

## BILATERAL CONNECTION AGREEMENT

between

(1) SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC

and

(2) [IDNO LICENCE NAME]

for

THE CONNECTION OF [A HIGH VOLTAGE] or [AN EXTRA HIGH VOLTAGE] DISTRIBUTION  
SYSTEM OF ANOTHER LICENSED DISTRIBUTOR

at

[SITE NAME AND ADDRESS]

Company Reference: [SSEN Project Number]

User Reference: [IDNO Network Reference Number]



**Contents**

1.	DEFINITIONS, INTERPRETATION AND CONSTRUCTION .....	3
2.	COMMENCEMENT, DURATION AND CONNECTION .....	5
3.	THE USER'S RIGHT TO BE AND TO REMAIN CONNECTED TO THE COMPANY'S DISTRIBUTION SYSTEM .....	5
4.	THE CONNECTION POINTS, CONNECTION EQUIPMENT AND CONNECTION ASSETS .....	6
5.	MAXIMUM CAPACITY .....	6
6.	COMPLIANCE WITH SITE SPECIFIC CONDITIONS AND OPERATIONAL ARRANGEMENTS ...	6
7.	TERM.....	7
8.	VARIATIONS.....	8
9.	GENERAL.....	8
	SCHEDULE 1 – CONNECTION POINT CHARACTERISTICS AND ARRANGEMENTS .....	10
	SCHEDULE 2 – USE OF SYSTEM, METERING AND DATA .....	16
	SCHEDULE 3 – NOTICES .....	17
	SCHEDULE 4 – APPLICATION FOR A MODIFIED CONNECTION .....	22
	SCHEDULE 5 – TECHNICAL DEROGATIONS.....	24
	SCHEDULE 6 – REQUIRED INFORMATION.....	25



This Agreement dated \_\_\_\_\_ is made between:

- (1) **SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC**, a company registered in Scotland with number SC213460 whose registered office is Inveralmond House, 200 Dunkeld Road, Perth, PH1 3AQ (the “**Company**”, which expression shall include its successors and/or permitted assigns); and
- (2) **[IDNO Licence Name]**, a company registered in **[Scotland]** or **[England and Wales]** with number **[Registered No.]** whose registered office is at **[Registered Address]** (the “**User**”, which expression shall include its successors and/or permitted assigns).

**WHEREAS**

- (A) The User has applied for Connection to and use of the Company’s Distribution System and pursuant to the Company’s Distribution Licence the Company is required to offer terms in this respect.
- (B) The Company and the User are parties to the Distribution Connection and Use of System Agreement (the “**DCUSA**”) as referred to in their distribution licences granted, or treated as granted, under the Electricity Act 1989.
- (C) This Bilateral Connection Agreement including its schedules (this “**BCA**”) is entered into pursuant to the DCUSA and shall be read as being governed by it.
- (D) For the purposes of this BCA, the Company is the person providing Connection and Use of Distribution System (and so is the Company for the purposes of the DCUSA) and the User is the person receiving Connection and Use of Distribution System (and so is the User for the purposes of the DCUSA).

**NOW IT IS HEREBY AGREED** as follows:

**1. DEFINITIONS, INTERPRETATION AND CONSTRUCTION**

1.1. Unless the subject matter or context otherwise requires or is inconsistent therewith, terms and expressions defined in the DCUSA have the same meanings in this BCA. Where terms and expressions have different meanings in respect of Sections 2A and 2B of the DCUSA, the meanings given in respect of Section 2B of the DCUSA shall apply.

