

MPAN Request Pro-Forma Guidelines

The following guidelines should be adhered to when completing the MPAN request pro-forma. Supplying all the relevant information to Data Management at the initial request stage will avoid any delay in the MPAN creation process. Failure to supply information which is mandatory will result in your request being returned un-actioned.

Section 1

All fields are mandatory

Section 2

This section should only be completed in association with a new development

- "Site Name/Address" and "number of plots" must be supplied.
- "Type of supply" must be chosen and entered into Section 3 of the pro-forma along with the capacity for **all** supplied.
- Temporary connections should be clearly marked with site details.
- When requesting an MPAN outwith a housing development there is no requirement to fill in any of the details in site information Section 2.
- If selecting electric heating and the type of electric heating is known please enter the type of heating into the "comments" field below the supply type section.

Section 3

All fields where appropriate must be completed

- Unique Property Reference Number (UPRN) is required for all properties. This information is provided by the Council when they issue "permission to build".
- "Capacity" information is required for all properties and should be entered into Section 3 of the pro-forma.
- Electric heating- any properties with electric heating must be identified. If possible the type of electric heating to be used within the development should be indicated.
- When requesting MPANs for supplies such as door entry systems please ensure to identify what the supply is for in the "building no/site name" area in Section 3. (see Example 1 worksheet).
- Flatted properties must be indicated, and if they are part of a new development they must be shown under a "block number" (see example 1 & 2 worksheets).
- When completing information regarding "door entry" or "landlords supply" then please advise if metered or unmetered
- Postal addresses must be provided along with Plot/Block No's and entered into Section 3 of the pro-forma at all times.
- If you already have a specific 'Unmetered Supply MPAN' then a new one should not be created.

If you do not already have an 'Unmetered Supply MPAN' then the details should be passed to unmeteredsuppliesenquiries@spenergynetworks.co.uk to create the MPAN prior to connection to ensure that it can be registered with a supplier prior to connection

Unique Property Reference Number (UPRN)

The form now includes a section marked **UPRN** that requires completion:

UPRN is an acronym for Unique Property Reference Number and is a unique number assigned to every unit of land and property recorded by local government, who have a statutory obligation to record all changes in property details, including all new builds. The number remains consistent through a property's lifecycle, from planning permission to demolition.

Examples:

42057382

10010610435

100010214953