

**Design Approval / Design Review (for Self Design Approval)**

**Design Approval** of ICP's contestable design pack carried out by SHEPD/SEPD Design Approver; or

**Design Review** only of ICP's contestable design pack carried out by SHEPD/SEPD Design Approver where the ICP opted for "Self Design Approval" of their own contestable design (as applicable).

**Self Design Approval** applies based on the Market Segment, in accordance with REF-NET-COM-001 POC Self Identification and Self Design Approval Guidance published on our website.

**Adoption Agreement**

The **Adoption Agreement** is the agreement between the appointed ICP and SHEPD/SEPD plc for the transfer by the ICP to the Company of the property in and responsibility for the Contestable Works.

**Network Access Agreement**

The **Access Agreement** is the agreement between the appointed ICP and SHEPD/SEPD plc which grants the ICP's access to the Distribution Network in the Distribution Services Area (DSA).

This is applicable where the appointed ICP opted to complete the Final Works and Phased Energisation themselves – this is known as "self connect").

**Post-Energisation Commissioning Tests**

SHEPD/SEPD Delivery Project Manager will notify the appointed ICP of any defects that may have been found in the already adopted Contestable Works which may result in failure of the Post-Energisation Commissioning Tests.

Such defects shall be corrected by SHEPD/SEPD plc and any costs incurred shall be charged to the appointed ICP, unless otherwise agreed and recorded in the Adoption Agreement's Completion Certificate, as the ICP may correct these defects themselves.

**Inspection and Monitoring**

Inspections of Contestable Works, which are delivered by either ICPs or SHEPD/SEPD Delivery teams (or Framework Partners working on behalf of SHEPD/SEPD plc), are carried out by SHEPD Quality and Technical Inspectors (in north of Scotland) and by SEPD Connections Technical Delivery Engineers (in central southern England).

SHEPD Quality and Technical Inspector, or SEPD Connections Technical Delivery Engineer, as appropriate, shall schedule inspections of the Contestable Works delivered by appointed ICP

SHEPD/SEPD Delivery Project Manager shall schedule site visits, and shall organise witness testing of commissioning activities, as appropriate

Are all Contestable Works delivered to required standard?

**Yes** → [Next Step]

**No** → Appointed ICP must complete required corrective action(s) as applicable and make good any defects which may have been identified

**Final Works and Phased Energisation**

Services and Standards under Standard Licence Condition (SLC) 15: Subject to all conditions precedent being met:

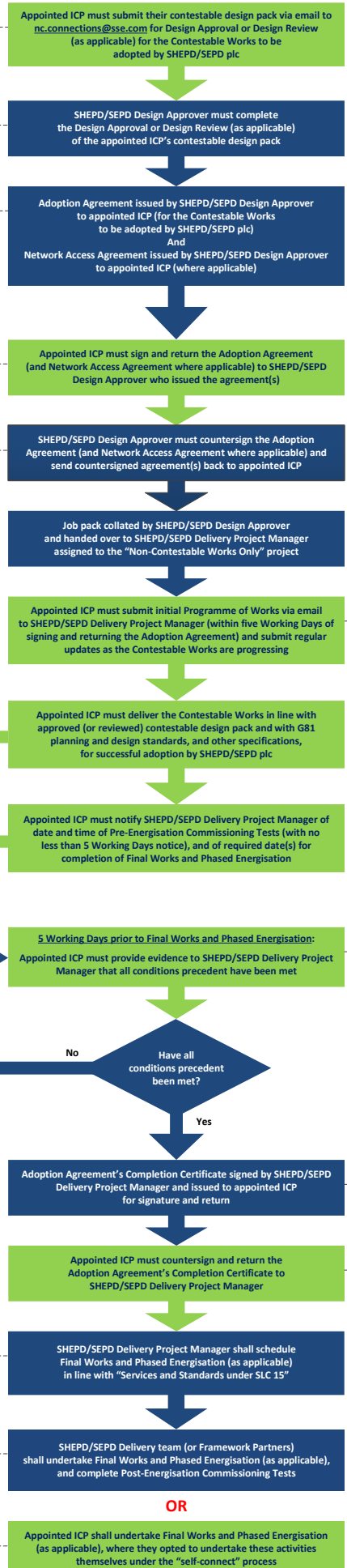
(a) **low voltage connections:** complete the Final Works for a low voltage connection – within 10 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee;

(b) **high voltage connections:** complete the Final Works for a high voltage connection – within 20 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee;

(c) **extra high voltage connections:** inform the applicant of the date by which it is proposed to complete the Final Works for an extra high voltage connection – within 20 Working Days of receiving the request (and complete the works as soon as reasonably practicable) or on a later date that has been requested by the applicant and agreed by the licensee;

(d) **low voltage energisation:** complete the works required for a low voltage Phased Energisation – within 5 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee;

(e) **high voltage energisation:** complete the works required for a high voltage Phased Energisation – within 10 Working Days of receiving the request or on a later date that has been requested by the applicant and agreed by the licensee.