1.2. The following terms and expressions shall have the meaning set out below: -

<b>“Accredited”</b>	shall bear the meaning ascribed to it in the BSC;
<b>“Affiliate”</b>	means, in respect of a person, any company which is, from time to time, a subsidiary or holding company of that person or a subsidiary of any such holding company (and the terms “subsidiary” and “holding company” shall have the meanings given to them by Section 1159 of the Companies Act 2006);
<b>“Apparatus”</b>	means any equipment in which electrical conductors are used or supported or of which they form part;
<b>“Commencement Date”</b>	means the date referred to as the Energisation Date within Part A section 2 of Schedule 1 of this BCA;



<b>“Company’s Equipment”</b>	means the Company’s fixed and moveable items other than Apparatus;
<b>“Completion”</b>	means the final completion, including all commissioning and testing reasonably required and to the reasonable satisfaction of the Company of the connection works required to facilitate Connection of the User’s Distribution System;
<b>“Connection”</b>	Connection refers to the provision or upgrading of individual MPANs, points of connection for independent networks, ICPs or unmetered connections to end customers. All provisions of new MPANs/points of connection or upgrades of existing MPANs/points of connection must be referred to as connections;
<b>“Connection Equipment”</b>	means that part of the Company’s Equipment which has been provided and installed by the Company for the purposes of providing a connection at the Connection Point;
<b>“Connection Point”</b>	means the point or points of connection at which electricity may (upon Energisation) flow between the Distribution System and the Customer’s Installation, and is a reference to the point or points of connection at the Premises to which this Agreement applies;
<b>“Disconnection”</b>	means the permanent electrical disconnection of all or any of the Connection Equipment (and “Disconnect” shall be construed accordingly);
<b>“Distribution Licence”</b>	means an electricity distribution licence granted pursuant to Section 6(1)(c) of the Act;
<b>“Distribution System”</b>	has the meaning given to that expression in the Electricity Distribution Licences, and (unless the context otherwise requires) is a reference to the Company’s Distribution System (as defined in the Company’s Electricity Distribution Licence);
<b>“Energisation”</b>	means the movement of any switch or the insertion of any fuse or the taking of any other steps in accordance with Good Industry Practice so as to enable electric power to flow from or to the Company’s Distribution System across the Connection Equipment to or from the User’s Distribution System at the Connection Point and “Energise” and other cognate expressions shall be construed accordingly;
<b>“kV”</b>	means kilovolts;
<b>“kVA”</b>	means kilovoltamperes;
<b>“kW”</b>	means kilowatts;

<b>“Land Rights”</b>	means any freehold, leasehold or other interest in land and any easements, servitudes or wayleaves, or other rights (including any real rights) providing the relevant Party with necessary rights of access and rights to install, replace, maintain, inspect, test, repair, operate or remove assets as is required by the relevant party;
<b>“Maximum Export Capacity”</b>	means, in respect of a Connection Point (or the Connection Points collectively), the maximum amount of electricity (expressed in kW or kVA) which is permitted by the Company to flow into the Distribution System through the Connection Point (or the Connection Points collectively);
<b>“Maximum Import Capacity”</b>	means, in respect of a Connection Point (or the Connection Points collectively), the maximum amount of electricity (expressed in kW or kVA) which is permitted by the Company to flow from the Distribution System through the Connection Point (or the Connection Points collectively);
<b>“Party”</b>	means each of the Company and the User (and “Parties” shall be construed accordingly);
<b>“Plant”</b>	means fixed or moveable items used in the generation, supply, distribution and/or transmission of electricity other than Apparatus;
<b>“Power Factor”</b>	means the ratio of kW to kVA;

1.3. Unless the subject matter or context otherwise requires or is inconsistent therewith, the rules of interpretation applying in the DCUSA shall apply equally to this BCA, and accordingly clause 1.2 of the DCUSA shall apply to this BCA as if it was set out herein and referred to this BCA (rather than “the Agreement”). Where different rules of interpretation apply in respect of Sections 2A and 2B of the DCUSA, the rules of interpretation applying in respect of Section 2B of the DCUSA shall apply.

## **2. COMMENCEMENT, DURATION AND CONNECTION**

- 2.1. This BCA shall take effect on the date hereof and shall continue in force until terminated in accordance with Clause 7.
- 2.2. The DCUSA and this BCA shall supersede any prior agreements or arrangements between the Company and the User in respect of Connection at the Connection Point(s) specified herein.

