WESTERN POWER DISTRIBUTION

Serving the Midlands, South West and Wales

Company Directive

STANDARD TECHNIQUE : NC6A/6

Responding to an Enquiry for the Connection of an Embedded Network to WPD's Distribution System

Policy Summary

This document sets out the process for dealing with an application from an Independent Distribution Network Operator, or its appointed agent, to connect its own distribution network to WPD's distribution system.

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Implementation Date: **August 2016**

Approved by

Connection Policy Manager

Date: 23rd August 2016

NOTE: The current version of this document is stored in the WPD Corporate Information Database. Any other copy in electronic or printed format may be out of date.

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IMPLEMENTATION PLAN

Introduction

As a result of lengthy planned and unplanned outages, IDNO's have requested in some instances that WPD provide standby generation for temporary reconnection of supply to their network systems.

In addition, following the removal of the requirement for link boxes at the interface between WPD's distribution system and IDNO networks, clarification is required on the allowable points of connection at low voltage.

Main Changes

We propose a new process for the provision of standby generation to IDNO's for planned and unplanned outages likely to exceed 12 hours, aligning IDNO connections with other customer connections.

In addition, to provide some clarity, a number of examples have been included for allowable Low Voltage POC's at the interface between WPD's distribution system and IDNO networks.

Impact of Changes

The changes will clarify circumstances when standby generation can be provided for IDNO's and the responsibility for connection of the equipment.

The new examples for allowable low voltage points of connection will provide some clarity on what agreements can be made with IDNO's for the point of connection.

Implementation Actions

Managers shall ensure that all staff having an involvement with requests for new electricity connections to IDNO networks, or with responsibility for managing planned and unplanned outages, are notified of the amendment of this Standard Technique and be advised to familiarize themselves with the process outlined. In particular this will concern Planners, Technicians and Team Supports in Network Services Teams.

Implementation Timetable

The process comes in to effect with immediate effect and so all affected staff should ensure they adhere to the new process from this point.

Document Revision & Review Table		
Date	**Comments**	**Author**
August 2016	• New Section 13 for provision of mobile generators to IDNO's and Appendix B for handover of the asset. • New examples for allowable POC's	Vanessa Ingley-Buxton
October 2014	• From 1st November 2014 new connections to IDNO networks will no longer normally require a low voltage link box at the interface.	Tim Hughes
November 2013	• From 1st December 2013 WPD will no longer require that boundary metering is installed where the point of supply is at high voltage.	Tim Hughes

BACKGROUND

The implementation of the Utilities Act 2000 removed the monopoly held by the existing Distribution Network Operators (DNOs) to provide and maintain an electricity distribution network by opening up the market to Independent Distribution Network Operators (IDNOs). An IDNO is permitted to build and operate a distribution network within an area served by the host DNO. A DNO is also, subject to gaining accreditation, able to operate a distribution network outside of its traditional geographic area, acting as an IDNO.

This Standard Technique sets out the process for dealing with an application from an IDNO to connect its own distribution network (the "embedded network") to WPD's distribution system. The process is detailed below and a simplified diagram is attached as Appendix A.

Policy document POL:NC6/4 provides further background information and should be read in conjunction with this Standard Technique.

1.0 THE APPLICATION PROCESS

1.1 All applications submitted by an IDNO (or its agent) for an electricity connection will be routed via the Records Teams at Bodmin, Swansea or Tipton.

1.2 The Records Team will raise a CROWN Enquiry and route it to the appropriate Network Services Team.

1.3 The Network Services Team will allocate the enquiry to the correct Crown Enquiry Category.

1.4 All IDNO enquiries must be allocated to one of the "CIC Demand" or "CIC Generation" Enquiry Categories, according to the nature of the connection work involved. The appropriate Enquiry Categories are:

- CIC Demand LV
- CIC Demand HV
- CIC Demand EHV
- CIC Demand or Generation - 132 kV
- CIC Generation LV
- CIC Generation HV
- CIC Generation EHV

1.5 Enquiries must be allocated according to the highest voltage of works associated with the scheme, including any reinforcement or diversionary works, and not necessarily to the voltage of connection to the IDNO's distribution system.

