

Applicant - POC Module

Admin & Designer Guide

SP Energy Networks



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Applicant LOGIN

Login as an **applicant**.

This document explains the POC process from the Applicants point of view.

The first thing the applicant would do in the system is complete the required form, dependant on the connection required. There are two forms currently available:

- Request Metered
- Request Un-Metered

POC – Completing the Application form

Metered Connection

- Login as an Applicant
- Click 'POC'
- Click 'Request Metered'

The 'Application for Quotation' screen is then shown.

- Complete the form and ensure all mandatory (*) fields are completed. See **APPENDIX 1** for further information about each field.

Once the application form has been completed:

- Confirm that the **Estimated loads** have been calculated correctly
 Yes No
- Confirm that **other relevant information** has been provided
 Yes No

Request

- Click 

You will then need to attach the required documents


- Site Location/Boundary Plan (ideally 1:2500) which is clearly marked and indicates the proposed point of connection
- Site Layout Plan (1:500)
- ENA Generation Application Form where Generation is selected
- Generation Landowner Permission where Generation is selected

Please refer to the '**Uploading Documents**' section for assistance with this.

POC - Un-Metered Connection

- Login as applicant
- Click 'POC'
- Click 'Request Un-Metered'

The 'Application for Quotation' screen is then shown.

- Complete the form and ensure all mandatory (*) fields are completed. See **APPENDIX 2** for further information about each field.
- Click  once each page has been completed – there are four pages to the 'unmetered' form.

Once the application form has been completed:

- Click 

You will then need to attach the required documents

- Site Location/Boundary Plan (showing the area that work is taking place in) (no design at this point)
- CDM form
- Jointers details (contact info, their authorisations/confirmation of Live working assessment and attendance of safety rules induction etc)
- Entering Live working regime form

Please refer to the '**Uploading Documents**' section.

Uploading Documents

To do this, save the files locally on your computer and upload in the following way:

1. Click Upload New Document button
2. Type in any description/comments and then select the choose file button
3. Then, navigate to your file and double click
4. Click upload and this will confirm your file has been selected
5. Your first uploaded document will show in the Uploaded Documents table

Uploaded Documents							
View File	Doc Type	Edit Description or Comment (500 Characters only)	File size (KB)	Date Added	Doc Source	Doc Submitted	Delete
Retail Market Review 11.04.13.docx	Application	Edit	27686	17/04/2013	Applicant	No	Delete

6. To upload further documents, repeat steps 2-4 accordingly.
7. Check that all documents show in the 'Uploaded Documents' section and that the correct number of documents shows in the summary.

Uploaded Documents							
View File	Doc Type	Edit Description or Comment (500 Characters only)	File size (KB)	Date Added	Doc Source	Doc Submitted	Delete
Energising Leaders MODEL FOR PRESENTATIONS Aug 2009.ppt	Application	Edit	798208	17/04/2013	Applicant	No	Delete
Retail Market Review 11.04.13.docx	Application	Edit	27686	17/04/2013	Applicant	No	Delete

Summary	
No of Docs	2

- Then click EXIT

Sending the Request

Once you have completed the application form and uploaded the required documents, from the Application for Quotation screen:

Request

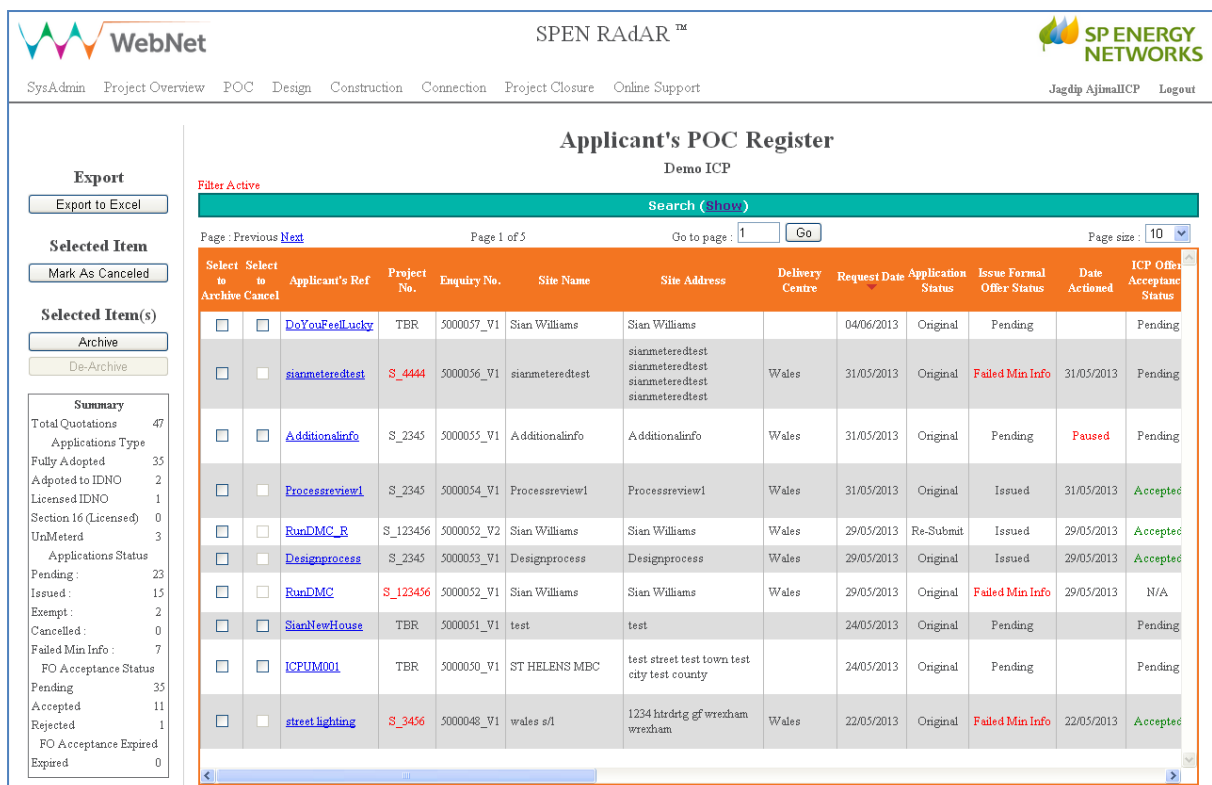
Submit

- Click

You will then be taken to the Applicant's POC Register, where your submitted application will be given an enquiry number.

You can view the 'saved' application at any stage by clicking

- POC
- REGISTER



Applicant's POC Register
Demo ICP

Filter Active

Search (Show)

Page: Previous Next Page 1 of 5 Go to page: 1 Go Page size: 10

Select to Archive	Select to Cancel	Applicant's Ref	Project No.	Enquiry No.	Site Name	Site Address	Delivery Centre	Request Date	Application Status	Issue Formal Offer Status	Date Actioned	ICP Offer Acceptance Status
<input type="checkbox"/>	<input type="checkbox"/>	DoYouFeelLucky	TBR	5000057_V1	Sian Williams	Sian Williams		04/06/2013	Original	Pending		Pending
<input type="checkbox"/>	<input type="checkbox"/>	sianmeterdtest	S_4444	5000056_V1	sianmeterdtest	sianmeterdtest sianmeterdtest sianmeterdtest	Wales	31/05/2013	Original	Failed Min Info	31/05/2013	Pending
<input type="checkbox"/>	<input type="checkbox"/>	Additionalinfo	S_2345	5000055_V1	Additionalinfo	Additionalinfo	Wales	31/05/2013	Original	Pending	Paused	Pending
<input type="checkbox"/>	<input type="checkbox"/>	Processreview1	S_2345	5000054_V1	Processreview1	Processreview1	Wales	31/05/2013	Original	Issued	31/05/2013	Accepted
<input type="checkbox"/>	<input type="checkbox"/>	RunDMC_R	S_123456	5000052_V2	Sian Williams	Sian Williams	Wales	29/05/2013	Re-Submit	Issued	29/05/2013	Accepted
<input type="checkbox"/>	<input type="checkbox"/>	Designprocess	S_2345	5000053_V1	Designprocess	Designprocess	Wales	29/05/2013	Original	Issued	29/05/2013	Accepted
<input type="checkbox"/>	<input type="checkbox"/>	RunDMC	S_123456	5000052_V1	Sian Williams	Sian Williams	Wales	29/05/2013	Original	Failed Min Info	29/05/2013	N/A
<input type="checkbox"/>	<input type="checkbox"/>	SianNewHouse	TBR	5000051_V1	test	test		24/05/2013	Original	Pending		Pending
<input type="checkbox"/>	<input type="checkbox"/>	ICPUM001	TBR	5000050_V1	ST HELENS MBC	test street test town test city test county		24/05/2013	Original	Pending		Pending
<input type="checkbox"/>	<input type="checkbox"/>	street lighting	S_3456	5000048_V1	wales s/1	1234 htrdrtg gf wrexham wrexham	Wales	22/05/2013	Original	Failed Min Info	22/05/2013	Accepted

