

## **STCP18-4 Issue 0054: Request for a Statement of Works**

### **STC Procedure Document Authorisation**

Party	Name of Party Representative	Signature	Date
National Grid Electricity System Operator Ltd			
National Grid Electricity Transmission plc			
SP Transmission plc			
Scottish Hydro Electric Transmission plc			
Offshore Transmission Owners			

### **STC Procedure Change Control History**

Issue 001	23/03/2007	First Issue
Issue 002	17/12/2009	Issue 002 incorporating changes for offshore regime.
Issue 003	27/05/2017	Issue 003 Introduction of Lead Person(s) and Admin updates
Issue 004	01/04/2019	Issue 004 incorporating National Grid Legal Separation changes
<u>Issue 005</u>	<u>09/05/2019</u>	<u>Housekeeping Modification to align STCP18-1 - STCP18-6 with existing working practices</u>

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## 1 Introduction

### 1.1 Scope

- 1.1.1 This process defines the data exchange required between NGENSO and the TO(s) for the purposes of User Applications for Requests for Statements of Works.
- 1.1.2 This procedure describes the process of how TO(s) respond to an NGENSO Request for a Statement of Works as a result of a User (the DNO) applying to NGENSO for a Request for a Statement of Works. It defines the tasks, formal documentation, interface requirements, timescales and responsibilities between NGENSO and the Host TO, Affected TO(s) and Other Affected TO(s) from receipt of such Request for Statement of Works, through production of TO Statement of Works Notices, to either the closure of the Statement of Works (SoW) Analysis or the further progression of the project through STCP18-1 Connection and Modification Application.
- 1.1.3 This procedure applies to NGENSO and each TO.
- 1.1.4 For the purposes of this document, the TOs are:
- NGET;
  - SPT;
  - SHE-T; and
  - All Offshore Transmission Licence holders as appointed by Ofgem from time to time.

### 1.2 Objectives

- 1.2.1 The objective of this procedure is to detail:
- how the Request for a Statement of Works is addressed across the NGENSO – TO interface and the TO – TO interface;
  - the requirements for exchange of information in relation to these activities; and
  - the lines of communication to be used.

## 2 Key Definitions

### 2.1 For the purposes of STCP18-4:

- 2.1.1 **Affected Parties** means the Host TO, Affected TO(s) and Other Affected TO(s), as appropriate, involved in assessing a NGENSO Request for a Statement of Works relating to a particular Request for Statement of Works.
- 2.1.2 **Affected TO(s)** means any Transmission Owner ~~whose~~ whose Transmission System would be affected by the proposed Statement of Works Project and satisfies the criteria set out in the STC, Schedule Four. [See STC Section D, Part 4, paragraph 1.1.2]
- 2.1.3 **Application Programme** means a programme to manage the application process and forms part of the Statement of Works Briefing Note. The Application Programme lists the milestones and the dates agreed by all parties are inserted.
- 2.1.4 **Developer** means the party responsible for applying to the DNO in respect of the Power Station which is to be connected to that DNO network, and which is the

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- subject of the Request for a Statement of Works. For the avoidance of doubt, in Scotland the provisions will only be applicable to Small Power Stations.
- 2.1.5 **Host TO** means the Transmission Owner to which the DNO (who the Developer is applying for connection to) is connected.
- 2.1.6 **Lead Person(s)** means representatives from NGESO, the Host TO, – Affected TO(s) and Other Affected TO(s) (as appropriate), the “Lead Person(s)”, shall oversee the application process. The remit of the Lead Person(s) is to agree the Application Programme, monitor progress and agree any changes. The Lead Person(s) are also responsible for resolving any disagreements relating to an NGESO TEC Exchange Rate Application at first instance, prior to any necessary escalation. Dialogue will take place in person, by email, telephone or video conferencing as appropriate.
- 2.1.7 **Material Impact** means anything that NGESO or an Affected Party reasonably assess would prevent NGESO notifying the User of the outcome of the Request for a Statement of Works.
- 2.1.8 **Named Contact** means in terms of the TO, the person to initially receive the NGESO Request for a Statement of Works, and in terms of NGESO, the person to whom a Request for a Statement of Works is sent in accordance with the CUSC.
- 2.1.9 **Other Affected TO(s)** means any Transmission Owner who is not a Host TO or an Affected TO, but which receives Statement of Works Planning Assumptions or NGESO otherwise identifies that it is likely to be required to submit to NGESO a TO Statement of Works Notice in respect of the Statement of Works Project.
- 2.1.10 **SoW Analysis** means all work relating to the assessment of a NGESO Request for a Statement of Works.
- 2.1.11 **SoW Analysis Closure Process** means the process to be followed when the SoW Analysis has been completed, and is as defined in section 3.3 of this STCP.
- 2.1.12 **Site Specific Requirements** means any technical design or operational criteria that a TO has assumed will apply to User Equipment at the Relevant Connection Site in assessing a NGESO Request for a Statement of Works.
- 2.1.13 **Statement of Works Briefing Note** means the note that is provided from NGESO to the TO to update the status and details of the application (see pro-forma in Appendix B).
- 2.1.14 **Statement of Works Charges Report** is a report produced by a TO on completion of a Scheme and includes the information specified in section 3.3.2 of this STCP.
- 2.1.15 **Submission Date** is the date on which a TO submits a TO Statement of Works Notice to NGESO.
- 2.1.16 **User** is as defined in the CUSC, but in this instance refers only to a DNO.

## 3 Procedure

### 3.1 Nuclear Site Licence Provision

- 3.1.1 When following this process where this may interact with, impact upon or fall within the boundary of a Nuclear Site Licence holder's site, or may otherwise have any form of affect and/or implication for a nuclear power station, consideration must be given to the relevant provisions of the applicable Nuclear Site Licence Provisions Agreement, the CUSC Bilateral Connection Agreement for that site, paragraph 6.9.4 of the CUSC and Section G3 of the STC to ensure compliance with all of these obligations.

## **3.2 Basic Process**

### **3.2.1 NGESO receives the Request for Statement of Works**

3.2.1.1 The NGESO Named Contact shall receive a completed Request for Statement of Works proforma from a User. This may include the results of any feasibility study work.

### **3.2.2 NGESO checks the User Application**

3.2.2.1 The NGESO Named Contact shall appoint the NGESO Lead Person. The NGESO Lead Person shall check that the Request for Statement of Works is completed correctly ~~and whether the correct Application Fee is received. The fee is dealt with by NGESO and the TO(s) in accordance with STCP 19-6 Application Fees.~~ Where the Request for Statement of Works is not completed correctly ~~or the correct fee is not received,~~ the NGESO Lead Person shall inform the User as soon as they determine that it is not correct.

3.2.2.2 The NGESO Lead Person shall determine who is the Host TO, Affected TO(s) and Other Affected TO(s).

3.2.2.3 The NGESO Lead Person shall utilise the information in the Request for Statement of Works to produce the NGESO Request for a Statement of Works, in accordance with Schedule 13 of the STC, for each of the Affected Parties. The NGESO Lead Person shall initially complete the appropriate Statement of Works Briefing Notes, with details from the Request for a Statement of Works, the draft Application Programme dates, the Affected Parties, the NGESO Lead Person and a NGESO unique SoW Analysis number. ~~The NGESO Lead Person shall record on the Statement of Works Briefing Notes whether the Application Fee has been cleared or not.~~

3.2.2.4 Within 3 Business Days of receipt of the Request for Statement of Works, the NGESO Lead Person shall send by e-mail and by post the relevant NGESO Request for a Statement of Works and the appropriate Statement of Works Briefing Note to the TO Named Contacts.

3.2.2.5 The NGESO Request for a Statement of Works will be sent to the Affected Parties within 3 Business Days of receipt of the User Application, regardless of whether the User Application is effective or not, so that the TO(s) are aware a Request for Statement of Works has been received. Should any Party decide to undertake any work on the NGESO Request for a Statement of Works before it is effective, then this will be at such Party's own risk.

3.2.2.6 An effective NGESO Request for a Statement of Works is one that is technically effective and NGESO has informed the TO via the appropriate Statement of Works Briefing Note that the Application Fee has been cleared.

