

STCP18-4 Issue 001: Request for a Statement of Works

Document Ref: ~~STCP18-2 Use Of System Application~~

STC Procedure Document Authorisation

Company	Name of Representative	Signed off (date)
NGT		
SP		
SSE		

Company	Name of Party Representative	Signature	Date
National Grid Electricity Transmission plc			
SP Transmission Ltd			
Scottish Hydro-Electric Transmission Ltd			

STC Procedure Change Control History

Issue 001	23/11/2006	First Issue
-----------	------------	-------------

1 Introduction

1.1 Scope

- 1.1.1 This process defines the data exchange required between NGET 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 NGET Request for a Statement of Works as a result of a User (the DNO) applying to NGET for a Request for a Statement of Works. It defines the tasks, formal documentation, interface requirements, timescales and responsibilities between NGET and the Host TO, Affected TO(s) and Other Affected TO(s) from receipt of such ~~Request for Statement of Works User Application~~, through production of TO Statement of Works Notices, to either the closure of the ~~Statement of Works (SoW) Analysis scheme~~ or the further progression of the project through STCP18-1 Connection and Modification Application.
- 1.1.3 This procedure applies to NGET and each TO.
- 1.1.4 For the purposes of this document, the TOs are:
- SPT; and
 - SHETL.

1.2 Objectives

- 1.2.1 The objective of this procedure is to detail:
- how the ~~Request for Statement of Works User Application~~ for a Request for a Statement of Works is addressed across the NGET ~ 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 NGET Request for a Statement of Works relating to a particular ~~Request for Statement of Works User Application~~.
- 2.1.2 **Affected TO(s)** means any Transmission Owner 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 **Application Steering Group** means a team made up of named representatives from NGET, Host TO, Affected TO(s) and Other Affected TO(s) (as appropriate), which shall be formed to oversee the application process. The members of the Application Steering Group shall be identified on the Statement of Works Briefing Note. The remit of this group is to agree the Application Programme, monitor progress and agree any changes. The Application Steering Group is also responsible for resolving any disagreements relating to a NGET Request for a

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

Statement of Works in the first instance, prior to any necessary escalation. Dialogue will take place in person, by e-mail, by telephone or by video conferencing as appropriate.

- 2.1.5 **Developer** means the party ~~constructing~~ 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 subject of the ~~User Application for a Request for a Statement of Works.~~
- 2.1.6 **Host TO** means the Transmission Owner to which the DNO (who the Developer is connecting to) is connected.
- 2.1.7 **Lead Person** means the person nominated by each Party to lead on the processing of the application on behalf of the Party.
- 2.1.8 **Material Impact** means anything that NGET or an Affected Party reasonably assess would prevent NGET notifying the User of the outcome of the Request for a Statement of Works.
- 2.1.9 **Named Contact** means in terms of the TO, the person to initially receive the NGET Request for a Statement of Works, and in terms of NGET, the person to whom a ~~User Application for the Request for a Statement of Works~~ is sent in accordance with the CUSC.
- 2.1.10 **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 NGET otherwise identifies that it is likely to be required to submit to NGET a TO Statement of Works Notice in respect of the Statement of Works Project.
- 2.1.11 **SoW Analysis** ~~scheme~~ means all work relating to the assessment of a NGET Request for a Statement of Works.
- 2.1.12 **SoW Analysis** ~~scheme~~ **Closure Process** means the process to be followed when the ~~SoW Analysis~~ ~~scheme~~ has been completed, and is as defined in section 3.4 of this STCP.
- 2.1.13 **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 NGET Request for a Statement of Works.
- 2.1.14 **Statement of Works Briefing Note** means the note that is provided from NGET to the TO to update the status and details of the application (see pro-forma in Appendix B).
- 2.1.15 **Statement of Works Charges Report** is a report produced by a TO on completion of a ~~Scheme~~ ~~SoW Analysis~~ and includes the information specified in section 3.4.2 of this STCP.
- 2.1.16 **Submission Date** is the date on which a TO submits a TO Statement of Works Notice to NGET.
- 2.1.17 **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 NGET receives the ~~User Application~~ Request for Statement of Works

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

3.2.2 NGET checks the ~~User Application~~ Request for the Statement of Works

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

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

3.2.2.3 The NGET Lead Person shall utilise the information in the **Request for Statement of Works** ~~User Application~~ to produce the NGET Request for a Statement of Works, in accordance with Schedule 13 of the STC, for each of the Affected Parties. The NGET Lead Person shall initially complete the appropriate Statement of Works Briefing Notes, with details from the User Application, the draft Application Programme dates, the Affected Parties, the NGET Lead Person and a NGET unique ~~scheme~~ **SoW Analysis** number. The NGET 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** ~~User Application~~, the NGET Lead Person shall send by e-mail and by post the relevant NGET Request for a Statement of Works and the appropriate Statement of Works Briefing Note to the TO Named Contacts.

3.2.2.5 The NGET 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** ~~User Application~~ has been received. Should any Party decide to undertake any work on the NGET Request for a Statement of Works before it is effective, then this will be at such Party's own risk.

3.2.2.6 A technically effective NGET Request for a Statement of Works is where all the necessary technical data has been provided. An effective NGET Request for a Statement of Works is one that is technically effective and NGET 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 NGET Request for a Statement of Works acknowledged by TO(s)

3.2.3.1 Within 2 Business Days of receipt of the NGET Request for a Statement of Works, the Affected Parties shall acknowledge receipt of the NGET Request for a Statement of Works to the NGET Lead Person by e-mail, and advise the NGET Lead Person of the name and contact details of their Lead Person. The NGET 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, and who are the representatives on the Application Steering Group. The NGET Lead Person shall e-mail the appropriate updated Statement of Works Briefing Notes to the Affected Parties' Lead Person(s).

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

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

3.2.4 Application fee not cleared

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

3.2.5 NGET confirms that Application Fee cleared

3.2.5.1 When the Application Fee is cleared, the NGET 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 NGET with their relevant TO component of the Application Fee in accordance with STCP 19-6 Application Fees.

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

3.2.6.1 Within 5 Business Days of receipt of the NGET Request for a Statement of Works, the Host TO and Affected TO(s) (as appropriate) Lead Person(s) shall notify the NGET Lead Person by e-mail, as to whether the NGET Request for a Statement of Works is technically effective or not. Where the NGET Request for a Statement of Works is considered to be technically non-effective, then the Host TO and Affected TO(s) (as appropriate) Lead Person(s), shall e-mail to the NGET 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. This detail will also include the DNO network data identified by the Host TO as being required to process the NGET Request for a Statement of Works.

3.2.7 User and TO(s) shall be informed that ~~Request for Statement of Works User Application~~ is technically non-effective

3.2.7.1 A technically non-effective ~~Request for Statement of Works User Application~~ 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 User Application~~ is technically non-effective, the NGET Lead Person shall inform the User of what data is missing. The NGET 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 in accordance with the Grid Code. The NGET 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 NGET Request for a Statement of Works is technically non-effective as a consequence of the ~~Request for Statement of Works User Application~~ being technically non-effective, the Host TO and Affected TO(s) (as appropriate) shall use best endeavours to liaise and assist NGET to resolve their elements of the technical non-effectiveness. In order to achieve this, NGET 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 Application Steering Group shall assess and advise the Parties whether to progress the NGET Request for a Statement of Works or not and note/agree any assumptions made. If the NGET Request for a Statement of Works is to continue then alternative data may be requested from the User.

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

3.2.8.3 If the Application Steering Group assess that the NGET Request for a Statement of Works cannot progress without the missing technical data then the NGET 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 NGET then the process will recommence from 3.2.9.

