

# **New Connections Legal Permissions & Consents Process CIRT User Guide**

This guide describes the process for WPD's customers to follow to access information about the status of legal transactions relating to their connection applications.


The first stage of any new connection legal process is making contact and negotiating with landowners and planning authorities. The status of our activities during the preliminary and negotiation stages of agreeing terms, that is to say before our lawyers are instructed, can be tracked through our on-line CIRT (Crown Internet Routing and Tracking) portal. *Access to CIRT is available to customers who we have registered as users. It allows them to track the status of legal process transactions which relate to any connection applications which they have initiated through CIRT.*

Guidance on how to register for access to CIRT can be obtained by clicking [here](#)

The rest of this guide explains how customers can use CIRT to access information about the legal and consents aspects of their new connections projects which we are delivering.

## Logging on and Finding the Project

The first step is to logon to CIRT:



User Name

Password

If you have forgotten your password, please enter your username in the username field and click the Forgotten Password button. This will e-mail you a new temporary password which you can reset on your first login.

Once the logged on, the customer's home screen will be displayed, showing all of their outstanding connection projects. The home screen is shown below.

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» Home Welcome Alison Molloy of Harlaxton Engineering Services Limited to Western Power Distribution's CROWN Internet Routing and Tracking Application

[Raise Traditional Enquiry](#)

[Raise Self POC Determination](#)

[Find Existing Enquiry](#)

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**Activities Due**

Enquiries with activities that are due shortly.

ENQUIRY REF	CATEGORY	WORK SITE ADDRESS	ACTIVITY	TARGETTED DATE <span style="font-size: small;">↕</span>
<a href="#">2445798</a>	CIC Generation EHV	Windley Biomass Power Station, Glardshire	Send Connection Agreement	24-OCT-17
<a href="#">1871051</a>	CIC Generation EHV	Cloverfields, Aldoren, Somerset	Design Approval Requested	27-OCT-17
<a href="#">2375420</a>	CIC Demand LV	Kingsminster Farm PV, Kitterminster	Final Works Requested	30-OCT-17
<a href="#">2448445</a>	CIC Demand LV	Somerfields, Notts	Final Works Requested	31-OCT-17

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**Activities Completed**

Enquiries with activities that have been completed within the last 5 days.

ENQUIRY REF	CATEGORY	WORK SITE ADDRESS	ACTIVITY	COMPLETED DATE
<a href="#">2445798</a>	CIC Generation EHV	Windley Biomass Power Station, Glardshire	Wayleaves Requested	27-OCT-17
<a href="#">2375420</a>	CIC Demand LV	Cloverfields, Aldoren, Somerset	Wayleaves Received	01-NOV-17
<a href="#">2375420</a>	CIC Demand LV	Kingsminster Farm PV, Kitterminster	Wayleaves Requested	31-OCT-17
<a href="#">2448445</a>	CIC Demand LV	Somerfields, Notts	Wayleaves Requested	30-OCT-17

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**New Enquiries Raised**

Enquiries that have been raised on CIRT but have not yet been transferred across to WPD.

no data found

The home screen shows that a new 'Legal Process' enquiry has been created from the connection enquiry ref **2375420**. When the user selects this enquiry in the 'Activities Due' section, they will then be shown the following screen which relates to that connection.

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» [Home](#) | [Find Sub Enquiry](#) | [Enquiry Details](#)

1. [Request Final Works](#)

2. [Request Energisation](#)

**Enquiry Details**

Enquiry Reference 2375420      Enquiry Category CIC Demand LV  
 Work Site Address Kingsminster Farm PV, Kitterminster      Customer Reference 5179  
 WPD Responsible Team NW Leicestershire (01455 232259 or 01455 232260)      Start Date 16/11/2015  
 WPD Responsible Person Beeby, Ian      Completed Date

[Find Another Enquiry](#)   [View Associated](#)      [Contact Addresses](#)   [Quotations](#)

**ICP/IDNO Owner Details**

Customer Name Sevett Enterprises Ltd      Raised By Otter, Kayleigh  
 Responsible Person Otter, Kayleigh

[History](#)   [Whereabouts](#)   [Re-assign Internally](#)

