

STCP18-4 Issue 003: Request for a Statement of Works

STC Procedure Document Authorisation

Party	Name of Party Representative	Signature	Date
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	XX/XX 2017	Issue 003 Introduction of Lead Person(s) and Admin updates

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, 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 NGET and each TO.
- 1.1.4 For the purposes of this document, the TOs are:
- 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 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.
- 2.1.2 **Affected TO(s)** means any Transmission Owner who's 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 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 NGET, 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 NGET 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 NGET or an Affected Party reasonably assess would prevent NGET notifying the User of the outcome of the Request for a Statement of Works.
- 2.1.8 **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 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 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.
- 2.1.10 **SoW Analysis** means all work relating to the assessment of a NGET 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 NGET Request for a Statement of Works.
- 2.1.13 **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).
- 2.1.14 **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 NGET.
- 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 **NGET receives the Request for Statement of Works**

- 3.2.1.1 The NGET 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 NGET checks the User Application

- 3.2.2.1 The NGET Named Contact shall appoint the NGET Lead Person. The NGET 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 NGET 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 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 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 Request for a Statement of Works, the draft Application Programme dates, the Affected Parties, the NGET Lead Person and a NGET unique 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, 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 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 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. The NGET Lead Person shall e-mail the appropriate updated Statement of Works Briefing Notes to the Affected Parties' Lead Person(s).
- 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 Affected Parties 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 Affected Parties 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. The Host TO will also identify the DNO network data required to process the NGET 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 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. 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 being technically non-effective, the Affected Parties shall use reasonable 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 Lead Person(s) 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.
- 3.2.8.3 If the Lead Person(s) 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 Affected Parties Lead Person(s). The 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 Within 3 Business Days of receipt of the missing/additional data, the Affected Parties 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 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 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 Request for Statement of Works 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 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 NGET to provide the Affected Parties with revised and updated Statement of Works Planning Assumptions.
- 3.2.11.4 NGET 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 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 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 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.

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 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 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 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 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 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:

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 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 Closure Process in accordance with 3.3.

3.3 Statement of Works Analysis Closure Process

3.3.1 Following the submission by each Affected Party to NGET 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 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 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 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.

3.3.3 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.

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

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, NGET shall notify the TO(s) and confirm NGET's acceptance of the Statement of Works Charges Report.

3.3.7 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.

3.3.8 NGET 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 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.
- 3.4.1.2 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.
- 3.4.1.3 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 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 NGET 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 NGET Request for a Statement of Works, NGET 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 NGET 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 Words Planning Assumptions to NGET 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 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.
- 3.4.2.2.2 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 NGET 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 NGET.

3.4.2.3 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

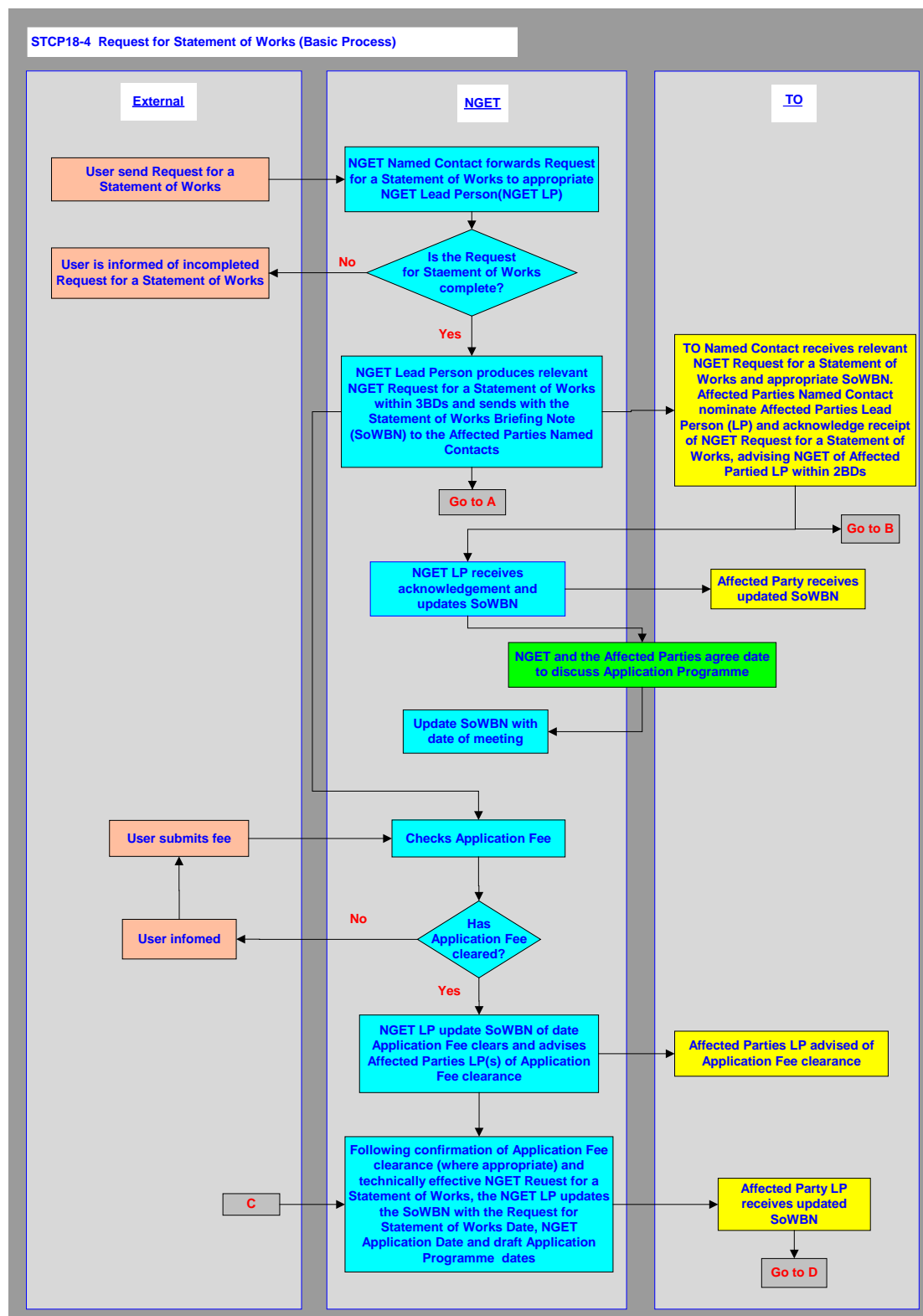
- 3.4.2.3.1 At any time after receiving a TO Statement of Works Notice and prior to notifying the User of the outcome of the Request for a Statement of Works, NGET may decide to change the Statement of Works Planning Assumptions e.g. due to a Disconnection, a TEC increase etc.
- 3.4.2.3.2 In such circumstances, NGET 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 NGET 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 NGET 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.

