Appendix (F)

Portsmouth Water Mapping & Correspondence (Water supply)

Hussein, Nimo

From: Kerry Hughes <K.Hughes@portsmouthwater.co.uk>
Sent: 15 July 2016 12:08
To: Hussein, Nimo
Subject: plans for Westways Havant

Categories: Forwarding

ATKINS CHECKED

NH

Good Morning

Thank you for your call to this office on today.

Just to confirm the network Mains Plans are shown clearly and no other apparatus shown.

Regards

Kerry Hughes
Distubution Admin
Portsmouth Water
T: 023-92 449082 ext. 2012
E: distadmin@portsmouthwater.co.uk

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RoSPA 2016 President's Award Winner

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This message has been checked for all known viruses
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A3

MAINS REQUIRE UPDATING IN THIS AREA CONTACT DRAWING OFFICE FOR DETAILS (H4562)

MAINS REQUIRE UPDATING IN THIS AREA CONTACT DRAWING OFFICE FOR DETAILS (H4562)

MAINS REQUIRE UPDATING IN THIS AREA CONTACT DRAWING OFFICE FOR DETAILS (RCW6259)

For details of 900mm & 600mm mains see drg nos 4/4171-2

For details of mains see Havant Roll

For details see drg No 42/36

For details of mains see drg nos 4/4171 & 4/4172

Forty Acre Farm

Pump House

East Lodge Farm

East Lodge Playing Field

Ruin

Tank

Gantry

ETL

Drain

Path (um)

Track

Slipway

A 27

A 3(M)

MP 39

A 2030

SL

EXISTING MAIN

ABANDONED MAIN

PROPOSED MAIN

WASHOUT FIRE HYDRANT

FIRE HYDRANT

PROPOSED FIRE HYDRANT

COMPANY WASHOUT

'C' WO TO BE CUT OUT UNLESS PURCHASED BY LOCAL AUTHORITY

'C' FH TO BE CUT OUT UNLESS PURCHASED BY LOCAL AUTHORITY

'C' WOFH TO BE CUT OUT UNLESS PURCHASED BY LOCAL AUTHORITY

Portsmouth Water

Registered Office
P.O. BOX NO. 8, West Street, Havant,
Hampshire. PO9 1LG.
Registered in England No. 2536455
Telephone: (023) 9249 9888
Fax: (023) 9245 3632
Website: www.portsmouthwater.co.uk

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The information supplied is given in good faith as a guide to locating underground apparatus. Its accuracy cannot be guaranteed, nor does it include comprehensive information about the existence or location of service pipes or cables to individual premises.The responsibility for locating and avoiding damage to apparatus on site shall be that of the person proposing to excavate in the street who shall be liable to the apparatus owner and any third party who may be affected in any way for any loss or damage caused by their failure to do so.

Drg No:

Job No:

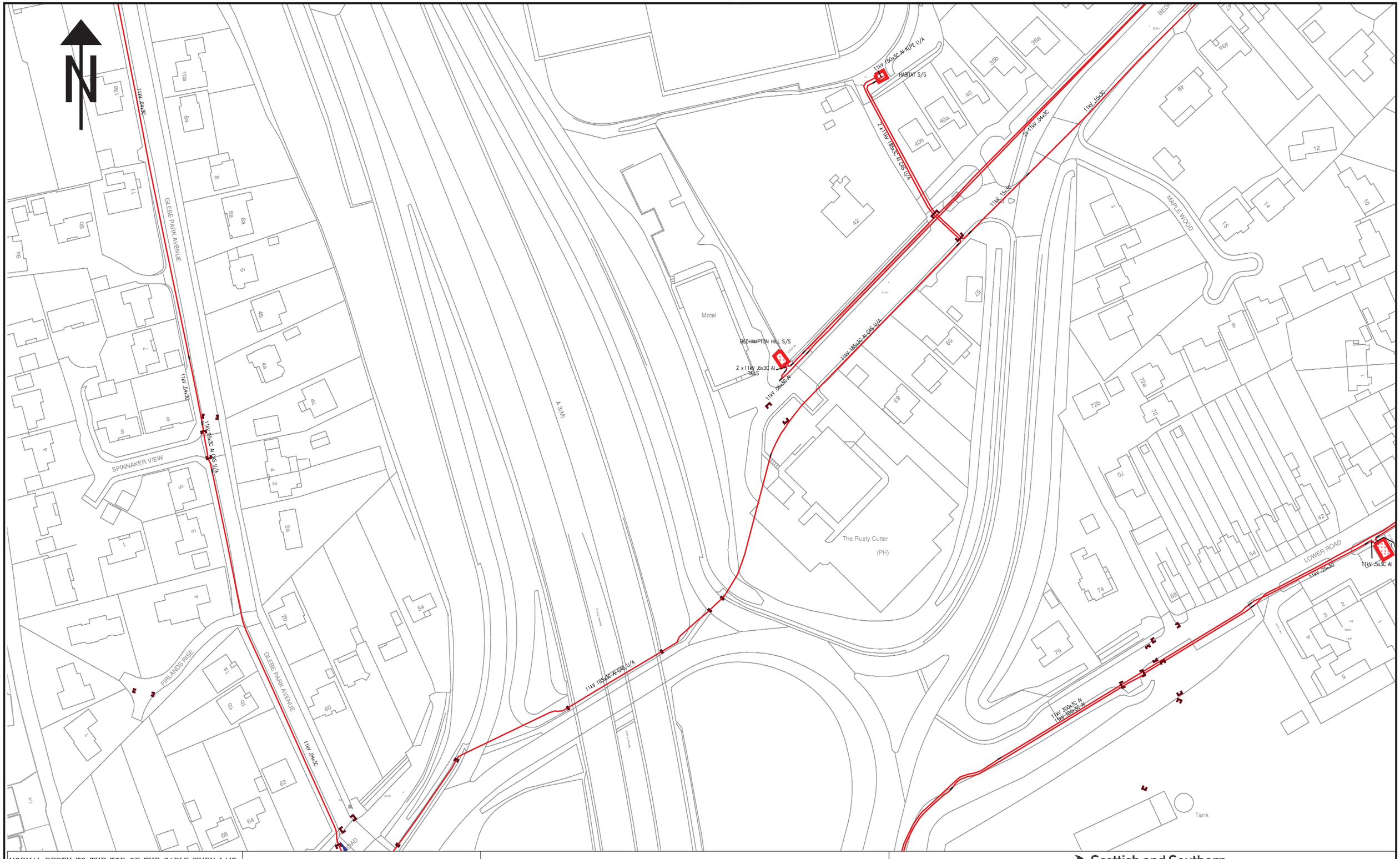
OS Ref: SU6905NW

Scale: 1:3,541

Date: 04/07/2016

Appendix (G)

SSE Mapping and Correspondence



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID

	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
h.v. – over 1000V. to 11,000V.
e.h.v. – 22,000V. to 132,000V.

WARNING

There may have been subsequent alterations to the surface levels. Trial holes must be taken to determine positions and depth of cables. HS (G) 47 Booklet from the Health and Safety Executive – Avoiding Danger from Buried Cables – should be consulted before commencing excavation work. (available from HMSO)

WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTE GS6 SHOULD BE CONSULTED. (AVAILABLE FROM HMSO)

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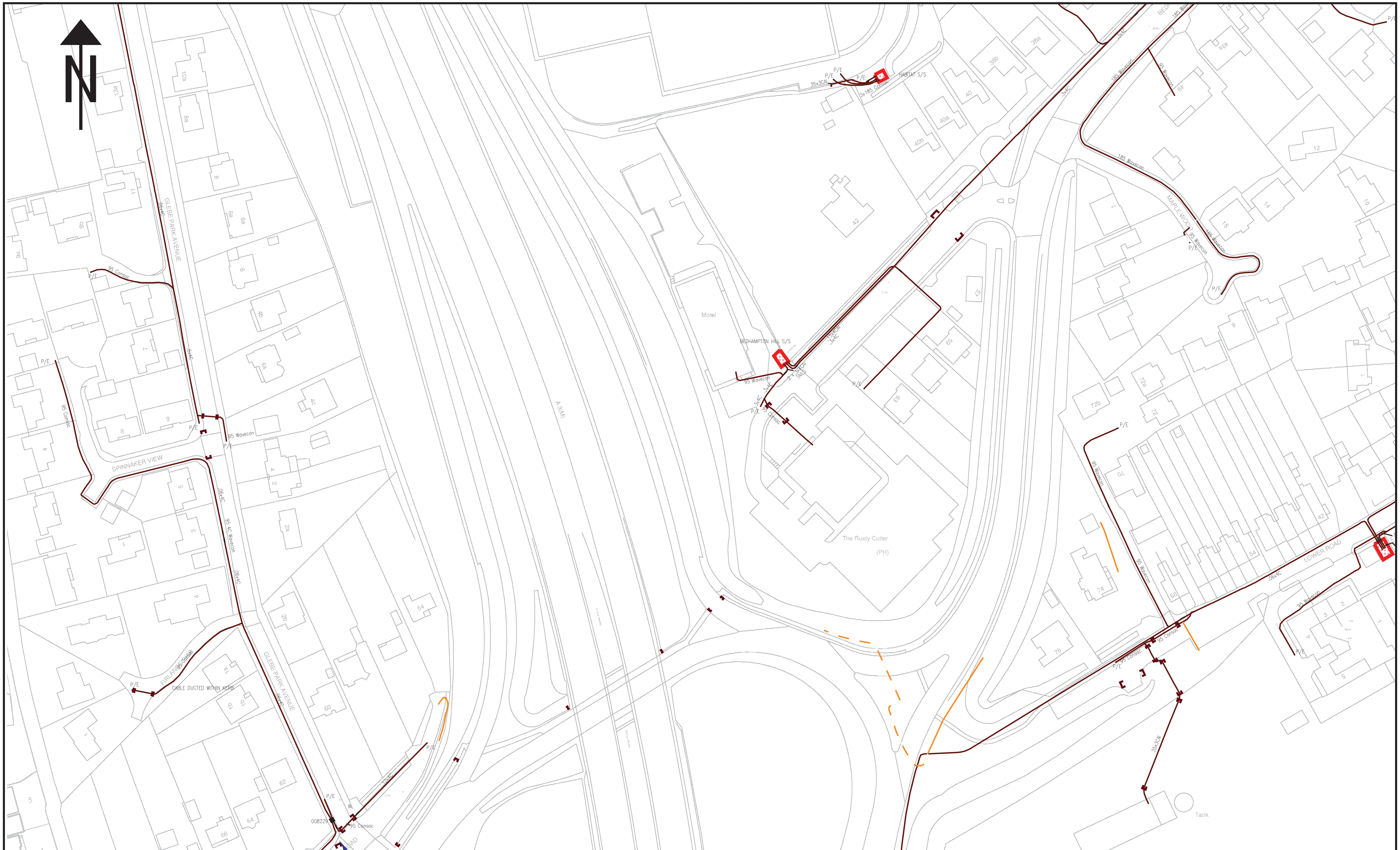
Scottish and Southern Energy