1.6 It is important for reporting purposes under Standard Licence Condition 15 that all enquiries are correctly allocated. The Network Services Team is responsible for allocating the enquiry to the correct Enquiry Category. **It is essential that the correct Enquiry Category is attributed otherwise the prescribed timescales for standards of service may not be met. See ST:NC2K for further information relating to standards of service under SLC 15.**

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2.0 PREPARATION OF THE DESIGN

2.1 The Planner must evaluate the point of connection to the distribution system and prepare an Offer for connection within the timescales prescribed (see 4.2).

2.2 WPD is obligated to provide for the applicant the minimum cost technically compliant scheme (the "Minimum Scheme") in accordance with WPD's Connection Charging Methodology Statement prepared in accordance with Standard Licence Condition14. An IDNO applicant however, may have different requirements from that of the developer who requests WPD carry out all the work. The Minimum Scheme for an IDNO applicant would be for WPD to provide a point of supply (the Connection Point) as close as possible to the point of connection to the existing WPD distribution system. The IDNO applicant may however, request:

i) a point of supply at the site boundary, or within the site;
ii) connection at a higher voltage than is required;
iii) at LV, a single point of supply, when two or more may be more viable.

It is recommended therefore, that the Planner liaise with the IDNO applicant at an early stage to ascertain the applicant's exact requirements. Establishing this fact at the outset can save wasted time and effort.

2.3 Any agreement with the applicant to provide a connection that exceeds the Minimum Scheme must be documented in the Offer. This is especially important where the scheme quoted for is not the same as an Offer prepared by WPD and submitted directly to the customer/developer. Any instances of discrimination against the IDNO could be viewed by Ofgem as a Licence breach and enforcement action could be taken against WPD.

2.4 The design will comply with arrangements laid down in Engineering Recommendation G88 published by the Energy Networks Association entitled; "Principles for the Planning, Connection and Operation of Electricity Distribution Networks at the Interface between Distribution Network Operator's (DNO's) and Independent Network Operator's (IDNO's)" (ER G88). A copy may be viewed by clicking on the link below.

N:\Embedded networks\ENA_ER_G88_Issue_1_(2009).pdf

2.5 Any request by an IDNO to diverge from ER G88 must first be referred to the Policy Manager.

2.6 When calculating LV volt drop to the Point of Connection the Planner should base the calculation on normal Windebut principles with allowances for unbalance and diversity made according to the number of end users rather than simply using the single point, three phase, after diversity kVA load quoted by the IDNO applicant, which assumes the load is completely balanced.

2.7 For costing purposes the IDNO development is deemed to be for commercial use regardless of the ultimate usage by the end consumer, therefore all schemes raised in Crown Estimating & Charging should be allocated either to Budget Code 04 for a demand scheme or Budget Code 17 for a generation scheme. In both cases VAT must be applied at the standard rate.

3.0 LV INTERFACE ARRANGEMENTS

3.1 There is not normally a requirement for isolation equipment (e.g. link boxes) at the LV boundary between WPD's Distribution System and the IDNO network. The ownership boundary will be at an agreed position on the LV system; generally a straight or branch joint. See Appendix C for examples of allowable Points of Connection, a copy of which can also be found at N:\Embedded networks.

3.2 The point of ownership boundary will be identified on WPD's Mapping System and within the Bilateral Connection Agreement.

3.3 Where a link box is specifically required or requested at the interface between WPD's Distribution System and the IDNO network the party requiring the link box shall fund, own and maintain it.

3.4 On the rare occasion WPD require a link box and procure and install one the cost must not be charged to the IDNO therefore, for estimating and charging purposes, the estimated cost of procurement and installation should be allocated to non-chargeable Budget Code 35 - Quality of Supply.