**Activities**

ACTIVITY NAME	TARGET DATE <small>↕</small>	COMPLETED DATE	COMPLETER
<a href="#">Contact Customer</a>	17-NOV-15	18-NOV-15	Jennings, Amy
<a href="#">Obtain Information</a>	25-NOV-15	19-NOV-15	Jennings, Amy
<a href="#">Contact Customer To Give Update (1)</a>	03-DEC-15	03-DEC-15	Jennings, Amy
<a href="#">Send Quotation</a>	10-DEC-15	04-DEC-15	Jennings, Amy
<a href="#">Contact Customer-Is Further Help Needed?</a>	15-DEC-15	04-DEC-15	Jennings, Amy
<a href="#">Raise Invoice</a>	18-JAN-16	18-JAN-16	Unknown, Unknown
<a href="#">Payment Received</a>	25-JAN-16	18-JAN-16	Alexander, Katrina
<a href="#">Design Approval Requested</a>	12-FEB-16	08-FEB-16	Jennings, Amy
<a href="#">Design Approved or Rejected</a>	22-FEB-16	16-FEB-16	Jennings, Amy
<a href="#">Accept Quotation</a>	09-MAR-16	14-JAN-16	Jennings, Amy
<a href="#">Adoption Agreement Received</a>	10-MAR-16	09-MAR-16	Jennings, Amy
<a href="#">Generate MPAN</a>	16-MAR-16	09-MAR-16	Jennings, Amy
<a href="#">Adoption Agreement Sent</a>	17-MAR-16	09-MAR-16	Jennings, Amy
<a href="#">Final Works Requested</a>	30-OCT-17	-	-
<a href="#">Wayleaves Requested</a>	05-NOV-17	31-OCT-17	Harry, Stu
<a href="#">Wayleaves Received</a>	05-NOV-17	01-NOV-17	Harry, Stu
<a href="#">Final Works Completed</a>	13-NOV-17	-	-
<a href="#">Energisation Requested</a>	20-NOV-17	-	-
<a href="#">Send As Commissioned Drg to Map Centre</a>	27-NOV-17	-	-
<a href="#">Energisation Completed</a>	27-NOV-17	-	-

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100%

In the screenshot above there is a button called 'View Associated'. Clicking this button will display the 'Legal Process' enquiry (as shown below).

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» [Home](#) | [Find Sub Enquiry](#) | [Enquiry Details](#) | [Associated Enquiry Details](#)

**Enquiry Details**

**ENQUIRY IS COMPLETE**

Enquiry Reference 2899424      Enquiry Category Wayleave Legal Process  
 Work Site Address Leicestershire      Customer Reference  
 WPD Responsible Team Hinckley and Nuneaton (01455 232267 or 01455 232268)      Start Date 31/10/2017  
 WPD Responsible Person      Completed Date 01/11/2017

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**Activities**

ACTIVITY NAME	TARGET DATE <small>↕</small>	COMPLETED DATE	COMPLETER
<a href="#">Wayleave Specialist Instructed</a>	07/11/2017	31/10/2017	Harry, Stu
<a href="#">Site Purchase</a>	07/11/2017	31/10/2017	Harry, Stu
<a href="#">Wayleave / Easement Purchase</a>	07/11/2017	31/10/2017	Harry, Stu
<a href="#">Statutory Consents</a>	07/11/2017	31/10/2017	Harry, Stu
<a href="#">Section 37 Application</a>	07/11/2017	01/11/2017	Harry, Stu

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From this screen, the customer can select an activity and check its current status. The activities displayed on the page are detailed on the following page.

## Activities

### Wayleave Specialist Instructed

This activity shows that a Wayleave Specialist has begun the process of the legal and consents activity.

### Site Purchase

The site purchase section provides information about any land purchases that are needed for the connection. A summary for each landowner is provided together with details of the current status for each transaction. Please note that for confidentiality reasons CIRT does not display details of the actual landowner's name, but a substitute name is provided (Land Owner A, Land Owner B etc...)