3.2.9 NGET informed that the NGET 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 NGET Lead Person shall circulate the data to the Host TO and/or Affected TO(s) (as appropriate) Lead Person(s). The ~~NGC~~ NGET 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 On receipt of network data from the DNO, the NGC NGET Lead Person shall circulate the data to the Host TO and Affected TO(s) (as appropriate) Lead Person(s). The NGC NGET 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.~~

3.2.9.3 Within 3 Business Days of receipt of the missing/additional data, the Host TO and Affected TO(s) (as appropriate) Lead Person(s) shall confirm to the NGET Lead Person by e-mail whether the NGET Request for a Statement of Works is now technically effective. If the NGET 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 NGET confirms Request for Statement of Works User Application Date and NGET Application Date

3.2.10.1 The NGET Lead Person shall update the Statement of Works Briefing Notes with the Request for Statement of Works User Application Date, the NGET 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 NGET 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 User Request for Statement of Works Application Date.

3.2.11.2 In the event that NGET does not intend to generate a set of Statement of Works Planning Assumptions, NGET shall notify the TO(s) within 2 Business Days of the Request for Statement of Works User Application Date. In this case the Affected Parties will use the general Planning Assumptions already provided under STCP16-1 Investment Planning.

3.2.11.3 If there is a delay between receipt of the Request for Statement of Works User Application and the Request for Statement of Works User Application being effective, it may be necessary for NGET to provide the Affected Parties with revised and updated Statement of Works Planning Assumptions, which take account of the generation and Demand backgrounds in STCP 22-1 Production of Models for GB System Planning.

3.2.11.4 NGET may change, or Affected Parties may request a change to, the Statement of Works Planning Assumptions (see **Error! Reference source not found.**).

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

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

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 NGET Lead Person one Business Day prior to the meeting to agree the Application Programme.

3.2.13 Application Programme agreed by NGET and the Affected Parties

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

3.2.14 NGET and the Affected Parties create GB models

3.2.14.1 NGET and the Affected Parties shall each take the Statement of Works Planning Assumptions provided by NGET in step 3.2.11, together with the relevant network models and create a series of consistent GB models in accordance with STCP22-1 Production of Models for GB System Planning.

3.2.15 The Affected Parties assess the impact of the NGET Request for a Statement of Works

3.2.15.1 The Affected Parties shall assess the impact of the NGET 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 NGET is provided with TO Statement of Works Notice(s)

3.2.16.1 Each Affected Party shall submit to NGET 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 ~~should~~ may also include, ~~where possible,~~ an indication of such required Transmission Construction Works, ~~as deemed appropriate by the Affected Party 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 NGET notifies the User

3.2.17.1 NGET 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 NGET and the Affected Parties shall undertake the **SoW Analysis** ~~Scheme~~ Closure Process in accordance with 3.4.

3.2.17.2.2 In the event of any Site Specific Requirements, NGET 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:

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

- 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, NGET and the Affected Parties shall provide all reasonable assistance to answer any questions raised by the User. NGET 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~~ ~~User Application~~ Date:
- NGET submits to the Affected Parties a NGET Modification Application in respect of the Statement of Works Project, such NGET Modification Application should be progressed by following STCP18-1 Connection and Modification Application. The NGET Lead Person shall update and close the Statement of Works Briefing Note, and send to the TO Named Contacts.
 - NGET does not submit to the Affected Parties a NGET Modification Application in respect of the Statement of Works Project, NGET and the Affected Parties shall undertake the ~~Scheme~~ ~~SoW Analysis~~ Closure Process in accordance with 3.4.

3.3 Subsidiary Processes

3.3.1 Amendments to ~~Request for Statement of Works~~ ~~User Application~~ by User

- 3.3.1.1 If details of the ~~Request for Statement of Works~~ ~~User Application~~ change after the ~~Request for Statement of Works~~ ~~User Application~~ has been submitted, then NGET and the Affected Parties shall assess what impact this will have on the ability of the Affected Parties to respond to the NGET Request for a Statement of Works to NGET in the required timescales. NGET shall then advise the User on whether the changes are likely to have a Material Impact on NGET's notification of the outcome of the Request for a Statement of Works.
- 3.3.1.2 If the change will not have a Material Impact on the Affected Parties' ability to respond to the NGET Request for a Statement of Works to NGET and subsequently NGET'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 NGET Request for a Statement of Works as planned.
- 3.3.1.3 If the change is to have a Material Impact on the Affected Parties' ability to respond to the NGET Request for a Statement of Works to NGET and/or NGET'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 ~~Request for Statement of Works~~ ~~User Application~~ and submit a new ~~Request for Statement of Works~~ ~~User Application~~ with the new details.

3.3.2 Modifications to Statement of Works Planning Assumptions

3.3.2.1 NGET initiated modifications to Statement of Works Planning Assumptions prior to receipt of a TO Statement of Works Notice

- 3.3.2.1.1 At any time after providing the TO(s) with the Statement of Works Planning Assumptions and prior to receipt of the response to the NGET Request for a Statement of Works, NGET may decide to change the Statement of Works Planning Assumptions.
- 3.3.2.1.2 NGET may decide to convene a meeting of the Application Steering Group to discuss the revision of the Statement of Works Planning Assumptions giving Affected Parties reasonable notice in writing.
- 3.3.2.1.3 NGET shall provide the revised Statement of Works Planning Assumptions ~~to the TOs. TOs shall confirm receipt of the revised Statement of Words Planning Assumptions to NGET and request confirmation from the TO that the TO will meet the Application Programme. This may be at the meeting of the Application Steering Group convened in 3.3.2.1.2.~~
- ~~3.3.2.1.4 The Affected Parties shall either confirm the Application Programme timescales or request a revision to the Application Programme.~~

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

3.3.2.2 TO initiated modifications to Statement of Works Planning Assumptions prior to submission of a TO Statement of Works Notice

3.3.2.2.1 At any time prior to issuing its response to the NGET Request for a Statement of Works, the TO may submit a request to NGET for a change to the Statement of Works Planning Assumptions, including reasons for the request.

~~3.3.2.2.3~~ **3.3.2.2.2** NGET may decide to convene a meeting of the Application Steering Group to discuss the request for revision of the Statement of Works Planning Assumptions giving Affected Parties reasonable notice in writing.

~~3.3.2.2.3~~ NGET shall consider how it will address the request and notify the TO and any other TO materially affected by the requested change. Where relevant, NGET shall issue revised Statement of Works Planning Assumptions, ~~and request confirmation from the TO that the TO will meet the Application Programme. This may be at the meeting of the Application Steering Group convened in 3.3.2.2.2.~~

~~3.3.2.2.4~~ ~~The Affected Parties shall either confirm the Application Programme timescales or request a revision to the Application Programme.~~

3.3.2.2.3 Notwithstanding any request submitted by the TO each Affected Party shall continue to take into account the Statement of Works Planning Assumptions provided by NGET.

~~3.3.2.2.5~~ ~~NGET shall consider how it will address the request and notify the TO and any other TO materially affected by the requested change. Where relevant, NGET shall issue revised Statement of Works Planning Assumptions and request confirmation from the TO that the TO will meet the Application Programme. This may be at the meeting of the Application Steering Group convened in 3.3.2.2.2.~~

~~3.3.2.2.4~~ ~~The Affected Parties shall either confirm the Application Programme timescales or request a revision to the Application Programme.~~

~~3.3.2.2.6~~ ~~Notwithstanding any request submitted by the TO each Affected Party shall continue to take into account the Statement of Works Planning Assumptions provided by NGET.~~

3.3.2.3 NGET 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

3.3.2.3.1 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, NGET may decide to change the Statement of Works Planning Assumptions e.g. due to a Disconnection, a TEC increase etc.

