

Our reference: [REDACTED]
Your reference:



[REDACTED]



[REDACTED]

www.ssepd.co.uk

22 January 2016

Dear [REDACTED],

New development at [REDACTED]

Thank you for your recent enquiry. I am pleased to provide you with my quotation for the new electricity connections at the above development. My proposals are subject to our obtaining all necessary legal consents to carry out the work as planned, including any consent required from third parties.

**3,566.09**

This all works charge has been quoted inc. VAT (as applicable) and is valid for 90 days from the date of this letter.

You can see a full breakdown of these calculations on the next page. Please note that we will not be able to schedule works until we have received your acceptance, any Connection Agreements and your full payment for the works detailed in this quotation.



The quotation has been calculated based on the information provided to date but please be aware that we will charge for any additional work required that has not been included in this schedule of works. Therefore, it's really important to make sure you check the quote thoroughly to avoid incurring any further charges. In addition to this, it is important to note that the price stated in this offer is valid for acceptance for 90 days. This price will then be valid for one year from the date of acceptance. All work must be completed within one year, at which point we will reserve the right to revise the terms of our contract with you, unless any delays to the completion of work have been within our control.



I have calculated this quotation on the assumption that you will carry out all of the excavation and backfilling of the cable trenches required, on the land in your or your clients' ownership.

I have enclosed with this letter an information pack, which I hope will prove useful. I trust the information I have provided is of assistance and if I can help further please do not hesitate to contact me. Alternatively, you may find answers to any questions you may have on our web site www.ssepd.co.uk.

Yours sincerely,

[REDACTED]

Connection Designer

What you need to do

- ➔ You are required to ensure that all works on your own electrical installations are carried out by a qualified electrical contractor. Statutory qualification schemes, for Building Regulation purposes, are currently run by NICEIC, SELECT, ECA, NAPIT, ELECSA, British Standards Institution and BRE Certification.
- ➔ Please enclose either a cheque or, if paying by Bank Transfer, make payment before acceptance.

Please note

- ! Scottish Hydro Electric Power Distribution plc is the Distribution Network Operator (DNO) for the area in which your project is located. There are Independent Connection Providers (ICPs) and Independent Distribution Network Operators (IDNOs) who may be able to provide you with an alternative quotation to carry out some of this work. Please refer to www.lloydsregister.co.uk for further details.
- ! This quotation serves as a counter-notice under clause 16A (5) of the Electricity Act 1989. Should you have any concerns relating to this quotation please contact us using the details on the first page of this letter and we will try to resolve any issues directly with you. If you still then have concerns, the Act allows for any unresolved disputes relating to the provision of this quotation to be determined by the Gas and Electricity Markets Authority.
- ➔ LV refers to our Low Voltage equipment used to connect domestic and small industrial/commercial customers to the electricity network.
- ➔ HV is our High Voltage network used to distribute electricity and supply larger industrial/commercial customers.
- ➔ EHV is our Extra High Voltage network used over longer distances to connect our major substations and, occasionally, to supply very large customer sites such as a large factory.

Your all works quotation explained

Description of connection charges

Connections: 5 Domestic Dwellings	£3,207.07
Lay approximately 29m of LV cable.	
Proposals are to extend our low voltage network by laying 3c95mm ² Al Wavecon cable within the site and potend.	
Tee off with single phase service cable to each dwelling as per the attached plan.	
Total connection charges	£3,207.07

Description of non-contestable charges

Final connection – LV breach joint	£189.21
Total non-contestable charges	£189.21

All works totals

Net total at standard rate VAT	£0.00
Net total at low rate VAT	£3,396.28
Net total at zero rate VAT	£0.00
VAT at standard rate (20%)	£0.00
VAT at low rate (5%)	£169.81
Total charge to applicant	£3,566.09

Alternative quotation to provide non-contestable works only

Some of the works included in the above quotation are contestable and may be delivered by an Independent Connections Provider (ICP) or Independent Distribution Network Operator (IDNO). Such providers are listed at <http://www.lloydsregister.co.uk/schemes/NERS/providers-list.aspx>, and may be able to offer you alternative quotations for the work.

