

# ICP METERED DISCONNECTIONS WORKSHOP

11 SEPTEMBER 2018

v3.0





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# Safety & Housekeeping



Planned fire alarms



Emergency exits



Fire assembly points



Toilets



Mobile phones

# Metered Disconnections Workshop



UK Power Networks

NOC 04 008  
v2.0

## Independent Connections Provider (ICP) Metered Low Voltage Disconnections Procedure

<b>Owner</b>	
Name	Neil Clarke
Title	Head of Highway Services
Signature	
Date	16 August 2018

<b>Authoriser</b>	
Name	Kevin Newnham
Title	Major Programmes & ICP Customer Services Manager
Signature	
Date	16 August 2018

This document forms part of the UK Power Networks Integrated Management System and compliance with its requirements is mandatory. Departure from these requirements may only be taken with the written approval of the above authoriser.

Revision Record		
Version number	2.0	What has changed? Additional clarification added to sections 2.0, 6.0 and 8.0. Confirming the information required from ICP's where UK Power Networks provides the Linking & Fusing service. Confirming that ICP's shall provide a photograph of the completed pot-end. Confirming that UK Power Networks shall add the flow reference numbers to the SORN Form.
Date published	22/08/2018	
Next review date	15/08/2021	Form NOC 04 008a reviewed, no change.
Prepared by	K. Newnham	Why has it changed? Periodic Review following the first 12 months of BAU activity.

Version number	1.1	What has changed? References to EDS 08-0136 amended to EDS 08-2000. References to EDS 08-0129 amended to EDS 08-2101.
Date published	20/02/2018	
Next review date	22/09/2018	Why has it changed? Modified as a result of document renumbering.
Prepared by	K Newnham	

Version number	1.0	What has changed? Review of draft procedure, amendments made following learning points from Pilot activity, activity moved to BAU. Also form NOC 04 008a SORN Request Form for LV Metered Disconnections.
Date published	22/09/2017	
Next review date	22/09/2018	Why has it changed? New document.
Prepared by	K Newnham	



UK Power Networks

NOC 04 008a  
v2.0

## SORN Request Form for Metered Low Voltage Service Disconnection

ICP Company Name	<please complete>
Full Site Address:	<please complete>
MPAN Number(s) to be Disconnected Please use separate spreadsheet for multiples	<please complete>
MPAN Address	<please complete>
UK Power Networks Licence Area	<SPN / EPN / LPN>
Intended Work Start Date	<please complete>
Intended Work End Date	<please complete>
DNO LV Circuit ID – Feeding secondary substation name/number and circuit destination way/number	<please complete>
Description of Works to be completed	<please complete>
What is the expected method of LV Cable Identification	<please complete>
Is there any associated LV Operational Activity required – if yes please add details	<please complete>
Names and NERS Passport Reference Numbers for Proposed operative team(s) for these Works. [Add name and UKPN Cert No. for AP only where Operational Activity is being carried out by the ICP under CON 08 115]	<please complete>
Minimum Information Checklist: Check boxes confirming you have included the following with this SORN Request: a) Clear site plan showing site boundaries and road names <input type="checkbox"/> b) Copy of UKPN 1:500 cable records and line diagram identifying the location of the works, the supplying substation and feeder number <input type="checkbox"/> c) Red line point of disconnection plan on 1:500 scale drawing <input type="checkbox"/> d) Letter of Authority / Land Registry / Instruction for MPAN(s) <input type="checkbox"/>	

### ICP Declaration

I have carried out the Live Working Assessment in accordance with the ICP's own Safe System of Work which shall be to no lesser standard than UK Power Networks document HSS 40 045 Basic Requirements for Live Working on Low Voltage Apparatus.

I confirm all Works will be completed in accordance with the G61 design standards.

I understand that the Connection Activity shall be completed in accordance with the ICP's own Safe System of Work which shall be to no lesser standard than UK Power Networks policies & procedures.

I understand that any associated LV Operational Activity permitted under CON 08 115 shall be completed in accordance with the UK Power Networks Distribution Safety Rules and supporting policies and procedures.