### **3.2.3 Receipt of an NGESO Request for a Statement of Works acknowledged by TO(s)**

3.2.3.1 Within 2 Business Days of receipt of the NGESO Request for a Statement of Works, the Affected Parties shall acknowledge receipt of the NGESO Request for a Statement of Works to the NGESO Lead Person by e-mail, and advise the NGESO Lead Person of the name and contact details of their Lead Person. The NGESO Lead Person shall update the Statement of Works Briefing Notes with details of the Lead Person of the Affected Parties to whom all formal communication for the application will be addressed. The NGESO Lead Person shall e-mail the appropriate updated Statement of Works Briefing Notes to the Affected Parties' Lead Person(s).

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~~3.2.3.2~~ The NGESO Lead Person and Affected Parties Lead Person(s) shall agree the date to meet to discuss the Application Programme, and NGESO shall enter this date on the Statement of Works Briefing Notes.

~~3.2.3.2~~

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#### **3.2.4 Application fee not cleared**

3.2.4.1 If the Application Fee has not cleared, the NGESO Lead Person shall seek to obtain the Application Fee from the User.

#### **3.2.5 NGESO confirms that Application Fee cleared**

3.2.5.1 When the Application Fee is cleared, the NGESO Lead Person shall update the Statement of Works Briefing Notes with the clearance date and e-mail the appropriate Statement of Works Briefing Notes to the Affected Parties' Lead Person(s).

3.2.5.2 The TO(s) shall invoice NGESO with their relevant TO component of the Application Fee in accordance with STCP 19-6 Application Fees.

#### **3.2.6 NGESO shall be informed as to whether the NGESO Request for a Statement of Works is technically effective or not**

3.2.6.1 Within 5 Business Days of receipt of the NGESO Request for a Statement of Works, the Affected Parties Lead Person(s) shall notify the NGESO Lead Person by e-mail, as to whether the NGESO Request for a Statement of Works is technically effective or not. Where the NGESO Request for a Statement of Works is considered to be technically non-effective, then the Affected Parties Lead Person(s) shall e-mail to the NGESO Lead Person with detailed reasons as to why it considers it incomplete or unclear in a material respect and the amendments it considers are required to make it technically effective. The Host TO will also identify the DNO network data required to process the NGESO Request for a Statement of Works.

#### **3.2.7 User and TO(s) shall be informed that User Application is technically non-effective**

3.2.7.1 A technically non-effective Request for Statement of Works is one where all technical data (both data received by the User from the Developer and the User's DNO network data) has not been received.

3.2.7.2 If the Request for Statement of Works is technically non-effective, the NGESO Lead Person shall inform the User of what data is missing. The NGESO Lead Person shall ask the User for any missing data from the Developer or for any DNO network data identified as being required by the Host TO in section 3.2.6.1. The NGESO Lead Person shall update the Statement of Works Briefing Notes with the date the User was contacted and e-mail the appropriate Statement of Works Briefing Notes to the Affected Parties.

#### **3.2.8 Resolve technical non-effectiveness**

3.2.8.1 Where a NGESO Request for a Statement of Works is technically non-effective as a consequence of the Request for Statement of Works being technically non-effective, the Affected Parties shall use reasonable endeavours to liaise and assist NGESO to resolve their elements of the technical non-effectiveness. In order to achieve this, NGESO may request the TO to resolve the technical non-effectiveness with the User directly.

3.2.8.2 If the User cannot submit the data (e.g. because data is not available for new technology) then the Lead Person(s) shall assess and advise the Parties whether to progress the NGESO Request for a Statement of Works or not and note/agree any assumptions made. If the NGESO Request for a Statement of Works is to continue then alternative data may be requested from the User.

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3.2.8.3 If the Lead Person(s) assess that the NGESO Request for a Statement of Works cannot progress without the missing technical data then the NGESO Request for a Statement of Works will be put on hold as being non-effective. If and when the missing technical data is supplied to NGESO then the process will recommence from 3.2.9.

**3.2.9 NGESO informed that the NGESO Request for a Statement of Works is technically effective**

3.2.9.1 On receipt of the missing/additional data from the User (data from the Developer and/or any DNO network data), the NGESO Lead Person shall circulate the data to the Affected Parties Lead Person(s). The NGESO Lead Person shall also record on the Statement of Works Briefing Notes the date of when the missing/additional technical data has been received, and e-mail the appropriate Statement of Works Briefing Note to each Affected Party.

3.2.9.2 Within 3 Business Days of receipt of the missing/additional data, the Affected Parties Lead Person(s) shall confirm to the NGESO Lead Person by e-mail whether the NGESO Request for a Statement of Works is now technically effective. If the NGESO Request for a Statement of Works is still not technically effective then the process returns to 3.2.6, but otherwise proceeds to 3.2.10.

**3.2.10 NGESO confirms User Application Date and NGESO Application Date**

3.2.10.1 The NGESO Lead Person shall update the Statement of Works Briefing Notes with the Request for Statement of Works Date, the NGESO Application Date and the draft Application Programme dates, and e-mail the appropriate Statement of Works Briefing Note to each Affected Party.

**3.2.11 Affected Parties provided with the Statement of Works Planning Assumptions**

3.2.11.1 If NGESO generates Statement of Works Planning Assumptions it shall forward the Statement of Works Planning Assumptions, including any updates to the network model, to the Affected Parties' Lead Person(s) within 5 Business Days of the Request for Statement of Works Date.

3.2.11.2 In the event that NGESO does not intend to generate a set of Statement of Works Planning Assumptions, NGESO shall notify the TO(s) within 2 Business Days of the Request for Statement of Works Date and advise the Affected Parties which set of Construction Planning Assumptions or Statement of Works Planning Assumptions that have previously been submitted, should be used as the Statement of Works Planning Assumptions.

3.2.11.3 If there is a delay between receipt of the Request for Statement of Works and the Request for Statement of Works being effective, it may be necessary for NGESO to provide the Affected Parties with revised and updated Statement of Works Planning Assumptions.

3.2.11.4 NGESO may change, or Affected Parties may request a change to, the Statement of Works Planning Assumptions (see 3.4.2).

**3.2.12 Affected Parties assess the Statement of Works Planning Assumptions and draft Application Programme**

3.2.12.1 The Affected Parties shall assess the Statement of Works Planning Assumptions and consider any implications to the draft Application Programme.

3.2.12.2 The Affected Parties' Lead Person(s) shall amend or confirm the draft Application Programme to the NGESO Lead Person one Business Day prior to the meeting to agree the Application Programme.

**3.2.13 Application Programme agreed by NGESO and the Affected Parties**

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~~3.2.13.1~~ The Application Programme shall be agreed by the NGESO Lead Person and Affected Parties' Lead Person(s) within 10 Business Days of the Request for Statement of Works Date. The Application Programme may be agreed at a meeting of the Lead Person(s), if necessary, date fixed at step 3.2.3.2 above.

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#### **3.2.14 NGESO and the Affected Parties create GB models**

3.2.14.1 NGESO and the Affected Parties shall, where required for an application each take the Statement of Works Planning Assumptions provided by NGESO in step 3.2.11, together with the relevant network models and create a series of consistent National Electricity Transmission System models in accordance with STCP22-1 Production of Models for National Electricity Transmission System Planning.

#### **3.2.15 The Affected Parties assess the impact of the NGESO Request for a Statement of Works**

3.2.15.1 The Affected Parties shall assess the impact of the NGESO Request for a Statement of Works on their respective Transmission System. The Affected Parties shall carry out the assessment in accordance with the Application Programme.

#### **3.2.16 NGESO is provided with TO Statement of Works Notice(s)**

3.2.16.1 Each Affected Party shall submit to NGESO the TO Statement of Works Notice resulting from their assessment by e-mail, and hard copy by post. The timescales of the submission is to be in line with the Application Programme and STC Section D, part 4, paragraph 3.2.

3.2.16.2 The TO Statement of Works Notice should specify whether or not the relevant Affected Party would require Transmission Construction Works to be undertaken in respect of the Statement of Works Project.