If the IDNO contests the procurement and installation of the link box in accordance with Competition in Connection rules the IDNO may invoice WPD for its reasonable costs. WPD will raise a Purchase Order and book the cost to the specific Crown scheme.

3.5 Where the IDNO procure and install the link box on behalf of WPD they must do so in accordance with associated WPD Standard Techniques and Engineering Equipment Specifications and submit information to WPD to satisfy the design submission process.

3.6 If the IDNO requires a link box the IDNO will procure and install it at their own cost.

3.7 The link box must carry a label identifying who owns it.

4.0 PREPARATION OF THE CONNECTION OFFER

4.1 The Planner should proceed straight to the Offer unless it is not viable to do so in which case a Budget Estimate may be provided. The Connections Charge Letter template should be used for all Connection Offers.

4.2 On most occasions the IDNO applicant will be competing directly against WPD to provide the electricity infrastructure for the developer. To ensure non-discrimination WPD must provide the Connection Offer as soon as is reasonably practicable and in all cases in accordance with SLC 15 which places an obligation on WPD to meet prescribed levels of performance for certain non-contestable services.

4.3 No advance payment for carrying out a system study is normally required for providing an Offer for a point of connection to WPD's distribution.

4.4 The Offer must be presented in an appropriate form and contain information to allow the applicant to design the embedded network. Reference should be made to ST:NC2A, relating to the preparation of a Connection Offer for a new or augmented connection. Click on the link below for further details,

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4.5 A drawing showing the surrounding network in relation to the site should be included with the Offer. The Planner may prepare a drawing using the EMU system, ensuring the correct border (.bdr), showing copyright information, is attached.

4.6 In the event an oil pipeline is present the Planner should refer to the Mapping Response Team and request a plan omitting the pipeline. The Mapping Response Team can forward the plan to the Planner for inclusion in the Offer.

4.7 The Offer must include the cost of any associated reinforcement or diversionary work required as a separate itemised cost within the overall Connection Charge.

Note: Upstream reinforcement and diversionary work may be contestable where it can be carried out independently of the existing distribution system, does not require access to WPD operational areas and is fully funded by a single third party.

4.8 When the Offer is sent to the applicant it is imperative the "Send Quote" activity within Routing & Tracking is updated immediately to record the period of time it has taken to prepare and send the Offer since the application was received.

5.0 CAPACITY "RAMP UP"

5.1 The IDNO must state the capacity required to accommodate the overall development demand. However, due to the construction programme and phased connection of multiple premises, demand may ramp up over a period of time; possibly a number of years. Where the overall capacity requirement is greater than 500kVA WPD may request that the agreed capacity is incremented over a three year period, upon each anniversary of the initial energisation of the connection.

5.2 Under Portfolio Billing arrangements 'ramping' the agreed capacity will have no discernible effect on DUoS charges for connections. However, incremental capacities may still be agreed in these instances to promote consistency of approach and to encourage development of an economic and efficient distribution system.

5.3 The incremental arrangement will be captured within the Offer and Bilateral Connection Agreement (BCA) held between WPD and the IDNO. Provision is made to incorporate the ramp up arrangements within the Connections Offer.

5.4 On the first and second anniversary of energisation of the connection the agreed capacity will increase automatically unless the IDNO, giving 28 days notice, requests a review of the capacity requirements. WPD and the IDNO will mutually agree a revised capacity requirement going forward.

5.5 On the third anniversary of energisation of the connection WPD and the IDNO will review the IDNO's capacity requirements. The IDNO may ask to;

i) retain the agreed capacity applied; or

ii) increase the agreed capacity; or

iii) decrease the agreed capacity.

5.6 If the IDNO wishes to increase the agreed capacity above that stated at the third anniversary they must apply in accordance with the process set out under WPD's connection charging methodology statement. WPD is under no obligation to provide more capacity than that agreed prior to the date of each anniversary of energisation.