## **3. THE USER’S RIGHT TO BE AND TO REMAIN CONNECTED TO THE COMPANY’S DISTRIBUTION SYSTEM**

- 3.1. Subject to the terms and conditions of the DCUSA and this BCA, the User shall, from the Commencement Date have the right for the User’s Distribution System to be, and to remain, Connected to the Company’s Distribution System at the Connection Point(s) specified herein, and (subject to the DCUSA and this BCA) the right to be and remain Energised.
- 3.2. The rights referred to in Clause 3.1 are conditional upon: -
- 3.2.1. completion of the relevant Connection Equipment and Connection Assets under and in accordance with any agreement for the construction or modification of the Connection Equipment and Connection Assets so that they may be Energised;
- 3.2.2. the Company having procured, or the User having procured or granted to the Company in respect of land owned, leased, operated or under its control, the Land Rights and interests for the

Connection Equipment and Connection Assets as specified in Schedule 1 (and those land rights and interests remaining in force);

- 3.2.3. any Land Rights granted to the User by the Company or any Affiliate of the Company remaining in full force and effect;
- 3.2.4. the Land Rights permitting use of, alteration of, and /or sub-letting of the Company's Premises for the connection of the User's Distribution System to the Company's Distribution System and any related third party consent remaining in full force and effect; and
- 3.2.5. any other third party consent required having been granted unconditionally; and
- 3.2.6. the Company shall be entitled at any time to, lawfully and without cost to it: -
  - (a) to occupy the premises upon which the Connection Assets and Connection Equipment is placed; and
  - (b) to exercise the Land Rights granted to it, in relation to the land upon which the Connection Assets and Connection Equipment are situated, as detailed in Schedule 1,

and upon the termination of the rights created thereby for so long thereafter upon the same terms as are contained in those Land Rights as Connection of the User's Installation to the Distribution System may be required and lawfully continued.

- 3.3. If the conditions set out in Clause 3.2 are not fulfilled at the date hereof each party shall use reasonable endeavours to procure the fulfilment of those conditions relating to it which have not already been fulfilled. If the conditions have not been fulfilled within three months of the date hereof, the Company shall have the right to terminate this BCA.
- 3.4. Once each of the conditions in Clause 3.2 has been fulfilled, each party shall use reasonable endeavours to keep such conditions relating to it fulfilled throughout the term of this BCA.
- 3.5. The User and the Company undertake to each other that they shall forthwith notify the other of any change of circumstances occurring hereafter as a result of which any of the above conditions ceases to apply and the User and the Company shall indemnify each other against all actions, proceedings, claims or demands brought or threatened against them by a third party as a result of the other's breach of the undertakings relevant to them and contained in Clause 3. The indemnified party shall not compromise or settle any such claims, costs, proceedings or demands without the written consent of the indemnifying party (which shall not be unreasonably withheld) and shall permit the indemnifying party to defend the same in the name of the indemnified party at the indemnifying party's expense.

#### **4. THE CONNECTION POINTS, CONNECTION EQUIPMENT AND CONNECTION ASSETS**

- 4.1. The Connection Point(s), Connection Equipment and Connection Assets to which this BCA relates are more particularly described in Schedule 1.

#### **5. MAXIMUM CAPACITY**

- 5.1. The Maximum Import Capacity and the Maximum Export Capacity for this BCA are specified in Schedule 1.

#### **6. COMPLIANCE WITH SITE SPECIFIC CONDITIONS AND OPERATIONAL ARRANGEMENTS**

- 6.1. The Company and/or the User shall use reasonable endeavours to comply with any site specific conditions and operational arrangements specified in all the Schedules pertaining hereto.