3.3.2.3.2 In such circumstances, NGET shall convene a meeting of the Application Steering Group to discuss the revision of the Statement of Works Planning Assumptions and a programme for a revised response to the NGET Request for a Statement of Works. This will be based on relevant paragraphs from 3.2.12.

3.3.2.3.3 NGET shall provide to each Affected Party the revised Statement of Works Planning Assumptions and a new Statement of Works Briefing Note setting out the revised Application Programme.

3.3.3 Withdrawal of a Request for Statement of Works User Application by the User

3.3.3.1 Where a User withdraws ~~his~~ ~~their~~ ~~Request for Statement of Works User Application~~, NGET shall update the Statement of Works Briefing Notes ~~s~~ and shall e-mail the ~~appropriate~~ Statement of Works Briefing Notes to the Affected Parties within 2 Business Days. NGET and the Affected Parties shall then undertake the ~~SoW Analysis Scheme~~ **SoW Analysis Scheme** Closure Process in accordance with 3.4.

4.23.4 SoW Analysis Scheme Closure Process

- 3.4.1 Following the submission by each Affected Party to NGET of the TO Statement of Works Notice resulting from their assessment, the ~~SoW Analysis Scheme~~ Closure Process in this section 3.4 shall be followed, except:
- where a requirement for Transmission Construction Works has been identified and NGET has submitted to the Affected Party a NGET 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 Scheme~~ will be deemed to have been closed.
- Otherwise, the ~~SoW Analysis Scheme~~ 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.
- 3.4.2 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 User Application~~ Date (or as otherwise agreed), the TO shall send NGET a Statement of Works Charges Report which shall contain the following:
- details of the final costs incurred in the assessment of a NGET 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 Scheme~~.
- 3.4.3 NGET shall check the contents of the Statement of Works Charges Report. If required, NGET shall request further detail/clarification from a TO, specifying a reasonable response time and details of the query.
- 3.4.4 The relevant TO shall supply the further detail or clarification regarding the contents of the Statement of Works Charges Report if requested by NGET.
- 3.4.5 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.
- 3.4.6 When the closure process has been completed, NGET shall notify the TO(s) and confirm NGET's acceptance of the Statement of Works Charges Report.
- 3.4.7 In the event that NGET has over/underpaid given the figures in the Statement of Works Charges Report, the relevant TO shall submit a reconciling invoice to NGET.
- 3.4.8 NGET shall check the reconciling invoice and settle any outstanding sums in accordance with STCP13-1 Invoicing and Payment.