6.0 OFFER ACCEPTANCE

6.1 When an Offer is accepted by the IDNO applicant the Planner should submit a request to Connection Policy to raise a pseudo MPAN and prepare a BCA. Submission of the BCA request will enable Connection Policy to prepare the BCA (see Section 6.0). Submission should be made using the standard form. The pro-forma can be found on the NEWCON shared area:

N:\\avodcs01\Embedded networks\Pro-formas\Amended BCA proforma.docx

Operational diagrams and locational drawings should be attached to the pro-forma submitted. Where a distribution substation is required the drawing used for Land Registry purposes may be used.

6.2 If a new substation is to be commissioned as part of the connection works the Planner should first allocate a substation number. The feeding substation number, transformer, feeder and role identifiers must all be included in the BCA request form submitted to Connection Policy.

7.0 BILATERAL CONNECTION AGREEMENT

7.1 The terms and conditions under which a DNO shall allow an IDNO to connect to the DNO distribution system are set out under Section 2B of the Distribution, Connection and Use of System Agreement (the "DCUSA"). The DCUSA stipulates that where an IDNO requests connection to the DNO distribution system the DNO shall offer to enter into a Bilateral Connection Agreement (the "BCA").

7.2 The BCA will be specific to a determined Connection Point or Connection Points. It will have Schedules attached which provide details unique to the connection, for example;

- the characteristics of the connection;
- the agreed capacity (including any "ramping" arrangement);
- ownership and responsibility for buildings, plant and equipment;
- safety management systems;
- access arrangements;
- connection charge and payment arrangements;
- an operational diagram and location drawing.

7.3 The connection must not be energised until the BCA is signed by the IDNO. Connection Policy will inform the Network Services Team when this is done.

8.0 SECURING WPD ASSETS

8.1 Where a substation is required the Planner must first establish on what basis WPD's assets will be secured. This will be dependent on the type of accommodation provided, i.e. standalone/shared/integral and which party is to be the majority asset holder.

8.2 The preferred method is by transferring the freehold from the developer or land owner but a long leasehold or sub-lease may sometimes be more appropriate. Where the IDNO is the majority asset holder they will be responsible for the accommodation and hold site duties under the ESQC Regulations. Under this scenario, for LV and 11kV sites, the IDNO will normally want to secure the rights for the substation under a bilateral lease/transfer agreement between themselves and the landowner. WPD's assets on the site and cables will be included in this agreement as further described in this section.

8.3 WPD has been working with the IDNO's and a process has been agreed to allow IDNO's to liaise directly with the land owner over the land transfer and to have control over the legal process for 11kV and low voltage connections only. Connections at 33kV and above will be the subject of a tri party agreement under guidance from the Consents and Wayleaves team.

8.4 The IDNO will acquire rights from the landowner by securing either a lease or transfer in respect of the substation and cabling, with WPD relying on the Contracts (Rights of Third Parties Act) 1999 to enforce the rights set out in the direct agreement between the IDNO and the landowner. The process to be adopted by the parties is based on one agreed with a major IDNO and is more particularly described the Guidance Note for Completion of Legal's for Embedded Connections with IDNO's which can be viewed using the link below.

N:\Embedded networks\Guidance Note for Embedded Connections with iDNO.doc

8.5 For 33kV connections and in rare cases where an IDNO does not wish to adopt this procedure, following offer acceptance, the Planner/Estates Specialist should instruct WPD's solicitor using the appropriate notification letter and accompanying drawings. The notification letter can be viewed using the link below,

N:\Embedded networks\Pro-formas\IDNO_SharedSite_GeldardsInstructionLetter_V2.doc

8.6 The IDNO agent will negotiate the transfer/lease and instruct the IDNO solicitor who will liaise and agree the documentation with the solicitor for the developer/land owner. WPD's solicitor would only be involved (with the exception of tri-party agreements for 33kV and above where WPD's solicitor would be involved from the start of the process) should amendments be required to the clauses that impact on WPD in the standard transfer/lease templates. At that point, WPD's solicitor would need to be instructed - refer to the Guidance Note in 8.4 for further details.

