

## ***STCP19-6 Issue 005 Application Fee***

### **STC Procedure Document Authorisation**

<b>Party</b>	<b>Name of Party Representative</b>	<b>Signature</b>	<b>Date</b>
National Grid Electricity Transmission plc			
SP Transmission plc			
Scottish Hydro Electric Transmission plc			
Offshore Transmission Owners			

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

Issue 001	19/01/2005	First issue
Issue 002	04/03/2005	BETTA Go-Live Version
Issue 003	25/10/2005	Issue 003 incorporating PA034 & PA037
Issue 004	24/11/2009	Issue 004 incorporating changes for offshore regime
Issue 005	29/01/2014	Issue 005 incorporating PM074

## **1 Introduction**

### **1.1 Scope**

1.1.1 This procedure determines how Application Fee data is provided to NGET to establish the level and treatment of fees associated with Applicants applying for a new or modified Connection to the National Electricity Transmission System or certain Agreements for Use of System.

1.1.2 It contains a detailed procedure which includes:

- responsibilities;
- clear actions and timings;

1.1.3 This procedure applies to NGET and each TO.

1.1.4 For the purpose of this document, the TO(s) are:

- SPT;
- SHET: and
- All Offshore Transmission Licence holders as appointed by Ofgem from time to time.

### **1.2 Objectives**

1.2.1 The purpose of this procedure is to detail how the Application Fee process will be addressed across the NGET~TO interface.

1.2.2 This process specifies the following:

- the responsibilities of NGET and the TO(s) in relation to Application Fee activities between the TO(s) and NGET;
- the requirements for exchange of information related to Application Fee requirements; and
- the lines of communication to be used;

### **1.3 Background**

1.3.1 NGET shall be responsible, inter alia for the contractual interface with the Applicants, and the calculation, development and invoicing of Connection and TNUoS charges. NGET shall also be responsible for establishing and maintaining a Statement of Use of System Charges.

1.3.2 The Statement of Use of System Charges includes schedules of fees payable by Applicants submitting applications in accordance with the CUSC and the Charging Methodologies.

1.3.3 NGET will require information from each TO to enable NGET to establish and maintain the Application Fees published in the Statement of Use of System Charges, and to determine the payments between NGET and each TO associated with the application process.

1.3.4 Fees are payable in respect of applications for new connection agreements, certain Use of System agreements and for modifications to existing agreements based on reasonable costs incurred by NGET as set out in the Charging Methodology Statements (which includes charges passed through from the TO(s)).

1.3.5 Applicants can opt to pay an Application Fee based on either variable price or on a fixed price basis in respect of new connection agreements (unless otherwise stated), certain Use of System agreements and modifications to existing agreements as detailed in the Charging Methodologies.

- 1.3.6 The Statement of Use of System Charges contains the fixed prices for Application Fees which are dependent upon size, type and location of the applicant's scheme.
- 1.3.7 Applicants opting for a variable price Application Fee pay an advance of reasonable costs, based on the fixed prices shown in the Statement of Use of System Charges. These charges will be reconciled once the actual costs have been calculated using the charge out rates contained in the Statement of Use of System Charges.
- 1.3.8 The Application Fees published in the Statement of Use of System Charges will be based on the daily charge out-rates stated in the Statement of Use of System Charges.
- 1.3.9 In the case of variable price Application Fees the Application Fee will be payable by the Applicant to NGET. NGET shall be responsible for collecting all processing costs in order to reconcile the final fee and for outturning to the Applicant.
- 1.3.10 NGET shall notify the TO(s) once the Application Fee has been cleared in accordance with STCP 18-1, Connection and Modification Application Procedure.

## **2 Key Definitions**

### **2.1 For the purposes of STCP19-6:**

- 2.1.1 Advanced Fee means the indicative fee based on the fixed prices.
- 2.1.2 Application Fee means the fee payable by each Applicant applying for a new or modified Connection to the National Electricity Transmission System or certain Agreements for Use of System.
- 2.1.3 Final Fee means the actual fee.
- 2.1.4 NGET Lead person means the named contact(s) within NGET for revenue issues as advised to the TOs from time to time.
- 2.1.5 Processing Charges means the charges levied by the TO to NGET for processing applications.
- 2.1.6 Processing Costs means the internal costs incurred by NGET as a result of the application process.
- 2.1.7 TO Charging Statement means the statement for which the TO Transmission Services charges are based.
- 2.1.8 TO Lead Persons means the named contact within the TOs for revenue issues as advised to NGET from time to time.