## 7. TERM

7.1. This BCA shall continue in full force and effect until: -

- 7.1.1. terminated by the User giving the Company 3 months' notice in writing (or such lesser period as may be agreed between the parties); or
- 7.1.2. terminated by the Company giving the User 3 months' notice in writing (or such lesser period as may be agreed between the parties) save that for so long as the Company is required to offer terms for Connection and for Use of Distribution System to the User in respect of the Company's Distribution System pursuant to the Company's Distribution Licence, such termination shall only be effective if the User does not notify the Company within 14 days of the date of the Company's notice that the User requires replacement terms to be entered into pursuant to Condition 12 of the Company's Distribution Licence; or
- 7.1.3. terminated in accordance with Clause 7.3; or
- 7.1.4. (subject to contrary agreement between the parties) Disconnection of the Connection Point; or
- 7.1.5. terminated in accordance with Clause 3.3; or
- 7.1.6. any of the conditions precedent set out in Clause 3.2 and relating to the Company cease to be satisfied.

7.2. For the purpose of this BCA, it shall be an event of default if: -

- 7.2.1. the User ceases to be a Party to the DCUSA;
- 7.2.2. the User breaches in any material respect any of its obligations under this BCA and (if it is capable of remedy) it is not remedied within 30 days of receiving written notice from the Company of the occurrence thereof; or
- 7.2.3. any of the conditions precedent set out in Clause 3.2 and relating to the User cease to be satisfied.

7.3. Upon an event of default pursuant to Clause 7.2, the Company (without prejudice to its other rights and remedies) shall have the following rights: -

- 7.3.1. to terminate this BCA;
- 7.3.2. to an injunction or equitable relief, or to make restitution of amounts improperly received; and
- 7.3.3. to set off any amounts then due and owing by the User to the Company against amount payable by the Company to the User.

7.4. Upon termination of this BCA the User shall allow; (a) the Company at its sole option to Disconnect and to enter the User's premises in order to Disconnect the Connection Point; and (b) shall pay to the Company all sums then due and payable or accrued due under this BCA and any costs incurred by the Company in Disconnecting the Connection Point and removing the Company's Connection Equipment and/or the User's Connection Equipment and re-instating the Company's premises or those of any Affiliate.

7.5. Termination of this BCA shall not affect any rights or obligations which may have accrued prior to termination or resulting from the event giving rise to the right to terminate and shall not affect any continuing obligations which survive termination.

7.6. Clauses 7.3, 7.4, 7.5, 7.6, 7.7 and 9 shall survive termination of this BCA.



7.7. Upon termination of this BCA for any reason whatsoever, the User shall pay to the Company the charges due or owing to the Company under the DCUSA and this BCA (or such other agreements as may be in place) together with any, costs, fees and expenses properly incurred by the Company as a result of such termination, and the User shall pay the same within 28 days of the date of an invoice submitted by the Company.

## 8. VARIATIONS

8.1. Subject to Clause 8.2, and 8.3 below, no variation to this BCA shall be effective unless made in writing and signed by or on behalf of both parties.

8.2. Either party shall at any time be entitled to propose variations to this BCA by notice in writing to the other party (including variations to the Maximum Import Capacity and the Maximum Export Capacity). The Company and the User shall negotiate in good faith the terms of any such variation, but if a variation to this BCA has not been agreed and put into effect within 20 Working Days after it has been proposed, either party shall be entitled to refer the matter to the Authority, pursuant to Section 23 of the Act, as if the variation were a new connection as referred to in that Section. The parties shall give effect to the determination of the Authority and shall enter into any agreement supplemental to this BCA as shall be necessary to give effect to any variation agreed or so determined.

8.3. The parties shall use reasonable endeavours to ensure the BCA is maintained (or varied) in line with the DCUSA and other Relevant Instruments.

## 9. GENERAL

9.1. For the purposes of this BCA and the provisions of the DCUSA referred to in Clause 9.2.1, the figure of “£1 million” referred to in that provision of the DCUSA shall remain unchanged.