Signature: <insert signature> Name: <please complete> Position: <please complete> Date: <insert>

### UK Power Networks Use Only

SORN Reference No	D0352 MDA	EARLIEST START DATE	D0125 MDA	D0171 Date Sent

SORN Status Assigned	Date	Name	Position
Confirmed	C		
Withdrawn	W		
Site Completion	S		
Closed	X		

<https://www.mrasco.com/mra-products/mra-agreed-procedures>

## The MRA Agreed Procedure for Disconnections

MAP 21

Document Reference: MAP\_21  
Version: V1.4  
Status: Final  
Date: 30/08/2016

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# Metered Disconnections Workshop

- This procedure applies for the disconnection of single phase and three phase LV service cables up to 400A connected directly to an LV main, it does not allow for the disconnection of any LV services connected directly to a substation.
- The point of disconnection shall always be performed in the public highway and not on private land; where practicable the LV cable shall be strapped back to the LV main.

# Metered Disconnections Workshop

- The Supplier Notification Period, as set out in MAP21 and summarised in the table below, determines the Earliest Start Date permissible following the issue of the relevant Energy Supplier Flow by UK Power Networks. This Earliest Start Date of the Works will commence from the date of, and be clearly marked on, the Confirmed SORN.

Supplier Notification Period determining Earliest Start Date from date of Confirmed SORN		
MPAN	Energised	De-Energised
One MPAN	10 Working Days	5 Working Days
Two or more MPANs & Multi-Sites	25 Working Days	5 Working Days
	Note: If one MPAN or more are energised then all default to that Notification Period	

# Metered Disconnections Workshop

- If the MPAN supplied is not registered to the ICP, UK Power Networks will require one of the following:-
  - 1. Letter of Authority (on headed paper) from the registered owner of the MPAN giving permission for your Company to request the MPAN to be disconnected
  - 2. A copy of the Land Registry showing that (CUSTOMER COMPANY NAME) are the owners of the property or land
  - 3. An instruction from a 3rd party (your CLIENT) giving permission for you (CUSTOMER COMPANY NAME) to act on their behalf if they are the owners of the property or land

# Metered Disconnections Workshop

- The ICP must be certified under the Lloyds Register NERS scheme as accredited to carry out the specified work on UK Power Networks distribution system. This must include the scope 'Network Connections – Jointing (LV Mains and Services). For Operational Activity this must include the 'LV Network Connection – Operational Activity' scope.
- Where the ICP does not have full NERS accreditation it will be required to be in possession of partial NERS accreditation (safety management system etc.) upgrading to full NERS accreditation when the ICP begins work in a new DNO area. NERS will be present on site when the work begins in order to carry out audits leading to full NERS accreditation.
- Before commencing activity as defined in this procedure, the ICP will have entered into the Competition in Connections Code of Practice Framework Agreement and Side Letter with UK Power Networks.



# Metered Disconnections Workshop

- The ICP shall submit the SORN Request Form NOC 04 008a and the minimum supporting information to UK Power Networks Disconnections Team at [icpdisconnections@ukpowernetworks.co.uk](mailto:icpdisconnections@ukpowernetworks.co.uk) a minimum of 30 Business Days in advance of the commencement of Works.
- The SORN Request Form when submitted must comprise of the minimum information as set out in NOC 04 008 – slide to follow with further details
- UK Power Networks will review the request and advise the ICP where minimum information has not been provided and the ICP shall provide the additional requested information at its very earliest opportunity. No request for metered disconnection will be processed unless all the minimum information accompanies the submission.

# Metered Disconnections Workshop

## Minimum Information required with ICP SORN Request

- Correct site address and postcode, this must match the address on the MPAN
- Clear site plan clearly showing site boundaries and road names
- Copy of UK Power Networks 1:500 cable records and line diagram identifying the location of the works, the supplying substation and the feeder number (identifier).
- Red-line point of disconnection (POD) plan on a 1:500 scale drawing
- Details of the MPAN(s) associated with the Works
- If the MPAN supplied is not registered to the ICP, UK Power Networks will require one of three items highlighted on the earlier slide
- All other information detailed on the SORN Form

### SORN Request Form for Metered Low Voltage Service Disconnection

ICP Company Name	<please complete>
Full Site Address:	<please complete>
MPAN Number(s) to be Disconnected <small>Please use separate spreadsheet for multiples</small>	<please complete>
MPAN Address	<please complete>
UK Power Networks Licence Area	<SPN / EPN / LPN>
Intended Work Start Date	<please complete>
Intended Work End Date	<please complete>
DNO LV Circuit ID – Feeding secondary substation name/number and circuit destination way/number	<please complete>
Description of Works to be completed	<please complete>
What is the expected method of LV Cable Identification	<please complete>
Is there any associated LV Operational Activity required – if yes please add details	<please complete>
Names and NERS Passport Reference Numbers for Proposed operative team(s) for these Works. [Add name and UKPN Cert No. for AP only where Operational Activity is being carried out by the ICP under CON 08 115]	<please complete>
<b>Minimum Information Checklist:</b> Check boxes confirming you have included the following with this SORN Request: a) Clear site plan showing site boundaries and road names <input type="checkbox"/> b) Copy of UKPN 1:500 cable records and line diagram identifying the location of the works, the supplying substation and feeder number <input type="checkbox"/> c) Red line point of disconnection plan on 1:500 scale drawing <input type="checkbox"/> d) Letter of Authority / Land Registry / Instruction for MPAN(s) <input type="checkbox"/>	

