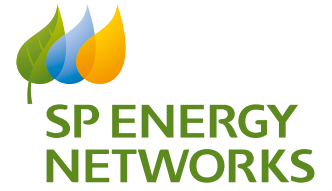


SP Energy Networks Minimum Information Requirements



Minimum Information Requirements

The minimum information required for a metered budget estimates, quote plus optioneering and formal offers (quotations) are detailed within section 5 of the OFGEM RIIO-ED1 Regulatory Instructions and Guidance: Annex G – Connections. This document can be viewed at;

www.ofgem.gov.uk/ofgem-publications/95327/annexgconnections-pdf

The following pages provide summaries of these requirements.



Budget Estimate

The minimum information required for a budget estimate is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact
2. Site address
3. Site plan at an appropriate scale to indicate the site boundary
4. Indicative date, where available, when the Customer requires the connection(s) to be made
5. Total maximum capacity (kVA) requirement
6. Summary technical details of any electricity generator that is required to operate in parallel with the supply
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc)

Quote Plus (Optioneering)

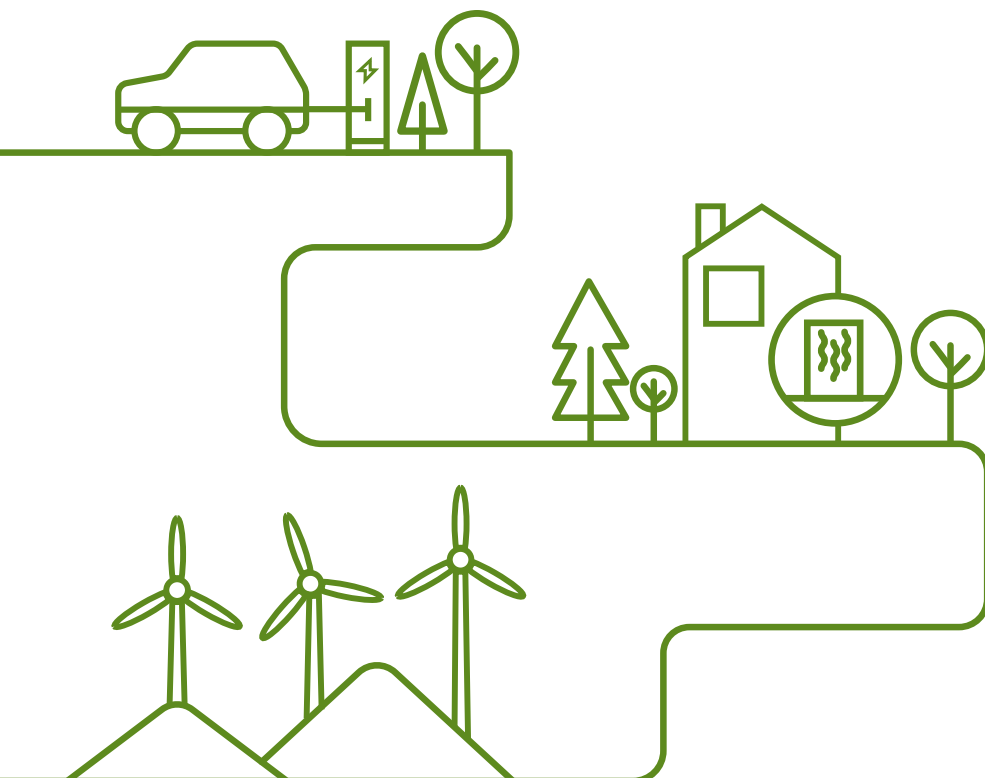
The minimum information required for a Quote Plus is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact
2. Site address
3. Site plan at an appropriate scale to indicate the site boundary
4. Indicative date, where available, when the Customer requires the connection(s) to be made
5. Total maximum capacity (kVA) requirement (maximum 3 options)
6. Summary technical details of any electricity generator that is required to operate in parallel with the supply
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc)
8. Letter of authority where the applicant is acting as an agent of the Customer

Formal Offer

The minimum information required for a Formal Offer (Quotation) is:

1. Contracting Customer / Party name (this is the person who will be responsible for payment) and address, other contact details and preferred method of contact
2. Applicant name and address where different from above
3. Site address and existing MPAN numbers or Connection Agreements where applicable
4. Site plan at an appropriate scale to indicate the site boundary, the layout of buildings and roads, and where the Customer expects, or the proposed location of, a substation(s). The plan should be free of unnecessary detail and be suitable for use as a background layer for the Electricity Distributor proposal drawing
5. Proposed location of each metering point
6. Letter of authority where the applicant is acting as an agent of the Customer
7. Date when the Customer requires the connection(s) to be made
8. Maximum capacity (kVA) at each metering point to be connected (for Domestic Premises the Electricity Distributor may require a description of the premises and the heating type or vehicle charging equipment to be installed)
9. Technical details of any electricity generator that is required to operate in parallel with the supply (see additional generation information requirements)
10. Technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc)
11. Any payment that is required to be made in advance for the service to be provided



Formal Offer (Additional Generation Detail)

The minimum additional information required for a Formal Offer (Quotation) for a connection with generation apparatus is:

1. Completed standard ENA application form(s) containing all appropriate technical details
2. A detailed one-line schematic diagram of the proposed installation
3. A clear narrative description of the scheme that describes the scheme operation where generation is being included within a load connection
4. A location drawing and a scale development site plan (1:500 preferred) indicating:
 - the location of the proposed generator(s)
 - the six figure X,Y co-ordinates of the proposed site
 - the proposed connection point
 - the proposed access roads to the generator sites
5. For wind turbine developments, a detailed dimension drawing of the tower and turbine assembly
6. A schematic drawing showing the protection systems associated with the automatic disconnecting devices for additional sources of electrical energy, including loss-of-mains protection and trip-circuit supervision where applicable



Competition in Connections Formal Offer

The minimum information required for a Competition in Connections Formal Offer (Quotation) is:

1. Customer name and address (correspondence address), other contact details and preferred method of contact
2. Site address / location
3. The service required
4. Date when the Customer requires the connection(s) to be made
5. Total maximum capacity (kVA) requirement (import) – please ensure heating type and electric vehicle charging is included where applicable
6. Total maximum capacity (kVA) of proposed generators (including ENA Multiple G98, G99 and G100 forms where applicable)
7. Summary technical details of any Customer owned equipment that is likely to cause disturbance to the electricity supply (ie large motors, welders etc)
8. Any payment that is required to be made in advance for the service to be provided



Diversions Works Formal Offer

The minimum information required for a Diversions Works Formal Offer (Quotation) is:

1. Contracting Customer / Party name (this is the person who will be responsible for payment) and address, other contact details and preferred method of contact
2. Applicant name and address where different from above
3. Site address
4. Site plan at an appropriate scale to indicate the site boundary, the layout of buildings and roads, and where the Customer expects an existing substation is to be relocated, the proposed location of the new substation(s). The plan should be free of unnecessary detail and be suitable for use as a background layer for the Electricity Distributor proposal drawing
5. Letter of authority where the applicant is acting as an agent of the Customer and letter of authority from Local Authority if diversionary offer is to be issued under New Roads and Streetworks Acts terms and conditions
6. Payment terms confirmation if diversionary request is under New Roads and Streetworks Acts terms and conditions
7. Date when the Customer requires the diversions to be completed