Summary

- Total Quotations: 47
- Applications Type: 35
- Fully Adopted: 35
- Adopted to IDNO: 2
- Licensed IDNO: 1
- Section 16 (Licensed): 0
- UnMetered: 3
- Applications Status:
 - Pending: 23
 - Issued: 15
 - Exempt: 2
 - Cancelled: 0
 - Failed Min Info: 7
- FO Acceptance Status:
 - Pending: 35
 - Accepted: 11
 - Rejected: 1
 - FO Acceptance Expired: 0

- To filter the results, click 'show' and type in some search criteria
- Once your results are shown, click on the hyperlinked 'Applicants Ref' to view

What happens next?

An e-mail will automatically generate to advise ScottishPower that your request has been issued.

You will receive confirmation that your application has been registered within 2 working days

Within 5 working days, Scottishpower will check that your application meets the minimum criteria, this is known as SLC15.5. Your application will either:

- Meet Minimum Criteria
- Fail Minimum Criteria

Failed Minimum Criteria

If your application fails the minimum criteria you will receive notification to advise the reason your application has failed.

When you search for your application in the register you will see that the 'Issue Formal Offer' status is Failed Min Info.

Why has the application failed?

To find out why the application has failed:

- From the Applicants POC Register page, click on the required hyperlinked 'Applicants ref'

This will allow you to see the reason your application has failed and any notes that the DNO has added.

Re-submitting the application

- Click POC
- Click 'Request Metered'
- Application Type : Original Re-Submit
- Application Status : New Saved
- Choose the required ref from the **Applicant's Ref *** drop-down.

Note: Only 'rejected' applications will show here.


- You can now edit the application form (if required), even if no changes are

Request

required, click

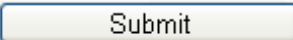
Save

Upload

- To add additional documents, click  and follow the steps on page 4 to upload new documents

Then, to issue the request, From the '**Application for Quotation**' screen,

Request

- Click 

Note: – once the application has failed and gets resubmitted, the 'min info' checks revert back to the *admin* min info, even if previously it had passed that stage and got to the designer min info level.

Meets Minimum Criteria

If your application meets minimum criteria, you will receive notification to confirm.

You may receive a request for further information in due course, otherwise you will receive the POC Quotation within Guaranteed SLC 15 timescales.

If you accept this quote then payment should be made within **three months** (or six months if an extension is requested).

Additional Information Required

You would know a request has been received as a notification will be issued.

You will have **20 working days** to supply the additional information; otherwise the application will be automatically cancelled.

Follow the steps below to relocate the saved application.

Re-locating the Saved Application

You can view the 'saved' application at any stage by clicking:

- POC
- REGISTER

Filter Active

Search (Show)

Page : Previous Next Page 1 of 1 Go to page : Page size :

Select to Archive	Select to Cancel	Applicant's Ref	Project No.	Enquiry No.	Site Name	Site Address	Delivery Centre	Request Date	Application Status	Issue Formal Offer Status	Date Actioned	ICP Offer Acceptance Status	Date Accepted
<input type="checkbox"/>	<input type="checkbox"/>	Sian_Metered	S_23456	5000002_V1	Peter Smith	123 Some Street Some town Somewhere	Wales	25/04/2013	Original	Pending		Pending	
<input type="checkbox"/>	<input type="checkbox"/>	getdownonit	S_12354	5000001_V1	Archie Street	Archer Lane Archer Town	Wales	25/04/2013	Original	Issued	25/04/2013	Rejected	25/04/2013

To narrow down your search results, click **Search (Show)**

Filter Active

Search (Hide)

Application Type : <input type="text" value="All"/>	Archived : <input type="text" value="No"/>
Applicant's Name : <input type="text" value="Demo ICP"/>	FO Issued Status : <input type="text" value="All"/>
Classification : <input type="text" value="All"/>	FO Acceptance Status : <input type="text" value="All"/>
Delivery Centre : <input type="text" value="All"/>	Days Left before FO Expiry : <input type="text" value="All"/>
App Request Date From : <input type="text"/>	App Request Date To : <input type="text"/>
FO Issue Date From : <input type="text"/>	FO Issue Date To : <input type="text"/>
Site Name(like) : <input type="text"/>	Site Address (like) : <input type="text"/>
Project No (like) : <input type="text"/>	Applicant's Ref (like) : <input type="text"/>
Application Type : <input type="text" value="All"/>	UnMetered LJ with DA : <input type="text" value="All"/>

- Enter your search criteria and click

Applicant's Ref

[SianTest](#)

- Click on the required link.