#### ICP Declaration

I have carried out the Live Working Assessment in accordance with the ICP's own Safe System of Work which shall be to no lesser standard than UK Power Networks document HSS 40 045 Basic Requirements for Live Working on Low Voltage Apparatus.

I confirm all Works will be completed in accordance with the G81 design standards.

I understand that the Connection Activity shall be completed in accordance with the ICP's own Safe System of Work which shall be to no lesser standard than UK Power Networks policies & procedures.

I understand that any associated LV Operational Activity permitted under CON 08 115 shall be completed in accordance with the UK Power Networks Distribution Safety Rules and supporting policies and procedures.

Signature:           -Insert signature-           Name:           <please complete-           Position:           <please complete-           Date:           -Insert-          

#### UK Power Networks Use Only

SORN Reference No	D0352 MDA	EARLIEST START DATE	D0125 MDA	D0171 Date Sent

## Metered Disconnections Workshop

- Upon receipt of minimum information UK Power Networks will make the necessary checks that any Green Deal Plans are no longer associated to the relevant MPAN(s). Where this applies, the Confirmed SORN cannot be provided until the customer has contacted their Green Deal Provider to arrange payments for any money due and the Green Deal central charge database has been updated by the Green Deal Provider.
- UK Power Networks shall respond to the ICP no more than 5 Business Days after receipt of the SORN Request, minimum information and positive Green Deal check. UK Power Networks will provide the Confirmed SORN and advise of the Earliest Start Date permissible.
- UK Power Networks Disconnections Team shall process the necessary D0352 flow for each MPAN requiring disconnection, as set out in MAP21.
- The ICP shall provide to UK Power Networks Disconnections Team specific **daily whereabouts** a minimum of 1 Business Day prior to commencement of

# Metered Disconnections Workshop

- For Work in the LPN area where the Low Voltage (LV) Network is Inter-connected or is Radial with fusing excess of 400A, it is necessary for the DNO, or ICP as permitted in CON 08 115, to complete advance network pre-conditioning work prior to the ICP commencing Works.
- This Operational Activity in the form of a Linking and Fusing Service as described in NOC 04 006 can be carried out by the DNO as a chargeable service on request from the ICP (application via [umcicp@ukpowernetworks.co.uk](mailto:umcicp@ukpowernetworks.co.uk)).
- The ICP is required to quote the UKPN-provided L&F Service Job Number to [icpdisconnections@ukpowernetworks.co.uk](mailto:icpdisconnections@ukpowernetworks.co.uk) prior to SORN being Confirmed.
- In all cases UK Power Networks LV Control must be contacted on a site specific basis and provide its permission immediately prior to the commencement of any works, as described in NOP 50 021 (see next slide).

# Metered Disconnections Workshop

Within LPN the ICP shall consult with UK Power Networks LV Control as set out here

ICP Supervisor telephone contact with LV Control Engineer	Upon receipt of Confirmed SORN from the Disconnections Team the ICP Supervisor will notify LV Control of planned works via a telephone call, this can be at any point > 2 days prior to the service jointing.
ICP Supervisor telephone contact with LV Control Engineer	UK Power Networks LV Control Engineer to pin LV diagram with Work Proposed pin and return Reference Number to ICP Supervisor during the call. The LV Control Engineer will be available for the ICP to make enquires by telephone to confirm the current LV diagram dressing at any stage between receipt of the reference number and the day of the service jointing.
ICP Operative telephone contact with LV Control Engineer	On the day of the service jointing - ICP Operative to contact UK Power Networks LV Control by phone to request confirmation that the LV diagram dressing has not changed in a way that would prevent the works proceeding. If no material change indicated then work can commence. If the LV diagram dressing indicates a material change to running conditions then work cannot commence.
ICP Operative telephone contact with LV Control Engineer	On completion of the service jointing - ICP Operative to contact UK Power Networks LV Control by phone to confirm work is complete. The LV Control Engineer will remove the relevant dressing symbols from LV diagram.