H.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

ATKINS CHECKED
AH

Grid Ref: SU69670623
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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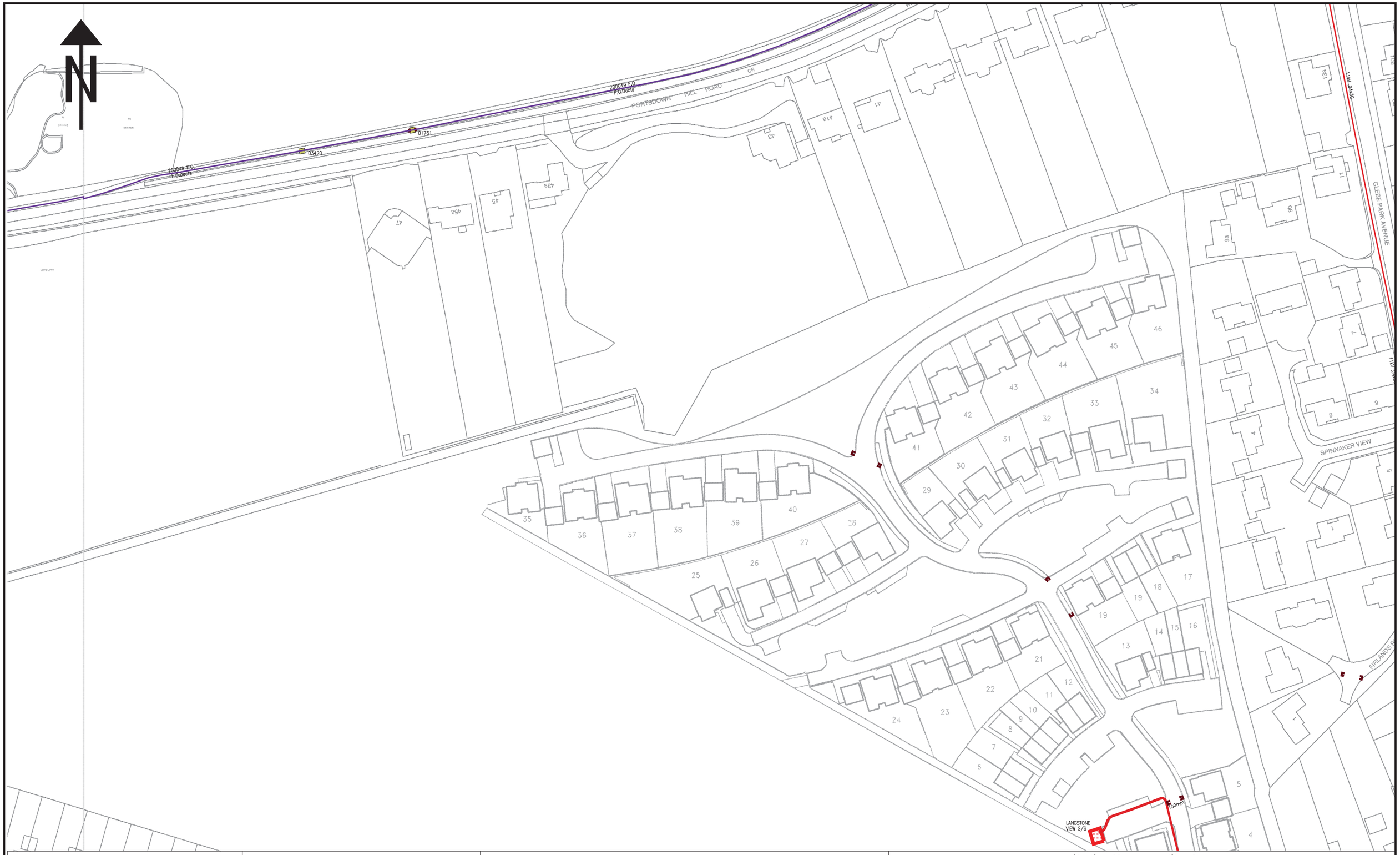
L.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU69670623

Scale: 1:1250

Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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PORTSMOUTH
023-0262-4200