The 'POC Application Status' screen will be shown. This will confirm the status of the application and whether the clock has been paused.

Back to Register

Documents

Minimum Info

Additional Info

Formal Offer Acceptance

Comms Log


POC Application Status

S5000020_V1

General Information (Show)

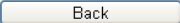
Stage	Personnel	Quotation	Date	Comments/Status
0	Applicant	Quotation Requested	02/05/2013 13:23:00	Webnet
1	Admins	Check Min Info	02/05/2013 13:25:00	Yes
		Registration	02/05/2013 13:25:00	Registered
2	Designer	Min Info Checked	02/05/2013 13:26:00	Design Min Info Checked
		Last Additional Info requested	02/05/2013 14:00:00	Requested
		Last Additional Info received		Pending
		Last Clock Paused	02/05/2013 13:56:00	Yes
		Last Clock Restarted		No
		Additional Info Request Completed		Pending
3	Designer	Formal Offer Issued		Pending
4	Applicant	Formal Offer Accepted		Pending
		Formal Offer Expires		Pending

Additional Info

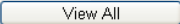
- Click 


The 'Additional Information Reply' screen will be shown

Back to Details




Documents





Submit to DNO



Additional Information Reply

General Information [\(Show\)](#)

Clock Pause/Restart Info [\(Hide\)](#)

Please Note : If the clock is paused, additional information must be supplied within 20 working days. Otherwise the application will be automatically cancelled.

Date Clock Paused	Paused By	Date Clock ReStarted	Restarted By	No Of Working Days
02/05/2013 13:56:00	Ann Gwynn			0
02/05/2013 13:41:00	Sian Williams	02/05/2013 13:43:00	Sian Williams	0



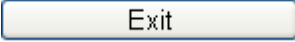
Additional Information Request [\(Hide\)](#)

Please Note : If the clock is not paused, additional information must be supplied within 10 working days. Otherwise the application will be automatically cancelled.

Select to Send	DNO Request Detail	ICP Reply	Info Source	Date Requested	Date Additional Info Provided
<input type="checkbox"/>	test	Edit	DNO	02/05/2013 14:00:00	
<input type="checkbox"/>	please send boundary plan	Edit	DNO	02/05/2013 13:57:00	
<input type="checkbox"/>	Clearer Boundary Plan	Edit	DNO	02/05/2013 13:57:00	

All **Clock Pause/Restart Info [\(Hide\)](#)** shows in the top pane.

General Information [\(Show\)](#) can be viewed by clicking **[\(Show\)](#)**.

- View the **Additional Information Request [\(Hide\)](#)**
- Click 
- Add any description/comments and Click , navigate to your saved document and double click it
- Click  at top of screen
- Then click 

- In additional information request, tick the select to send box for the request you wish to send back to the DNO

Clearer Boundary Plan

- Click [Edit](#) within the **ICP Reply** area (bottom of screen) to add a comment

Clearer boundary plan as requested.


[Update](#) [Cancel](#)

- Click [Update](#) to add the comment

- Tick the additional information you have uploaded

<input checked="" type="checkbox"/>	Clearer Boundary Plan	Clearer boundary plan as requested. Edit
-------------------------------------	-----------------------	---

Submit to DNO

- Click  once you have uploaded the additional information



What happens next?

The DNO will receive notification that the additional information has been sent.

You will receive the POC Quotation within:

- LV Demand – 15 working days
- LV Generation – 30 working days
- HV Demand – 20 working days
- HV Generation – 50 working days
- EHV Demand – 50 working days
- Other Request – 3 calendar months

Note: If the load is between 22kV and 72kV (EHV) then you will receive a POC info letter (2a) within 30 working days.

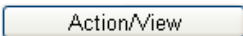
The above dates (clocks) can be paused if the applicant has not provided enough information (for example) but we must still adhere to the SLC12 (see below) – this cannot be paused.

