Market Process for Changes to Connection Characteristics

1. Introduction

1.1 Scope

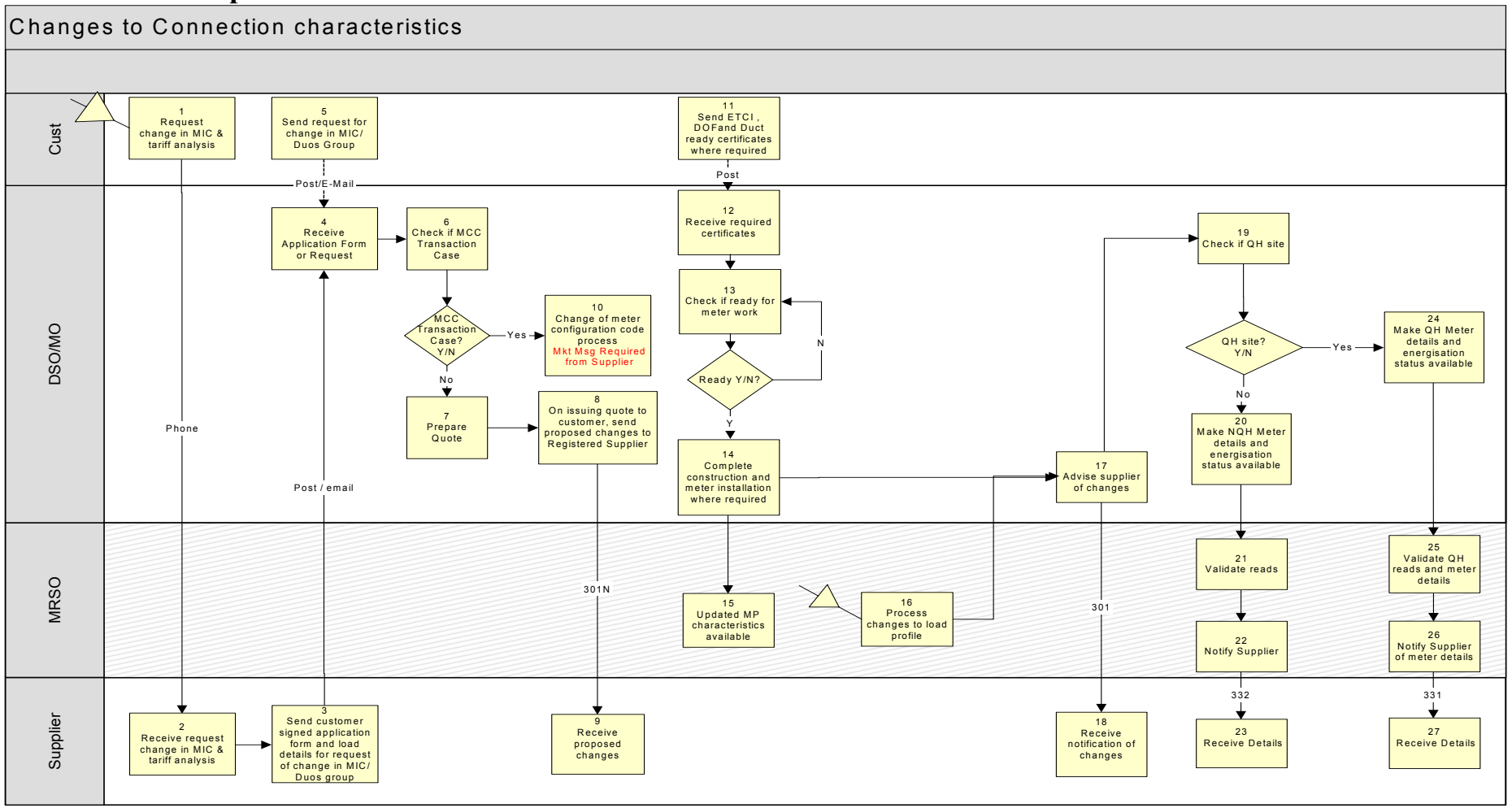
This Procedure describes the process for Changes to Connection Characteristics e.g. change to MIC, DUoS Group, Load Profile etc as outlined on message 301.

1.2 History of Changes

This Procedure includes the following changes:

Source of Change	Description of Change
517	Inclusion of message 301N to Suppliers
	Further Changes since version 3.1
MIG September 3rd	Standardised on use of QH and NQH metered
Design	Removal of validation of load factor exceptions as this is covered in MPD 14 – Readings Processing NQH
	Updates arising from Supplier clarifications
	Clarification to process map and text to show that MRSO may initiate changes to Load Profile as a result of load factor exceptions.
	No changes applied since version 4.0 DRAFT

2. Process Map



2.1 Process Description

Step	Role	Action	Interface
Step 1,2,3,4, 5	**Supplier**	Under normal circumstances the customer will apply directly to DSO for a change in connection characteristics. The customer may also contact their supplier with a request for a change to connection characteristics. If this is the case then the supplier will pass a completed Networks Application form to DSO and acts as an agent for the customer.	
Step 6,10 Step 7,8,9 Step 11, 12 Step 13, 14	**DSO/MO**	**<u>Change in MCC only</u>** DSO will determine if the change requested involves a change in MCC only. If this is the case then the customer will be informed to progress this via their Supplier. The work will not be progressed without a market message from the supplier requesting the MCC change. **<u>Other Connection Characteristics changes</u>** DSO will prepare and issue a new Connection Agreement (including quotation) for the customer and will inform the Supplier of the changes as detailed on the proposed Connection Agreement. This will include a change of legal entity if one occurs. The customer is responsible for the provision of wiring certificate/Declaration of fitness and duct ready certificate where required. The new Connection Agreement will come into effect once the following conditions are met: • All payment (where required) has been received • A signed Connection Agreement has been received • Construction (where required) has been completed • Meter installation (where required) has been completed • All certificates required (wiring certificate/ Declaration of fitness etc) have been received DSO will provide any changes to Connection Characteristics to MRSO. For DUoS billing purposes the new Connection Characteristics will take effect on the first day of the month of the next DUoS Billing Period. For De-energised or De-registered sites see Section 3.1 below.	301N to supplier

Step	Role	Action	Interface
Step 16	**MRSO**	MRSO will calculate Load Factor exceptions (see MPD 14 – Readings Processing NQH). Based on a changed load factor, MRSO may change the Load Profile at a Meter Point and will make this data available to DSO to notify Suppliers.	
Step 17, 18	**DSO/MO**	New and changed connection characteristics will be advised to the Supplier. Advice will also go to TSO for QH Metered sites only.	301 to Supplier / TSO
Step 20, 21, 24, 25	**DSO/MO**	DSO will make QH meter details or NQH meter details and readings available to MRSO where appropriate.	
Step 21, 22, 23 Step 25 26, 27	**MRSO**	MRSO validates NQH reads from DSO and notifies supplier. In cases where a site has gone from NQH to QH then closing NQH readings will be sent to the Supplier. MRSO validates QH reads and then notifies supplier of read and meter details	332 to Supplier 331to Supplier

3. Supplementary Information

3.1 De-energised and De-registered sites

For de-energised sites (under 30 kVA) energisation will occur when all criteria for the proposed changes have been met.

For de-registered sites, a supplier registration will be included in the above criteria before energisation can occur.