



electricity
north west

Bringing energy to your door

Distributed Generation Application Guide

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Introduction

Electricity North West own, operate and maintain the North West's electricity distribution network and provide connection services to a range of Distributed Generation (DG) customers.

As part of our commitment to improving the information available to our customers, we have produced the 'Application Guidance' to assist you through the application process.

If you are in the process of making an application, we recommend that you read this guide carefully to make sure you understand the information you need to provide with the application.

Who is this guide for?

This guide is designed for our Distributed Generation customers who have little or no experience in submitting applications.



Application process

Below is the step by step process and it is important to read all of the guidance information in this document which lists what you need to submit with your application. If you have any questions about the information you need to submit, which are not covered in these guidance notes, please contact us at connectionapplications@enwl.co.uk



Pre-Application research



To ensure that your application is processed and to avoid any unnecessary delays, we recommend that you follow the steps below:

Checks required:

- Decide [which type of connection application](#) best suits your requirements i.e. Budget, Feasibility, Gen+ or Connection Offer (all options outlined in [Table 1](#))
- You are able to provide the 'minimum' information required for the type of connection offer you require. Details are available on our [website](#).
- You have determined the type of generation you propose to install and the size (registered net capacity in kW and apparent power rating in kVA) e.g. photovoltaic panels, wind turbine, gas/diesel machines, anaerobic digestion, combined heat and power, energy storage etc.
- You have determined what your cost budget is for the project. Your financial limitations or restrictions may be requested as additional information to assist the designer identify alternatives to make your project viable (if appropriate).
- You have determined if your proposed generator will parallel with your existing supply or if it will be metered separately and parallel directly to the network.
- As we require technical details regarding the proposed generation equipment, which is crucial to our study, we would recommend that you appoint a generation installer or consultant to assist you should you not be familiar with these types of installations.

If you require any further help or assistance, please contact us on **0800 048 1820** or at connectionapplications@enwl.co.uk

Table 1: Quotation types and characteristics

Attributes								
DG Quotation types	Network Study required	Category	Quotation - Guaranteed Standards of Performance	Validity	Accuracy	Interactivity principles	Charge for providing this type of Connection Offer?	'Letter of Authority' required?
Budget	x	<1MVA ≥1MVA	10 working days 20 working days	N/A	Low	You will <u>not</u> be advised if the connection becomes interactive	x	x
Feasibility Study	✓	LV, HV and EHV	65 working days		Medium		✓	x
Gen+ application	✓	LV, HV and EHV	Indicative Costs and Point of Connection issued within 30 Working Days*	Valid for 7 days**	High	You will <u>not</u> be advised if the connection becomes interactive***	x	✓
Connection Offer	✓	LV	45 working days	Valid for 180 days	High	You will be advised if the Connection Offer becomes interactive	x	✓
		HV EHV	65 working days 65 working days					
Point of Connection (POC) Offer	✓	LV	30 working days	Valid for 180 days	High		x	✓
		HV	50 working days					
		EHV	65 working days					

* Non Regulatory Standard

** To retain the original application date for the purposes of interactivity and quotation timescales the applicant must confirm their intention to progress from Gen+ to a full Connection Offer within 7 days of the date of the Gen+ Offer.

*** The Gen+ Offer will not be considered under the interactivity rules until it has progressed to a full Connection Offer.

[For our full set of Guaranteed Standards of Performance, please see our website](#)

Application



Once you've completed your pre-application research, identified the quotation option right for your needs and if necessary contacted us already to check any queries, you should be ready to start your application.

You can download our application forms [under 200kW](#) and [over 200kW](#) from our website or the ENA application guide from their [website](#). Please note, that our own form includes a check box for all first-time customers in our area, which is not provided on the ENA form. This check allows us to identify those who may require additional support through the process.

Minimum Information

To provide a full Connection Offer you must submit the following 'minimum' information with your application.

For a Connection Offer:

- Applicant Details including name, address, email, telephone number, preferred method of contact etc.
- Site address of generation including MPAN number for existing premises
- Site location plan showing the extent of the site boundary (at an appropriate scale i.e. 1:250, 1:500, 1:1000, 1:2500 depending on location and landmarks nearby)
- Site layout plan showing the location of the following:-
 - Generation set
 - Existing/proposed metering position
- Preferred date for generation connection
- Required Maximum Import Capacity (MIC)
- Required Maximum Export Capacity (MEC)
- Technical details of the proposed/existing generator that will operate in parallel with our network
- Technical details of any proposed/existing equipment on your site that will likely cause disturbances to our supply (i.e. large motors, welders etc.)
- a letter of authority where the applicant is acting as an agent of the customer (click [here](#) for a template to download and complete)

For a Budget Quote:-

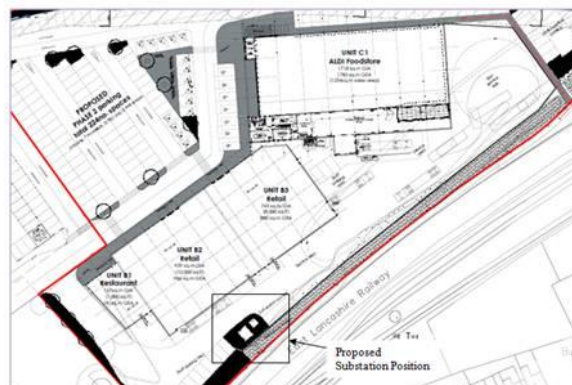
- All of the above information, except:
 - Letter of authority

Additional information

Depending on the size, type or complexity of your proposed connection, we may require additional information from you to help us provide an accurate quotation.