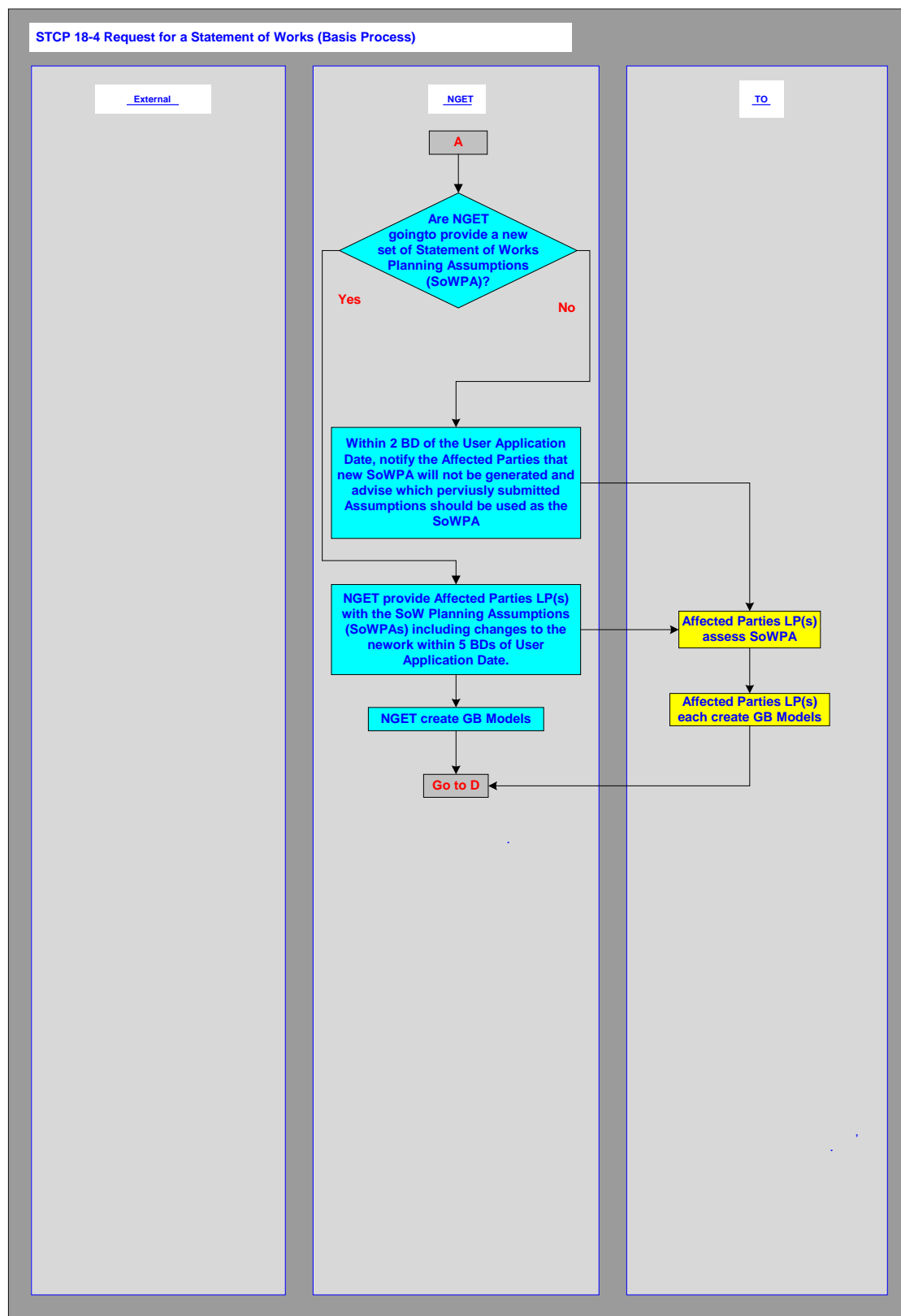
3.4.3 Withdrawal of a Request for Statement of Works by the User