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» [Home](#) | [Find Sub Enquiry](#) | [Enquiry Details](#) | [Associated Enquiry Details](#) | [Associated Send Quote](#)

**Site Purchase Details**

Site Selection / Negotiations				Terms Agreed		Terms Approved		Lawyers Instructed		Legals Complete	
Land Owner Name	Requestor	Target Date	Completed Date	Target Date	Completed Date	Target Date	Completed Date	Target Date	Completed Date	Target Date	Completed Date
Land Owner A	Stu, Harry	07/11/2017	31/10/2017	14/11/2017	31/10/2017	28/11/2017	31/10/2017	05/12/2017	31/10/2017	12/12/2017	31/10/2017

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### Wayleave / Easement Purchase

The Wayleave / Easement Purchase section provides information about any wayleaves or easements which are associated with the connection. As above, each transaction is listed by landowner along with its current status. Again, CIRT does not display details of the actual landowner's name, but a substitute name is provided.

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» [Home](#) | [Find Sub Enquiry](#) | [Enquiry Details](#) | [Associated Enquiry Details](#) | [Associated Wayleave / Easement Purchase](#)

**Wayleave / Easement Purchase Details**

Route Selection / Negotiations				Terms Agreed		Terms Approved		Lawyers Instructed		Legals Complete	
Land Owner Name	Requestor	Target Date	Completed Date	Target Date	Completed Date	Target Date	Completed Date	Target Date	Completed Date	Target Date	Completed Date
Land Owner A	Stu, Harry	07/11/2017	31/10/2017	14/11/2017	31/10/2017	28/11/2017	31/10/2017	05/12/2017	31/10/2017	12/12/2017	31/10/2017

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### Statutory Consents

This section displays the status of any statutory consents which may be needed.

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» [Home](#) | [Find Sub Enquiry](#) | [Enquiry Details](#) | [Associated Enquiry Details](#) | [Associated Accept Quote](#)

**Statutory Consents Detail**

Contact Agencies	Applications Sub	Consents Cleared
31/10/2017	31/10/2017	31/10/2017

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## Section 37 Applications

This page provides information about any section 37 applications that may be relevant.

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» <a href="#">Home</a>   <a href="#">Find Sub Enquiry</a>   <a href="#">Enquiry Details</a>   <a href="#">Associated Enquiry Details</a>   <a href="#">Associated Section 37 Application</a>							
<b>Section 37 Application</b>							
Section 37		Exemption Regs			Planning Permission		
<a href="#">Form B Submitted</a> ↓	<a href="#">Form B Received</a>	<a href="#">S37 Submitted</a>	<a href="#">S37 Received</a>	<a href="#">Exemption Submitted</a>	<a href="#">Exemption Received</a>	<a href="#">Permission Applied</a>	<a href="#">Permission Granted</a>
05/12/2017	05/12/2017						
							1 - 1

## Transaction Status Indicators and Performance Measures

The table below shows the status points for each transaction type together with their respective performance measures which we strive to achieve .

New Connections Legal Process - Tracking Points and KPI measures					
Description	Activity			Notes	KPI Target
	Description	Target Date	Actual Date		
WL Specialist instructed	1 WL Specialist instructed				
Site Purchase	1 Site selection / negs commenced			Within 5 days of instruction	Action within 5 days of instruction in 80% of projects
	2 Terms agreed				
	3 Terms approved			Within 10 days of terms agreed *	Terms approved within 10 days of terms agreed in 80% of projects
	4 Lawyer instructed			Within 5 days of terms approved	Instructions issued within 5 days of terms approval in 80% of projects
	5 Legals complete				
Wayleave/easement purchase	1 Route selection / negs commenced			Within 5 days of instruction	Action within 5 days of instruction in 80% of projects
	2 Terms agreed (all agreements)				
	3 Terms approved (all agreements)			Within 10 days of terms agreed (all) *	Terms approved within 10 days of terms agreed in 80% of projects
	4 Lawyer instructed (all agreements)			Within 5 days of terms approved (all)	Instructions issued within 5 days of terms approval in 80% of projects
	5 Legals complete (all agreements)				
s.37 application	1 s.37 or Exemption Regs	Either/or			
	2 Form B / Exemptn Regs to LPA			Within 5 days of WL/easmts complete	Application to LPA within 5 days of land rights completed in 80% of projects
	3 Form B / Exemptn Regs rec'd from				
	4 s.37 to DBEIS			Within 5 days of Form B from LPA	Form B to DECC within 5 days of Form B from LPA in 80% of projects
	5 s.37 rec'd from DBEIS				
Statutory consents	1 Contact agencies (all agencies)				
	2 Applications submitted (all agencies)				
	3 Consents cleared (all agencies)				

(\* 10 days allows for possible delay in plan production)