charge.

More information on the G99 connection procedure, including the fee for witness testing, is set out on our website:

www.westernpower.co.uk/g99-connection-procedures



Novation of a Connection Offer

A signed Letter of Acceptance enters the customer, as specified within the offer, in to a binding contract with WPD. We recognise that there may be occasions where the contract needs to be transferred to a third party. To do this, we will require a Novation Agreement which enables all parties to agree to the transfer of the contract.

Upon completion, the new customer is treated as though they have always been the customer and the original customer no longer has any rights or responsibilities under the contract.

Should you wish to novate your Connection Offer, please speak to your WPD contact who can issue the relevant novation document.

Further Information

Should you require further information relating to this document or the process of getting connected to WPD's Distribution System, please email:



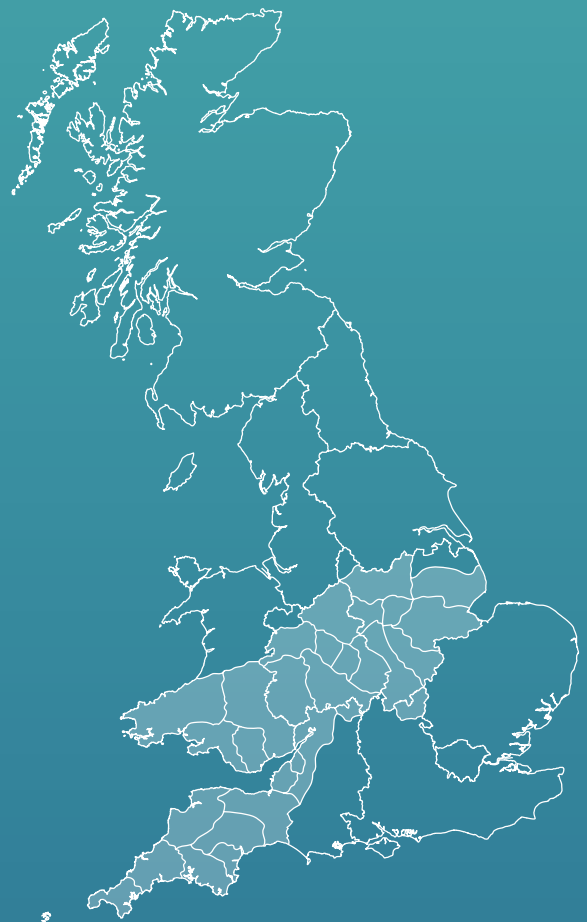
For Midlands: wpdconnectionpolmids@westernpower.co.uk



For South West & Wales: wpdconnectionsolicy@westernpower.co.uk

WESTERN POWER DISTRIBUTION

Serving the Midlands, South West and Wales



Western Power Distribution (East Midlands) plc, No2366923
Western Power Distribution (West Midlands) plc, No3600574
Western Power Distribution (South West) plc, No2366894
Western Power Distribution (South Wales) plc, No2366985

Registered in England and Wales

Registered Office: Avonbank, Feeder Road, Bristol BS2 0TB

www.westernpower.co.uk