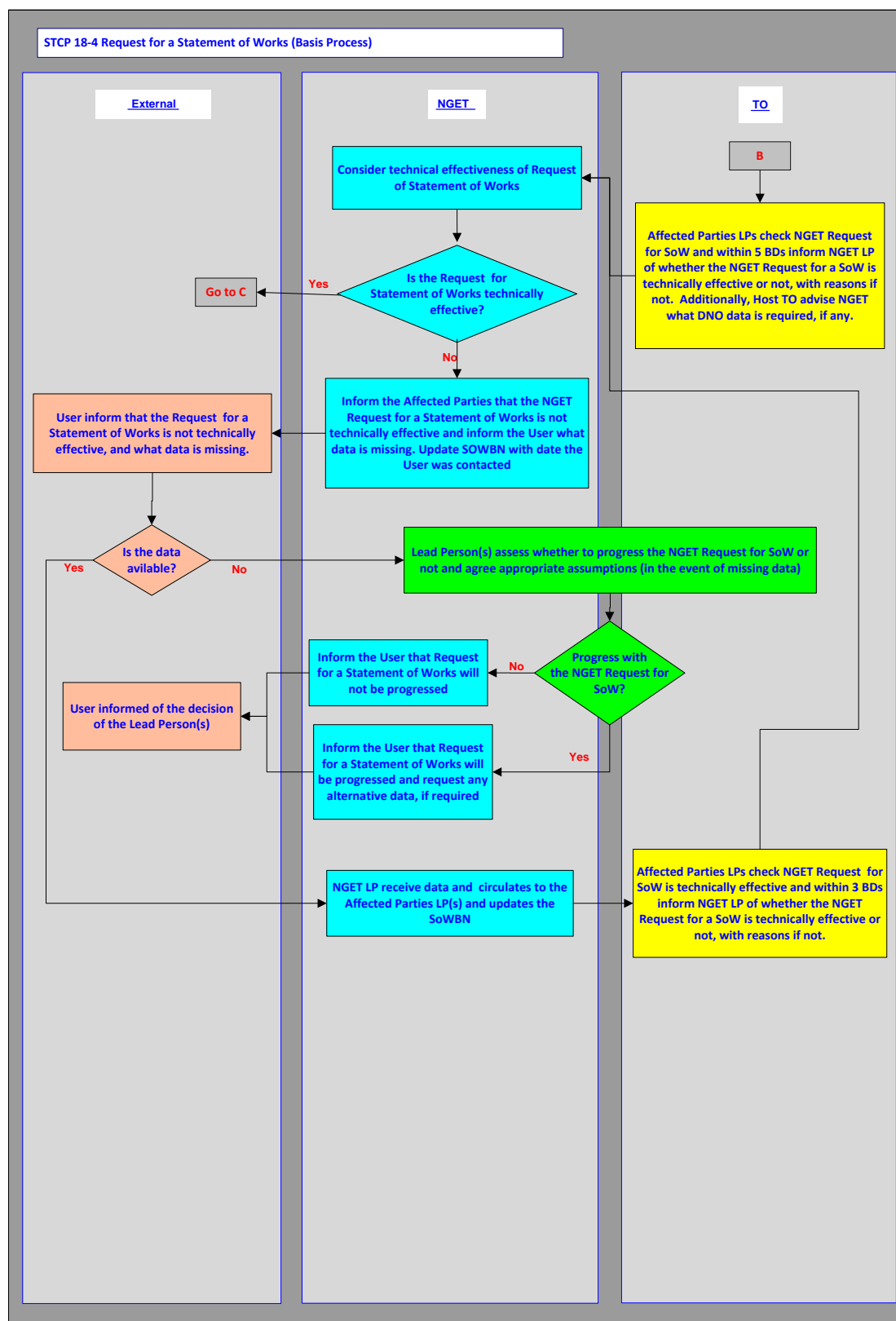
- 3.4.3.1 Where a User withdraws their Request for Statement of Works, NGET shall update the Statement of Works Briefing Note and shall e-mail the Statement of Works Briefing Note to the Affected Parties within 2 Business Days. NGET and the Affected Parties shall then undertake the Scheme Closure Process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