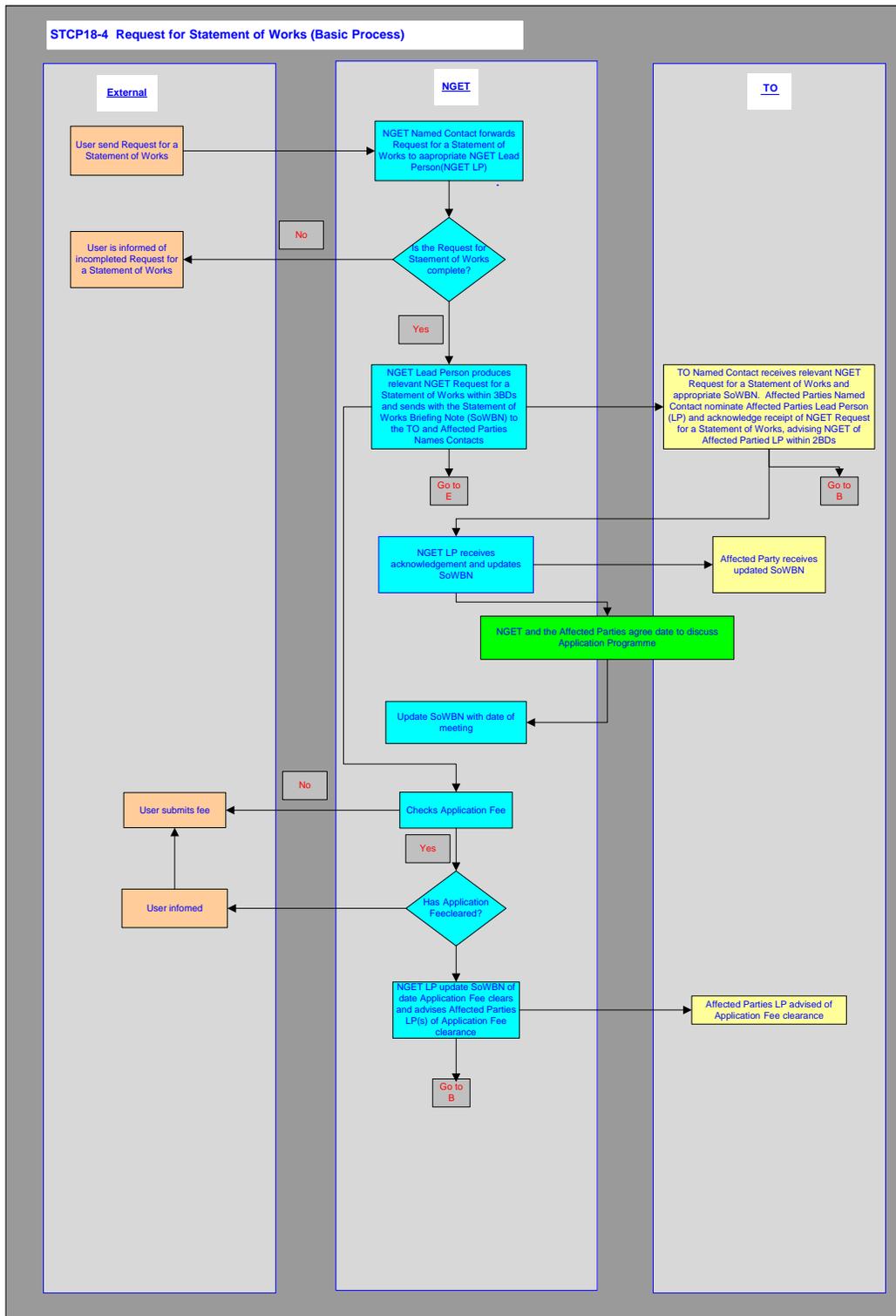
Appendix A: Flow Diagram

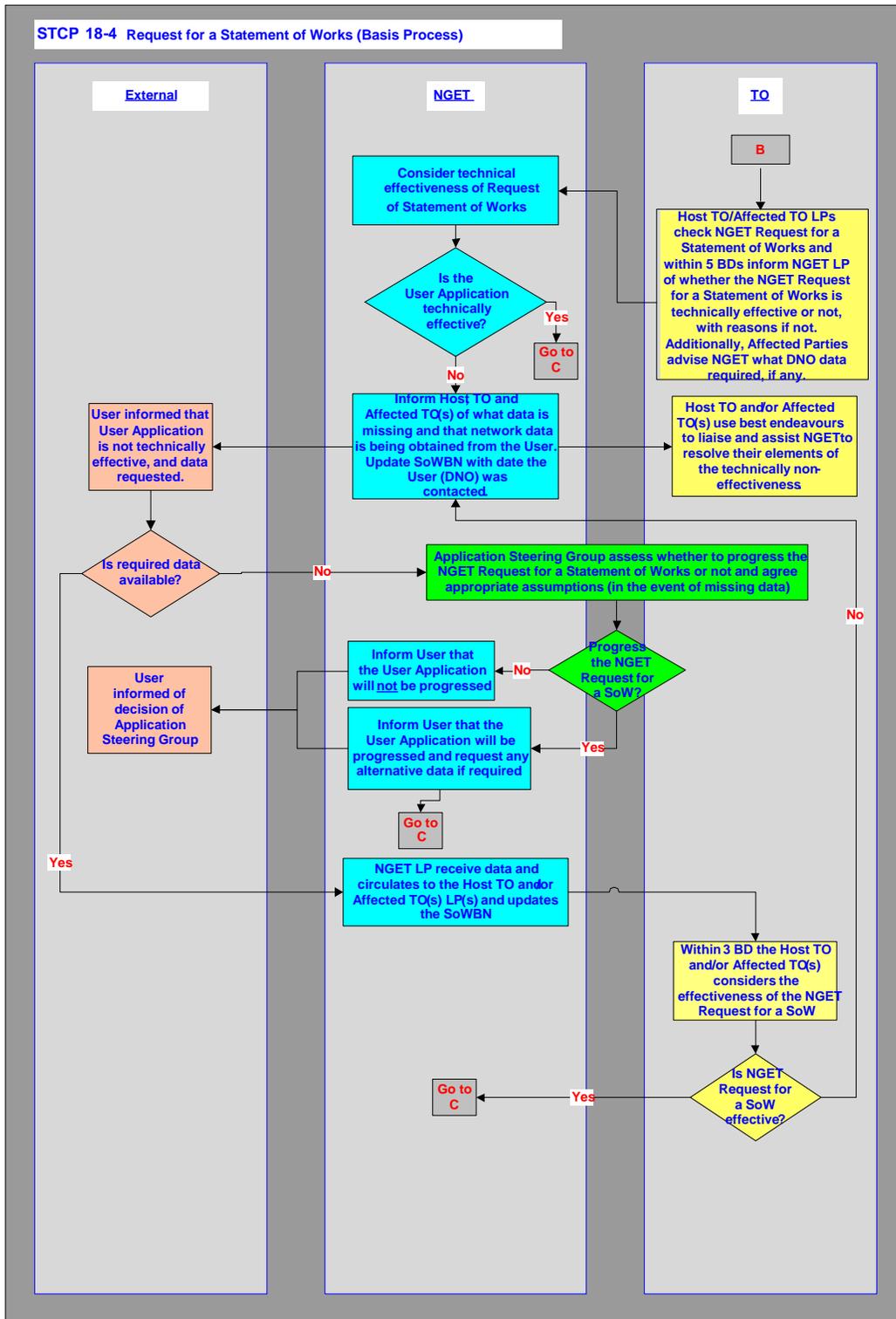
(See overleaf).

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.

STCP 18-4 Request for a Statement of Works

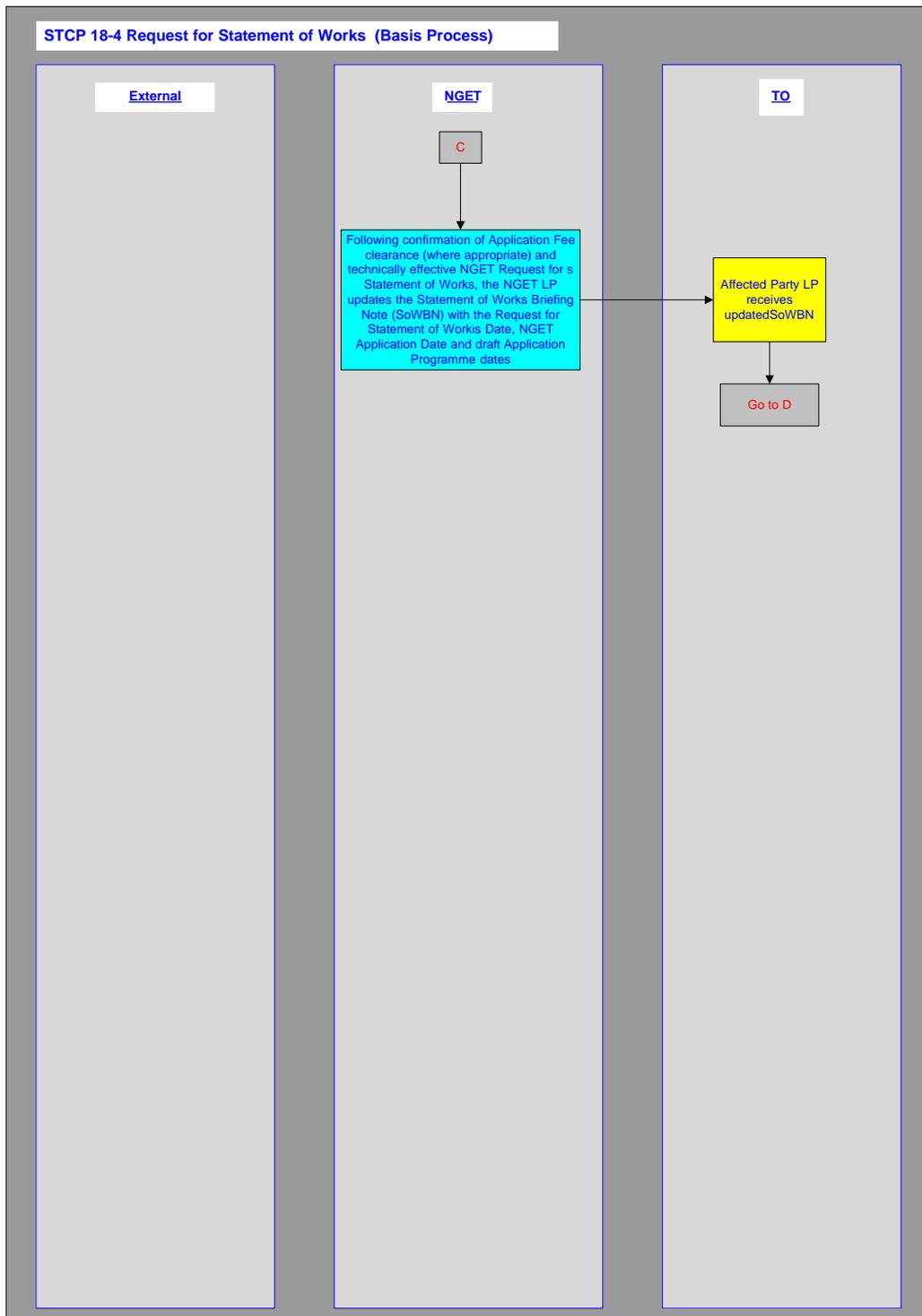
Issue 001 – 23/11/06 STCP18-2 Use Of System Application, Issue 2