We must provide the non-contestable works if you choose to progress with this connection. Our quotation for the non-contestable works only is detailed below:

Description of non-contestable charges	
Final connection	£189.21
Total non-contestable charges	£189.21
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Non-contestable works totals	
Net total at standard rate VAT	£189.21
VAT at standard rate (20%)	£37.84
Total charge to applicant	£227.05

If you accept the non-contestable works quotation you must appoint an ICP or IDNO to deliver the contestable works and ensure your full connection is completed. We shall not be obliged to commence any works until you and your appointed ICP or IDNO have entered into an Adoption Agreement for the contestable works to be adopted by us. We will levy additional charges on your appointed ICP or IDNO to cover our costs in respect to adoption of the works adopted by us.

Our charge for the non-contestable works will remain valid for one year from the date of acceptance. All non-contestable works must be completed within this year, at which point we will reserve the right to revise the terms of our contract with you, unless any delays to the completion of the work have been within our control.

Additional charges and assumptions

You will be responsible for all cable track excavations and reinstatements within your own site at no cost to SSEPD.

Where you are undertaking any cable trenching, you must also excavate and reinstate any joint holes along these cable routes as required, during the works. Our Team Manager will discuss the requirements with you should you wish to proceed.

In order to deliver these connection works we will need to construct new network assets across land owned by third parties. Where necessary, you will need to meet any associated additional expenses that we may incur, arising from but not limited to:

- Planning application fees where permitted development rights do not apply
- Consenting charges imposed by government departments and statutory bodies
- Legal and other fees and expenses of any third party in connection with land transactions
- Wayleave fees levied by third parties to process wayleave agreements
- Specialist ecology surveys
- Tree cutting compensation and sterilisation
- Archaeology investigations including watching briefs
- Damage claims and any associated surveyors fees where the damage is over and above what is reasonably necessary to undertake the works

Job reference: [REDACTED]

Quotation for new supply at [REDACTED]

Please indicate which quotation you wish to accept:

- All Works Non-Contestable Works Only

You can pay for your quotation by credit or debit card, cheque, bank transfer or via our website if you are registered. Please note that we only accept card payments for charges up to £5,000 in value (including VAT).

If you wish to pay by credit or debit card, please call our payment line on: England: 0800 197 5527 or Scotland: 0800 197 5528 and if necessary complete this form and return it to us by post or email:

Connections and Engineering
Scottish and Southern Energy Power Distribution
Walton Road
Cosham
PO6 1UJ

E-mail: quote.acceptance@sse.com

If paying by cheque, please make it payable to Scottish Hydro Electric Power Distribution plc. Please complete this form and return it with your cheque to the address above.

If paying by bank transfer, you must instruct your bank to transfer funds **before** returning this form to the above address. Please ask your bank to label your payment with the job reference as given above. Our bank account details are:

Account name:	Scottish Hydro Electric Power Distribution plc
Bank:	NatWest
Sort code:	60-17-21
Account number:	89543130
IBAN code:	GB41 NWBK 601721 89543130
UTR:	85621 10776
VAT registration number:	553 7696 03





Amount paid:



Choose your method of payment:

- Cheque Bank Transfer Credit/Debit Card

Please sign the acceptance on the reverse of this page.

-  A receipt will be issued to the individual or the company the quotation is issued to. You will need to talk to us if this is not correct.
-  If we receive your payment without this completed acceptance form, we will assume that you have accepted our terms and conditions, enclosed herewith.
-  If you cancel your project before completion we will deduct any costs incurred which will include the costs of any site visits conducted, drawings and plans produced for your works and administration costs incurred prior to receipt of your cancellation notice.
-  If you accept our Non-Contestable Works quotation, you understand that we will not complete all of the connection works and you must appoint an Independent Connections Provider (ICP) or Independent Distribution Network Operator (IDNO) to provide your connection.

I accept your quotation and the terms and conditions enclosed.