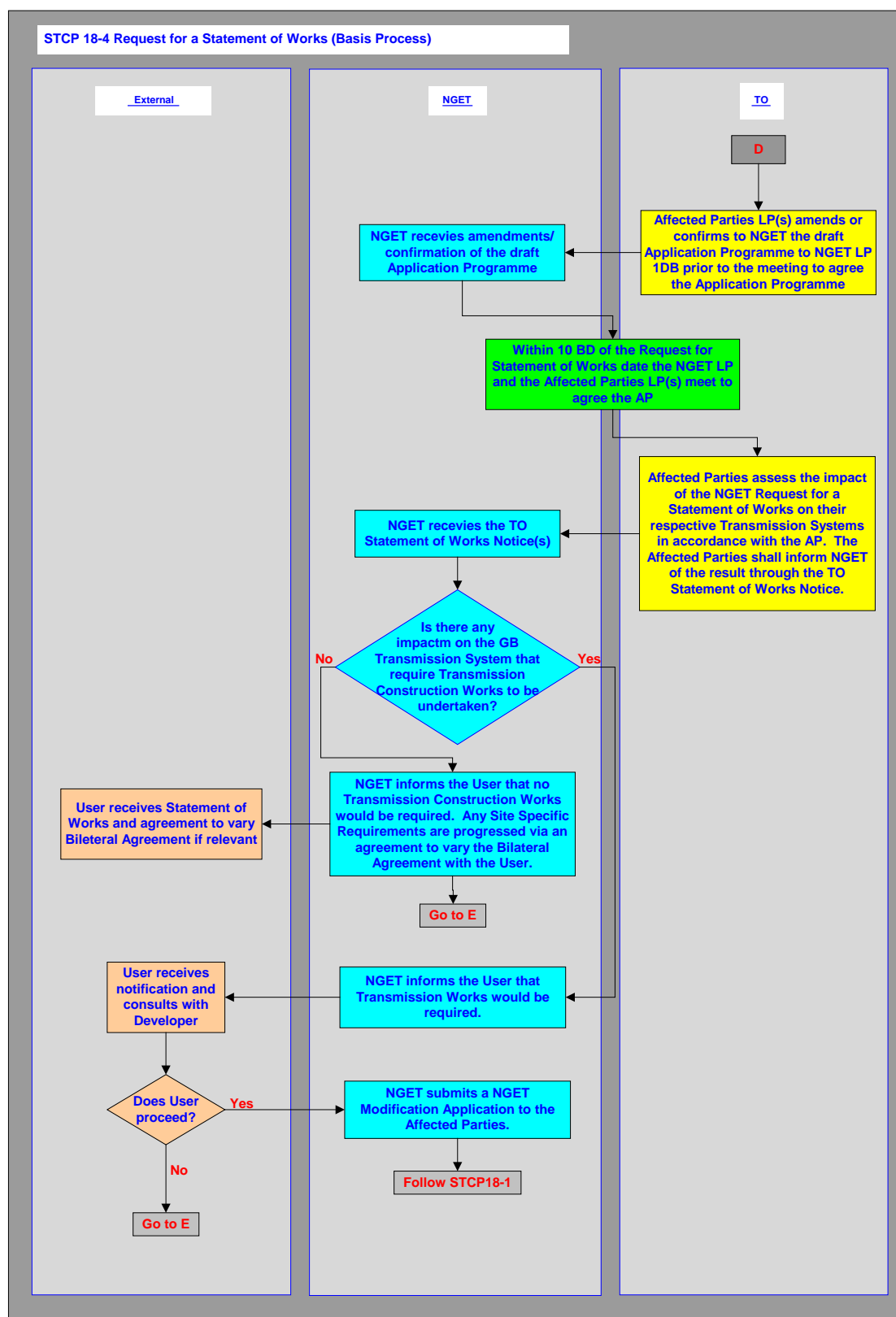
Appendix A: Flow Diagram

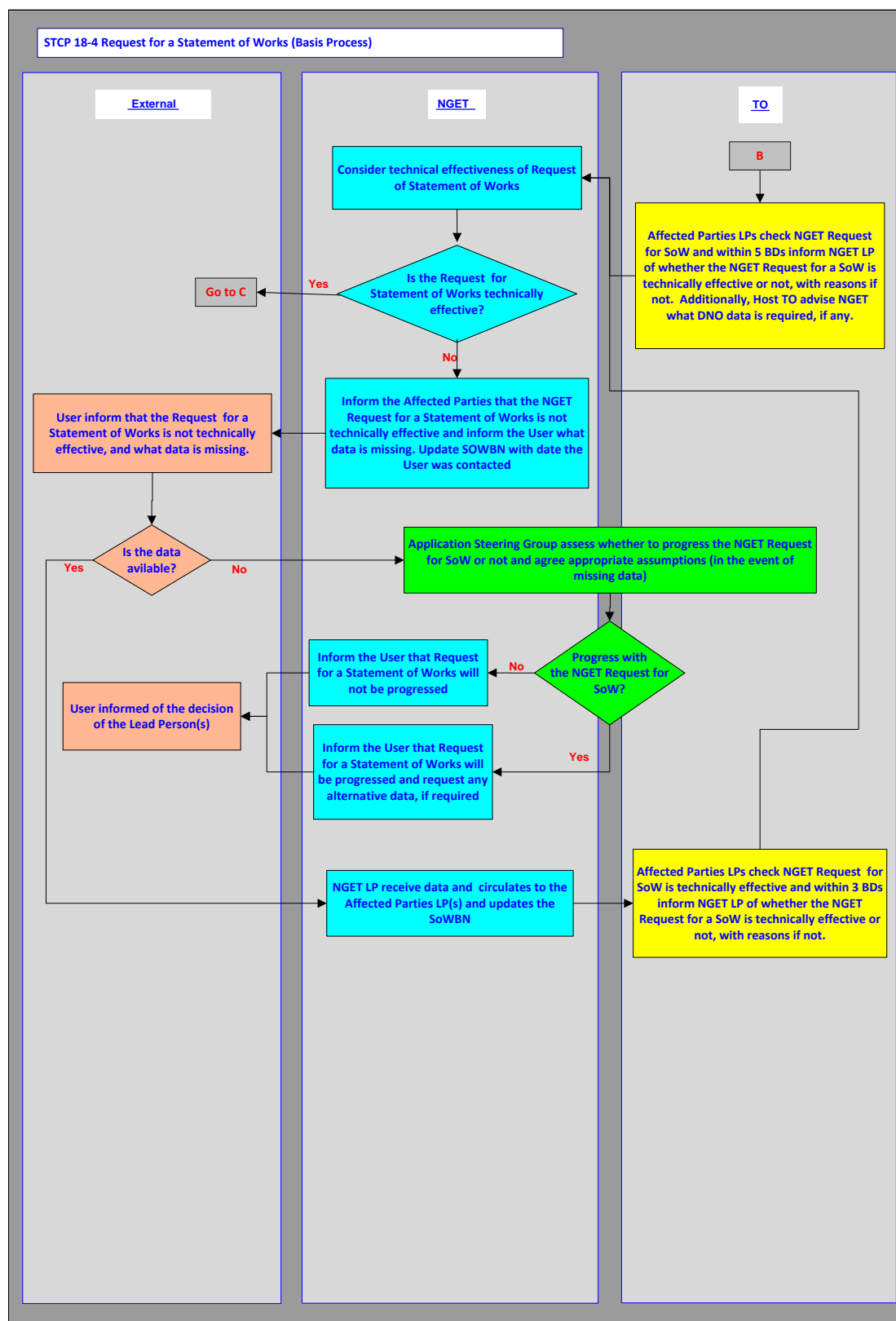
Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix A and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.