9.2. Subject to Clause 9.1, the provisions of the DCUSA under the following headings shall apply to this BCA as if they were set out herein and referred to this BCA (rather than “the Agreement”): -

9.2.1. Limitation of Liability;

9.2.2. Force Majeure;

9.2.3. Disputes;

9.2.4. Notices;

9.2.5. Entire Agreement;

9.2.6. Severability;

9.2.7. Waivers;

9.2.8. Third Party Rights;

9.2.9. Assignment and Sub-contracting; and

9.2.10. Law and Jurisdiction.



This Agreement has been entered into on the date stated at the beginning of it (see page 3).

Signed for and on behalf of the User by: **[IDNO LICENCE NAME]**

Signature:

.....

Print name:

.....

Job title:

.....

Signed for and on behalf of the Company by: **SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC**

Signature:

.....

Print name:

.....

Job title:

.....

Company Reference:	
User Reference:	
Connection Project Title:	



## SCHEDULE 1 – CONNECTION POINT CHARACTERISTICS AND ARRANGEMENTS

### Part A – Connection Point Characteristics

#### 1. Connection Equipment at the Connection Point

Site Address:	
Substation Name:	
Substation Number:	
Connection Point (comprising the Exit Point and/or the Entry Point):	
Metering Point:	Not applicable

#### 2. Supply Characteristics at the Connection Point

Energisation Date:	
Voltage (in kV):	
Frequency:	50 Hertz
Number of Phases:	
Maximum Capacity (in kVA or kW as applicable):	Maximum Import Capacity:
	Maximum Export Capacity:

#### 3. Site Specific Technical Conditions

The LV fault current at Point of Isolation:	Not applicable
The voltage drop at Point of Isolation:	Not applicable
The Earth loop impedance at Point of Isolation:	Not applicable
Source Transformer Rating in kVA and % impedance (for LV POI):	Not applicable
Upstream protective device (e.g., fuse, circuit breaker):	
Rating or relay settings for upstream protective device:	



4. **Rota Load Disconnection Information**

Substation Name:	
Substation Number:	
Rota Shed Group:	

**Part B – Ownership and Maintenance Responsibility of Buildings, Plant and Equipment**

1. **Sub-Station Building**

The User shall provide and maintain suitable and safe accommodation for the Company's Connection Equipment.

2. **Connection Equipment**

The User shall also at its own cost, provide and maintain a 230 Volts continuous supply for the Company's ancillary requirements.

3. **Accommodation for Metering Equipment**

Not applicable.



**Part B (continued) – Ownership and Maintenance Responsibility of Buildings, Plant and Equipment**

	<b>OWNED BY</b>	<b>SAFETY MANAGEMENT SYSTEM</b>	<b>CONTROLLED BY</b>	<b>OPERATED BY</b>	<b>MAINTAINED BY</b>
<b>INCOMING CABLES</b>	The Company	The Company	The Company	The Company	The Company
<b>SWITCHGEAR</b>	The Company	The Company	The Company	The Company	The Company
<b>NON COMPANY ASSETS</b>  Equipment and Apparatus beyond connection point	The User	The User	The User	The User	The User



### **Part C – The Company’s Works**

The scope of the Company’s Works is indicated in the associated Offer for Connection provided by the Company to the User relating to the Connection and as may be further described in Part A – Connection Point Characteristics of this Agreement.

### **Part D – The User’s Works**

The scope of the User’s Works, if any, shall be as indicated in the associated Offer for Connection provided by the Company to the User relating to the Connection including the provision of the [high voltage] or [extra high voltage] switchgear, transformer and substation.

The User shall be required to complete the User’s Works to the extent necessary and to the Company’s reasonable satisfaction to enable energisation of the Connection by the Energisation Date indicated in Schedule 1, Part A, Item 2.

### **Part E – Consents for Cable Routes**

The User agrees to provide free easement for the route(s) of the Company’s electric lines (whether underground cabled or overhead wires), within the site boundary, used to provide the connection covered by these electric lines.

Such route(s) shall be so preserved by the User that damage shall not be caused to the electric lines.

The route(s) of the Company’s electric lines shall, if applicable and required by the Company, are those required under the Offer for Connection relating to the Connection.