Signed: _____ **Date:** _____



Information pack

For your information, we have attached this pack which we hope you will find useful. This pack contains all of the information you should need relevant to the work for which you have been quoted. However, if you have any further questions at all, please don't hesitate to contact us.

Contents

Safety

When we carry out any job, Safety is our first priority. Our motto is, "We do it safely, or not at all". Please read the enclosed information carefully and if in any doubt, please ask us to explain.

Your connection details

This details what size (capacity) and voltage your connection(s) will be. It includes your Connection Agreement (if required), and advice on appointing a supplier, what you need to do to get a meter installed, positioning of your connection point and Earthing of your connection.

Your site requirements schedule

This gives details of any site works you will need to complete for us to meet your requirements. It includes what you need to know about cable routes and trenching. It also includes any special or unusual load you have requested to be included in your connection such as motors and welders.

Safety

We ask you to take note of the following:-

In accordance with the Health and Safety Executive Guidance Note GS6, you are required to take every precaution to ensure that cranes, tipper lorries, scaffolding, ladders and other plant employed on your works are kept at a safe distance from overhead electric lines and their supports and that such supports are not disturbed by excavations. Goal posts with height restriction will need to be placed at appropriate locations for vehicles passing underneath Scottish and Southern Energy Power Distribution's overhead lines.

In accordance with Health and Safety Executive Guidance Note HSG47 care will also be necessary when digging in proximity to underground cables, particular if mechanical excavators are used.

Overhead lines, underground cables and other electrical plant must be regarded as being "live". Before commencing work in proximity to such plant written notification must be given to Scottish and Southern Energy Power Distribution.

If during the course of your works, any cable should be damaged by you/or your contractors, then this fact must be reported to our Emergency Service Centre on 0800 300 999 (Scottish Hydro Electric Power Distribution plc) immediately. The cost of any repairs will be fully rechargeable.

Locating cables on site

The drawings that I have enclosed with this quotation are not suitable for locating cables on site. To obtain the latest copies of our cable records please send a plan of the area in question together with your contact details to:

Mapping Services
Scottish and Southern Energy Power Distribution
P O Box 6206
BASINGSTOKE
RG24 8BW

Tel: 01256 337294
Fax: 01256 337295

Requesting details of any Scottish and Southern Energy Power Distribution plant and cables in the area. You must excavate hand-dug trial holes to establish the actual positions of all cables before any mechanical excavation works commence.

Your connection details

Connection - Domestic (Not Flats)

The connection to each premises will be one phase, 230 Volts, alternating current, at 50Hz, terminating in a fused cut out with a maximum capacity of 100 Amps subject to an after diversity maximum demand of 12kVA for the entire development.

How to get your meter

It is extremely important for you to note that your meters cannot be installed by Scottish and Southern Energy Power Distribution. Although Scottish and Southern Energy Power Distribution own the cables coming into the premises **we are not an electricity supply company and we do not install the meters.** You must arrange a supply contract with the Supplier of your choice. Once you have chosen your preferred Supplier you will need to contact them to register the MPAN(s) associated with the new premises. We suggest you do this as soon as possible to avoid any delays in being able to use your electricity supply.

Once you have registered with your chosen supplier, they will arrange for their Meter Operator to fit the meter(s) and energise the supply(ies). Meter(s) cannot be installed until all connection works have been completed by us.

What is an MPAN

- The MPAN(Meter Point Administration Number) is a unique number that identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number but it should not be confused with your customer reference number.
- **Every MPAN number must be registered with a Supplier before a meter can be connected and final energisation can take place.**

Earthing

The electrical installation must comply with statutory requirements. Protection against earth leakage is at all times the responsibility of the customer. We can assist and will provide a PME (TN-CS) terminal at the meter position. We strongly recommend that you make use of this facility. The bonding of the electrical installation must meet the requirements of the current edition of the IET Wiring Regulations.