# Metered Disconnections Workshop

- Immediately following the disconnection the ICP will issue a Disconnection Certificate to their customer. This Disconnection Certificate shall be to no lesser standard to that shown as an example in NOC 04 008 but which can be adapted to suit the requirements and processes of the ICP.

## DISCONNECTION CERTIFICATE

Customer Name & Tel No:	Customer Reference No:
Full Site Address: (including postcode)	
Connections Provider Contact Name & Tel No:	Project/Job No:
Meter Serial Number: (or attach photograph of meter)	MPAN Number:
Date of Disconnection: (DD/MM/YYYY)	Time of Disconnection: (24 hour clock 00:00)

On behalf of <ICP Name>, I hereby give notice that the following electricity apparatus (tick appropriate box):

LV service cable only <input type="checkbox"/>	LV service cable and service cut-out <input type="checkbox"/>	Service cable feeding customers plant/switchgear <input type="checkbox"/>
HV service cable <input type="checkbox"/>	HV service and associated plant <input type="checkbox"/>	

which was previously live and at the above location has now been physically disconnected from UK Power Networks distribution networks. As this certificate only relates to the disconnection at any single point, there is a possibility that if the site is a multi-occupancy building or dwelling then other services and/or cables and apparatus may still be present and 'live'. Therefore cable drawings should be requested and excavation work only proceed in accordance with the Health and Safety Executives guidance document HS(G)47 - "Avoiding Danger from Underground Services", OR in the case of overhead apparatus GS6 "Avoiding Danger from Overhead Lines". If further advice is required please contact us on any of the telephone number(s) shown above or call UK Power Networks 24 hours a day on 0800 31 63 105 or 105 from a landline or a mobile.

**Acknowledgement of customer:** I acknowledge receipt of this document and confirm that all staff in my charge including sub-contractors **WILL BE** made aware of the above.

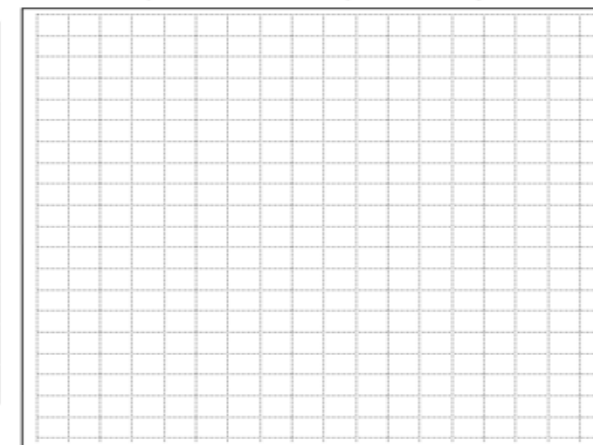
Date sent/left on site	Date:	Time:
Signed on behalf of the customer or customers representative	Signed:	Name:

### Details of underground / overhead apparatus conductors disconnected

\*A separate certificate is required for each physical disconnection completed – a sketch must be provided for every disconnection

Service Head Removed: YES <input type="checkbox"/> NO <input type="checkbox"/>
Type: Three Phase <input type="checkbox"/> Single Phase <input type="checkbox"/>
Size AMP
LV cable strapped back to main: YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If NO please state below the reason why this was not carried out e.g. site hoarding, scaffolding etc. and show on sketch where cable has been pot-ended)</i>
Operative Name:
Signed:
Date:

A COPY OF THIS COMPLETED FORM MUST BE PROVIDED TO UK POWER NETWORKS



# Metered Disconnections Workshop

- The ICP shall provide to UK Power Networks Disconnections Team specific daily beenabouts a minimum of 1 Business Day following completion of the Works.
- Within a maximum of 3 business days following the disconnection, the ICP will submit to UK Power Networks at [icpdisconnections@ukpowernetworks.co.uk](mailto:icpdisconnections@ukpowernetworks.co.uk) and [sketches@ukpowernetworks.co.uk](mailto:sketches@ukpowernetworks.co.uk) an email confirming the disconnection is complete and submit a copy of the disconnection certificate, a photograph of the completed pot-end, as laid cable drawings, together with details of all relevant Tests, Checks and RIGS information where required to allow the completion of the SORN (the RIGS code to be quoted by the ICP on the as-laid drawing is DNB2).
- UK Power Networks Disconnection Team shall process the necessary D0125 and D0171 flow for each MPAN disconnected, as set out in MAP21. They will add the reference numbers to the Completed SORN and return to the ICP.

# Any Questions?

