

DATED **[Prompt: insert date of signature by SHEPD]** |

(1) SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC

and

(2) [Prompt: insert DNO/IDNO Name] |

BILATERAL CONNECTION AGREEMENT

for


THE CONNECTION OF A LOW VOLTAGE DISTRIBUTION SYSTEM OF ANOTHER LICENSED DISTRIBUTOR

at

[Prompt: insert Connection Name and Address]

SHEPD Ref: [Prompt: insert PROMIS number]

DNO/IDNO Ref: [Prompt: insert DNO/IDNO Network number]

Inveralmond House, 200 Dunkeld Road, Perth PH1 3AQ  **ssen.co.uk**

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House 200 Dunkeld Road Perth PH1 3AQ); and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290 having their Registered Office at No. 1 Forbury Place 43 Forbury Road Reading RG1 3JH which are members of the SSE Group
www.ssen.co.uk

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THIS BILATERAL CONNECTION AGREEMENT is made on the day of |

BETWEEN

- (1) **SCOTTISH HYDRO ELECTRIC POWER DISTRIBUTION PLC** a company registered in Scotland with number SC213460 whose registered office is at Inveralmond House, 200 Dunkeld Road, Perth, PH1 3AQ (the “**Company**”, which expression shall include its successors and/or permitted assigns); and
- (2) **[Prompt: insert DNO/IDNO Name]** a company registered in [***Scotland**] [***England and Wales**] with number **[Prompt: insert DNO/IDNO Registered Number]** whose registered office is at **[Prompt: insert DNO/IDNO Registered Address]** (the “**User**”, which expression shall include its successors and/or permitted assigns). ****[Prompt: Delete as required]*** |

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:-

“Accredited”	shall bear the meaning ascribed to it in the BSC;
“Affiliate”	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);
“Apparatus”	means any equipment in which electrical conductors are used or supported or of which they form part;
“Commencement Date”	means the date referred to as the Energisation Date within Part A section 2 of Schedule 1 of this BCA;
“Company’s Equipment”	means the Company’s fixed and moveable items other than Apparatus;
“Completion”	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;
“Connection”	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;
“Connection Equipment”	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;
“Connection Point”	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;
“Disconnection”	means the permanent electrical disconnection of all or any of the Connection Equipment (and “Disconnect” shall be construed accordingly);
“Distribution Licence”	means an electricity distribution licence granted pursuant to Section 6(1)(c) of the Act;
“Distribution System”	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);
“Energisation”	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;
“Land Rights”	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;
“Maximum Export”	means, in respect of a Connection Point (or the Connection Points collectively), the maximum amount of electricity (expressed in kW

Capacity”	or kVA) which is permitted by the Company to flow into the Distribution System through the Connection Point (or the Connection Points collectively);
“Maximum Import Capacity”	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);
“Party”	means each of the Company and the User (and “Parties” shall be construed accordingly);
“Plant”	means fixed or moveable items used in the generation, supply, distribution and/or transmission of electricity other than Apparatus;
“Power Factor”	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 at 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);

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;

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.

7.15 terminated in accordance with Clause 3.3.

7.16 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.

IN WITNESS WHEREOF the hands of the duly authorised representatives of the parties hereto at the date first above written:

Signed for and on behalf of the User by:

..... (signature)

Print name:

.....

Job title:

.....

Date of Signature:

.....

Signed for and on behalf of the Company by:

..... (signature)

Print name:

[Prompt: insert PRINT NAME]

Job title:

[Prompt: insert JOB TITLE]

Date of Signature:

.....

SHEPD Reference:	[Prompt: insert SHEPD Promis number]
DNO/IDNO Reference:	[Prompt: insert DNO/IDNO Network Number]
Connection Project Title:	[Prompt: insert connection site name and address]

SCHEDULE 1 - CONNECTION POINT CHARACTERISTICS AND ARRANGEMENTS

Part A - Connection Point Characteristics

1. **Connection Equipment At The Connection Point**

Connection Site Address	[Prompt: insert connection details (e.g. LV Embedded Network, Street, Town, County)]
Sub-Station Name	[Prompt: insert name allocated to new DNO/IDNO substation]
Sub-Station Number	[Prompt: insert any ref. number allocated to new DNO/IDNO substation]
Connection Point (comprising the Exit Point and/ or the Entry Point)	[Prompt: insert details of boundary point between SHEPD network and DNO/IDNO boundary]
Metering Point	Not applicable