Grid Ref: SU69220622
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
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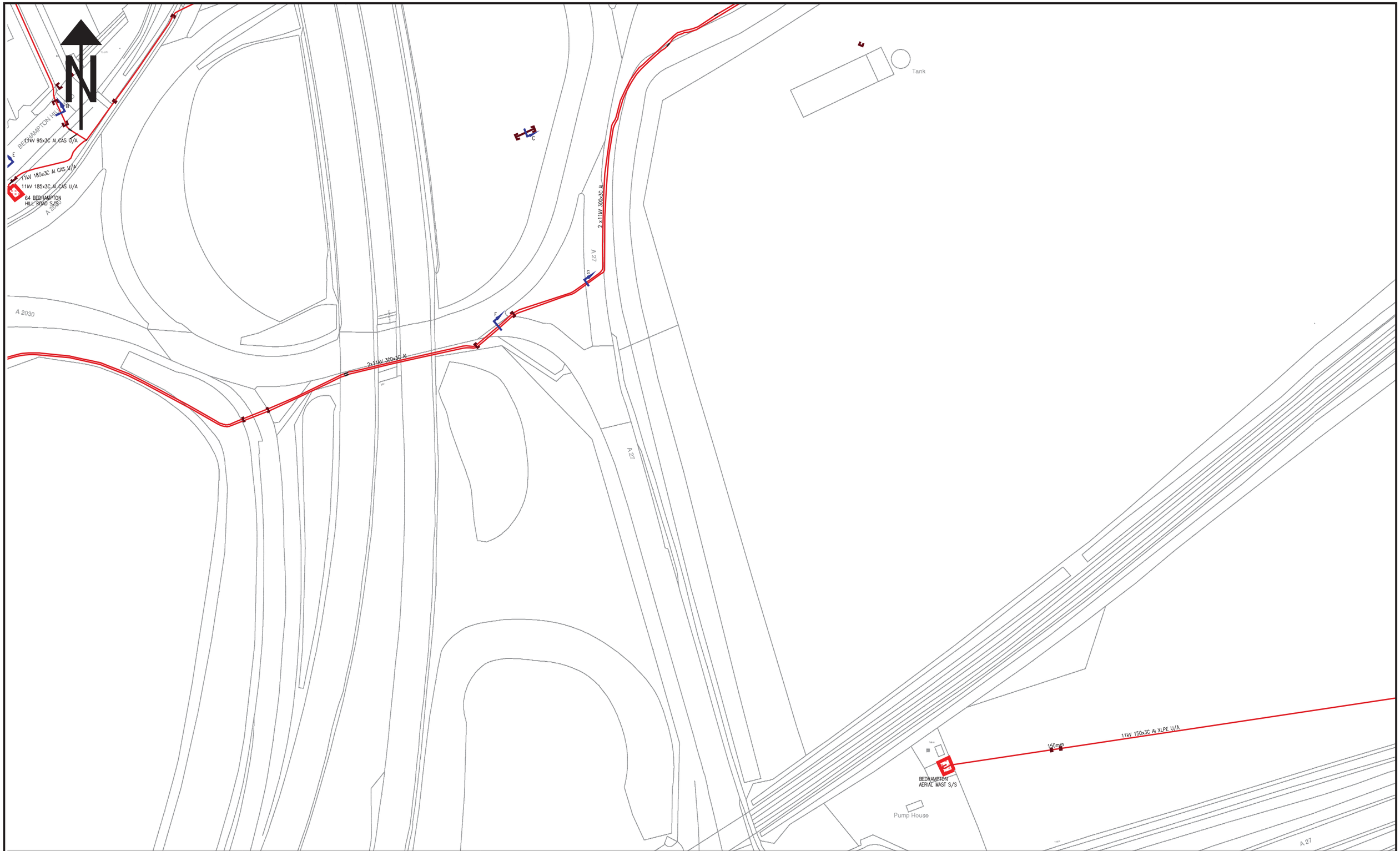
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PORTSMOUTH
023-0262-4200

Grid Ref: SU69220622
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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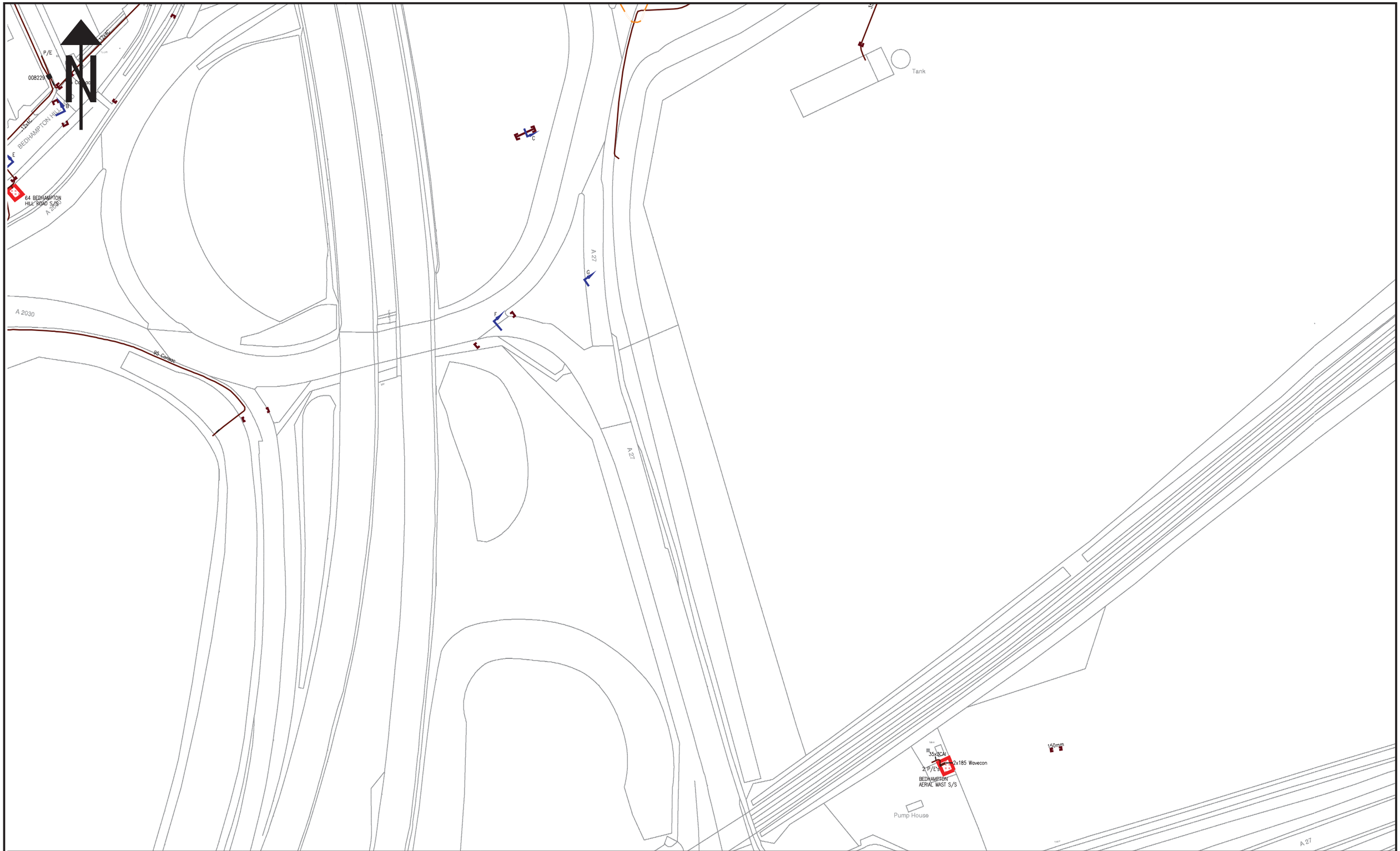
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PORTSMOUTH
023-9262-4200