This may include:

- Single Line Diagram of any on-site existing/proposed generation/electrical plant
- Information or agreement in respect of a proposed substation location (generally for DG Connections greater than 200kW).
- Information or agreement in respect of proposed cable routes.
- Information or agreement in respect of proposed metering points
- Further details regarding the capacity required to be provided at each metering point or regarding the nature of the electrical equipment to be used by the end user.
- Further details regarding the intended usage of the electrical equipment to be used by the end user.
- Further details regarding land ownership and/or land rights that is likely to be known by the end user.
- Further details regarding land contamination.
- Confirmation of the design option to be reflected in the quotation where the Electricity Distributor has more than one practicable option under consideration.
- Further information related to energy storage operating regimes – form can be downloaded [here](#)



Please submit your completed application form and accompanying information to connectionapplications@enwl.co.uk. If you are unsure of what information you should submit with your application please contact us on **0800 048 1820** or [email us](#).

Checklist before you send

Have you included the following with your application:-

- Completed application form, confirming the type of connection quotation you require
- Site location / layout plans (please ensure they relate to the correct site)
- Technical details of the generator
 - Full technical details (if you are applying for a Connection Offer)
 - Size and type of generator (if you are applying for a Budget quote)
- Single line diagram (n/a for a Budget quote)
- Letter of authority (n/a for a Budget quote)

To enable us to deliver the best possible service to you, you may wish to consider sharing the following information with us:-

- Confirmation if your generator will parallel with your existing supply or will it be metered separately, including details of your preferred/existing meter position.
- Your cost budget for this project. For example if would you be willing to discuss reducing the export capacity if there are restrictions on the network.

Registration



We will register your project following receipt of your completed application and accompanying information.

You will receive a confirmation email detailing your unique reference number and contact details for the design engineer allocated to your project.

Quotation



Our design engineer will contact you to clarify your application and may request any additional information required to complete our studies and prepare your quotation.

Your quotation will be based on the information you provided in your application and any subsequent information provided. Please ensure you notify us of any changes to your application as this may impact your quotation and introduce unnecessary delays.

If you applied for a Connection Offer, your quotation will include:

- Connection Offer – this outlines our understanding of your connection requirements and of the high level costs (including a breakdown of what is included and excluded). The letter also provides a point of connection only cost option if you decide to commission an Independent Connections provider to complete the contestable works on your behalf.
- Acceptance form – this is a form you must sign and return to us to accept the offer. For higher value projects you may also receive a ‘Staged Payment Plan’ and be required to pay an acceptance fee to secure the offer.
- Project Specification – this outlines the technical details of your connection offer.
- Point of Connection Drawing – this is an extract from our network drawings indicating the point of connection to our network.

Interactivity - if your connection is interactive with any other connections you will be notified by letter. The letter will detail your position in the queue and the date on which all acceptances will be reviewed to confirm the successful applicant.

If you applied for a Budget quotation, you will receive:

- Letter setting out a high level indication of the charge for providing your connection or parallel generation capability. The charge will be calculated using system assumptions based on standard costs for materials. As the Budget quote provides an indication of charge it does not provide a breakdown of the charge or take into account any site specific details.

If you applied for a Gen+ quotation, you will receive:

- Letter setting out a high level indication of the charge based on a technical study of your proposed connection. This quotation is different to a Budget because you can choose to progress to a full connection offer and maintain your place in the application queue.

If you applied for a Feasibility study, your quotation will include:

- Letter setting out a high level indication of the charge based on a technical study of your proposed connection. This option allows you to specify an import/export range to gain a view of the potential options available at a particular site. The connection charge provided will be based on a desk-top study of your proposed site, thus it will not take into account any on-site practicalities that only become apparent when we carry out a site survey. Please note that a Feasibility study is a chargeable service.

Please note that you cannot accept a Budget quotation or Feasibility study. For Gen+ you can confirm your intention to proceed to a Full Connection Offer which can be accepted.

If you would like to discuss any of the details in your connection offer please contact your allocated design engineer.

Acceptance



You will only be able to accept Connection Offers and POC offers and you must send us your acceptance within a given timeframe (please see [Table 1](#)).

To accept our offer, you need to sign and return the acceptance form in your quotation pack (and the stage payment plan if applicable). Please note that this is a legal document which notifies us that you wish to proceed and accept our terms and conditions.

We would recommend you read our [Estates & Wayleave guidance information](#), [process flows](#) and case studies to give you a high level view of the potential timescales for acquiring consents to connect to our network.

Depending on your project we may also need to obtain other consents for construction. These can include:

- Road closures (up to 14 weeks from making an application)
- Traffic restrictions (up to 14 weeks from making an application)
- Statutory Consents (overhead lines)

Please ensure that you accept your project in a timely manner to allow us to obtain these consents as early as possible.

Once we have received your signed acceptance form we can investigate if land consents are required, begin planning with local authorities, highways and other parties for the construction work.

For more information on what to expect following Acceptance, please see our [Post Acceptance Guidance](#).

Please refer to our online [payment guidance](#) for information on payment methods available.

For more information please contact us at connectionapplications@enwl.co.uk or call **0800 048 1820** and we will be happy to help.