

Self approval of designs User Guide

For Independent Connection Providers & Independent
Distribution Network Operators (IDNOs)

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1 Introduction

Electricity North West own, operate and maintains your local electricity distribution network but this doesn't mean all the connection work has to be approved and carried out by ourselves.

The industry regulator, Ofgem, approved a new code of practice for connections in July 2015. Under the new code of practice, all Distribution Network Operators (DNOs), including Electricity North West, will be required to reduce the extent to which competitors rely on the DNO for connection services. This is designed to encourage competition in the market between DNOs and their competitors.

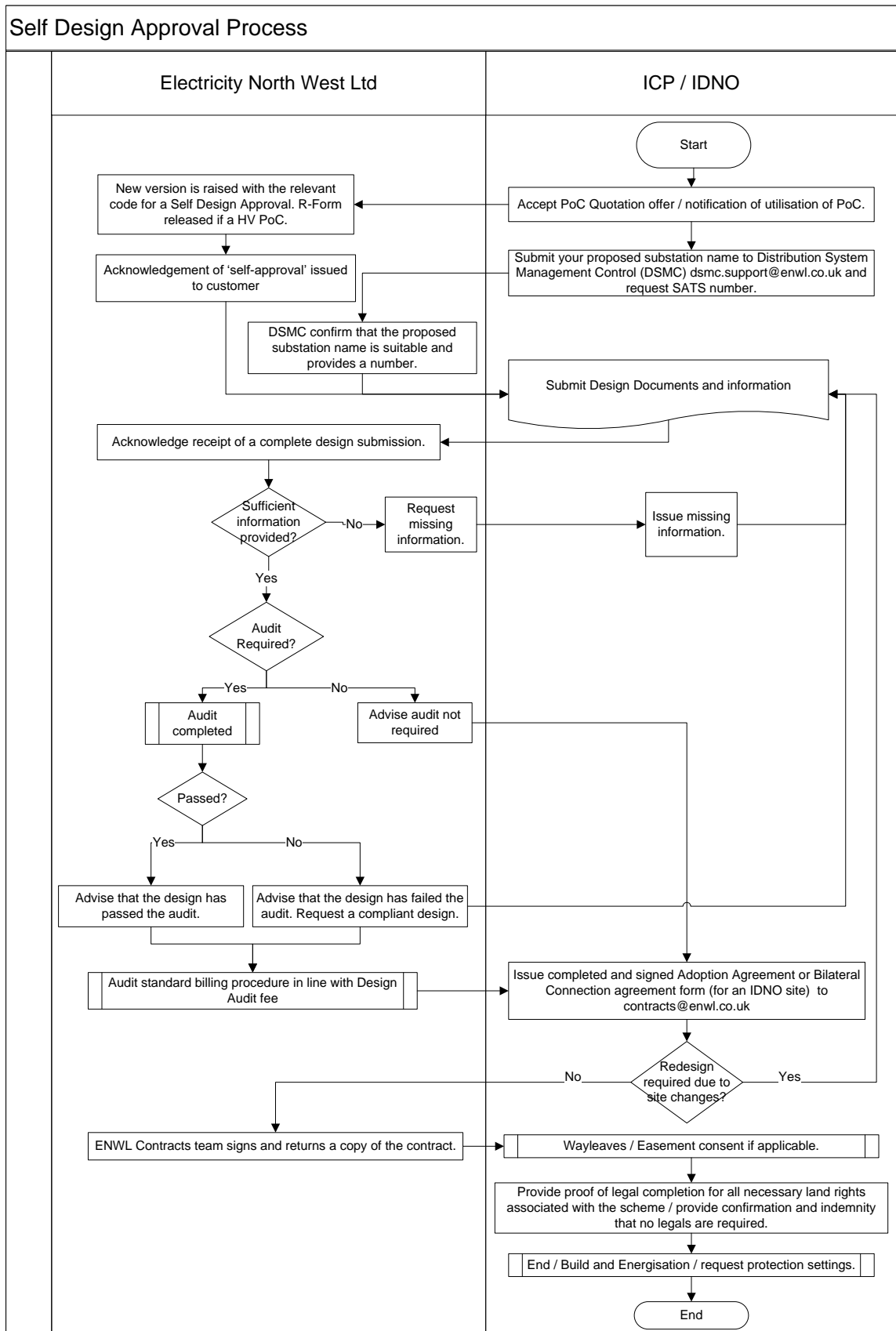
As part of this, the approvals process has been reviewed and identified as a service that can be opened up to the market.