"SHEPD" means – "Scottish Hydro Electric Power Distribution plc"  
 "SEPD" means – "Southern Electric Power Distribution plc"

**Types of Connection Agreements**

- If this is for an embedded network to be owned, maintained, and operated by an Independent Distribution Network Operator (IDNO), a Bilateral Connection Agreement (BCA) is issued to the appointed IDNO for signature and return, either directly or via the appointed ICP who delivered the Contestable Works to be adopted by the IDNO.  
**Note:** For all IDNO sites connected at HV or EHV or 132kV, or connected at LV with generation export greater than 300kW, a Joint Operational Agreement (JOA) / Site Responsibility Schedule (SRS) will form part of the BCA (Schedule 1).  
 Or
- If this is for a generation site with a requested capacity greater than 30kW, an Embedded Generation Connection Agreement (EGCA) is issued to the Connecting Customer (i.e., the Generator) for signature and return, either directly or via the appointed ICP who delivered the Contestable Works to be adopted by SHEPD/SEPD plc.  
**Note:** This applies to private network owners.  
 Or
- If this is for a demand site with a requested load greater than 69kVA, a demand Connection Agreement (CA) is issued to the Connecting Customer for signature and return, either directly or via the appointed ICP who delivered the Contestable Works to be adopted by SHEPD/SEPD plc.  
**Note:** This applies to private network owners.

**Meter Point Administration Number (MPAN)**

**Requesting new MPANs:** Our MPAN process guide for Independent Connection Providers can be found on our website ([www.ssen.co.uk/our-services/service-information/what-is-a-mpan/](http://www.ssen.co.uk/our-services/service-information/what-is-a-mpan/)).

**Programme of Works**

The initial Programme of Works is to be submitted by the appointed ICP in writing no later than 10 Working Days prior to commencement of the Contestable Works and further programmes to be provided every five Working Days thereafter detailing the daily Contestable Works to be undertaken for the following 10 Working Days.

The programme of works shall detail the Contestable Works to be undertaken on site in each half-day period.

**Information we DO require**

- Outline of programme of works
- CDM report
- Health and Safety report
- Risk assessment documents

**Information we DON'T require**

- Ecological appraisal
- Archaeological & heritage assessment
- Flood risk reports (we do our own checks)
- Topographic report
- Geotechnical assessment

**Note:** This is not an exhaustive list.

**Conditions Precedent – Adoption Agreement – Extract**

"Clause 9.5 Adoption shall take place when all of the following conditions have been satisfied:

(a) title of land (for substations) is vested with the Company;

(b) all necessary Land Rights have been granted in favour of the Company;

(c) Statutory Consents are vested with the Company;

(d) full title guarantee is provided over assets to be adopted;

(e) the relevant assets have been installed in accordance with the Approved Design using materials and workmanship in accordance with this Agreement;

(f) all Exit Points and/or Entry Points which are to be Energised shall have been registered in accordance with Schedule 4;

(g) receipt by the Company of as-laid plans of the assets to be adopted complete with any associated equipment manuals, test and specialist associated maintenance equipment;

(h) receipt by the Company of a Completion Certificate signed and dated by the ICP;

(i) the ICP warrants that all necessary Intellectual Property Rights have been acquired;

(j) the Contestable Works comply with SLC15;

(k) Energisation has been completed to the Company's reasonable satisfaction."

**Note:** The above extract is for information only. Full terms and conditions of the Adoption Agreement must be reviewed and adhered to by the appointed ICP.

For the avoidance of doubts, the "Company" is:

- Scottish Hydro Electric Power Distribution plc; or
- Southern Electric Power Distribution plc.

**Adoption of the Contestable Works**

The adoption by SHEPD/SEPD plc of the Contestable Works delivered by the appointed ICP will only take place once all of the conditions precedent have been met and relevant Connection Agreement(s) have been signed and returned to us to countersign.

Refer to the full Adoption Agreement's terms and conditions for details.