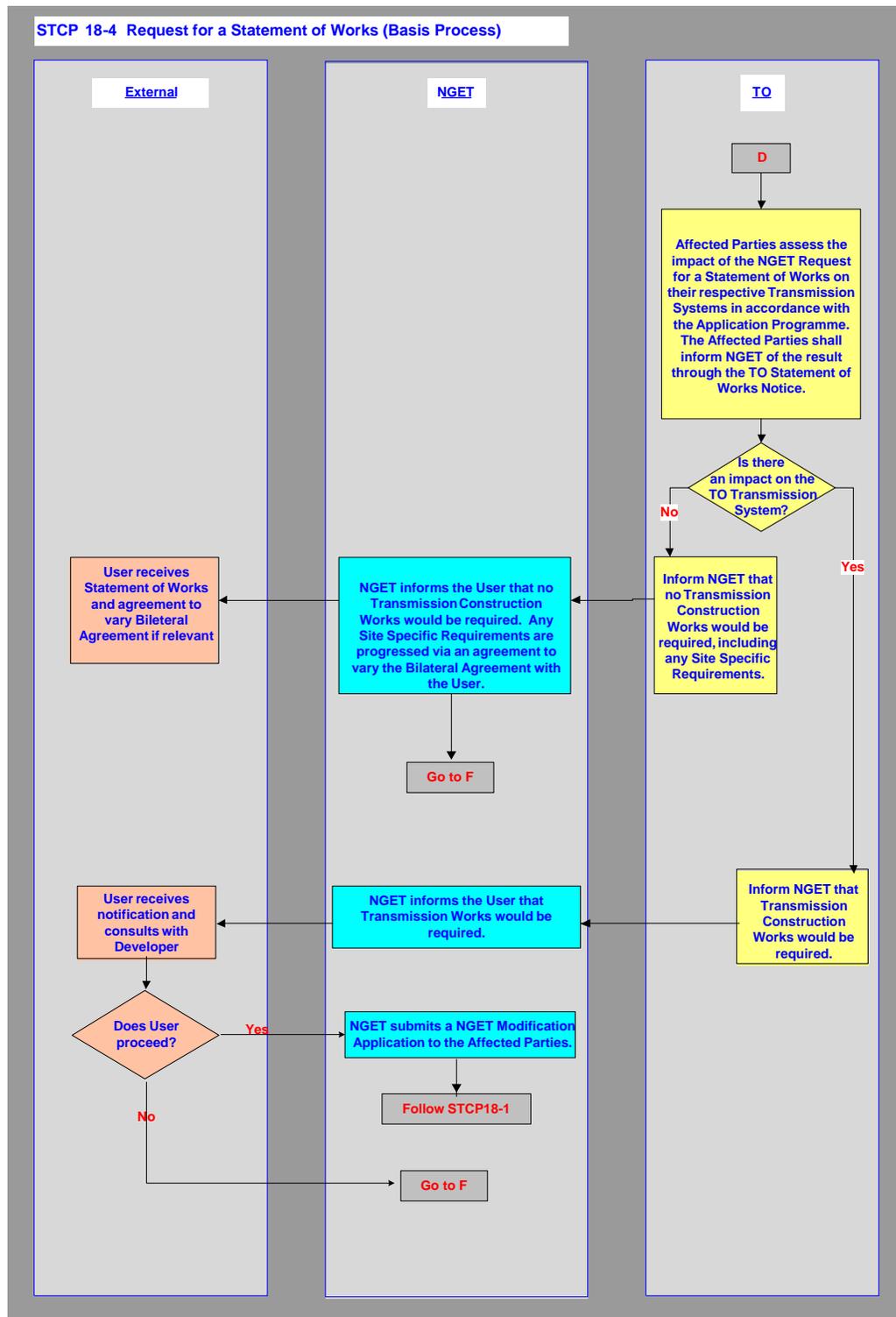


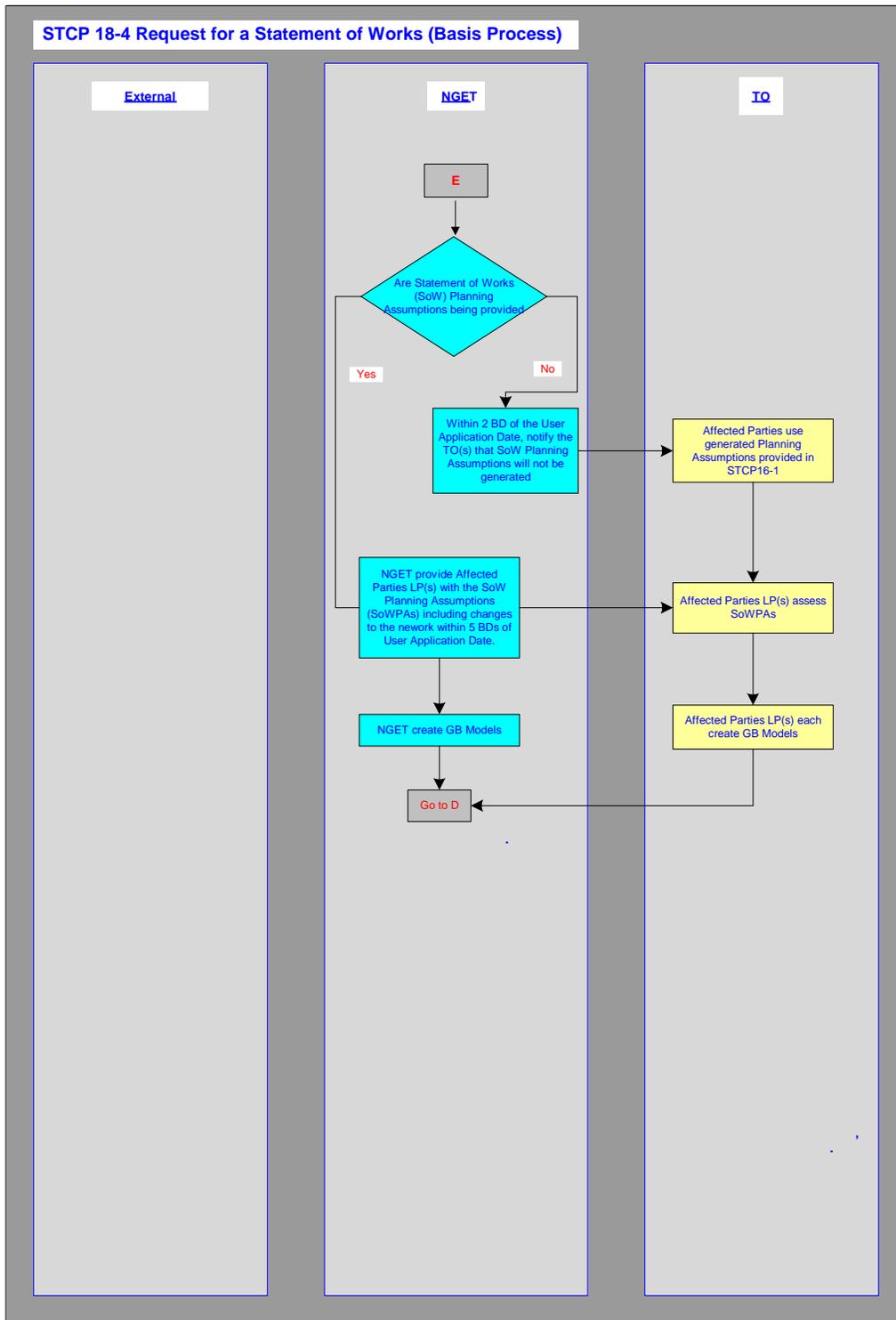


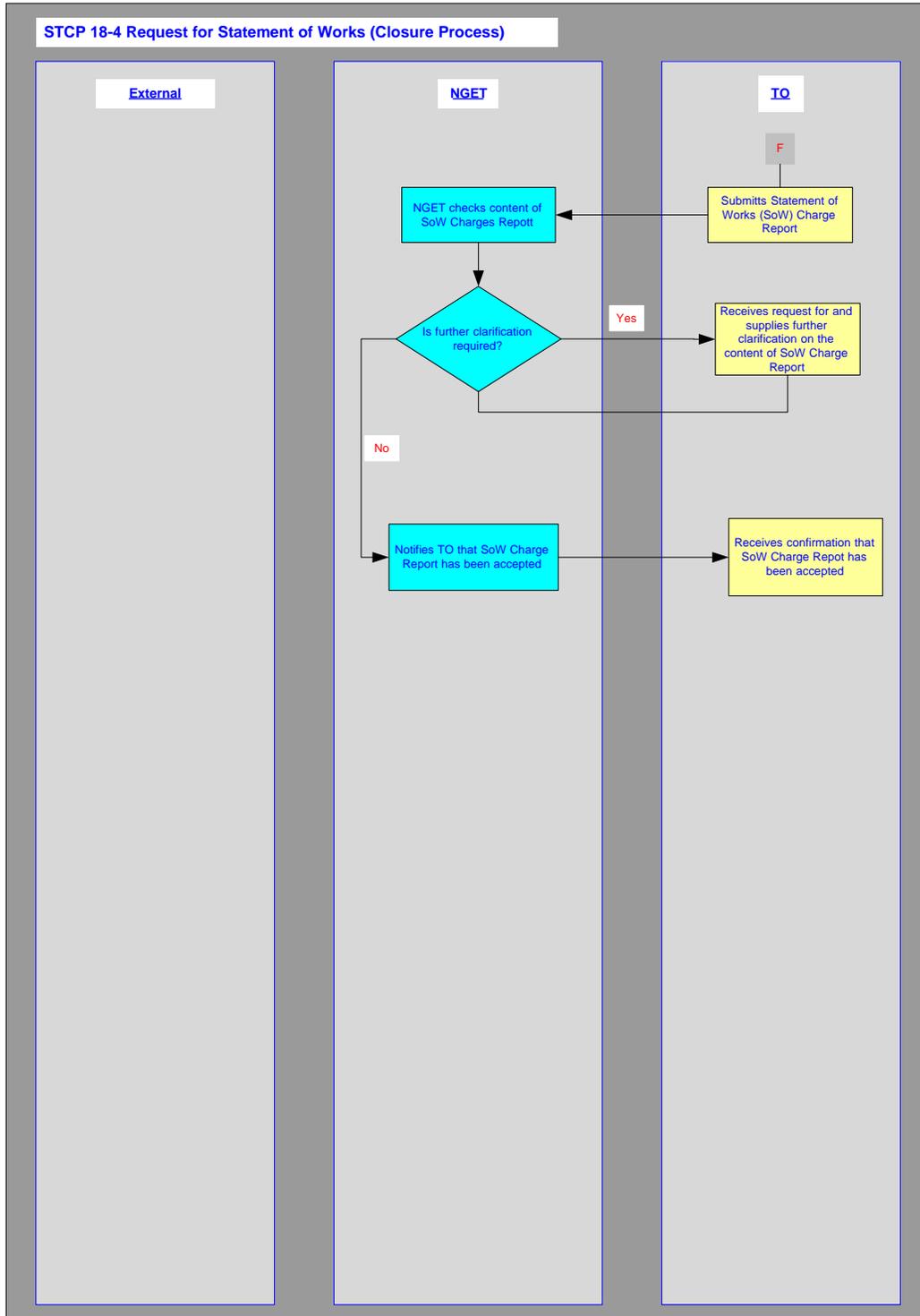