Grid Ref: SU69770596
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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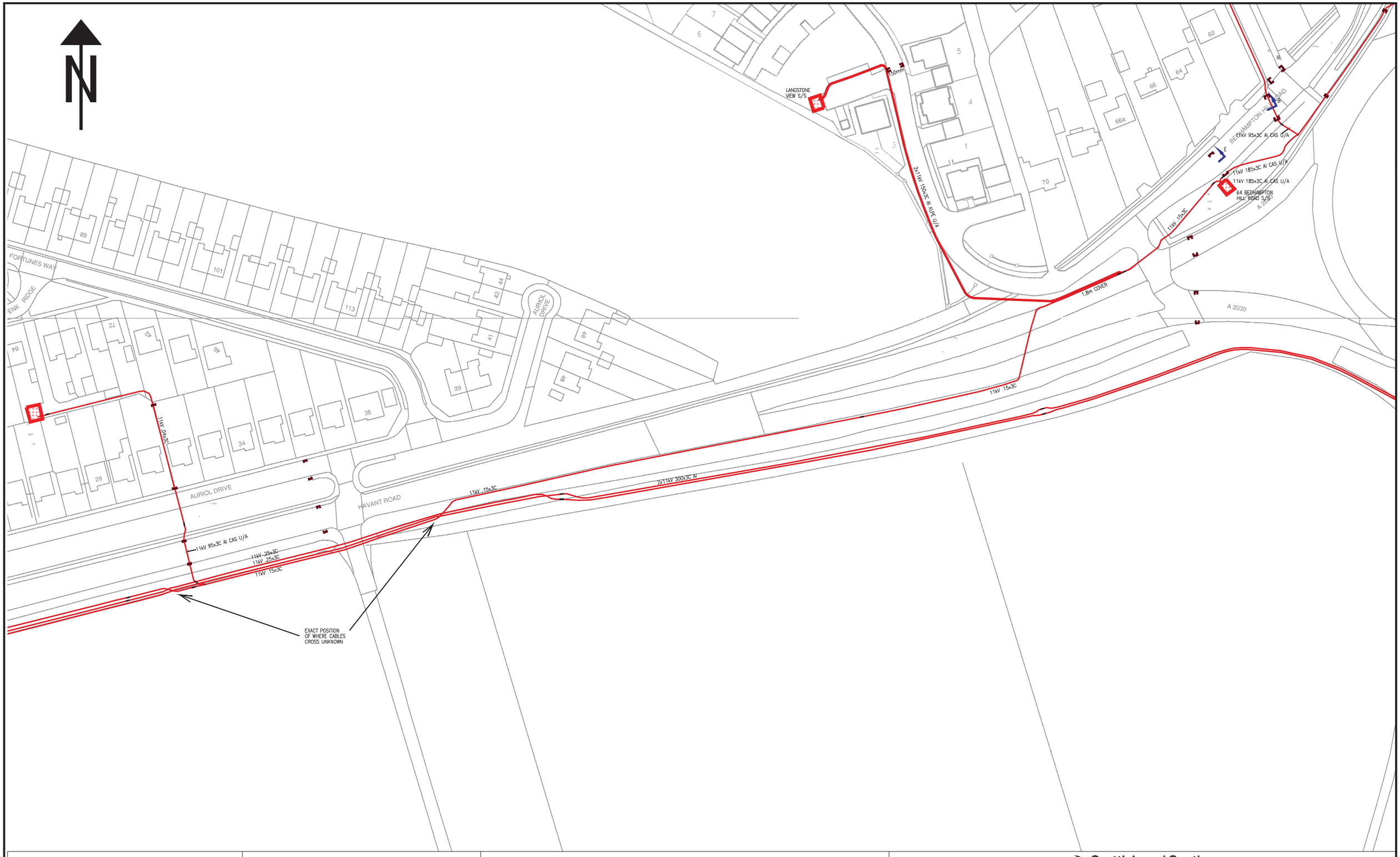
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L.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU69770596
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
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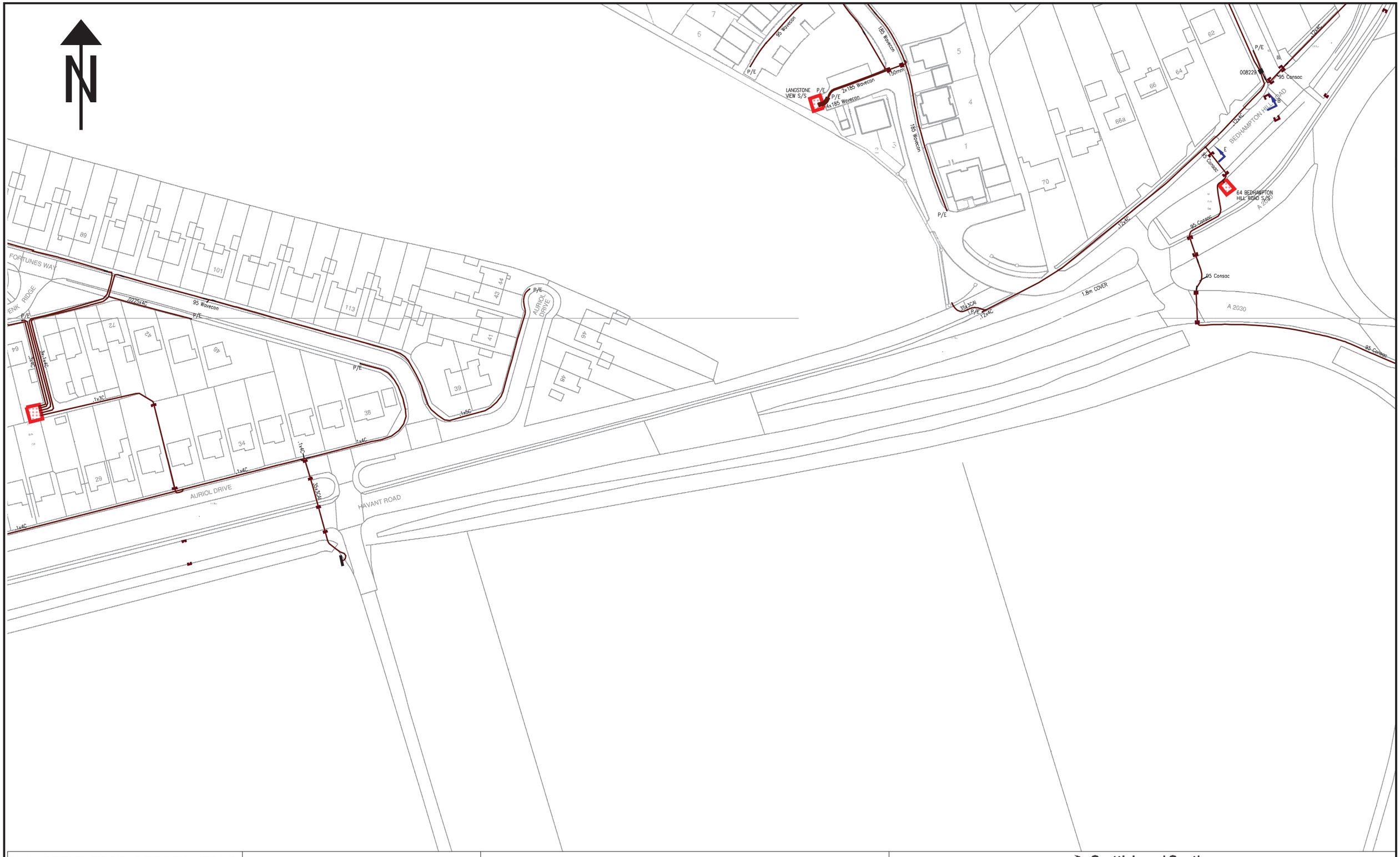
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PORTSMOUTH
023-9262-4200