3.2.16.3 Where the TO Statement of Works Notice specifies that Transmission Construction Works would be required, the TO Statement of Works Notice may also include an indication of such required Transmission Construction Works, although there is no obligation on the Affected Party to provide this.

3.2.16.4 Where the TO Statement of Works Notice specifies that Transmission Construction Works would not be required, the TO Statement of Works Notice should specify whether or not, in planning and developing its Transmission System, the Affected Party has assumed that any Site Specific Requirements will apply, and details of any such requirements.

#### **3.2.17 NGESO notifies the User**

3.2.17.1 NGESO shall notify the User of the outcome of the Request for a Statement of Works.

3.2.17.2 Where no requirement for Transmission Construction Works has been identified:

3.2.17.2.1 NGESO and the Affected Parties shall undertake the SoW Analysis Closure Process in accordance with 3.34.

3.2.17.2.2 In the event of any Site Specific Requirements, NGESO shall progress an agreement to vary the Bilateral Agreement with the User.

3.2.17.3 Where a requirement for Transmission Construction Works has been identified:

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- 3.2.17.3.1 If the User requests clarification on certain aspects of the outcome of the Request for a Statement of Works or requests a meeting to clarify these aspects, NGESO and the Affected Parties shall provide all reasonable assistance to answer any questions raised by the User. NGESO and the Affected Parties shall accommodate a request for a meeting at the convenience of all relevant parties.
- 3.2.17.3.2 If, within twenty-eight calendar days plus ninety-three Business Days of the Request for Statement of Works Date:
- NGESO submits to the Affected Parties a NGESO Modification Application in respect of the Statement of Works Project, such NGESO Modification Application should be progressed by following STCP18-1 Connection and Modification Application. The NGESO Lead Person shall update and close the Statement of Works Briefing Note, and send to the TO Named Contacts.
  - NGESO does not submit to the Affected Parties a NGESO Modification Application in respect of the Statement of Works Project, NGESO and the Affected Parties shall undertake the Scheme Closure Process in accordance with 3.3.

**3.3 Statement of Works Analysis Closure Process**



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3.3.1 Following the submission by each Affected Party to NGESO of the TO Statement of Works Notice resulting from their assessment, the SoW Analysis Closure Process in this section 3.3 shall be followed, except:

- where a requirement for Transmission Construction Works has been identified and NGESO has submitted to the Affected Party a NGESO Modification Application in respect of the Statement of Works Project; or
- where the User has elected to pay a fixed price application, in which case the SoW Analysis will be deemed to have been closed.

Otherwise, the SoW Analysis needs to be closed, and the final costs identified and provided within timescales agreed between the relevant Parties, but in any event within 12 months.

3.3.2 Within 8 months of the Submission Date but, in the event that a requirement for Transmission Construction Works has been identified, not less than twenty-eight calendar days plus ninety-three Business Days after the Request for Statement of Works Date (or as otherwise agreed), the TO shall send NGESO a Statement of Works Charges Report which shall, where the User has not elected to pay a fixed price application, contain the following:

- details of the final costs incurred in the assessment of a NGESO Request for a Statement of Works; and
- a signed statement from the TO(s) to the effect that all costs have been accounted for and that no further scheduled or planned financial payments are due, and, as at the date thereof, no financial claim has made in respect of any other matter pertaining to the SoW Analysis.

3.3.3 NGESO shall check the contents of the Statement of Works Charges Report. If required, NGESO shall request further detail/clarification from a TO, specifying a reasonable response time and details of the query.

3.3.4 The relevant TO shall supply the further detail or clarification regarding the contents of the Statement of Works Charges Report if requested by NGESO.

3.3.5 Where a User has a query concerning the outturn charges based upon those figures provided in the Statement of Works Charges Report, the process set out in STCP14-3 Customer Charging Queries shall be followed.

3.3.6 When the closure process has been completed, NGESO shall notify the TO(s) and confirm NGESO's acceptance of the Statement of Works Charges Report.

3.3.7 In the event that NGESO has over/underpaid given the figures in the Statement of Works Charges Report, the relevant TO shall submit a reconciling invoice to NGESO.

3.3.8 NGESO shall check the reconciling invoice and settle any outstanding sums in accordance with STCP13-1 Invoicing and Payment.

### **3.4 Subsidiary Processes**

#### **3.4.1 Amendments to Request for Statement of Works by User**

- 3.4.1.1 If details of the Request for Statement of Works change after the Request for Statement of Works has been submitted, then NGESO and the Affected Parties shall assess what impact this will have on the ability of the Affected Parties to respond to the NGESO Request for a Statement of Works to NGESO in the required timescales. NGESO shall then advise the User on whether the changes are likely to have a Material Impact on NGESO's notification of the outcome of the Request for a Statement of Works.
- 3.4.1.2 If the change will not have a Material Impact on the Affected Parties' ability to respond to the NGESO Request for a Statement of Works to NGESO and subsequently NGESO's ability to notify the User of the outcome of the Request for a Statement of Works in the required timescales, then the Affected Parties shall proceed to make their response to the NGESO Request for a Statement of Works as planned.
- 3.4.1.3 If the change is to have a Material Impact on the Affected Parties' ability to respond to the NGESO Request for a Statement of Works to NGESO and/or NGESO's subsequent ability to notify the User of the outcome of the Request for a Statement of Works in the required timescales, then the User should be requested to withdraw the original User Application and submit a new User Application with the new details.

#### **3.4.2 Modifications to Statement of Works Planning Assumptions**

##### **3.4.2.1 NGESO initiated modifications to Statement of Works Planning Assumptions prior to receipt of a TO Statement of Works Notice**

- 3.4.2.1.1 At any time after providing the Affected Parties with the Statement of Works Planning Assumptions and prior to receipt of the response to the NGESO Request for a Statement of Works, NGESO may decide to change the Statement of Works Planning Assumptions.
- 3.4.2.1.2 Affected Parties may decide to convene a meeting of the Lead Person(s) to discuss the revision of the Statement of Works Planning Assumptions giving other Affected Parties reasonable notice in writing.
- 3.4.2.1.3 NGESO Lead Person shall provide the revised Statement of Works Planning Assumptions to the Affected Parties Lead Person(s). The Affected Parties Lead Person(s) shall confirm receipt of the revised Statement of Works Planning Assumptions to NGESO Lead Person.

##### **3.4.2.2 TO initiated modifications to Statement of Works Planning Assumptions prior to submission of a TO Statement of Works Notice**

- 3.4.2.2.1 At any time prior to issuing its response to the NGESO Request for a Statement of Works, the TO may submit a request to NGESO for a change to the Statement of Works Planning Assumptions, including reasons for the request.
- 3.4.2.2.2 Affected Parties may decide to convene a meeting of the Lead Person(s) to discuss the request for revision of the Statement of Works Planning Assumptions giving other Affected Parties reasonable notice in writing.
- 3.4.2.2.3 NGESO shall consider how it will address the request and notify the TO and any other TO materially affected by the requested change.
- 3.4.2.2.4 Notwithstanding any request submitted by the TO each Affected Party shall continue to take into account the Statement of Works Planning Assumptions provided by NGESO.