IMPORTANT – We **MUST** provide a quote within 3 calendar months as part of our **SLC 12** Guaranteed standards.

Viewing the quote

- Click POC
- Click 'Register'
- Click on the required 'Applicants ref'

**Formal Offer
Acceptance**

- 
- View any attachments

Note: You have 3 months to accept the quotation from the day it was issued (or six months if an extension is requested). If you accept the quote, payment must be made on the date of acceptance.

- Choose the (Formal Offer) FO Acceptance Status *:
 - If you choose 'Rejected' then you must enter a Reason for Rejection*:
 - If you choose 'Accepted' then you must select your nominated ICP's

Nominated ICP's

ork. Please note once the nominated ICP applies for that stage the system will lock that stage for that ICP and no nomination can be accepted after that.

Design ICP *:

Construction ICP *:

Connection ICP *:

Please note once the nominated ICP applies for that stage the system will lock that stage for that ICP and no nomination can be accepted after that.

- You then complete the details required in the Payment Method section

Payment Method

Payment Method:

Date Entered *:

Entered By:

Amount *:

Payment sent to Shared Services : No Yes

Date sent to Shared Services *:

Please note payment method is set by the DNO. If this is not set please contact the DNO to request that they complete this action.

Payment Method

Payment Method:

Date Entered *:

Entered By:

Amount *:

Payment sent to Shared Services : No Yes

- Upload the following:
 - Signed & dated POC quotation acceptance docs
 - Confirmation of ICP & developers registered address
 - Confirmation from the developer of the ICP's appointment as the preferred ACP
 - Payment information & proof of payment (method/date/value)

- To upload the documents - click
- Click
- Locate the required file & double click it
- Click

- Repeat as required and then click

Exit

**Save and Submit
to DNO**

- Once all documents have been uploaded, click

Save/Submit

What happens next?

The DNO will acknowledge receipt of the acceptance when payment has been cleared. The design of the contestable works must be received within **30 days** of the acceptance.



The screenshot shows a form with a teal header bar containing the text "DNO FO Acceptance acknowledgement". Below the header, there are two input fields: "Acknowledge FO*" with a small icon to its right, and "FO acceptance Comments:" followed by a larger text area with a small icon at the bottom right corner.

If a phased approval has been agreed by Scottishpower then the ICP must submit the first part of the phased approval within 30 days.

This is covered in the 'Design' module.

Please see the 'Design' handout for more information.

APPENDIX 1 - Metered

Field	Option	Description
Application Type	Original	'New'
	Re-Submit	An existing form that was rejected, i.e. minimum info missing last time
Application Status	New	Used when 'Original' was chosen in application type
	Saved	Used either when an 'original' form has been partly completed & saved or when a 'resubmitted' form is chosen
Applicants Ref	Free text – one word only	Type in 'your reference' must be <15 characters
Current ICP	The ICP logged into RADAR	Greyed out – this is who you're logged in as
Acting as	This is locked to the current applicant type	Greyed out
Applicant Info		
Admin Contact Name	The name of the person in the ICP carrying out the Admin role	
Admin Phone Number	Tel no for Admin contact	
Designer Contact Name	Name of the person carrying out the Design role	
Designer Phone No	Tel no for Designer Contact	
Applicant Info		
Job Title/Site Name	Job Title and Name of the site contact	
Development Address	The address of the required connection	
Development Postcode	The postcode	
OS Grid ref (XY)	The XY coordinates of the site	Use plot 1 (if applicable) or the centre of the site
Proposed Asset Owner	The name of the company adopting the network	i.e. SPM (Manweb) or SPD (Distribution), or an IDNO
Name of Developer	The developer name	The name of the builder for example, could be Barratt homes, or Mr Joe Bloggs. Would be required in the case of a tri-partite agreement
Name of Consultant	The Consultants name	
Name of Architect	The Architects name	
Name of Solicitor	The Solicitors name	
Future Phase Details	Details of any future phases	i.e. 20 plots need connecting ASAP, 30 remaining plots to be connected at a later date, you'd type the details of the further 30 in this field
Associated Project No's	The Project numbers of any associated Projects/phases	As above
Type of Enquiry		
Type of Enquiry	<ul style="list-style-type: none"> • Fully Adopted • Adopted to IDNO • Licensed to IDNO • Section 16 Licensed 	<ul style="list-style-type: none"> • Fully Adopted By SPEN • Adopted to an IDNO - IDNO are adopting the new network and are responsible for it • Licensed to IDNO - SPEN won the work and have done the cable laying and the connection,