Grid Ref: SU69330596
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
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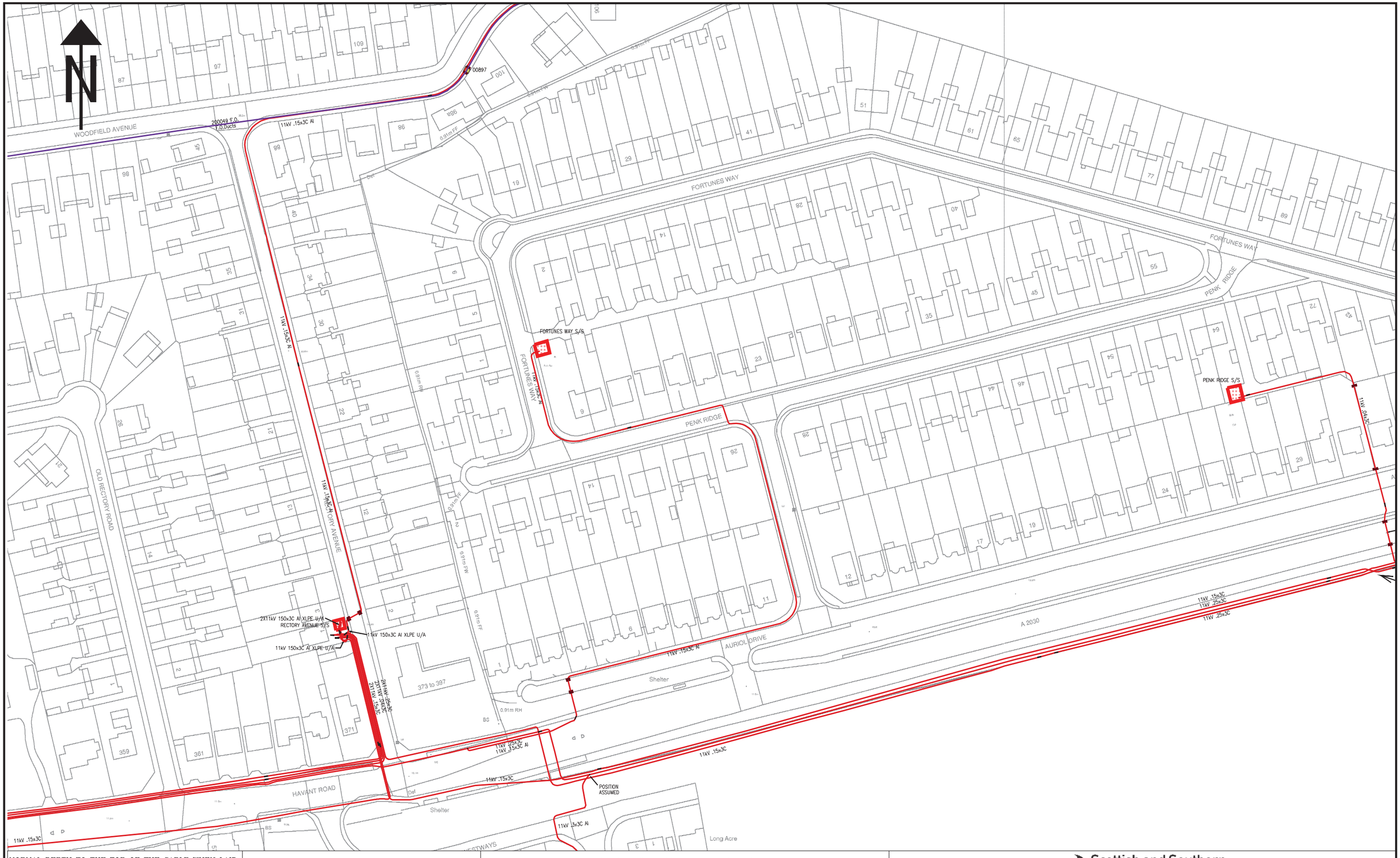
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PORTSMOUTH
023-9262-4200