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**3.4.2.3 NGESO initiated modifications to Statement of Works Planning Assumptions after receipt of a TO Statement of Works Notice but prior to notification to the User of the outcome of the Request for a Statement of Works**

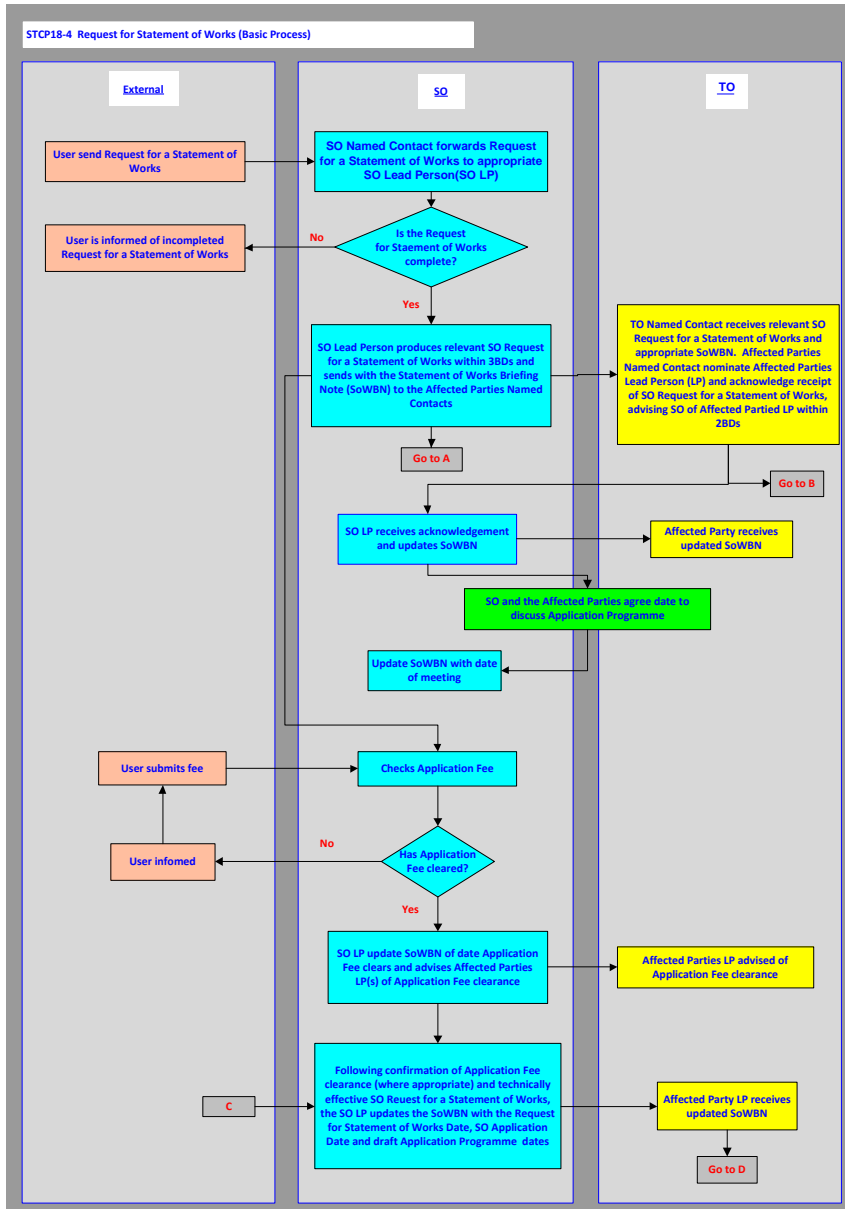
- 3.4.2.3.1 At any time after receiving a TO Statement of Works Notice and prior to notifying the User of the outcome of the Request for a Statement of Works, NGESO may decide to change the Statement of Works Planning Assumptions e.g. due to a Disconnection, a TEC increase etc.
- 3.4.2.3.2 In such circumstances, NGESO shall convene a meeting of the Lead Person(s) to discuss the revision of the Statement of Works Planning Assumptions and impact on the TO Statement of Works Notices.
- 3.4.2.3.3 NGESO shall provide to each Affected Party the revised Statement of Works Planning Assumptions. The Affected Parties Lead Person(s) shall confirm receipt of the revised Statement of Works Planning Assumptions.
- 3.4.2.3.4 Affected Parties Lead Person(s) will re-submit their TO Statement of Works Notices to the NGESO Lead Person, taking in account the revised Statement of Works Planning Assumptions, within 1 Business Days after the receipt of the revised Statement of Works Planning Assumptions.

**3.4.3 Withdrawal of a Request for Statement of Works by the User**

- 3.4.3.1 Where a User withdraws their Request for Statement of Works, NGESO shall update the Statement of Works Briefing Note and shall e-mail the Statement of Works Briefing Note to the Affected Parties within 2 Business Days. NGESO and the Affected Parties shall then undertake the Scheme Closure Process in accordance with 3.3.

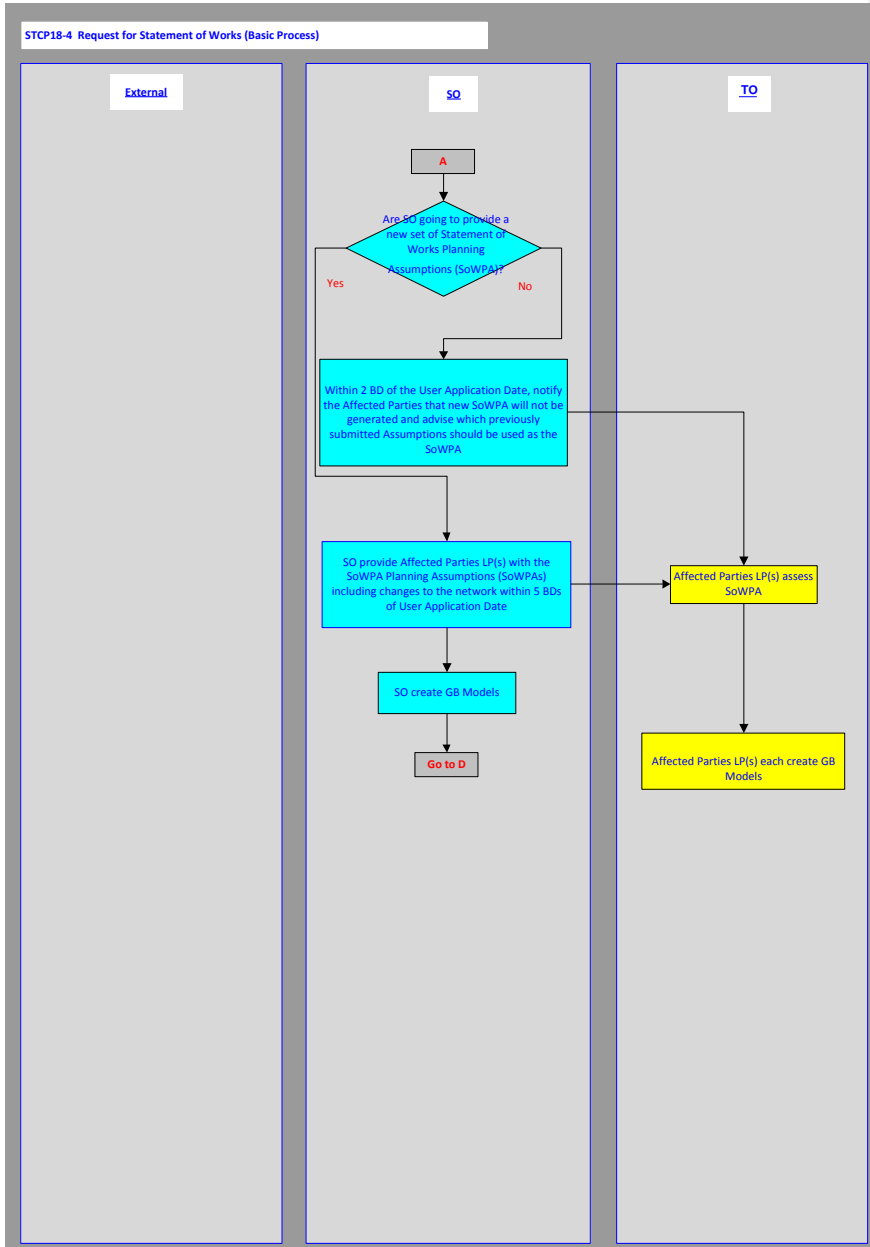
**Appendix A: Flow Diagram**

Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix A and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.