This guide covers the new process we have developed to enable Independent Connection Providers (ICPs) and Independent Distribution Network Operators (IDNOs) to approve their own proposed connection designs.

If you are an ICP or IDNO looking to approve your own connection designs, you should read this guide carefully.

This guide includes details of the new process for 'self-approval' by ICPs/ IDNOs, policy considerations, the relevant liabilities included with approving your own design and relevant information on wayleaves and easements.

2 Flow Process



1. You will need to notify us of your wish to determine a new Point of Connection (PoC) yourself, or if you wish for us to do this on your behalf. For more information on the Self-Determination Point of Connection (SDPoC) process, please read the SDPoC user guide on our website.
2. You should either follow the new SDPoC process, or the standard process for determining a PoC. If you request us to provide a PoC, you will receive a formal PoC connection offer. Should you choose to proceed you will need to send payment in line with our standard charges, signed acceptance form, and a notification that the design will self-approved, to us at connectionapplications@enwl.co.uk

If you decide to determine your own PoC, you will need to complete a Self-Determination of Point of Connection Acceptance Form, confirming that the design will be self-approved and send to connectionapplications@enwl.co.uk

Please note that your signature on the Notification form will confirm that the design is in accordance with all our latest network policies. We will acknowledge your submission and confirm that it is a 'self design approval' project. The notification form can be found [here](#).

3. If your design includes a substation you must submit the proposed substation name to our Distribution System Management Control department at dsmc.support@enwl.co.uk.

This will ensure that the proposed substation name aligns with our naming conventions. To help you, please read our CP615 Substation, Circuit and Plant Identification document¹. You will need to provide them with the scheme number, site address nature of work i.e. LV, HV substation etc. person responsible, ICP/ IDNOs name and expected completion date.

If your new connection is classed as a major amendment (see Appendix 2 for classification) you must request a SATS (System Amendment Tracking Software) number from our Asset Data Records team via email adminsUPPORT@enwl.co.uk . In your email please include the following information:

- Project number
- Name and details of the responsible engineer running the scheme
- Estimated date of completion
- If the project is to be done in one phase of several phases (i.e. should the drawing office expect one or several drawings over a length of time)
- Work type (underground cable lay, substation, service only, overhead, overhead to underground, new link box, transformer change, switchgear change etc); and
- Network area (South Manchester, North Manchester, South Peak, North Peak, South Lancs, Mid Lancs East, Mid Lancs West, South Lakes, North Lakes)

The Asset Data Records team will provide/record the information and give you a unique SATS number. You will need to put this number on all drawings.

4. You will need to submit design documents and information to us at cic@enwl.co.uk . These should include:
 - Notification Form
 - Design drawings

¹ Available on our website

- Substation name and number
- approved by Distribution System Management Control (DSMC) if HV
- Land boundary/adoption drawing
- Asset Value template
- Legal consents

We will use the completed Asset Value template to carry out an evaluation. You will find a template Asset Value form to complete and definitions of each asset type on our website².

These documents are the minimum pre-requisites that you must provide for the self-design approval process. If there are any other documents which you believe are also relevant to the design, please include these in your submission.

5. We will acknowledge receipt of your submitted documents, and if appropriate, issue a request for any missing documents.
6. Based on your previous performance we will then decide whether an audit of the designs is required and complete if necessary. This audit will take a maximum of 10 working days.