### **Part F – Operational Arrangements for Apparatus and Plant at the Connection Point**

#### **1. Division Of Responsibility for Control Maintenance and Operation**

All Apparatus and Plant on the Company’s side of the Connection Point shall be controlled and operated by the Company. Maintenance of all Apparatus and Plant on the Company’s side of the Connection Point is the Company’s responsibility at the Company’s cost.

All Apparatus and Plant on the User’s side of the Connection Point shall be controlled and operated by the User. Maintenance of all Apparatus and Plant on the User’s side of the Connection Point is the User’s responsibility at the User’s cost.

#### **2. Switching Operations by the User’s Personnel on Company Controlled Apparatus**

To comply with Regulation 12 of the Electricity at Work Regulations 1989, the User may, in an emergency, open the outgoing circuit breaker but the Company’s Control Engineer must be informed immediately afterwards.

Energisation (or any subsequent Re-energisation) of the Connection Point shall only be performed by the Company’s authorised staff to the direct instructions of the Company’s Control Engineer.

Isolating and earthing operations on all [high voltage] or [extra high voltage] Apparatus controlled by the Company shall only be performed by the Company’s authorised staff to the direct instructions of the Company’s Control Engineer.

### 3. **Work on [High Voltage] or [Extra High Voltage] Equipment**

All work on [high voltage] or [extra high voltage] Apparatus and Plant controlled by the Company shall be carried out in accordance with the Company's current Distribution Safety Rules and Operational Practice Manual utilising the Company's Safety Documents.

Where such Apparatus is capable of being Energised from switchgear under the control of the User, the User shall provide the Company with an Operation, Isolation and Earthing (OIE) Certificate\* confirming actions taken to ensure safety and, where requested, demonstrate that the actions taken are appropriate in the circumstances.

All work on [high voltage] or [extra high voltage] Apparatus and Plant controlled by the User shall be carried out in accordance with the User's current arrangements OIE certificate(s) being provided by the Company when necessary. When requested, any work by the Company's staff shall be carried out under the Company's approved User's safety document procedures utilising, where necessary, OIE certificate(s) provided by the User or the Company.

### 4. **[High Voltage] or [Extra High Voltage] Locks**

On all Company controlled switchgear, locks owned by the Company shall be used to secure: -

- (a) all opening facilities apart from those specified in paragraph 2 above;
- (b) all closing facilities apart from those specified in paragraph 2 above; and
- (c) all isolation and earthing facilities.

It is the User's responsibility to lock the User's controlled Apparatus.

### 5. **Irregularities of Supply**

All faults or irregularities on both the Company's and User's [high voltage] or [extra high voltage] Apparatus and Plant at the Connection Point shall be reported immediately to the Company's Control Engineer.

### 6. **Communication with the Company's Control Engineer**

The Company's staff will be on duty at all times in the Company's Customer Information Centre (CIC).

When speaking to the CIC, the User's Representative should identify themselves and the substation they are calling about. Reports should be clear and concise.

---

\* Form for OIE certificate can be provided on request.

The Company's CIC can be contacted on 0345 072 4323.

**7. Communications with the User’s Control Engineer**

The User’s Control Engineer may be contacted as follows: -

Name:	
Address:	
Telephone:	
E-mail:	

**8. Restrictions**

The User shall not connect or permit to be connected, without the prior written agreement of the Company, such agreement not to be unreasonably withheld, any generation equipment with individual or aggregate electrical output exceeding 16 amperes per phase at low voltage or any generation equipment operating at higher than low voltage.

**Part G – Connection Charges Due Under This Agreement**

**1. Connection Charges Due**

£ [Non-Contestable Works Only cost] plus Value Added Tax at the applicable rate.

**2. Payment Arrangements**

Under the Offer for Connection full payment is required in advance of earliest energisation of either the Exit or the Entry Point.