Grid Ref: SU69330596
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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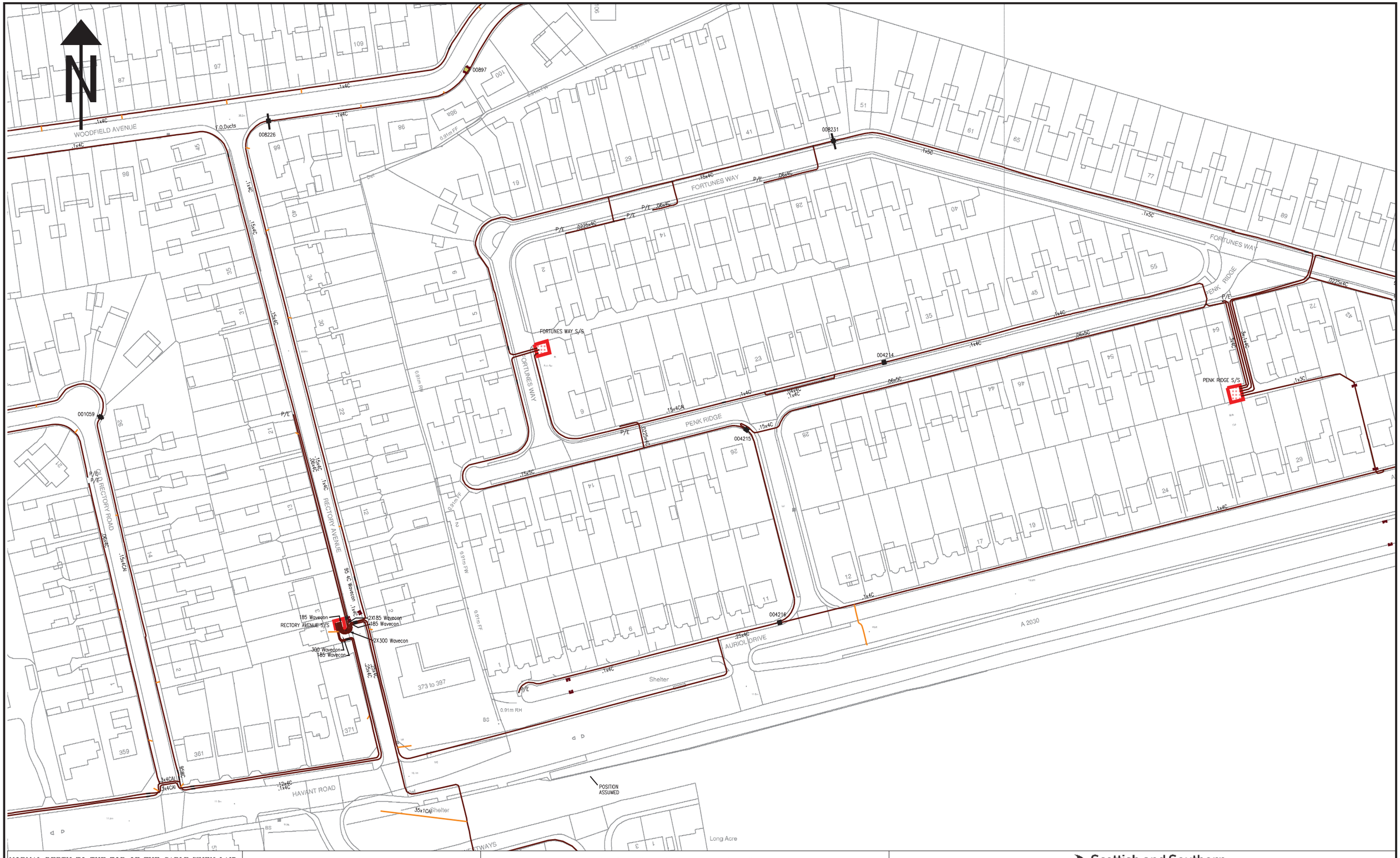
H.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU68880595