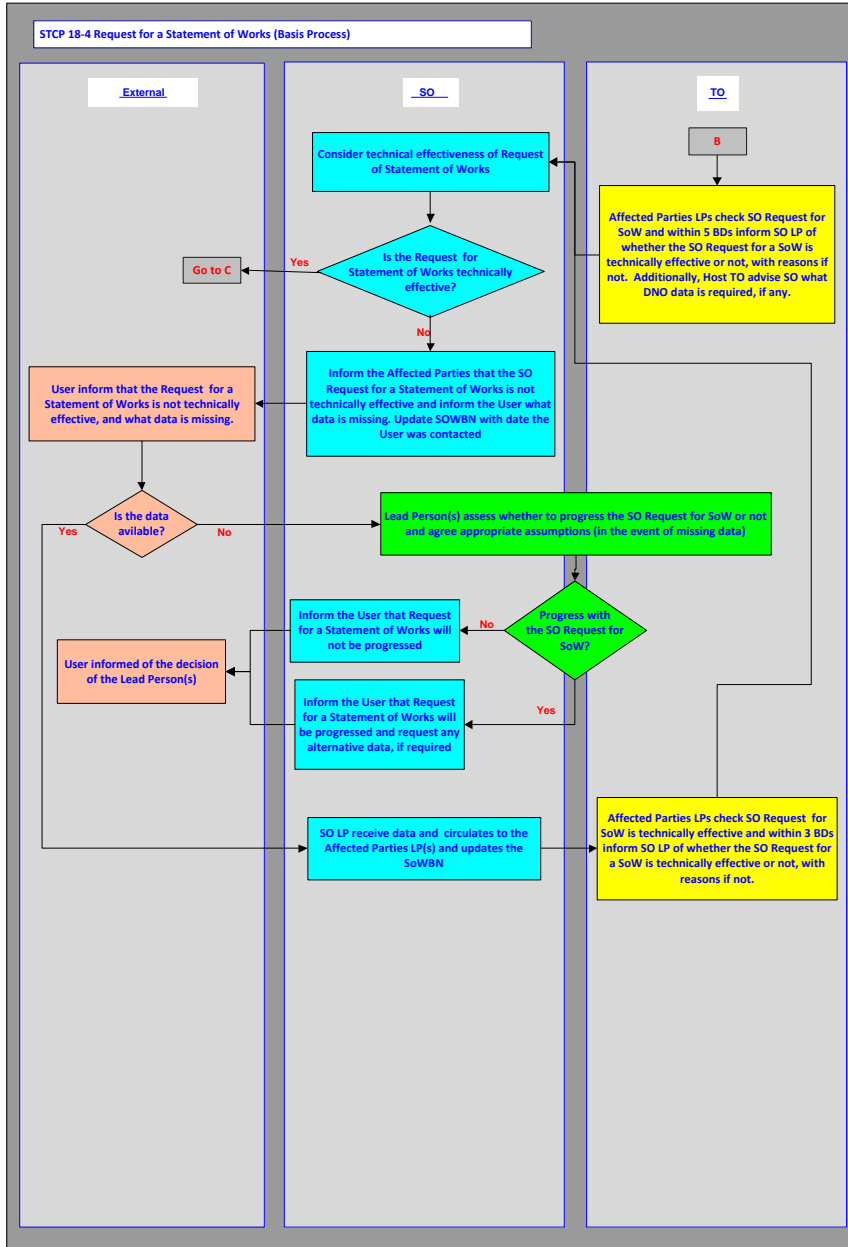
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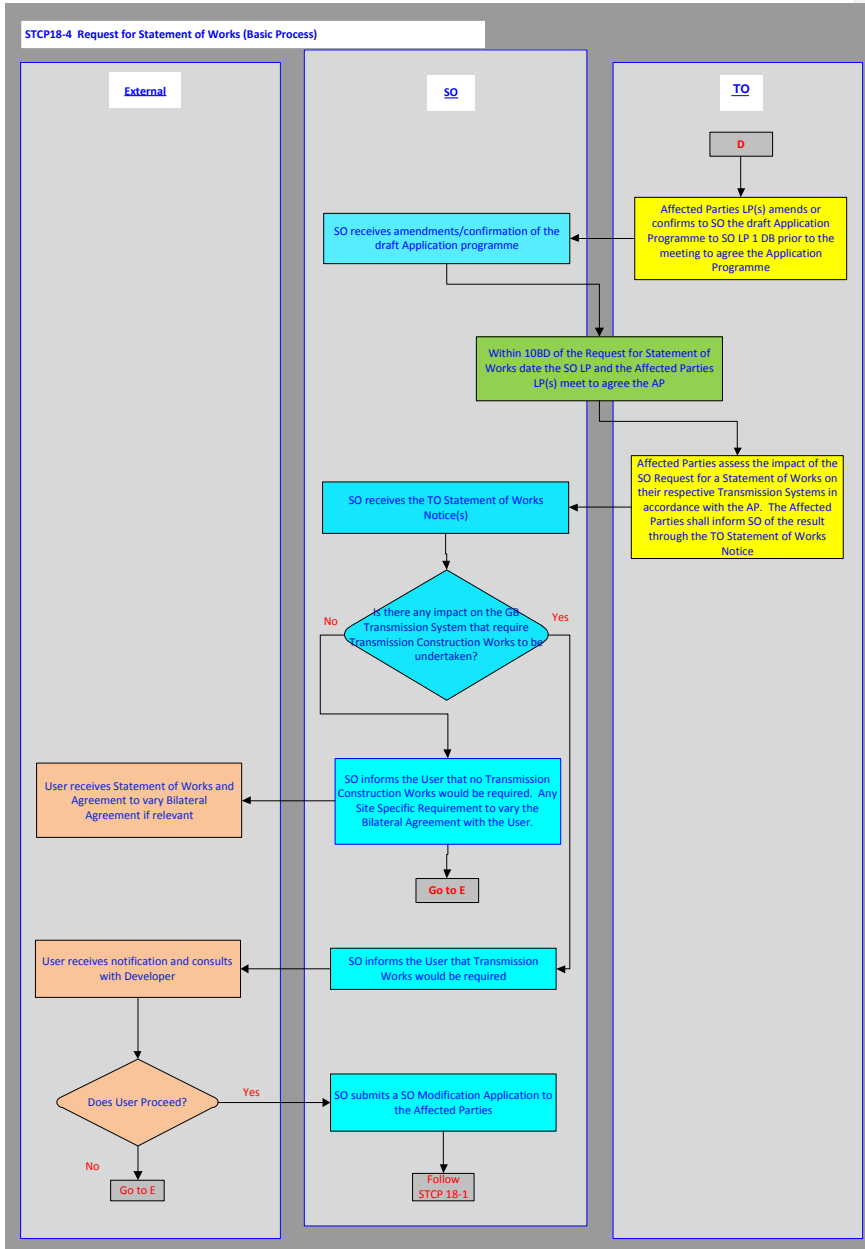
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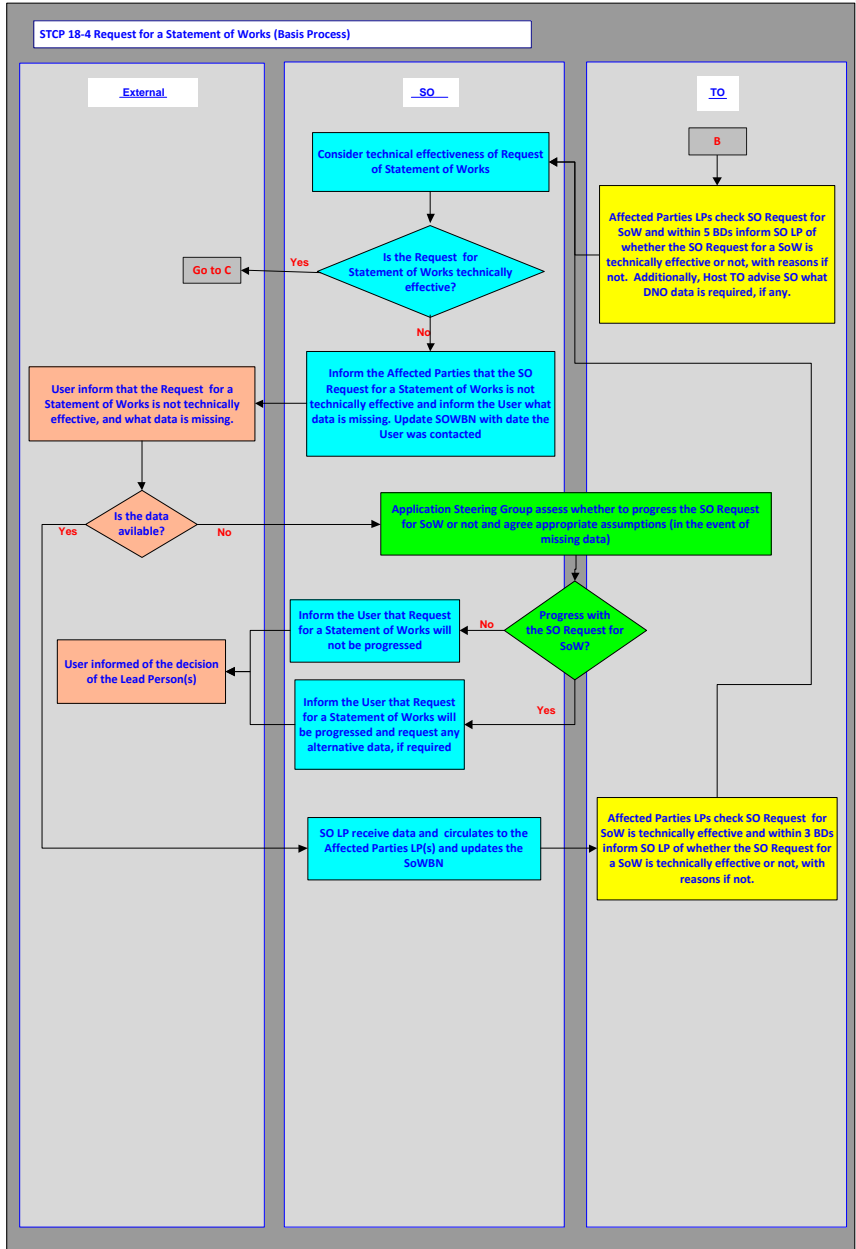
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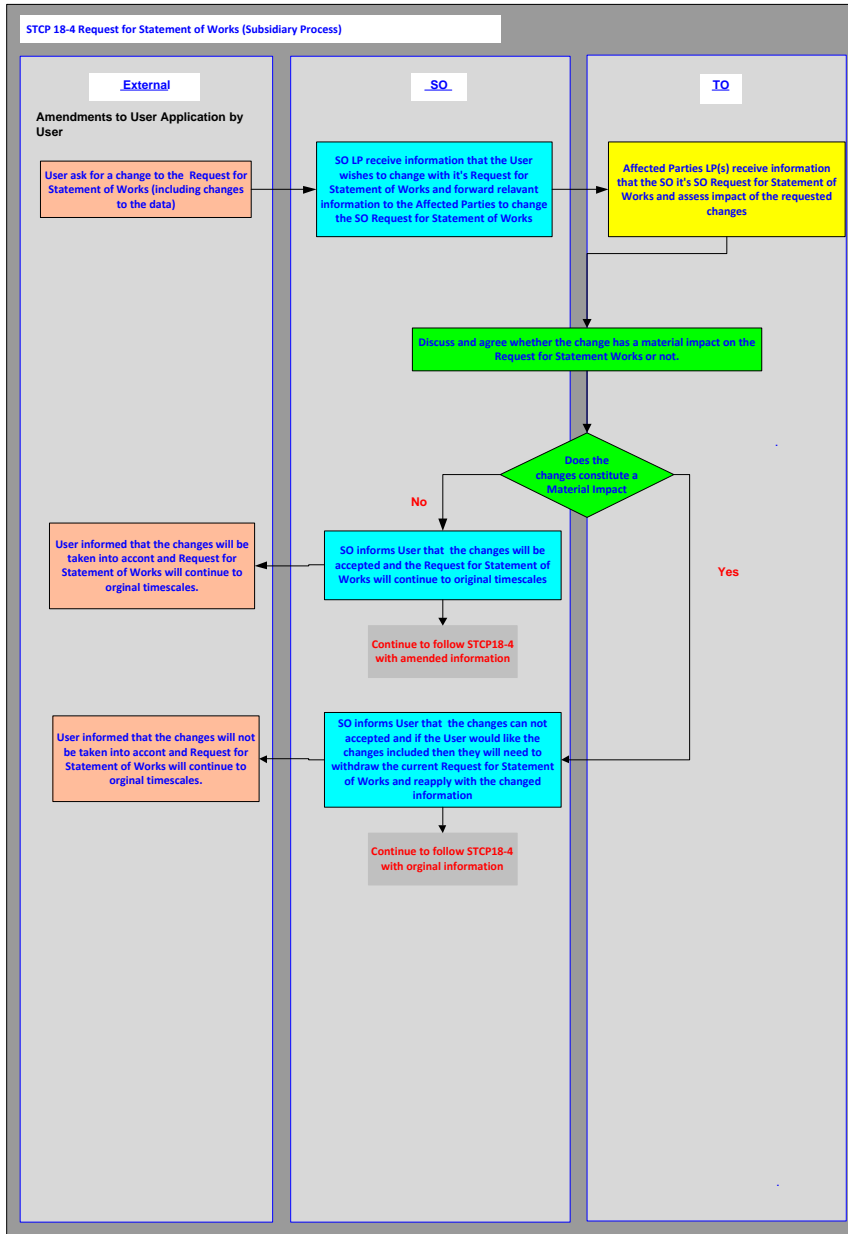
