

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.

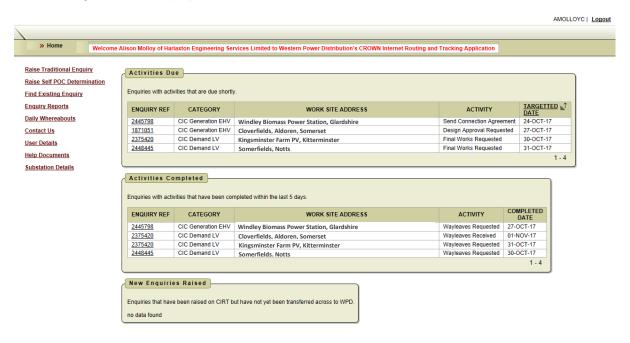


Logging on and Finding the Project

The first step is to logon to CIRT:

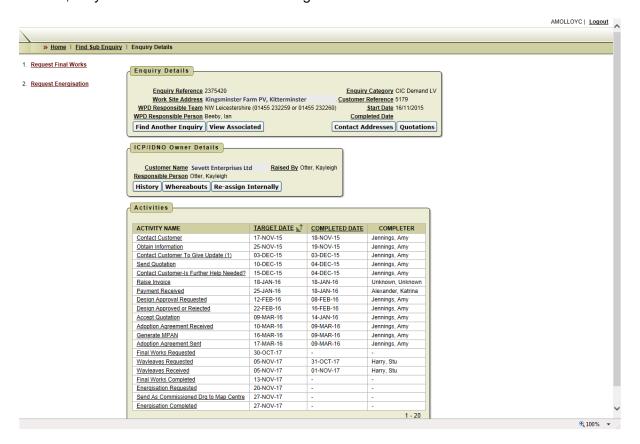


Once the logged on, the customer's home screen will be displayed, showing all of their outstanding connection projects. The home screen is shown below.

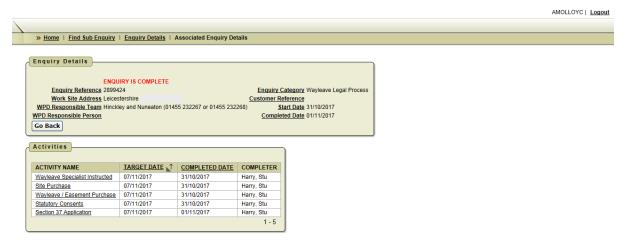




The home screen shows that a new 'Legal Process' enquiry has been created from the connection enquiry ref **2375420**. When the user selects this enquiry in the 'Activities Due' section, they will then be shown the following screen which relates to that connection.



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



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...)



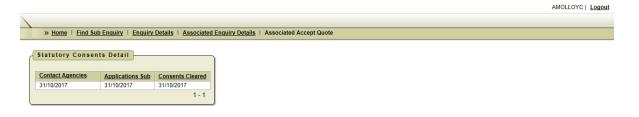
Wayleave / Easement Purchase

The Wayleave / Easement Purchase section provides information about any wayleaves or easements which are associated with the conection. 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.



Statutory Consents

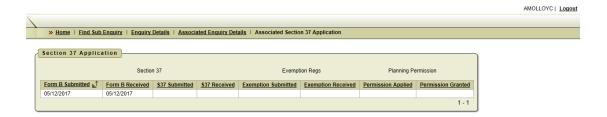
This section displays the status of any statutory consents which may be needed.





Section 37 Applications

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



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 .

		Activity							KPI Target
Description		Description		Actual Date	Notes			tes	
WL Specialist instructed	1	WL Specialist instructed							
Site Purchase	1	Site selection / negs commenced			Within	5 day	s of i	nstruction	Action within 5 days of instruction in 80% of projects
	2	Terms agreed							
	3	Terms approved			Within	10 day	s of t	erms agreed *	Terms approved within 10 days of terms agreed in 80% of projects
	4	Lawyerinstructed			Within	5 day	s of t	erms 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 day	s of i	nstruction	Action within 5 days of instruction in 80% of projects
	2	Terms agreed (all agreements)							
	3	Terms approved (all agreements)			Within	10 day	s of t	erms agreed (all) *	Terms approved within 10 days of terms agreed in 80% of projects
	4	Lawyer instructed (all agreements)			Within	5 day	s of t	erms 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	Eithe	er/or					
	2	Form B / Exemptn Regs to LPA			Within	5 day	s of \	NL/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 day	s of F	orm 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 day	s allow	s for r	oossible delay in plar	production)