STCP 18-4 Request for a Statement of Works

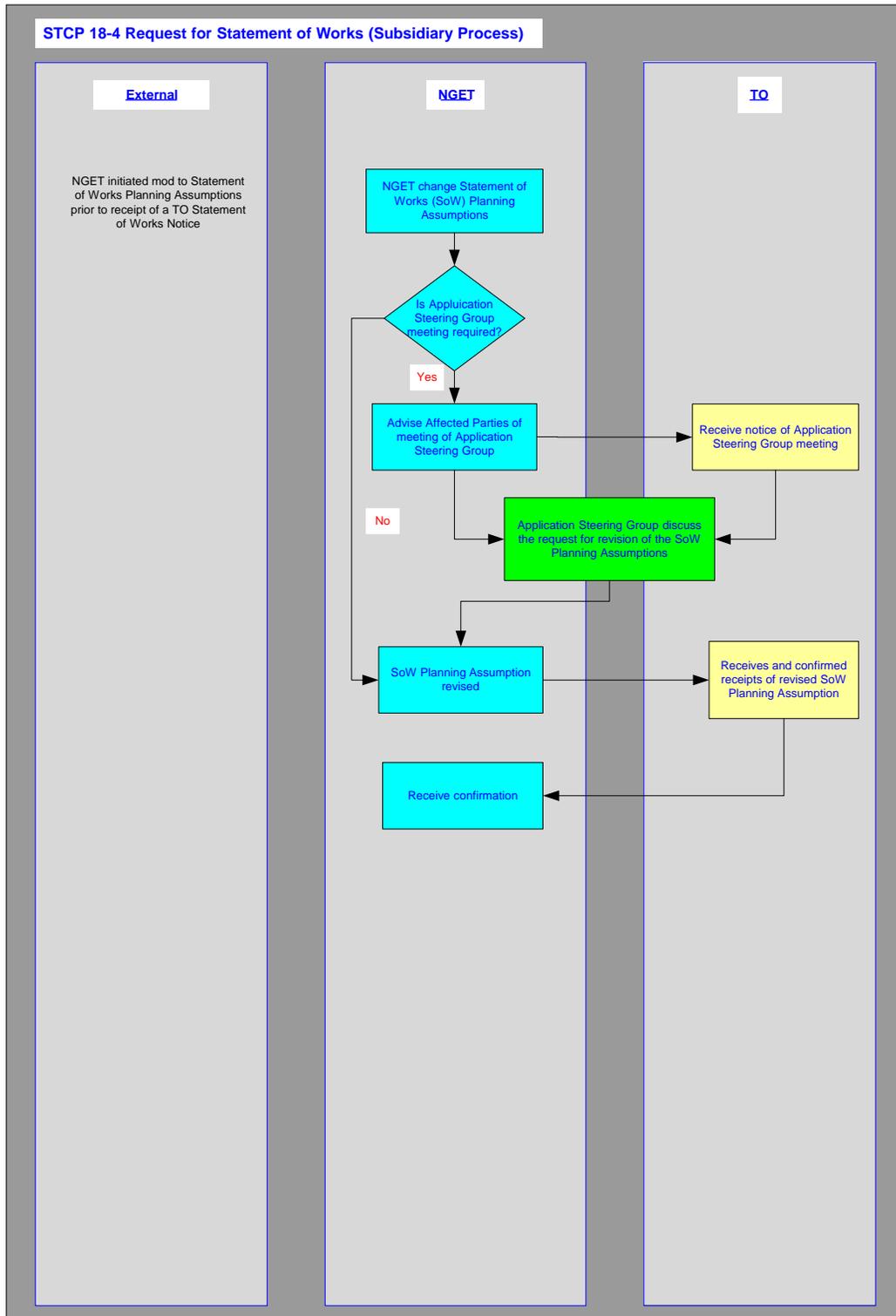
Issue 001 – 23/11/06 STCP18-2 Use Of System Application, Issue 2