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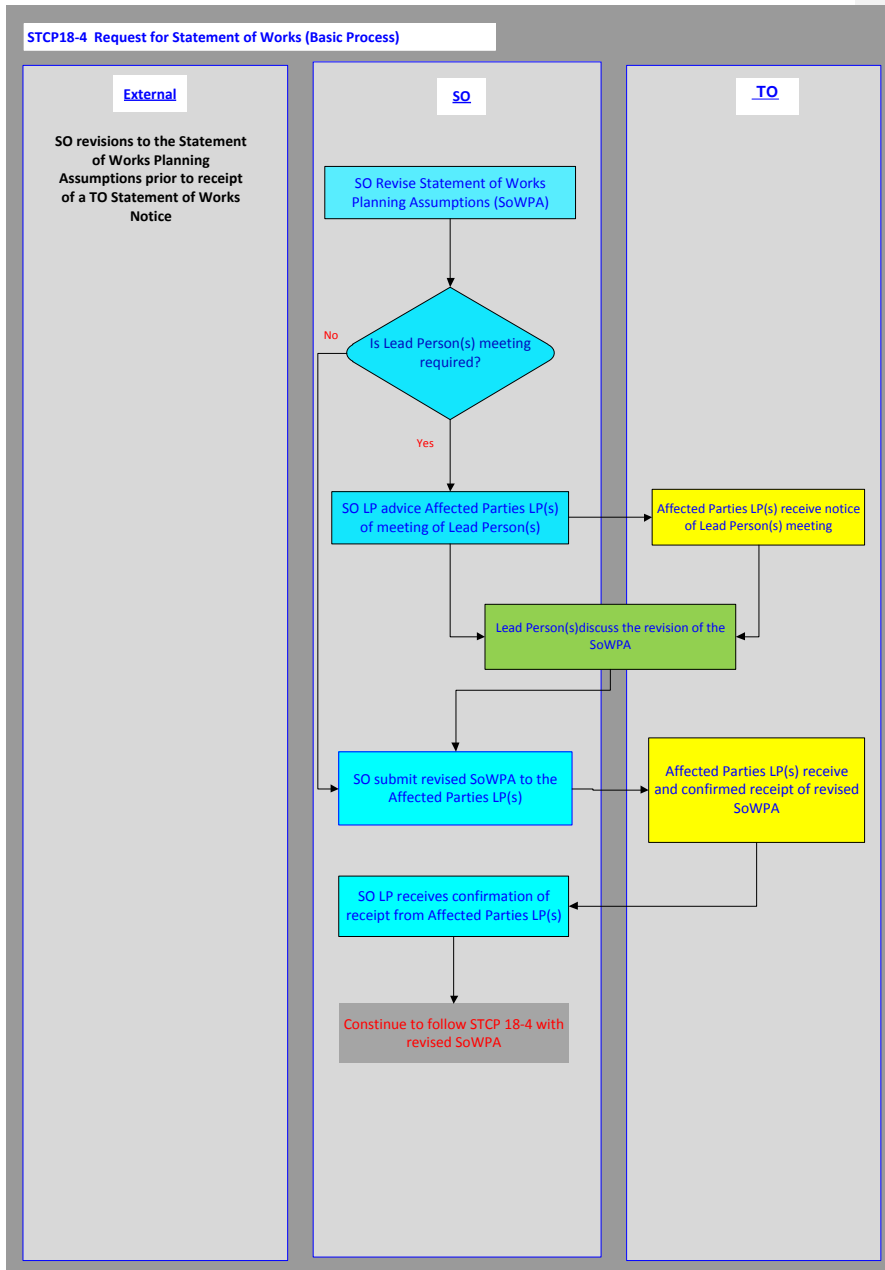
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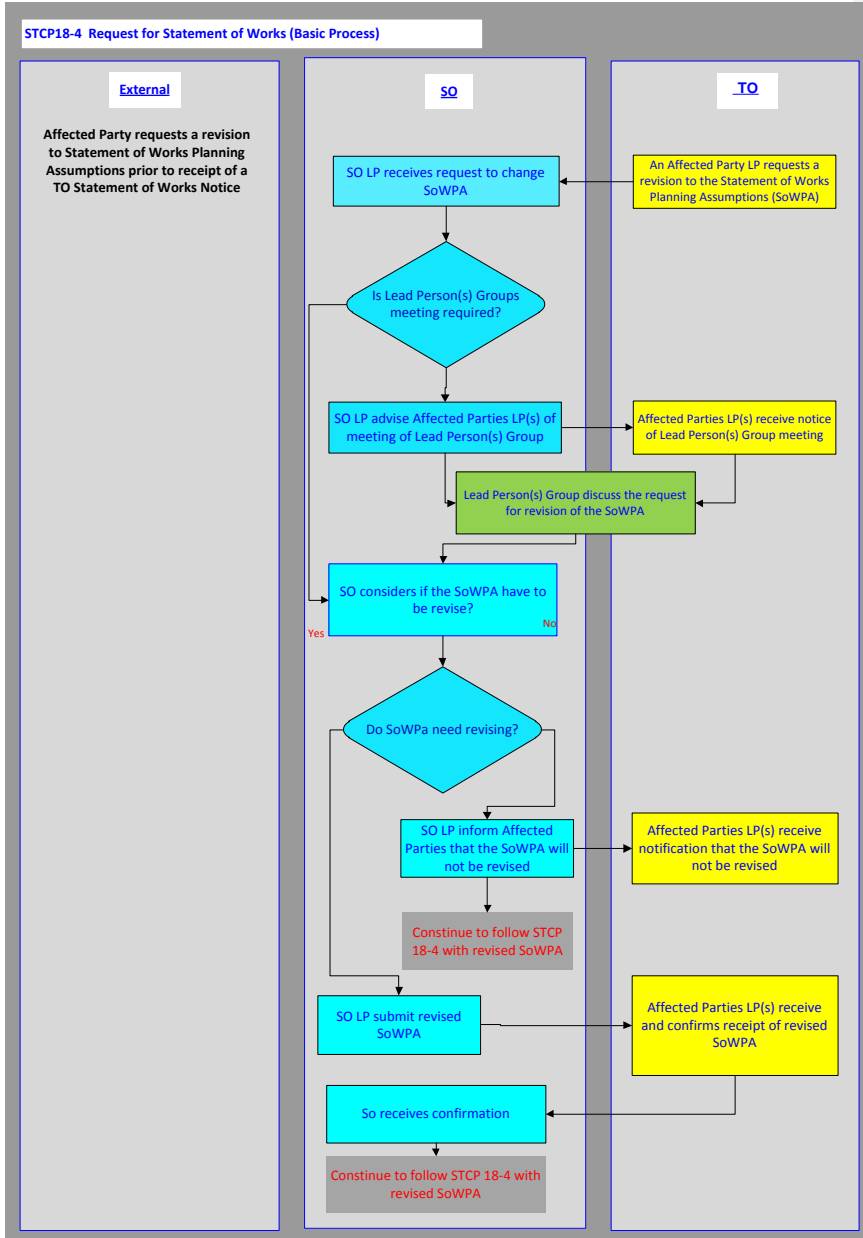
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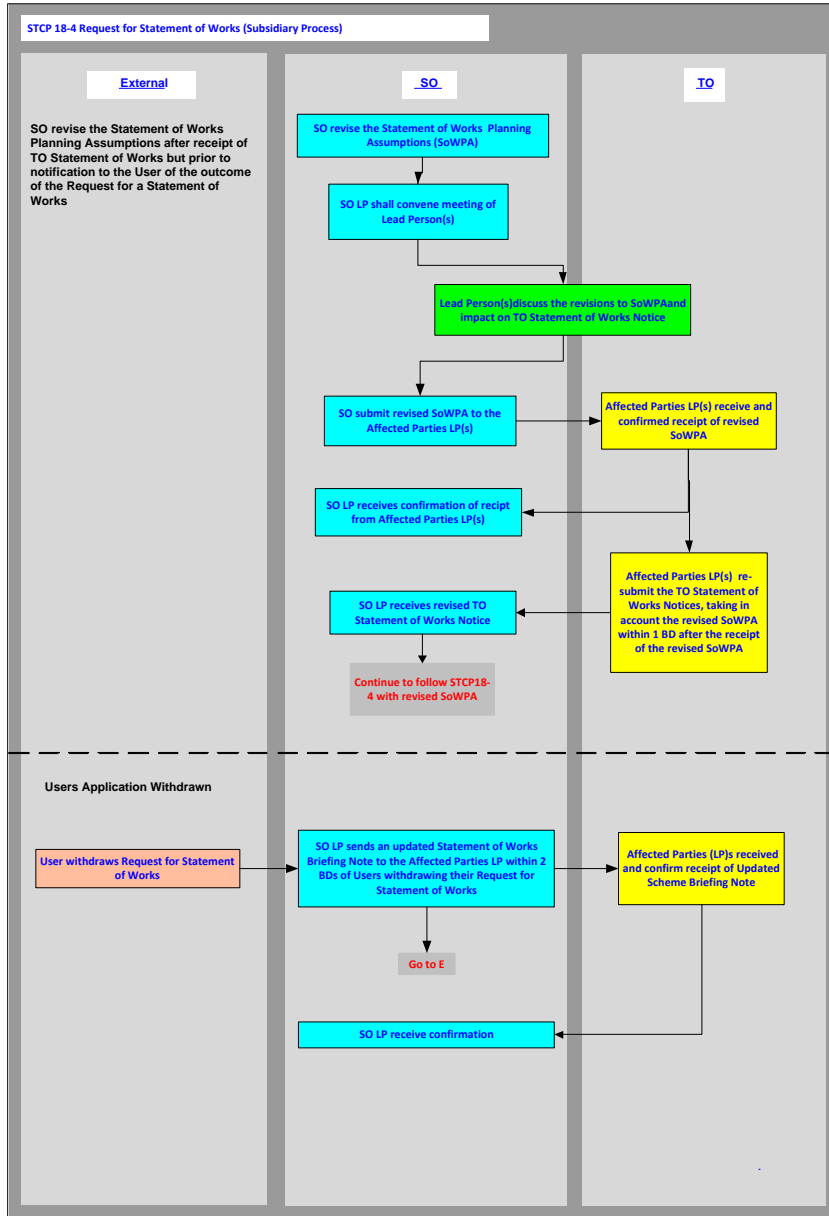
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**Appendix B: Statement of Works Briefing Note**