This means that if the previous designs you submitted were correct, the following designs you submit may not be subject to an automatic audit. However, if you have submitted designs which required corrections or further re-work previously, your design will be subject to an audit check. Initially, all designs may be subject to an audit to allow us to build up a bank of information to support our decision whether an audit is necessary.

7. Dependent upon the outcome of the audit phase, you will either receive notification that:
 - Your design does not require an audit (your previous submissions have been correct), or
 - Your design requires an audit and has passed the audit, or
 - Your design requires an audit and it has failed the audit

If your design does not require an audit, or has passed an audit, you will need to download our Adoption Agreements (see appendix) and complete with site specific and contact information, along with your signature.

If your design did not pass the audit, we will notify you by email and request a compliant design. You will need to return to Step 4 and follow the process again until your design passes the audit. We record all audits undertaken to support our standard billing procedure for engineering time spent on each project. These charges will be in line with the process outlined in this document and the Connections Common Charging Methodology.

8. You must sign and send the Adoption or Bilateral Connection contracts to us at contracts@enwl.co.uk
We reserve the right to check all required legal consents are in place and no risks to ENWL or non-compliances are present prior to signing the Adoption or Bilateral Connections contracts. We will then sign and return a copy back to you.
9. You will need to obtain wayleave or easement consent if applicable.

² Available on our website

10. The connection can then be completed and energised in accordance with ENWL's energisation process that can be found here if ENWL are jointing <https://www.enwl.co.uk/globalassets/get-connected/cic/icpsidnos/contestable-activities/contestable-library/energisation-flowcharts-enwl-final-design.pdf> or here if the ICP is undertaking the contestable jointing <https://www.enwl.co.uk/globalassets/get-connected/cic/icpsidnos/contestable-activities/contestable-library/energisation-flowcharts-icp-final-design--amend-nov-16.pdf>.

3 Audit regime

The table below shows the level of audits we would expect to carry out based on your previous performance.

Audit level	Designs submitted	Audit level	Requirements to progress to next level	% design audit fee to be charged
1	1-5 design submitted for self-approval	100%	5 x schemes passed	100%
If NERS accredited and submitting both HV and LV designs; -The submission must include at least 2x LV and 2x HV -The audit pass must be awarded to 2x LV and 2x HV to progress to next level				
2	6-10 designs submitted for self-approval	60%	3 x schemes passed	60%
If NERS accredited and submitting both HV and LV designs; -The submission must include at least 2x LV and 2x HV -The audit pass must be awarded to 1x LV and 1x HV to progress to next level				
3	>10 designs submitted for self-approval	30%	n/a	30%

Your performance and audit level will be reviewed periodically by an ENWL panel. Where we feel it may help with your design submissions, we may invite you to discuss your designs with us. Following these reviews, we may decide to change your audit level to reflect your performance. Whilst we anticipate that most ICPs would progress through to Audit level 3, these levels operate in both directions (i.e. we will move you up or down the audit levels depending on your performance).

4 Policy Information

All proposed points of connection need to be compliant with all our network policies. If you wish to approve a design yourself, you will need to make sure that the design for the new connection complies with all our network policies.

The full list of applicable policies is listed on our website [here](#). All points of connection, irrespective of type and voltage will need to be compliant with the following ‘common’ policies.

- CP012 Electricity Geographical Information System (GIS)
- EPD279 Distribution System Design – General Requirements
- EPD307 Equipment Approved for use on the ENWL Network
- EPD350 Protection of 132kV, 33kV, 11kV and 6.6kV Systems
- ES281 Company Specific Appendices to ENA ER G81
- ES287 Connections to Multi Occupancy Buildings
- ES225 Connections to Embedded Distribution Networks
- CP259 Generation Connected to the ENWL Network
- EPD259 Generation Connected to the ENWL Network
- ES259 Generation Connected to the ENWL Network
- CP258 Connection of Industrial and Commercial Customers
- CP203 Current Ratings of Underground Cables
- CP206 Current Ratings of Overhead Line Conductors
- EPD370 Voltage Control for 132kV, 33kV, 11kV and 6.6kV Systems
- CP285 – R Form Process – Request for Alteration to the HV system

However, we have identified several policies which are specific to types of connection and voltages for your reference. Please see our full online library for the latest versions of the below policies.