8.7 WPD will exercise discretion regarding timing of the energisation of the Connection Point and generally may complete the connection works but not energise unless the Transfer of Part of Registered Title (Form TP1) has been signed by all appropriate parties.

8.8 Easements or wayleaves for cable routes will be negotiated in the same manner (and generally included as Ancillary Rights within the transfer/lease agreement) but prior to agreement with the land owner, the IDNO agent will submit a draft drawing to WPD for approval which shows the proposed cable route(s) and ownership splits. The Planner/Estates Specialist may prepare their own drawing for inclusion in the BCA.

8.9 The IDNO will notify WPD's solicitor and the WPD case owner of completion and provide the document electronically and, following registration at Land Registry, WPD's solicitor will forward a copy of the transfer documents for retention in the Deed Room. Where easements/wayleaves are included in the transfer/lease, on completion, a copy must also be sent by the WPD case owner to the Records Team so that wayleave records and EMU are updated.

9.0 SETTING UP PSEUDO MPAN'S AND IDNO RECORDS ON THE CROWN SYSTEM

9.1 Upon receipt of a BCA request from the Planner the Connection Policy Team shall ensure that the Crown database is updated.

This database will hold details of all IDNOs and their associated embedded networks within the WPD distribution service areas.

9.2 Using the database the Connection Policy Team will:

i) maintain a list of all IDNOs operating within the WPD area which will include each IDNO's registered office address, to which planned shut down notices are sent, routine and emergency telephone number contacts including their control, market participant identifier, MPAN prefix and service level identifier. The IDNO details may be viewed by all staff with access to Crown;

ii) attribute connection details to each IDNO. Details will include individual site address, pseudo MPAN(s), feeding substation number and transformer, feeder and role identifiers;

iii) allocate end customer MPANs to their associated embedded network Connection Point.

9.3 Connection Policy will request a "dummy" substation number from the ENMAC Support Team using the information provided by the Planner.

A new record and associated pseudo MPAN cannot be created in the Crown database without a dummy substation number to attribute it to.

9.4 Connection Policy will raise a pseudo MPAN and forward it to the Planner. The pseudo MPAN should be used by the Planner in all internal communication. The pseudo MPAN is used for WPD's internal processes, including identifying the connection for operational purposes, such as issue of planned shut down notices.

9.5 The MPAN will be prefixed with WPD's distributor identification number, (e.g. 21 for South Wales and 14 for East Midlands). The unique reference number component shall start "555" which shall only be applied to embedded networks and thus allow easy recognition, e.g:

South Wales 21 555 1234 5678
East Midlands 14 555 1234 5678

9.6 The Crown database will link with ENMAC and other business processes to allow efficient management of:

- IDNO customer calls;
- MPAS queries;
- Planned shutdowns*;
- Emergency response;
- DUoS invoicing;
- Fault investigation and reporting.

* For shutdown notification purposes the IDNO is considered as a single customer. WPD must notify the IDNO at least 5 working days prior to the intended shutdown but will, under normal operating conditions and in accordance with the BCA, undertake to notify the IDNO at least 10 working days prior to the intended shutdown. The IDNO is then responsible for notifying all of its affected customers.

However, if an IDNO is required to make individual compensation payments to its end users under the Guaranteed Performance Standards scheme and WPD is at fault, WPD shall be required to make an equivalent compensation payment for each affected end user to the IDNO.

9.7 Behind every pseudo MPAN, WPD will associate a list of IDNO MPANs and postal addresses. Data will be derived and updated via the Electricity Central Online Enquiry Service (ECOES). Every month Connection Policy will update the Crown database by associating new IDNO MPANs to the correct pseudo MPAN.