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<u>Data Required</u>	<u>Data Format [Where appropriate]</u>
<u>Application Type</u>	-
<u>CCM Name</u>	-
<u>CCM Telephone Number</u>	-
-	-
<u>Host TO</u>	-
<u>Affected TO</u>	-
-	-
<u>User</u>	-
<u>User's Registered Address</u>	-
<u>User's Registered Company Number</u>	-
<u>Developer Name &amp; Address</u>	-
<u>Site Name</u>	-
<u>Connection Site/GSP</u>	-
<u>Point Of Connection Co-ordinates</u>	-
<u>POC Connection Voltage</u>	-
<u>Site coordinates (if different)</u>	-
<u>Consents Status (Date if Consented)</u>	-
-	-
<u>User Application Date received by NGET</u>	-
<u>Date Application emailed to TO(s)</u>	-
<u>Application Fee Type</u>	-
<u>Level of Application Fee</u>	-
<u>Application Fee received</u>	-
-	-
<u>Overview of the Application</u>	-
<u>Is the User considering building any assets that would be identified as Transmission Connection Assets?</u>	-
<u>Details of the intended legal estate in the</u>	-

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<u>Connection Site in so far as NGET is aware.</u>	
<u>Occupier of the Connection Site in so far as NGET is aware</u>	
<u>Where a substation may be needed, User's suggested location for it, giving dimensions of the area.</u>	
<u>Is space available on the Connection Site for working storage and accommodation areas for the Transmission Owner contractors? If so, indicate location and approximate dimension of such areas.</u>	
<u>Details (including copies of any surveys or reports) of the physical nature of any additional land in which the User has an interest at the Connection Site including the nature of the ground and the sub-soil</u>	
<u>Details of any existing restrictions for access to or use of the Connection Site for the purposes of installing, maintaining and operating the User's Plant and Apparatus</u>	
<u>Does User wish to partipate in BM</u>	
<u>If New Connection Site is located in Offshore waters, earliest date for entry of this project into the Offshore Tender \Process (if no date is provided it will be assumed to be for entry into the first Offshore Tender Process following acceptance of the Offer)</u>	
<u>If New Connection Site is located in Offshore waters, please indicate if any of the following items are included alongside the application: * Feasibility Studies * Crown Estate Lease * Identified sub-sea cable routes * Identified cable landing points * Other (please specify)</u>	
<u>Connection Entry Capacity</u>	
<u>Transmission Entry Capacity</u>	
<u>Demand (If applicable)</u>	
<u>Connection Security Requested</u>	
<u>Planning Application Submitted</u>	
<u>Planning Consent Awarded</u>	
<u>Plant Ordered (i.e. Power Station or</u>	