Voltage level	Relevant policy documents
HV	ES218 Connections up to 240MVA
	ES217 33kV Connections up to 90MVA
	EPD282 Distribution System Design – HV Network
	EPD281 Distribution System Design – 33kV Network
	CP282 Distribution System Design – HV Network
HV / LV	ES214 Third Party Provided New LV Connections up to 300kVA
LV	EPD283 Distribution System Design – LV Network
	ES212 New Whole Current metered connections up to 60kVA
	ES213 Design of new Connections for Housing Developments
	CP226 LV Network Design
	CP331 Protection of LV Distributors and Distribution Transformers
	CP332 LV Service Connections and Application of PME
	CP221 LV Network Design for Domestic Premises with Micro Generation

Please note that this list is not exhaustive, and you are responsible for making sure that your design is compliant with all the relevant policies which may or may not be named in this document.

5 Liabilities

Under the standard approval process, we would have sight of all proposed designs and be able to ensure compliance with our policies.

In the new process we will not have the same level of visibility, and therefore we will not be held responsible or liable for any designs which are approved by ICPs/ IDNOs, that are not compliant with our policies.

If you approve your own design, you will be liable for any consequential loss or damages any kind which as a result of the works including but not limited to non-compliant network design.

For more information please refer to our standard Adoption Agreements available on our website.

6 Wayleaves and easements

You will need to make sure that you are familiar with and comply with our published guidance notes on Wayleaves and Land Rights, which is accessible on our website here <https://www.enwl.co.uk/get-connected/our-services/land-rights/>. Please note it is your responsibility to provide ENWL's land rights team with the following information:

- Completed Consent Form, which can be found here [_](#) - Web site link on Design submission pack now doesn't work.
- Signed Heads of Terms from the developer, that can be found here [Web site link on Design submission pack now doesn't work.](#)
- Signed Heads of Terms from any Third Parties, that can be found here [- Web site link on the Design submission pack now doesn't work.](#)
- Land Registry complaint legal drawings for both onsite and off-site work. See an example of good [- Website link doesn't work.](#)
- Highways searches indicating the extent of adopted highways.
- Land registry title and plan.
- Any other consents permissions e.g. environment agency, land drainage consents, county council ordinary water consents.

For any legal consents related enquiries you can contact wayleaveenquiries@enwl.co.uk

7 Substation locks and notices

If you determine your own HV PoC ENWL will not be providing you with a quotation which includes substation locks and notices. Therefore, it will be your responsibility to procure these items to ENWL specification.

- ES309 - Locks for Substations and Associated Plant
- ES356 - Notices and Nameplates
- CP615 - Substation, Circuit and Plant Identification

ENWL procure substation padlocks from Abloy UK. ENWL procure switchgear locks from J H Blakey of Brierfield. ENWL procure signs and labels from Cowen Signs. Other manufacturers are available.

8 Contact / FAQ

If you have any queries relating to the new SDPoC process which we have not already answered through this guide, please do not hesitate to contact us on cic@enwl.co.uk

9 Appendices

Appendix 1

Code of Practice 615 – Substation, Circuit and Plant Identification

Available at our [Electronic Data Room](#)

Appendix 2

[Definition of a Major Amendment](#)

Appendix 3

[Asset Value Template](#)

Appendix 4

[Glossary of terms](#)

Appendix 5

[Self-determination of Point of Connection Acceptance Form](#)

Appendix 6

[Adoption Agreement](#)