		<p>but the IDNO are taking responsibility for the network</p> <ul style="list-style-type: none"> Section 16 - Only available for pre-contract internal staff
Contestable Closing Joint Works?	<p>Previously known as the Extension of Contestable Works Trial – now BAU</p> <ul style="list-style-type: none"> Yes No 	Clicking YES means the ICP are doing the final jointing themselves
Connection/Load Summary (A)		
Domestic Number of Connections	The number of domestic connections required	i.e. 5 plots = 5 connections
Total Domestic Load	The total load required for Domestic	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Un-Metered Number of Connections	The total number of Unmetered Connections	
Total Unmetered Load	The total load required for Unmetered	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Industrial & Commercial Number of Connections	The total number of I&C Connections	
Total I&C Load	The total load required for Industrial & Commercial	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Number of Connections	The total number of Connections (Domestic + Unmetered + I&C)	Auto-Populated
Total Project Load	The total project load (Domestic + Unmetered+ I&C = Total Project Load)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Development Connection/Load Summary (B)		
Future Developments - Domestic Number of Connections	Future Developments - The number of Domestic connections required	'Future' is anything that is not included in this connection, but is part of the same development
Future Developments - Total Domestic Load	The total load required for any Future Domestic Developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Un-Metered Number of Connections	The total number of connections required for Unmetered future developments	
Future Developments - Total Unmetered Load	The total load required for Unmetered future developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Industrial & Commercial Number of Connections	The total number of I&C Connections for future developments	North would quote for Job including future developments. South would only quote for present job
Future Developments - Total I&C Load	The total load required for Industrial & Commercial future developments	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Future Developments - Total Number of Connections	The total number of Connections for future developments	
Future Developments - Total Project Load	The total load for all future developments (domestic + un-metered	<250KVA = LV 250KvA > 2.5MVA = HV

	+ I&C)	>2.5MVA = EHV
Total Development Connection/Load Summary (A+B)		
TOTAL - Domestic Number of Connections	TOTAL Developments - The total number of Domestic connections required (current & future)	
Total Domestic Load	The total load required for any Future Domestic Developments (current & future)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
TOTAL - Un-Metered Number of Connections	The total number of connections required for Unmetered developments (current & future)	
Total Unmetered Load	The total load required for Unmetered developments (current & future)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
TOTAL - Industrial & Commercial Number of Connections	The total number of I&C Connections for developments (current & future)	
Total I&C Load	The total load required for Industrial & Commercial developments (current & future)	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Total Number of Connections	The total number of Connections for developments (current & future)	
Total Project Load	Total project loads from section A (connection) & B (future development) = Total project Load	<250KVA = LV 250KvA > 2.5MVA = HV >2.5MVA = EHV
Load Breakdown – Domestic & Industrial/Commercial		
ADMD	DOMESTIC - After Diversity Maximum Demand	Between 1kVA and 2kVA.
N	Number of plots/connections	
Total kVA	Calculated automatically ADMD+N=KVA	8 kVA gets added to each site for diversity. Each plot would be put through as (for example) 1kVA ,and then we'd add an additional 8kVA per site. So if 3 houses, it would be 1 kVA for each plot and then add 8 (1+1+1+8 = 11)
Industrial & Commercial N	The number of I&C supplies	
Total kVA	The total kVA for I&C supplies	kVA total for I&C - For example a landlord supply could be 30kVA, pumping station 10 kVA so total would be 40 kVA
Other Items		
No of landlord supplies in the above total	Number of Landlord supplies included in the total	Landlord supply could be lighting in the corridor of the apartments or the supply to the lift. You can add any additional info at the bottom of the screen
Space Heating Type	Drop-down choices: <ul style="list-style-type: none"> • N/A • Electricity • Gas • Oil 	If Electricity, it would mean a higher consumption – which is the reason for the requirement of information.