2. **Supply Characteristics At The Connection Point**

Energisation Date	[Prompt: insert planned energisation date]	
Voltage	230 / 400 volts	
Frequency	50 Hertz	
Number of Phases	3	
Maximum Capacity	Maximum Import Capacity (kVA)	[Prompt: insert kVA capacity value in kVA]
	Maximum Export Capacity (kVA)	[Prompt: insert kVA capacity value in kVA or "Not applicable"]

3. **Site Specific Technical Conditions**

The LV fault current at Point of Isolation	[Prompt: insert value]
The voltage drop at Point of Isolation	[Prompt: insert value]
The Earth loop impedance at Point of Isolation	[Prompt: insert value]
Source Transformer Rating in kVA and % impedance (for LV POI)	[Prompt: insert value]
Upstream protective device (fuse, circuit breaker)	[Prompt: insert type of protective device]
Rating or relay settings for upstream protective device	[Prompt: insert setting (amps) of device]

4. **Rota Load Disconnection Information**

Substation Name:	[Prompt: insert primary substation name]
Substation Reference:	[Prompt: insert primary substation reference number]
Rota Shed Group:	[Prompt: insert Rota Shed Group]

Part B - Ownership and Maintenance Responsibility of Buildings, Plant and Equipment

1. **Sub-Station Building**

Not applicable.

2. **Connection Equipment**

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

3. **Accommodation for Metering Equipment**

Not applicable.

Part B (continued) - Schedule of Responsibility for Apparatus and Plant at the Connection Point

	OWNED BY	SAFETY MANAGEMENT SYSTEM	CONTROLLED BY	OPERATED BY	MAINTAINED BY
INCOMING CABLES [Prompt: insert details of cabling between the connection to the existing SHEPD network and the SHEPD/DNO or IDNO boundary]	The Company	The Company	The Company	The Company	The Company
SWITCHGEAR [Prompt: insert details of switchgear at SHEPD/DNO or IDNO boundary]	The Company	The Company	The Company	The Company	The Company
NON COMPANY ASSETS Equipment and Apparatus beyond the connection point	The User	The User	The User	The User	The User

Part C - The Company's Works

The Company shall carry out the following works in relation to the Connection:

The scope of the Company's Works is indicated in the associated Offer for Connection provided by the Company to the User.

Part D - The User's Works

The User shall carry out the following works in relation to the Connection:

The scope of the User's Works, if any, is indicated in the associated Offer for Connection provided by the Company to the User.

The User shall be required to complete the User 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

1. 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.
2. Such route(s) shall be so preserved by the User that damage shall not be caused to the electric lines.
3. 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.

The Apparatus and Plant on the User's side of the Connection Point shall be the responsibility of the User.

2. Switching Operations By The User's Personnel On Company Controlled Apparatus

Not applicable.

3. **Work On High Voltage Equipment**

Not applicable.

4. **High Voltage Locks**

Not applicable.

5. **Irregularities of Supply**

All faults or irregularities on both the Company's and User's Apparatus and Plant at the Connection Point shall be reported immediately to the Company's control engineer.

6. **Communication With The 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 sub-station they are calling about. Reports should be clear and concise.]

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

7. **Communications With The User's Engineers**

The User's engineers may be contacted as follows:-

Name:	[Prompt: insert DNO/IDNO Contact Name] [Prompt: insert DNO/IDNO Name]]
Address	[Prompt: insert DNO/IDNO Address]]
Post Code	[[]]
Telephone:	[[]]
Facsimile:	[[]]
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**

£ [Prompt: insert connection charge value] 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/Library/ChargingStatements) 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

1. The Company's address and facsimile number for the serving of notices is:-

Name:	Mr Angus Rae Commercial Policy Manager Scottish Hydro Electric Power Distribution plc
Address	Inveralmond House 200 Dunkeld Road Perth
Post Code	PH1 3AQ
Telephone:	01738 456308
E-mail:	angus.rae@sse.com

2. The User's address and facsimile number for the serving of notices is:-

Name:	[Prompt: insert DNO/IDNO Contact Name] [Prompt: insert DNO/IDNO Contact Job Title] [Prompt: insert DNO/IDNO Name]]
Address	[Prompt: insert DNO/IDNO Address]]
Post Code	[[
Telephone:	[[
Facsimile:	[[
E-mail:	[[