## **SCHEDULE 2 – USE OF SYSTEM, METERING AND DATA**

### **Part 1 – Charges for the Use of System**

#### **Statement of the Basis of Use of System Charges**

Use of System Charges, and any variations to such Charges, will be calculated in accordance with the published Scottish Hydro Electric Power Distribution plc Use of System Charging Statement prevailing at the relevant time.

The current edition of the Use of System Charging Statement can be downloaded from the Company's website ([www.ssen.co.uk/about-sssen/library/charging-statements-and-information/](http://www.ssen.co.uk/about-sssen/library/charging-statements-and-information/)) or obtained by request to the Company.

### **Part 2 – Metering**

Not applicable.

### **Part 3 – Data Provision**

Pursuant to clause 42 of the DCUSA, the User shall procure the provision to the Company of such data as the Company may reasonably require and, where applicable, in a manner consistent with the relevant procedures and requirements of the BSC.



### SCHEDULE 3 – NOTICES

Any notice or other communication required to be given or sent under this Agreement shall be in writing or by email and served personally or by first class post or by email at the address or email address stated in this Agreement or at such other address and email address as may be notified in writing to the other Party expressly for the purpose of service of documents under this Agreement.

A notice or other form of communication shall be deemed to have been served as follows: -

- keep all such information confidential and use it only as far as necessary to perform its obligations under this Agreement; and
- if given or delivered personally, at the time when given or delivered; or
- if sent by pre-paid first class post, at the expiry of 2 Working Days (meaning all days of the week excluding Saturday and Sunday and any public holidays in Scotland) after the document was delivered into the custody of the postal authorities; or
- if sent by email, upon transmission of a read receipt from the addressee.

In proving service pursuant to the above shall be sufficient for the Party claiming to have given notice to prove that personal delivery was made or that the envelope containing the notice was properly addressed as set out above and delivered into the custody of the postal authorities as a pre-paid first class letter or that the email was sent.

**1. The Company’s address and email address for the serving of notices:**

Name:	<b>Scottish and Southern Electricity Networks</b>
Address:	Connections and Engineering 4 Penner Road Havant Hampshire PO9 1QH
Telephone:	0800 048 3516
E-mail:	<a href="mailto:nc.connections@sse.com">nc.connections@sse.com</a>

**2. The User’s address and email address for the serving of notices:**

Name:	
Address:	
Telephone:	
E-mail:	

3. **Security Restriction Notices (Risk to Security of Supply):**

Telephone: 0345 072 4323	and ask for NMC Manager
--------------------------	-------------------------

4. **Control Engineers / Authorised Persons:**

Control Contact Point:	Telephone	Contact Facsimile
Control Room:	Company Tel: 01738 455791 <b>Real Time operations of HV or EHV networks</b>	
	User Tel: _____	
Control Room for LV networks (if different from above):	Company Tel: as per above	
	User Tel: _____	
Control Emergencies:	Company Emergency Telephone: 0800 300 999 (24 hours) <b>Fire/Explosion or threat to life only.</b>	
	User's Emergency Telephone: _____ (24 hours)	
Operational and Outage Planning:	Company Tel: 01738 455791	and ask for Outage Planning
	User Tel: _____	and ask for _____
Control / Planning:	Company Tel: 01738 455791	and ask for Control / Planning
	User Tel: _____	and ask for _____

'No Supply' Calls:	Company Tel: 0345 072 4323 ( <b>Emergency Service Centre</b> )	
	User Tel: _____	
Network Operations:	Company Tel: see Local Depot Number below and ask for Team Leader	
	User Tel: _____	and ask for _____
Maintenance:	Company Tel: see Local Depot Number below and ask for Team Leader	
	User Tel: _____	and ask for _____
Company Correspondence:	The NMC Manager	
<b>Control Contact Point:</b>	<b>Telephone</b> 01738 455791	
Company Correspondence:	<b>SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC</b>  Network Management Centre Inveralmond House 200 Dunkeld Road Perth PH1 3AQ	
User Correspondence:		