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substation)	-
Construction Started (site mobilisation)	-
Construction Completed	-
Requested Completion Date	-
Connection Charging Payment Options	-
Standard Planning Data included?	-
Copy of User's Safety Rules	-

The Statement of Works Briefing Note is available as an Excel Spreadsheet.

## Statement of Works Briefing Note

<b>NGESO Scheme Number</b>	-
<b>NGESO Contract Reference Number</b>	-
<b>Scheme Title</b>	-
<b>NETS Location Code</b>	-

<b>1. Lead Person(s) Group MEMBERS</b>	<b>NGESO (NETSO)</b>		Name:	-
			Address:	-
			Telephone:	-
			Fax:	-
			E-mail:	-
	<b>Host TO</b>		Name:	-
			Address:	-
			Telephone:	-
			Fax:	-
			E-mail:	-
	<b>Affected TO</b>		Name:	-
			Address:	-
			Telephone:	-
			Fax:	-
			E-mail:	-
	<b>[Other] Affected TO</b>		Name:	-
		Address:	-	
		Telephone:	-	
		Fax:	-	
		E-mail:	-	
<b>APPLICATION TYPE</b>		Request for a Statement of Works		

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<b>2. USER DETAILS</b>	-
Company Name	-
Company Registered Number	-
Registered Address	-
-	-
- Post Code	-
Correspondence Address	-
-	-
- Post Code	-
<b>3. DEVELOPER DETAILS</b>	-
Company Name	-
Company Registered Number	-
Registered Address	-
-	-
Post Code	-
Correspondence Address	-
-	-
Post Code	-

<b>4. FEE excl VAT (cleared/not cleared)</b>	-
<b>5. CONNECTION SITE (TO THE TRANSMISSION SYSTEM)</b>	-
<b>6. REQUESTED COMPLETION DATE(S)</b>	-
<b>7. TECHNICAL DETAILS – eg MW</b>	-
<b>8. PREVIOUS FEASIBILITY STUDY/APPLICATION/ OFFER DETAILS</b>	-
(If available)	-
<b>9. POSSIBLE DESIGN OPTIONS</b>	-
(TO to comment)	-
<b>10. INFRASTRUCTURE WORKS</b>	-
(As a result of this scheme)	-
<b>11. ONE OFF WORKS</b>	-
(As a result of this Scheme)	-
<b>12. SIMILARITIES TO OTHER SCHEMES</b>	-
<b>13. POSSIBLE INTERACTION WITH OTHER SCHEMES/OTHER CUSTOMERS AFFECTED</b>	-



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14. POSSIBLE RISKS & ISSUES (e.g. Consents/Charging)					
15. PREVIOUS HISTORY/RELATED SCHEMES					
16. REASONS FOR APPLICATION TECHNICAL NON-EFFECTIVENESS (from TO)					
17. OUTAGE REQUIREMENTS					
18. STAGED					
19. ANY SPECIAL CUSTOMER REQUESTS					
20. STATUS					
21. OUTLINE APPLICATION PROGRAMME					
Key	Dates	Proposed Date	Agreed Date	Actual Date	Comment
1. User Application Received by NGESO		-	-	-	-
2. NGESO Request for a Statement of Works emailed to TOs		-	-	-	-
3. NGESO Request for a Statement of Works posted to TOs		-	-	-	-
4. TOs acknowledge receipt of NGESO Request for a Statement of Works and advise Lead Person		-	-	-	-
5. TOs advise technically effective		-	-	-	-
6. Application Fee cleared		-	-	-	-
7. User informed Application not effective		-	-	-	-
8. Missing data received from User		-	-	-	-
9. User Application Date		-	-	-	-
10. User informed Application effective		-	-	-	-
11. NGESO Application Date		-	-	-	-
12. Statement of Works Planning Assumptions issued by NGESO		-	-	-	-
13. TOs assess Statement of Works Planning Assumptions		-	-	-	-
14. TOs amend/confirm Application Programme		-	-	-	-
15. Application Programme Meeting (if required)		-	-	-	-
16. Agree Application Programme		-	-	-	-
17. NETS models agreed		-	-	-	-
18. TO submits TO Statement of Works Notice to NGESO, including Site Specific Requirements (if any)		-	-	-	-
19. NGESO submits NGESO Modification Application (if applicable)		-	-	-	-
20. TO sends Statement of Works Charging Report to NGESO (if required)		-	-	-	-
21. Clarification of Statement of Works Charging Report, if requested		-	-	-	-
22. NGESO notifies acceptance of the Statement of Works Charging Report		-	-	-	-
23. TO submits reconciling invoice to NGESO		-	-	-	-
24. NGESO settles outstanding sums		-	-	-	-

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Issue Number	Date of Issue	Reason for Revision	Revised by
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

**Notes for Completion:**

1. *Please complete the table above when the document is first used for a scheme and when any subsequent revisions are made to any of the information in the live document.*
2. *Please insert the scheme number into the header, and the revision number and date of revision into the footer.*

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## **Appendix C: Abbreviations & Definitions**

Affected TO	Affected Transmission Owner
DNO	Distribution Network Operator
Host TO	Host Transmission Owner
OFTO	Offshore Transmission Owner
Other Affected TO	Other Affected Transmission Owner
SHET	Scottish Hydro Electric Transmission plc
SPT	SP Transmission plc
TEC	Transmission Entry Capacity
TO	Transmission Owner

### **Definitions**

#### **STC definitions used:**

Business Day  
CUSC  
NGESO  
NGET  
NGESO Application Date  
NGESO Modification Application  
NGESO Request for a Statement of Works  
National Electricity Transmission System  
Party  
Planning Assumptions  
Power Station  
Relevant Connection Site  
Request for a Statement of Works  
Statement of Works Planning Assumptions  
Statement of Works Project  
TO Statement of Works Notice  
Transmission Construction Works  
Transmission Entry Capacity  
Transmission Owner  
Transmission System  
User Application  
User Application Date  
User Equipment

#### **CUSC definitions used:**

Bilateral Agreement  
Bilateral Connection Agreement  
Disconnection

#### **Definition used from other STCPs:**

Application Fee                      STCP19-6: Application Fee