9.8 Connection Policy will set a reminder in place using Microsoft Outlook to check each month that an updated ECOES disk has been forwarded by the DUoS Billing Team. If the disk is not received by the 15th of each month Connection Policy will prompt the DUoS Billing Team for it.

9.9 When postal addresses are first registered on the ECOES system it is common for plot numbers to be used and Post Codes to be incomplete. IDNO's should update addresses and feed information back using ECOES but if WPD is made aware of an inaccuracy (generally the Contact Centre in discussion with an IDNO customer) then the IDNO should be contacted and notified of the discrepancy.

10.0 SETTING UP RECORDS ON MAPS

10.1 The embedded network will remain under the ownership and control of the IDNO. WPD will therefore have no responsibility for keeping records of the IDNO network. WPD must however, ensure that its own records indicate where a connection to an embedded network is made.

10.2 Just prior to the time of connection the Planner must forward to the Mapping Centre details of the extent of the embedded network. Detail should include:

i) a suitably scaled drawing showing the extent of the site;
ii) a record of the point of supply between WPD's distribution system and the embedded network;
iii) confirmation of the IDNO identity.

A pro-forma to attach the drawing to and send to the Mapping Centre is available by following the link:

N:\Embedded networks\Pro-formas\Mapping Centre Memo.doc

10.3 The Mapping Centre will add the information to the EMU database. Where there is a clearly defined development area the record map will show its extent and mark the boundary.

10.4 The IDNO's apparatus will not be shown on EMU.

10.5 A site identification note will also be added, stating the IDNO's name and telephone contact number.

11.0 METERING REQUIREMENTS

11.1 In March 2010 Ofgem published a document entitled *"Decision on IDNO/DNO boundary equipment and which parties should fund this equipment, Ref:29/10."* The document set out Ofgem's decision regarding the requirements for, and the funding of, IDNO/DNO boundary equipment. It found that it is for DNO's to determine whether, and how, to measure flows at the boundary. WPD has determined that the following arrangements shall apply to boundary metering;

- Boundary metering shall be provided where the Connection Point is at 132kV, 66kV or 33kV.
- Where the POS is at a 132kV, 66kV or 33kV, primary or master substation, metering CTs and VTs will normally be contained in the DNO owned feeder circuit breaker.
- Where the POS is at LV or HV boundary metering shall not be required.

11.2 WPD is responsible for the procurement, installation and maintenance of the metering equipment and the procurement of metering data. Although the costs will be bourne by WPD, the requirement for metering should be clearly identified in the Connection Offer made to the IDNO. The IDNO can then incorporate and make allowance for these requirements within their design.

11.3 Costs incurred by WPD in providing metering equipment are not chargeable to the IDNO. For estimating and charging purposes, costs incurred cannot be allocated to existing non-chargeable Budget Codes. All metering equipment costs should be allocated to Budget Code 14 – 'IDNO Boundary Metering Costs'.

11.4 Upon acceptance of the Connection Offer and where metering is required, the Planner should notify the Remote Metering Team, using the CT Pre-note form available via the link given below, and ask them to arrange the installation of the appropriate metering equipment, including CT panel.

U:\CTPreNote\A_CT Pre-Note v2_0.dot

It is important that the Remote Metering Team is made aware the metering equipment is for an embedded network. This can be done by quoting the pseudo MPAN, using the free format "Notes" field. Note also, that the "Supplier" field is not applicable. The data collector will provide Remote Metering with half hourly data. Data will be accessed via remote dial up.

Typically the metering requested will be appropriate to the rating of the circuit and will provide the following meter registers.

Reg. 01 To record consumption in KWH between 0630hrs and 2330hrs (DAY RATE)
Reg. 02 To record consumption in KWH between 2330hrs and 0630hrs (NIGHT RATE)
Reg. 03 To record maximum demand in KW
Reg. 04 To record Lag KVArh

12.0 BILLING PROCESS

12.1 Any customer connected to the IDNO network must enter into a supply contract with an electricity supplier. The electricity supplier will be party to an agreement with the IDNO for use of its network.