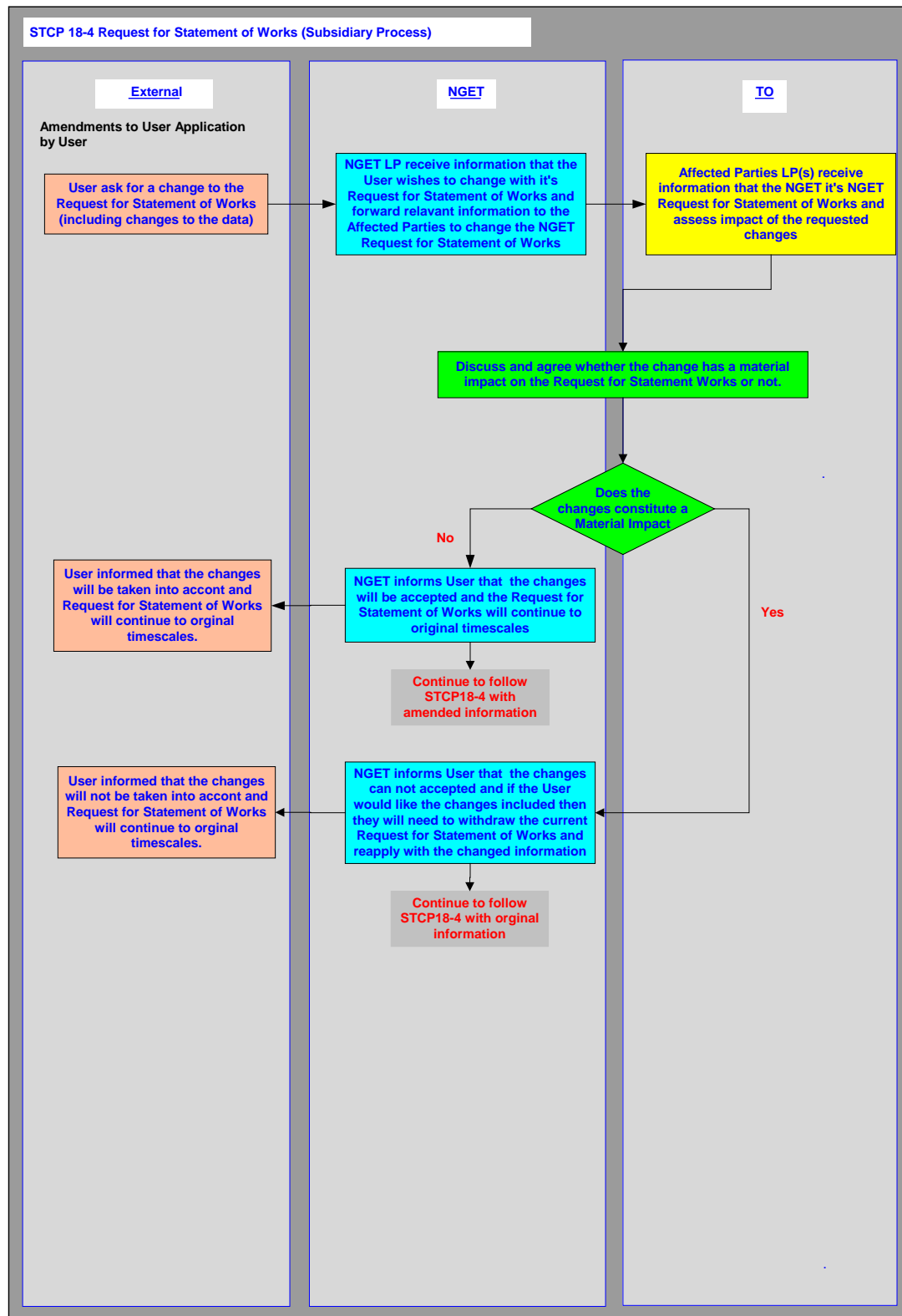


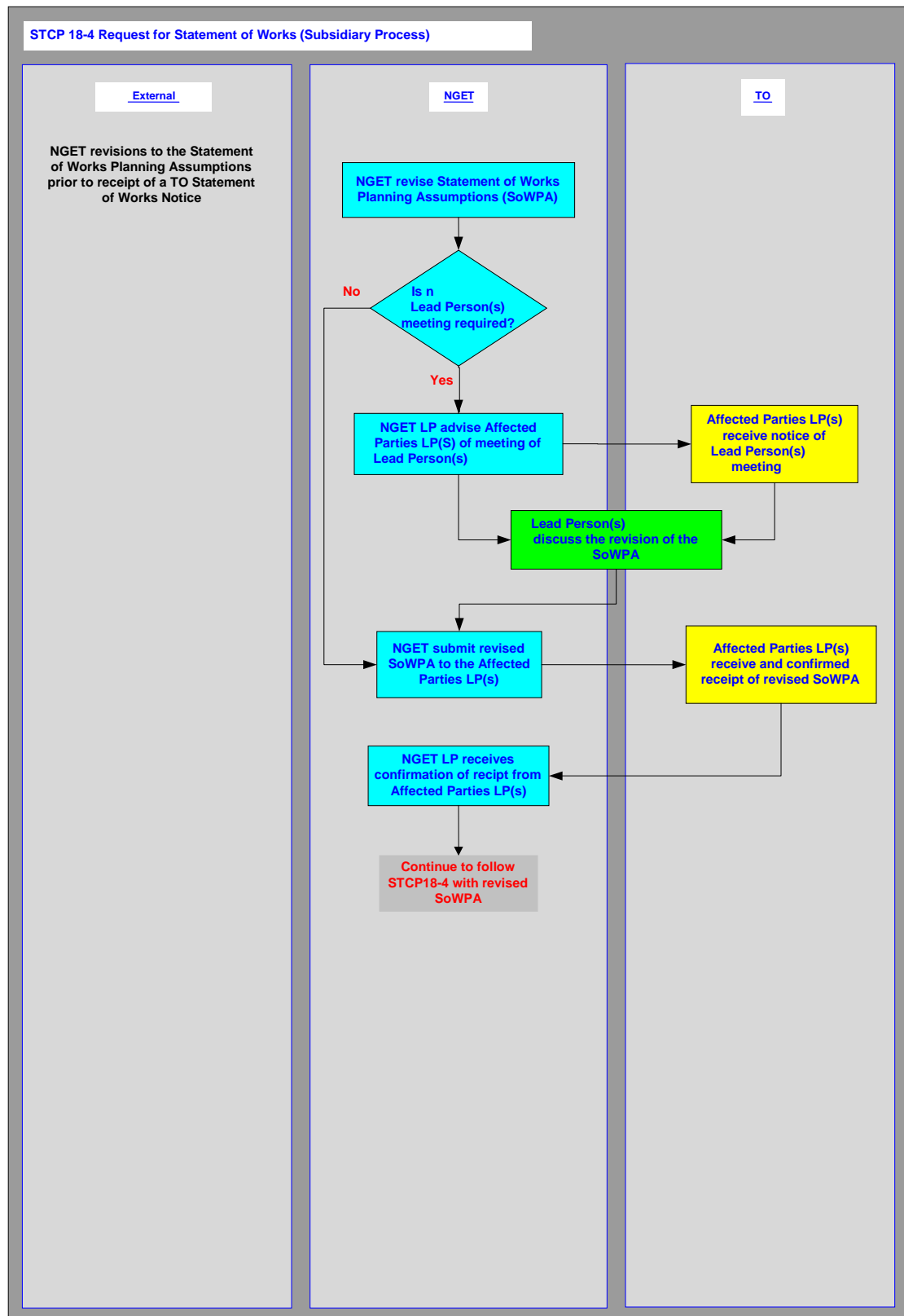


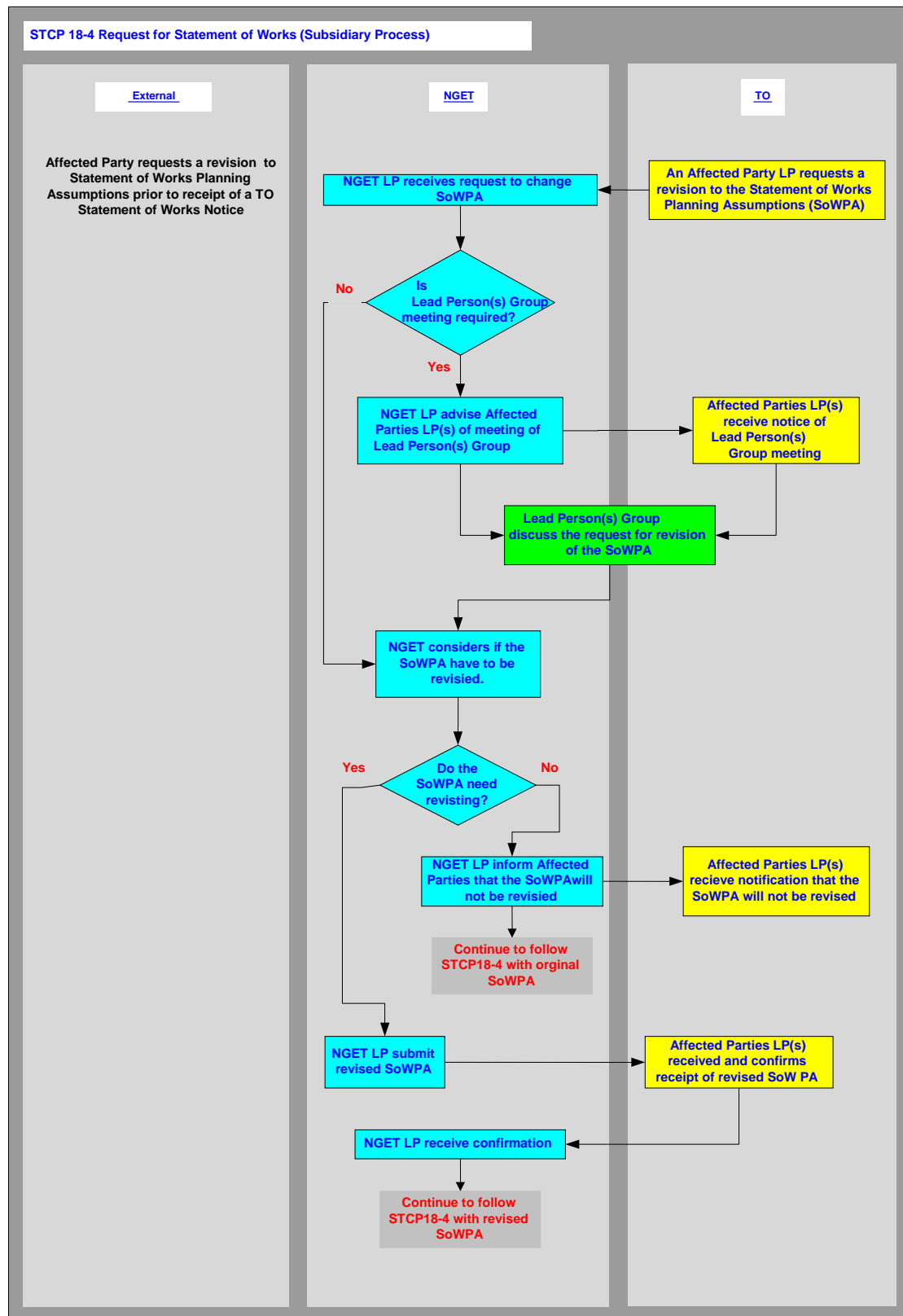


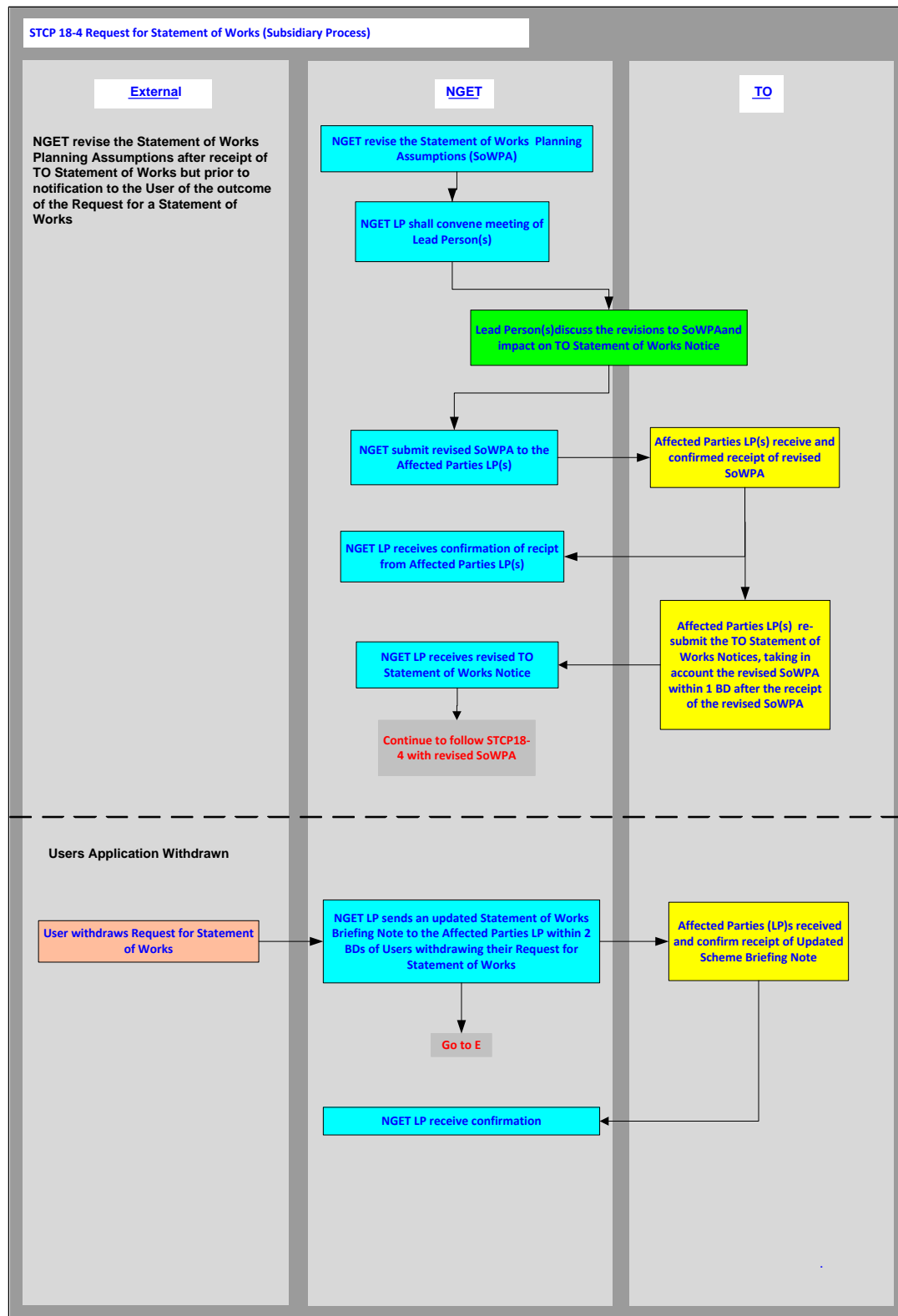












Appendix B: Statement of Works Briefing Note

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

Statement of Works Briefing Note

NGET Scheme Number	
NGET Contract Reference Number	
Scheme Title	
NETS Location Code	

1. Lead Person(s) Group MEMBERS	NGET (NETSO)		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	
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 scheme)	
11. ONE OFF WORKS (As a result of this Scheme)	
12. SIMILARITIES TO OTHER SCHEMES	
13. POSSIBLE INTERACTION WITH OTHER SCHEMES/OTHER CUSTOMERS AFFECTED	
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	

STCP 18-4 Request for a Statement of Works

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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 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. 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. NETS 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 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.*

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
SHETL	Scottish Hydro-Electric Transmission plc
SPT	SP Transmission plc
TEC	Transmission Entry Capacity
TO	Transmission Owner

Definitions

STC definitions used:

Business Day
CUSC
NGET
NGET Application Date
NGET Modification Application
NGET 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