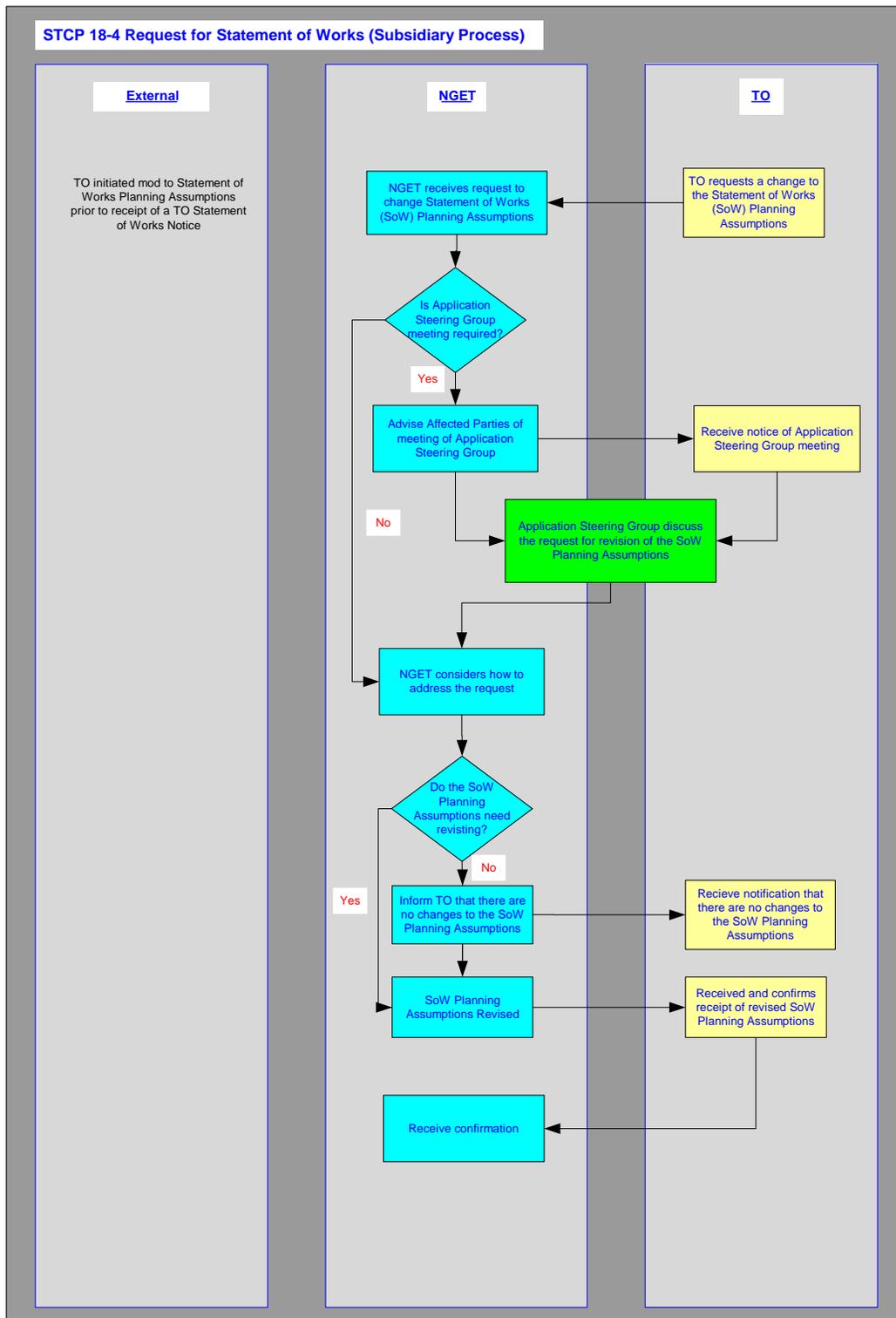


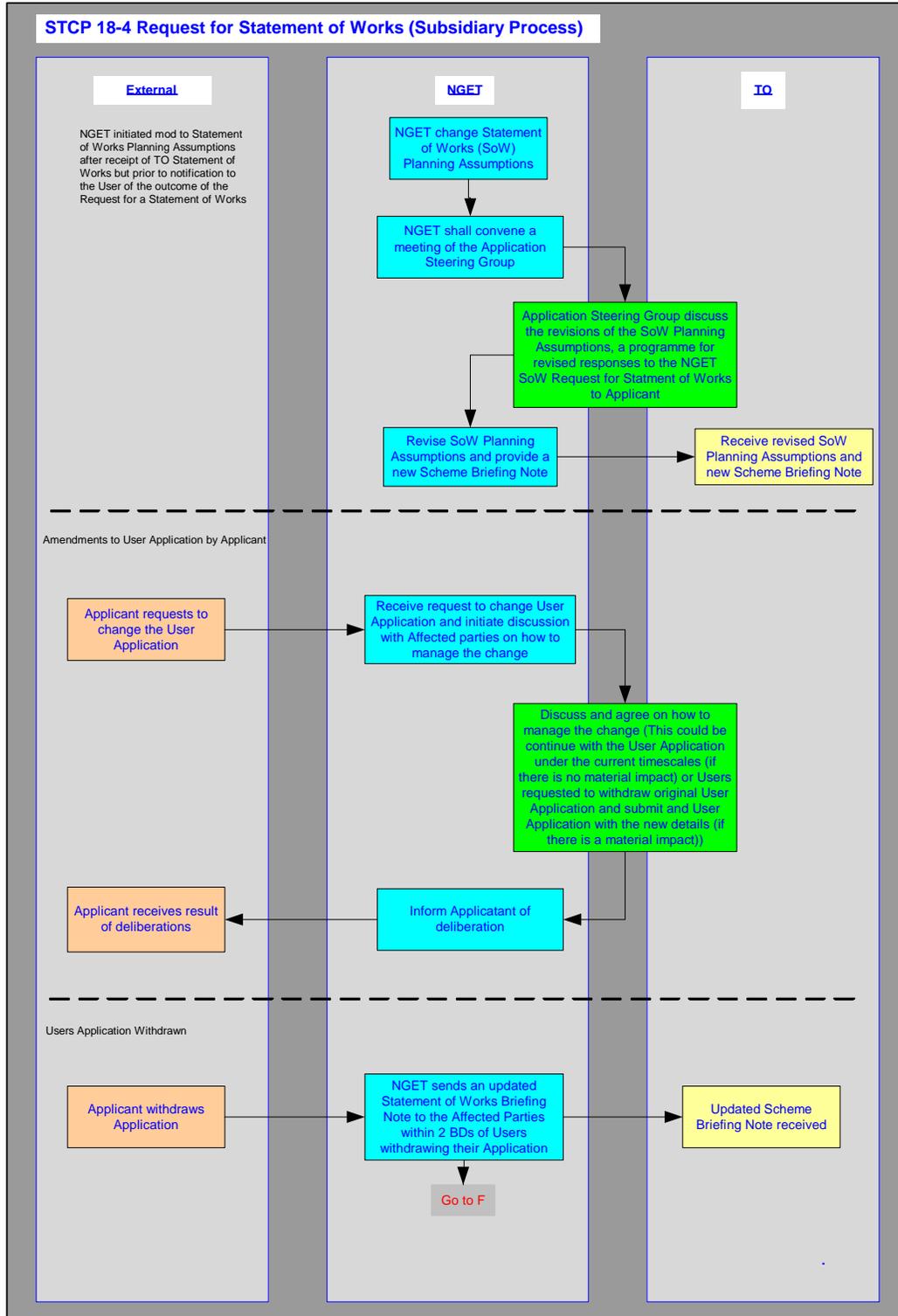


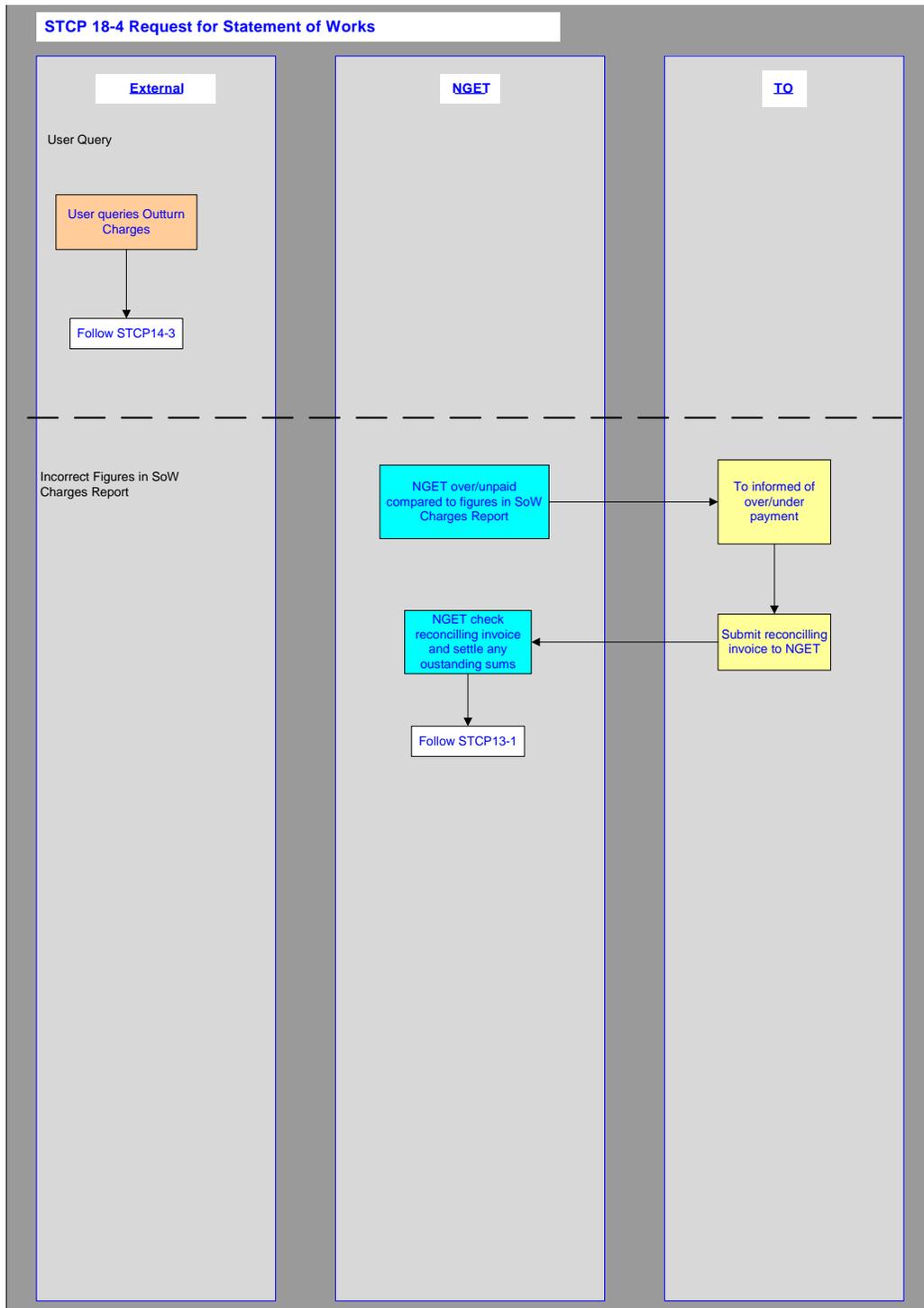












Appendix B: Statement of Works Briefing Note

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

Statement of Works Briefing Note

NGET SoW Analysis Scheme Number	
NGET Contract Reference Number	
Scheme Title	
GB Location Code	

1. APPLICATION STEERING GROUP (ASG) MEMBERS	NGET (GBSO)		Name:	
			Address:	
			Telephone:	
			Fax:	
			E-mail:	
	Host TO		Name:	
			Address:	
			Telephone:	
			Fax:	
			E-mail:	
	Affected TO		Name:	
			Address:	
			Telephone:	
			Fax:	
			E-mail:	
	[Other] Affected TO		Name:	
		Address:		
		Telephone:		
		Fax:		
		E-mail:		
APPLICATION TYPE	Request for a Statement of Works			
2. USER DETAILS				
Company Name				
Company Registered Number				
Registered Address				
Post Code				
Correspondence Address				
Post Code				
3. DEVELOPER DETAILS				

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 STCP18-2 Use Of System Application, Issue 2

Company Name	
Company Registered Number	
Registered Address	
Post Code	
Correspondence Address	
Post Code	

4. FEE excl VAT (cleared/not cleared)	
5. CONNECTION SITE (TO THE TRANSMISSION SYSTEM)	
6. REQUESTED COMPLETION DATE(S)	
7. TECHNICAL DETAILS eg MW	
8. PREVIOUS FEASIBILITY STUDY/APPLICATION/ OFFER DETAILS (If available)	
9. POSSIBLE DESIGN OPTIONS (TO to comment)	
10. INFRASTRUCTURE WORKS (As a result of this SoW Analysis scheme)	
11. ONE OFF WORKS (As a result of this SoW Analysis Scheme)	
12. SIMILARITIES TO OTHER SOW ANALYSIS SCHEMES	
13. POSSIBLE INTERACTION WITH OTHER SCHEMES SOW ANALYSIS /OTHER CUSTOMERS AFFECTED	
14. POSSIBLE RISKS & ISSUES (e.g. Consents/Charging)	
15. PREVIOUS HISTORY/RELATED SCHEMES SOW ANALYSIS	
16. REASONS FOR APPLICATION TECHNICAL NON-EFFECTIVENESS (from TO)	
17. OUTAGE REQUIREMENTS	

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 STCP18-2 Use Of System Application, Issue 2

18. STAGED					
19. ANY SPECIAL CUSTOMER REQUESTS					
20. STATUS					
21. OUTLINE APPLICATION PROGRAMME					
Key	Dates	Proposed Date	Agreed Date	Actual Date	Comment
1. Request for Statement of Works User Application Received by NGET					
2. NGET Request for a Statement of Works emailed to TOs					
3. NGET Request for a Statement of Works posted to TOs					
