



Bilateral Adoption Agreement (BAA)

Guidance Document v1.3

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- A framework-style bilateral adoption agreement was introduced by Electricity North West, in response to stakeholder requests, and working collaboratively with stakeholders. This was briefed to the ICP forum as being live from 1st April 2019.
- Following internal review the process has been further enhanced and effective from 1st December 2019 the previous agreement has been split into 2 separate documents:
 - Master Adoption Agreement (MAA)
 - Bilateral Adoption Agreement (BAA)
- The latest versions of the MAA and BAA are published on the Electricity North West website and can be found by following the link below:
 - <https://www.enwl.co.uk/get-connected/our-services/agreements/>

The Bilateral Adoption Agreement (BAA)



- Is an agreement for Electricity North West to adopt (take ownership) of a network constructed by a third party on behalf of the customer.
- A site specific Bilateral Adoption Agreement (BAA) is required for each new site the ICP works on and is signed by Electricity North West, the ICP and the Customer prior to energisation.
- The mandatory fields to be completed for each agreement are highlighted.
 - Name and address of ICP and full postal address for correspondence are essential.
- Any negotiation of special terms requested by an ICP for the BAA need to be referred to the Commercial and Legal departments, and may incur a cost.
- Where the design is self approved, then the site specific schedules to be sent into Electricity North West prior to works commencement.
- The BAA Schedule 1 allows for standard technical scenarios to be recorded, but is not essential.
- The BAA Schedule 2 contains eleven annexes which allow for all the relevant details of each site to be populated by the ICP and checked by Electricity North West for completeness following design approval. Proper completion of schedule 2 is essential to ensure assets can be properly adopted.
 - The next slides will outline the requirements for each annex and where to send completed documents for review.



- Annex A – Specification
 - This is a mandatory annex and should include reference to the relevant Electricity North West specification document.
 - A full reproduction of the relevant document, or a reference to the relevant document along with an accessed date will suffice for this.
- Annex B – Design and Drawings
 - This mandatory annex should provide the ICP design / construction drawings showing all assets to be adopted.



- Annex C – Programme
 - This mandatory annex should provide details of the proposed programmed dates for the ICP works.
 - Proposed dates should be provided for each phase of the development.
 - Reference should be made to the live working and/or energisation requests for the specific dates.
- Annex D – Adoption Plan
 - This should show how assets are to be adopted. If Annexes B & C are sufficiently detailed, this annex could refer to those documents.
- Annex E – Electricity North West Works
 - This annex should detail any and all work to be carried out by Electricity North West. Annex G (Costs) should align with the works detailed in this annex.



- Annex F – ICP Works
 - This annex should detail any and all work to be carried out by the ICP, again – if annexes B & C are sufficiently detailed, then this annex could refer to those documents.
- Annex G – Costs
 - This mandatory annex should detail all the costs to be paid by the ICP in line with the Connections Common Charging Methodology, as published on the Electricity North West website and updated from time to time.
 - Costs should be in compliance with the current published CCCM.
- Annex H – Consents
 - This mandatory annex should provide detail relating to land rights, wayleaves and any other consents required for the effective adoption of assets following completion of the works.



- Annex I – Commissioning Requirements
 - This annex should detail any and all commissioning requirements as may be specified in Electricity North West policy and procedures.
 - This should also include P283 commissioning certificates where applicable.
- Annex J – Completion Certificate
 - LV Connections only
- Annex K – As-Laid Drawings
 - Confirmation that As-Laid drawings will be provided following energisation