12.2 Energy will be transported across both WPD's Distribution System and the IDNO network to reach the end customer. The electricity supplier will pay DUoS charges to the IDNO who will in turn pay WPD for use of its distribution system.

12.3 DUoS charges will be calculated using the "Portfolio Tariff" arrangement prescribed in Section 19 of the Distribution and Connection Use of System Agreement

12.4 WPD's IDNO DUoS charges are set out within Annex 4 of our Statement of Charges for Use of WPD's Electricity Distribution System which is available to view on WPD's website.

12.5 The Planner will advise Connection Policy when the Connection Point is energised.

12.6 The DUoS Billing Team will:

- Send monthly DUoS Invoices.
- Ensure invoices are paid.
- Report bad debts to the Income and Connections Manager.

Carry out quarterly reconciliation to ensure all IDNO MPANs are billed.

13.0 SECURITY OF SUPPLY

13.1 When considering taking customers off supply for a planned outage on the WPD network, or in the event of an unplanned outage on the WPD network, IDNO points of connection should be given the same consideration as any other connection to the WPD network system.

13.2 Where an outage, whether planned or unplanned, is likely to exceed 12 hours, and where the use of standby generation on WPD's network system will not result in restoring a supply to the IDNO network, the IDNO should be offered the use of a WPD standby generator at no cost to them. WPD will need to ensure that a standby generator is available prior to offering its use to the IDNO.

13.3 As the standby generator will require connection to assets owned and operated by the IDNO, the physical connection of the standby generator will be the responsibility of the IDNO.

13.4 Delivery to and collection from the connection point of the standby generator will be the responsibility of WPD.

13.5 A handover of responsibility for the standby generator will take place at the connection point between representatives of both WPD and the IDNO. Both parties will need to sign to confirm delivery and receipt of the equipment.
Please see handover form in Appendix B, a copy of which can also be found at N:\Embedded networks.

13.6 WPD reserves the right to refuse a GS payment to an IDNO who declined the provision of a standby generator. Local teams will need to ensure that a clear record is made of the contact name, date and time relating to any conversation with the IDNO whereby standby generation has been offered and refused.

Overview of Process for Establishing a New Embedded Distribution Network.
Part 1
DUoS BILLING
REMOTE METERING
MAPPING CENTRE
PLANNER
CONNECTION POLICY
ENMAC TEAM
RECORDS TEAM
IDNO APPLICANT
Program Meter (where appointed as MAP agent) and arrange installation of metering equipment
Ensure enquiry is allocated to correct Work Category, prepare Offer and send to IDNO applicant
Raise substation number (where appropriate) and submit BCA Request Form to Connection Policy
Arrange for required work on WPD Network up to the point of supply
Request installation of metering equipment (EHV Only) using CT Advance Notification Form
Request "dummy" substation number (where appropriate)
Create record in Crown database, forward pseudo MPAN to Planner and notify DUoS Billing Team
Raise "dummy" substation number (where appropriate) and notify Connection Policy
Raise Enquiry and route to the appropriate NS Team
Request Offer for connecting an embedded network to WPD's Distribution Network.
Accept Offer and make payment

Overview of Process for Establishing a New Embedded Distribution Network.
Part 2

APPENDIX B

Standby Generator Handover (WPD/IDNO)	
WPD Reference Number	
Site Address	
Delivered to	(Print Name)
Independent Distribution Network Operator	(Company)
Registered Address	
Telephone Contact Number	

I confirm that the Mobile Generator bearing the serial/unique ID …… has been delivered to the site address detailed above for the purposes of connection by the named IDNO to their network.

