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**Contractor Incentive Site Assessment Form (including Terms and Conditions)**

**Contractor Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name / Company: |  | Date Submitted |  |
| Address |  |
| Email Address |  | Phone |  |

**Assessed Sites**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Site Name** | **MPAN** | **Generation Technology** | **Installed Generation Capacity (kW)** | **Compliance Declaration “Site Reference”** |
| 1 |  |   |   |   |   |
| 2 |  |   |   |   |   |
| 3 |  |   |   |   |   |
| 4 |  |   |   |   |   |
| 5 |  |   |   |   |   |
| 6 |  |   |   |   |   |
| 7 |  |   |   |   |   |
| 8 |  |   |   |   |   |
| 9 |  |   |   |   |   |
| 10 |  |   |   |   |   |

**Terms and Conditions**

By submitting this form to Western Power Distribution (WPD), you are accepting the following terms of participation in the Western Power Distribution ALoMCP Contractor Incentive Scheme:

1. WPD will pay the contractor named on this form the sum of £500 (plus VAT) for a ***satisfactory ALoMCP compliance declaration*** for each of the sites listed in the “Assessed Sites” table above.
2. A ***satisfactory ALoMCP compliance declaration*** for a site is defined as follows:
3. The site is a relevant site under the Accelerated Loss of Mains Change Programme (connected under G59, commissioned before February 2018)
4. The site has not already been notified to WPD as compliant
5. The site has not been the subject of a funding application under ALoMCP
6. A compliance declaration has been completed via the ENA portal ([www.ena-eng.org/ALoMCP/index](http://www.ena-eng.org/ALoMCP/index)) and the compliance declaration “Site Reference” allocated by the portal has been entered in the “Assessed Sites“ table above.
7. The contractor has permission from the generation site owner to gather information about their generation equipment, and permission to share this information with WPD in the form of a compliance declaration. This permission, in the form of a completed “Letter of Authority” (LoA), must be uploaded on to the portal declaration
8. Suitable evidence of compliance has been uploaded on to the portal declaration (e.g. test sheets for relays; pictures or screen shots of relays showing make, model, serial number and compliant settings; pictures of inverter labels showing make, model and serial number)
9. The evidence uploaded to the portal by the contractor is assessed as acceptable by WPD. (Following a successful assessment, WPD will notify the contractor to submit an invoice)
10. An invoice, showing the site name and compliance declaration site reference, is received by WPD
11. All compliance declarations must be submitted, and evidence uploaded, before **midnight on 31/08/2022** as access to the ENA portal will cease at this time. No further compliance declarations can be accepted after this deadline. Any compliance declarations that have not had LoA and suitable evidence uploaded by this deadline will not be able to be completed.

**Compliance Checklist (For internal use only)**

|  |  |
| --- | --- |
| Assessed By: | Date: |
| CI Batch Ref Applied | Y/N |
| Portal declaration – Info complete | Y/N |
| Portal declaration – LoA uploaded | Y/N |
| portal declaration - Evidence uploaded | Y/N |