4. TOs acknowledge receipt of NGET 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. Request for Statement of Works User Application Date					
10. User informed Application effective					
11. NGET Application Date					
12. Statement of Works Planning Assumptions issued by NGET					
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. GB models agreed					
18. TO submits TO Statement of Works Notice to NGET, including Site Specific Requirements (if any)					
19. NGET submits NGET Modification Application (if applicable)					
20. TO sends Statement of Works Charging Report to NGET (if required)					
21. Clarification of Statement of Works Charging Report, if requested					
22. NGET notifies acceptance of the Statement of Works Charging Report					
23. TO submits reconciling invoice to NGET					
24. NGET settles outstanding sums					

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 **SoW Analysis** scheme and when any subsequent revisions are made to any of the information in the live document.*
2. *Please insert the ~~scheme~~ **SoW Analysis** number into the header, and the revision number and date of revision into the footer.*

Appendix C: Abbreviations & Definitions

Affected TO	Affected Transmission Owner
DNO	Distribution Network Operator
Host TO	Host Transmission Owner
NGC	National Grid Company
Other Affected TO	Other Affected Transmission Owner
SHETL	Scottish Hydro-Electric Transmission Limited
SPT	Scottish Power Transmission (Limited)
TEC	Transmission Entry Capacity
TO	Transmission Owner

Definitions

Definitions (other than those defined in Key Definitions)

STC definitions used:

Business Day
CUSC
Grid Code
NGET
NGET Application Date
NGET Modification Application
NGET Request for a Statement of Works
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
~~User Application~~
~~User Application Date~~
User Equipment

CUSC definitions used:

Bilateral Agreement
Bilateral Connection Agreement
Demand
Disconnection

STCP 18-4 Request for a Statement of Works

Issue 001 – 23/11/06 ~~STCP18-2 Use Of System Application, Issue 2~~

Definition used from other STCPs:

Other STCP definitions used:

Application Fee STCP19-6: Application Fee

~~STCP19-6 Application Fee~~

~~Application Fee~~

~~STCP18-1 Connection and Modification Application~~

~~Scheme Briefing Note~~

~~Material Impact~~