Service intake housing – cabinets

The house service cable must be installed in 32mm internal diameter **black** polyethylene ducting (complying with the current edition of the ENATS specification 12-24) from our mains cable to the meter position. You must supply and install this ducting as you carry out your site works. Please lay the ducting with a minimum cover of 450mm on the most direct route from the boundary of the property to its meter position. You must provide a draw wire or rope in the ducting and you will be responsible for clearing the ducting if it is found to be blocked. You must install cable marker tape over all service ducting, directly above the ducting at a depth of 250mm below finished ground level.

Meter location

The service termination and metering equipment for each property will be at a position agreed on site with our Team Manager. We will need a wall space 600mm high x 450mm wide to accommodate our equipment. The bottom of our meter board will be fixed between 450mm and 1,050mm above the finished floor level. The meter position must not be situated in a kitchen, bathroom, toilet or any other location deemed to be unsafe for installation of the equipment. The length of interconnecting cable (tails) between the meter position and the customer's consumer unit must not exceed 3.0m. If your gas meter will be in the same area as the electricity service, for safety, the gas meter must be at least 300mm away from the electrical equipment and well ventilated.

We must be able to securely fix our equipment to the wall. The wall space must be of a masonry construction or provided with an 18mm thick fire retardant wooden backboard. This location must be easily accessible with frontal clearance for installation and maintenance of at least 1.0m.

Your site requirements schedule

Including any detailed requirements for our on-site works, what you need to know about cable routes and trenching and any special or unusual load you have requested to be connected such as motors and welders.

Scottish and Southern Energy Power Distribution Reference: [REDACTED]

Site address: [REDACTED]

Quotation date: 22 January 2016

This schedule gives details of the site works you will need to complete for us to meet your requirements. Please read this document carefully as any problems with these works may result in additional charges and/or delays. If you need any assistance please contact me.

When we attend to undertake our works you must ensure that any substation site/s, cable routes and any associated overhead line positions are clear of all encumbrances and ready for on site construction.

You are required to ensure that all works on your own electrical installation are carried out by an electrical contractor who is registered. For Government approved organisations that register electricians please refer to the Electrical Safety Council.

Cable routes and ducts

Before we can lay our cables you will need to set out kerb lines, establish levels where roads or footpaths are not yet being constructed and, provide routes clear of obstructions or building materials. We will charge you for any subsequent alterations to our cables because of changes to the site layout.

You will need to install 150mm diameter road crossing ducts. These must be twin walled black polyethylene ducting such as Ridgiduct, complying with the current edition of the ENATS specification 12-24.

Duct crossings must be laid at a depth of not less than 600mm and not more than 800mm below the finished road surface. The crossings should extend approximately 150mm beyond the kerb line on either side of the road and the ends should be blanked off to prevent ingress of spoil.

Please ensure that ducts provided for our use are spaced at least 1.0m clear of inspection pits and other duct lines to ensure working clearance at the ends of the ducts.

Trenching and inspection of cables

Where you are trenching for our cables, further information is available in our 'Mains Trenching Guide'. Please ask our Team Manager for a copy. This will ensure you meet our requirements and comply with the NJUG recommendations.

We will blind our cables using suitable material - which must be free of sharp stones and rocks etc.. Where the excavated material is not suitable, you will need to provide us, free of charge, an alternative material for this purpose, typically sand. You will be responsible for backfilling and reinstatement of the trenches. Please contact our Team Manager a few days before you start works on site and he will visit and advise you on any additional requirements.

You are required to ensure that all works on your own electrical installation are carried out by an electrical contractor who is registered. For Government approved organisations that register electricians please refer to the Electrical Safety Council.

Removal of Scottish and Southern Energy Power Distribution equipment

Any equipment disconnected from our network is still our property. You may not remove any disconnected plant or cables without our prior agreement.

Harmonic distortion limits

The complete installation must strictly comply with the requirements detailed in the Electricity Association Engineering Recommendation G5/4 "Planning levels for harmonic voltage distortion and the connection of non-linear equipment to transmission systems and distribution networks in the United Kingdom". The connection must comply with the Stage 1, Stage 2 or Stage 3 limits as specified by G5/4.