**Scottish Hydro Electric Power Distribution (SHEPD) plc's Local Depots Contact Numbers:**

<b>Depot</b>	<b>Location</b>	<b>External Number</b>
North East Depot	Aberdeen	01224 667200
Highlands & Islands Depot	Inverness	01463 728010

Tayside & Central Depot	Perth	0345 076 0508
Tayside & Central Depot	Dundee	0345 076 0508
Argyll & West Highlands Depot	Oban	01631 569270

**5. Address for receipt of DUoS Invoices:**

The User's contact point for receipt of DUoS Invoices (if different from the contact point indicated in Clause 2 above):

Name:	
Address:	
Telephone:	
E-mail:	

**6. User's contact telephone numbers which may be passed to customers who may contact the Company in error from time to time:**

For events of No Supply, Cable Damage, Network Safety Issues or Metering Faults on the User's Distribution System etc. calls should be referred to the User's 24 hour contact below:

Name:	
-------	--

Address:	
Telephone:	
E-mail:	



**SCHEDULE 4 – APPLICATION FOR A MODIFIED CONNECTION**

Name of Applicant:	
Address of Applicant:	
Telephone Number:	
Email:	
Details of modification required:	

Please attach Location Plan identifying any proposed intake position and any other relevant information.

Proposed Date of Connection:					
Preferred Supply Voltage:		EHV <input type="checkbox"/>	HV <input type="checkbox"/>	LV <input type="checkbox"/>	
Type of Supply:		Single Phase <input type="checkbox"/>		Three Phase <input type="checkbox"/>	
<b>Maximum Export Capacity required (kVARh/kVA/kW): -</b>					
		Winter		Summer	
		Weekday	Weekend	Weekday	Weekend
Present	Day				
	Night				
Proposed	Day				
	Night				
<b>Maximum Import Capacity required (kVARh/kVA/kW): -</b>					
		Winter		Summer	
		Weekday	Weekend	Weekday	Weekend
Present	Day				
	Night				
Proposed	Day				
	Night				

Estimated Annual Consumption: _____
Estimated Power Factor: (a) Average _____
Estimated Power Factor: (b) At Maximum Demand _____

<b>Details of any Abnormal Loads (e.g., large motors, welding equipment, equipment with harmonic content)</b>
(A) Details of any Abnormal Loads: (e.g., large motors, welding equipment, harmonic content): _____
(B) Maximum Instantaneous Current (e.g., starting current of largest motor): _____
(C) Frequency of Starting (e.g., single, switched firm, automatic firm): _____

<b>Details of generation equipment to be connected to the User's Distribution System</b>
Will User's Customer Installation include On Site Generation? Yes / No ( <del>strikethrough as appropriate</del> ) If 'Yes': (a) Please provide details on separate form/sheet. (b) Will the generator(s) be run in parallel with the Distribution System? Yes / No ( <del>strikethrough as appropriate</del> )

Signed: \_\_\_\_\_

On Behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE 5 – TECHNICAL DEROGATIONS

Not applicable.





## SCHEDULE 6 – REQUIRED INFORMATION

### Section 1 – Required Information

1. A report to be provided annually by 14 April for the preceding financial year detailing the following: MPAN count data – for each of the User's LLFC a count of all MPANs in each line loss factor class.
2. At the Commencement Date, drawings showing the location and geographical extent of the User's Distribution System. These drawings should be maintained and updated by the User as appropriate if there are material changes and the User shall provide reasonable notice to the Company of proposed material expansion of the geographical extent of the User's Distribution System.
3. Core MPANs and addresses of all the User's customers connected to the User's Distribution System, which will be provided by the User to the Company electronically in an agreed format on a quarterly basis except where the Company, acting reasonably, notifies the User that such information is to be provided by the User more frequently.

### Section 2 – Information to be included on a Label on the User's Termination Equipment

1. Statement that the User is the distribution company responsible for such equipment.
2. Statement that such equipment is the property of the User.
3. Contact details for the User including emergency telephone numbers.
4. The label is to be of a permanent nature and attached in a prominent position on or immediately adjacent to the User's termination equipment.