	<ul style="list-style-type: none"> • Other 	
Heating load	The load for the heater	
Interim Supply	Is an Interim Supply required? Yes or No	
Street Lighting	Is street lighting required? Yes or No	If YES – it means Street Lighting is included in the quotation.
Disruptive Load		
Distributed Generation Applications		
Type	<ul style="list-style-type: none"> • NA • Single G83 • Multiple G83 • G59 Generator 	<ul style="list-style-type: none"> • NA • Single G83 • Multiple G83 • G59 Generator <p>If applicable then the appropriate Generation forms would need to be attached. There is a link to download these from on the form.</p>
General		
Preferred POC Location	The applicants preferred location of the POC	Where would you like the POC? i.e. As near to site as possible/site entrance.
Anticipated date of connection	The Anticipated date of connection	
Other Relevant Information	Free text up to 500 characters	
Point of Connection Quotation Request Checks		
Estimated Loads (inc total & type of load calculated correctly)	Have you calculated the Estimated loads correctly <ul style="list-style-type: none"> • Yes • No 	YES to proceed
Other Relevant Information provided	Have you provided all the relevant information? <ul style="list-style-type: none"> • Yes • No 	YES to proceed

APPENDIX 2 – Un-Metered

Field	Option (if blank = free text)	Description
Application Type	Original	New
	Re-Submit	An existing form that was rejected, i.e. minimum info missing last time
Application Status	New	Used when 'Original' was chosen in application type
	Saved	Used either when an 'original' form has been partly completed & saved or when a 'resubmitted' form is chosen
Applicants Ref	Free text – one word only	Type in 'your reference' must be <15 characters
ICP Information		
Company Name		ICP Company name - Auto-populated based on login
Company Address		Auto-populated
Post Code		Auto-populated
Site Information		
Site Name	<i>Liverpool city council</i>	
Site Contact Information		
Contact Name		ICP Contact Name
Position		The position held by the ICP Contact (above)
Address Line 1		The contact address for the contact Name - not necessarily the same address as the ICP 'company' address
Address Line 2		
City		
County		
Post Code		
Phone Number		
E-mail Address		
Highways Authority Information		
Highways Authority Name		The councils name
Company Address Line 1		The councils address
Address line 2		
City		
County		
Postcode		
Highways Authority Site Contact Information		
Contact Name		The name of the contact within the Council
Position		The role of the contact within the council
Address Line 1		The address of the contact within the council
Address Line 2		
City		
County		

Postcode		
Phone Number		
E-mail Address		
Working Area Plan		
1:25000 scale (AO size) Boundary Plan of Authority Provided?	<ul style="list-style-type: none"> • Yes • No 	If no Boundary plan is received it will fail the min info check
Authority Area Boundary Marked on Plan?	<ul style="list-style-type: none"> • Yes • No 	If not marked on the plan then it will fail min info
Plan/Drawing Name		The file name of the plan/drawing – this is so that we can tie it in with the right attachment, as you may send more than one
Plan/Drawing Reference Number		As above – a reference number for the Plan/Drawing
Joining Materials & Methodology		
Provide details of joining equipment, material specifications and methodology per requirements of specification document		List of what joints are being used (i.e. straight joint) and what cable is being used (i.e. 4mm hybrid)
Provide details of approved cut-out per requirements of specification document		
NOTES / ACTIONS		
Live Working Personnel Details		
Name		Name of each individual working live
SP Authorisation		Type in their code (WL1 – WL2 etc)
Copy Attached	<ul style="list-style-type: none"> • Yes • No 	Need to attach their certificate to confirm their authorisations
Role		LV jointer / LV jointers mater etc You must 'Save' after each entry to add another
Entering Live Working Regime		
Jointers successfully completed Live Working Assessment?	<ul style="list-style-type: none"> • Yes • No 	
Jointers attended SP Safety Rules Induction?	<ul style="list-style-type: none"> • Yes • No 	
CDM Form provided	<ul style="list-style-type: none"> • Yes • No 	
Entering Live Working Regime form provided?	<ul style="list-style-type: none"> • Yes • No 	
Lloyds Accreditation		
Existing Lloyds Accreditations		List the accreditations that they have i.e. LV Unmetered jointing live / dead etc
Extension of scope Applied for?		If the ICP haven't got the accreditations they need, then they

		can put in an extension for what they have put in an application to Lloyds for
Lloyds Contact Name		When you get accredited you get assigned a contact within Lloyds
Lloyds Contact Number		The contact name
Are Jointers Approved by SP Manweb?	<ul style="list-style-type: none"> • Yes • No 	If No, then the work cannot commence until Jointers are approved
Name (ICP)		Person signing the (construction & adoption) agreement from the ICP
Name (Authority)		Person signing the (construction & adoption) agreement from the council