### **3 Procedure**

#### **3.1 “Application Fee” setting**

- 3.1.1 By 1 September each year the NGET Lead person shall email/send letter to the TO Lead persons requesting proposed daily charge-out rates by grades and fixed price Application Fees, in accordance with the breakdown to be published in the Statement of Use of System Charges, for work to be carried out by the TO(s) for the following Financial Year.
- 3.1.2 By 30 October each year, the TO(s) shall forward their proposed daily charge-out rates by grades in accordance with the TO Charging Statements for the following Financial Year to NGET using the Application Fee proforma contained in Appendix A1. The TO shall provide an explanation for any significant variation from the data submitted for the previous Financial Year.
- 3.1.3 The TO(s) shall calculate their components of the fixed price Application Fee in accordance with their TO Charging Statement and submit to NGET by 30 October each year using the application fee refresh template contained in Appendix A2.
- 3.1.4 NGET shall calculate the Application Fees to be published in the Statement of Use of System Charges.
- 3.1.5 NGET shall submit the charges and rates to Ofgem prior to publication in the Statement of Use of System Charges for the following Financial Year and update TO(s) via email/letter.
- 3.1.6 All parties shall provide all necessary assistance to respond to any reasonable query from Users or Ofgem regarding the Application Fees and daily charge out rates.
- 3.1.7 The Application Fees and daily charge out rates will be applicable for the following Financial Year and published in the Statement of Use of System Charges.

#### **3.2 Application sent to NGET**

- 3.2.1 The Applicant can contact NGET prior to submitting an application in order to find out the appropriate Application Fee.
- 3.2.2 NGET may need to contact the TO(s) by email/letter in order to ascertain the correct Application Fee before responding to the Applicant e.g. to take into account a previous feasibility study see 3.3.
- 3.2.3 TO(s) shall confirm by email/letter that the Application Fee is correct or provide their revised components where appropriate. NGET shall confirm the Application Fee to the Applicant.
- 3.2.4 For the avoidance of doubt, TOs shall not levy an Application Fee for any NGET Modification Application submitted as a result of modifications initiated under STCP16-1 Investment Planning.

### 3.3 Application with previous feasibility study sent to NGET

- 3.3.1 If an Applicant wishes to assess connection options before making an application, the TO(s) and/or NGET (as appropriate) will carry out a feasibility study at the Applicant's request (STCP17-1 on Feasibility Studies refers). Work carried out on a feasibility study may lead to a reduction in any subsequent fixed price Application Fee to reflect the amount of work under the feasibility study that could be adopted under the application.
- 3.3.2 It is likely that the Applicant will advise that a feasibility study has been carried out and request an appropriate reduction on a fixed price Application Fee in accordance with the Statement of Use of System Charges. Should an Application Fee reduction be agreed between NGET and the TO(s), then NGET shall confirm the Application Fee in writing to the Applicant.

### 3.4 Invoicing

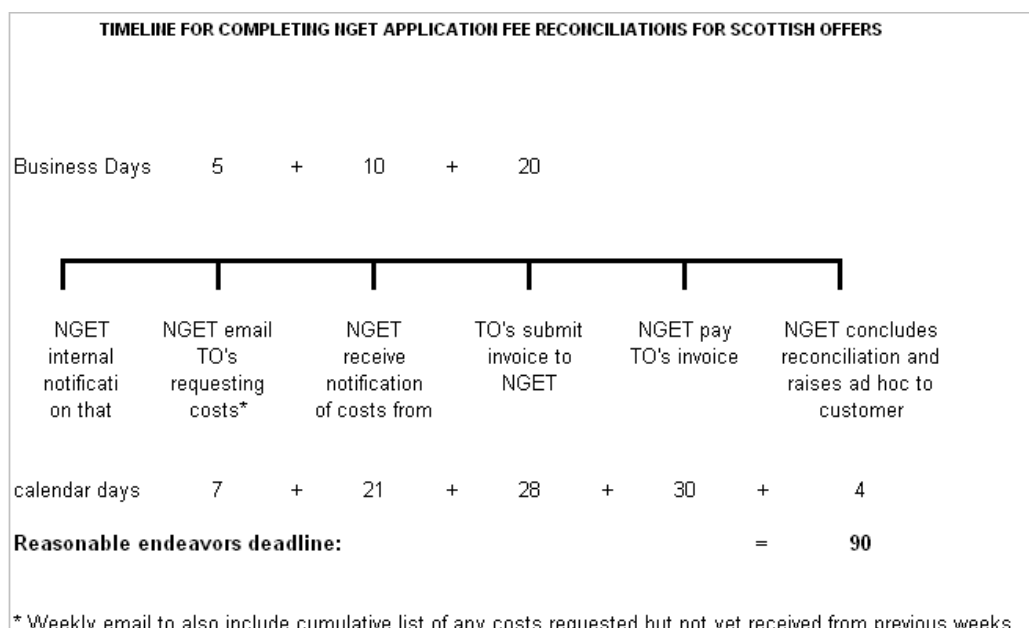
3.4.1 Once a week, NGET will email a report to the TO(s) with details of any offers that have been signed/lapsed in the previous week where they are the Host or Affected TO. This report should include the following Application Fee information in respect of each application with the TO:

- Site name;
- TO name;
- Date fee invoiced;
- Application type (new or mod);
- Application Fee type (fixed or indicative);
- Fee received;

All values to be exclusive of VAT

Where there are no signed/lapsed offers in the week a nil return email will be issued.

- 3.4.2 Within 10 business days following submission of the above report, the TO(s) shall inform NGET by email/letter of the values that will be invoiced to NGET (unless otherwise agreed).
- 3.4.3 Within a further 20 business days following 3.4.2 the TO(s) will submit their invoice to NGET for payment (unless otherwise agreed).



### **3.5      *Reconciliation of indicative Application Fees***

- 3.5.1 In the case of indicative Application Fees, NGET shall consolidate all the Processing Charges from the TO(s), together with any Processing Costs NGET has incurred and perform a reconciliation using the published charge-out rates in The Statement of Use of System Charges for the relevant years.
- 3.5.2 NGET will use it's reasonable endeavours to complete reconciliations within 90 days of the offers being signed/lapsed.
- 3.5.3 NGET shall send a balancing invoice/credit note to the Applicant if the Application Fee has not been fixed. This reconciliation will take account of any agreed Application Fee reduction.

### **3.6      *Refund of Application Fee upon Commissioning***

- 3.6.1 Where a refund is due to the Applicant, in accordance with the TO Charging Statements NGET shall raise an invoice to the TO(s) for the TO(s) component of the indicative or fixed Application Fee.
- 3.6.2 Following receipt of an invoice in 3.6.1, the TO(s) shall settle the balance with NGET in accordance with STCP13-1 Invoicing and Payment Process (Ad-Hoc activities).
- 3.6.3 NGET shall refund the Applicant's Application Fee in accordance with the Charging Methodologies.

**Appendix A:****A1: Charge-out Rates for Variable Price Applications**

	<b>£/day</b>			
	<b>NGET</b>	<b>SPT</b>	<b>SHET</b>	<b>OFTO</b>
Section Manager Internal Solicitor				
Principal Power System Engineer				
Senior Power System Engineer Project Manager Account Manager Senior Wayleave Officer				
Power System Design Engineer Draughtsman				
Graduate Engineer				
Craftsman				
Administrative Support				

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***A2: Application Fee Refresh Template***

This template can be found on the STC website as follows:

<http://www2.nationalgrid.com/UK/Industry-information/Electricity-codes/STC/The-STC/>



## ***Appendix B: Abbreviations & Definitions***

### ***Abbreviations***

Affected TO	Affected Transmission Owner
SHET	Scottish Hydro Electric Transmission plc
SPTL	SP Transmission Limited
TO	Transmission Owner

### ***Definitions***

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

Connection  
Completion Date  
Financial Year  
National Electricity Transmission System  
Modification  
NGET  
Transmission Services  
User

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

Applicant  
Bilateral Agreements  
Bilateral Connection Agreement  
Bilateral Embedded Generation Agreement  
Offer  
Statement of Use of System Charges  
Use of System

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

Charging Methodologies  
STCP14-1: Data Exchange for Annual Charge Setting  
STCP13-1 Invoicing and Payment Process (Ad-Hoc activities)