Signed (WPD)…… Print Name …… Date …….. Time

I understand that the Mobile Generator detailed above is now under the operational control of …… (IDNO)

Signed (IDNO)…… Print Name …… Date …… Time ……

The above named representative of the IDNO confirms that:

- The specified generator has been received at the site address
- Oil levels are sufficient for use
- The generator will be refuelled, as required, at no cost to WPD
- All persons responsible for connecting the generator to the IDNO network are competently trained to do so
- The generator has been checked for initial signs of damage/fault and all liability for damage to the generator incurred during the loan period remains with the IDNO
- Methods are in place to protect the equipment from theft and all liability for theft or loss of the generator and/or associated equipment, e.g. connection leads, remains with the IDNO
- Liability for environmental issues arising as a result of the use of the generator, e.g. fuel spills, unless directly associated with a fault of the generator, will remain with the IDNO
- WPD will be notified at the earliest opportunity in the event of any issues arising

I am authorised as a representative of the specified Independent Distribution Network Operator to assume temporary responsibility of the mobile generator for use on our network system for the duration of the outage to WPD's own network.

To be completed on collection from site:

I confirm that the Mobile Generator bearing the serial/unique ID …… has been disconnected from the IDNO network.

Signed (IDNO)…… Print Name …… Date …….. Time……

I confirm that the mobile generator has been returned to WPD and has been checked for signs of damage/fault

Signed (WPD)…… Print Name …… Date …….. Time ……..

Allowable low voltage IDNO points of connection

A number of examples are provided below to identify allowable points of connections of Low Voltage IDNO networks to WPD's own network system.
In all instances, the point of connection and the IDNO boundary location should be agreed in advance with the IDNO.
In the absence of a link box, the IDNO boundary location could be;

- A straight/branch joint
- An 'invisible' location at an agreed position

The IDNO boundary location should be identified, including measurements, on the schematic included within the Bilateral Connection Agreement.

Example 1 – WPD provided joint

Where the IDNO low voltage cable is to be jointed onto WPD LV cable, and the joint is carried out by WPD, the joint will remain under the ownership of WPD. The boundary for the IDNO network shall be at the exit point of the IDNO cable at the joint.

Example 2 – IDNO provided joint

Where the IDNO low voltage cable is jointed onto WPD LV cable, and the joint is carried out by the IDNO, the joint will remain under the ownership of the IDNO. The boundary for the IDNO network shall therefore be the location of the joint.

Example 3 – WPD provided link box

Where a new link box is requested by WPD, it will remain under the ownership of WPD, regardless of who installs it. The boundary for the IDNO network shall be situated at the exit point of the link box. This applies to both 2-way and 4-way link boxes.

Example 4 – IDNO provided link box

Where a new link box is requested by the IDNO, it will remain under the ownership of the IDNO, regardless of who installs it. The boundary for the IDNO network shall therefore be the location of the link box. This applies to both 2-way link boxes and 4-way link boxes.

Example 5 – Pole termination

Where in the absence of a joint the LV cable terminates to an overhead line pole, the boundary for the IDNO network shall be located a minimum of 1m from the pole.

Example 6 – Termination to WPD owned substation

Where in the absence of a joint the IDNO LV cable terminates directly to a fused way within a WPD owned distribution substation, the boundary for the IDNO network shall be a location agreed with the IDNO and at least 1m outside of the substation boundary. This enables the IDNO to carry out any works on their own asset without encroaching into WPD's substation boundary.

APPENDIX D

SUPERSEDED DOCUMENTATION

This document supersedes ST:NC6A/5 dated October 2014 which should now be withdrawn.

APPENDIX E

ASSOCIATED DOCUMENTATION

POL:NC6/4
Engineering Recommendation G88 - "Principles for the Planning, Connection and Operation of Electricity Distribution Networks at the Interface between Distribution Network Operator's (DNO's) and Independent Network Operator's (IDNO's).
Electricity Act 1989 as amended by the Utility Act 2000
Electricity Safety, Quality & Continuity Regulations 2002
WPD's condition 14 Statements.

APPENDIX F

KEY WORDS

Budget Estimate, Embedded Network, Independent Distribution Network Operator (IDNO), Offer, Point of Connection.