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

Tel: 0345 072 4323	and ask for EMC/NMC Managers
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4. **Control Engineers/Authorised Persons:**

Control Contact Point	Telephone	Contact Facsimile
Control Room:	Company Tel: 01738 455791 Real Time operations of HV Networks only	Company Fax: Not Applicable
	User Tel: [Prompt: insert Tel]	User Fax: [Prompt: insert Fax]
Control Room (LV or 11kV connections) (If different from above):	Company Tel: as per above	Company Fax: Not Applicable
	User Tel: [Prompt: insert Tel]	User Fax: [Prompt: insert Fax]
Control Emergencies:	Company Emergency Telephone: 0800 300 999 (24 hours) Fire/Explosion or threat to life only.	
	User's Emergency Telephone: [Prompt: insert Tel] (24 hours)	
Operational and Outage Planning:	Company Tel: 01738 455791	and ask for Outage Planning
	User Tel: [Prompt: insert Tel]	and ask for [Prompt: insert]
Control/Planning	Company Tel: 01738 455791	and ask for Control/ Planning
	User Tel: [Prompt: insert Tel]	and ask for [Prompt: insert]
'No Supply' Calls	Company Tel: 0345 072 4323 (Emergency Service Centre)	Company Fax: Not Applicable
	User Tel: [Prompt: insert Tel]	User Fax: [Prompt: insert Fax]
Network Operations:	Company Tel: see Local Depot Number below and ask for Team Leader	Company Fax: Not Applicable
	User Tel: [Prompt: insert Tel] and ask for [Prompt: insert]	User Fax: [Prompt: insert Fax]
Maintenance	Company Tel: see Local Depot Number below and ask for Team Leader	Company Fax: Not Applicable
	User Tel: [Prompt: insert Tel] and ask for [Prompt: insert]	User Fax: [Prompt: insert Fax]
Company Correspondence	The NMC Manager [Network] Management Centre	

Control Contact Point	Telephone	Contact Facsimile
	Inveralmond House 200 Dunkeld Road Perth PH1 3AQ	
User Correspondence:	<p>[Prompt: insert DNO/IDNO Name]</p> <p>[Prompt: insert DNO/IDNO Address]</p>	

SHEPD Local Depot Contact Numbers

Depot	Location	External Number
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:	[Prompt: insert DNO/IDNO Finance Manager Name] [Prompt: insert DNO/IDNO Name]
Address:	[Prompt: insert DNO/IDNO Address]
Post Code:	
Telephone:	
Facsimile:	

6. User's Contact Telephone Numbers which may be passed to Customers who may contact the Company in error from time to time:

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

Name:	[Prompt: insert DNO/IDNO Operations Manager Name] [Prompt: insert DNO/IDNO Name]
Address:	[Prompt: insert DNO/IDNO Address]
Post Code:	

Telephone:	<input type="text"/>
Facsimile:	<input type="text"/>

SCHEDULE 4 - APPLICATION FOR A MODIFIED CONNECTION

Name of Applicant	<input type="text"/>		
Address of Applicant	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Telephone Number	<input type="text"/>	FAX	<input type="text"/>
Email	<input type="text"/>		
Details of modification required:			
<input type="text"/>			

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

Proposed Date of Connection:-		<input type="text"/>			
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"/>		<input type="checkbox"/>
Maximum Export Capacity required (kVARh/kVA/kW):-					
		Winter		Summer	
		Weekday	Weekend	Weekday	Weekend
Present	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Night	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Night				
Maximum Import required (kVARh/kVA/kW):-					
		Winter		Summer	
		Weekday	Weekend	Weekday	Weekend
Present	Day				
	Night				
Proposed	Day				
	Night				

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

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

<p>Details of Generation Equipment to be connected to the User's Distribution System</p> <p>Will User's Installation include On Site Generation? Yes/No</p> <p>If Yes: (a) Please provide details on separate form/sheet.</p> <p>(b) Will the generator(s) be run in parallel with the distribution system? Yes/No</p>
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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 users' 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 network. 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 Users distribution network.
3. Core MPANS and addresses of all the User's customers connected to the User's distribution network, 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 Customer 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.