Scale: 1:1250

Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
h.v. – over 1000V. to 11,000V.
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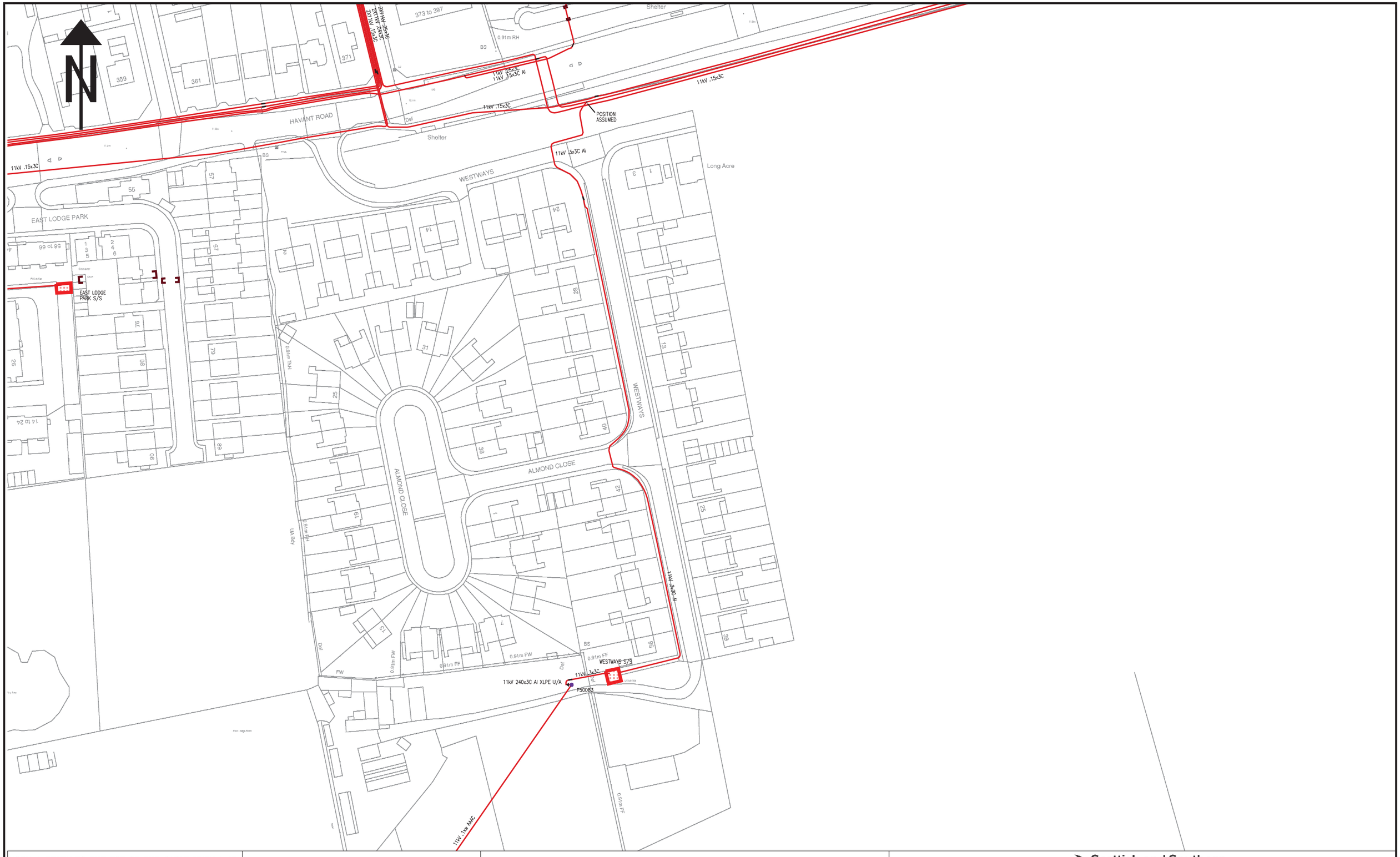
L.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU68880595

Scale: 1:1250

Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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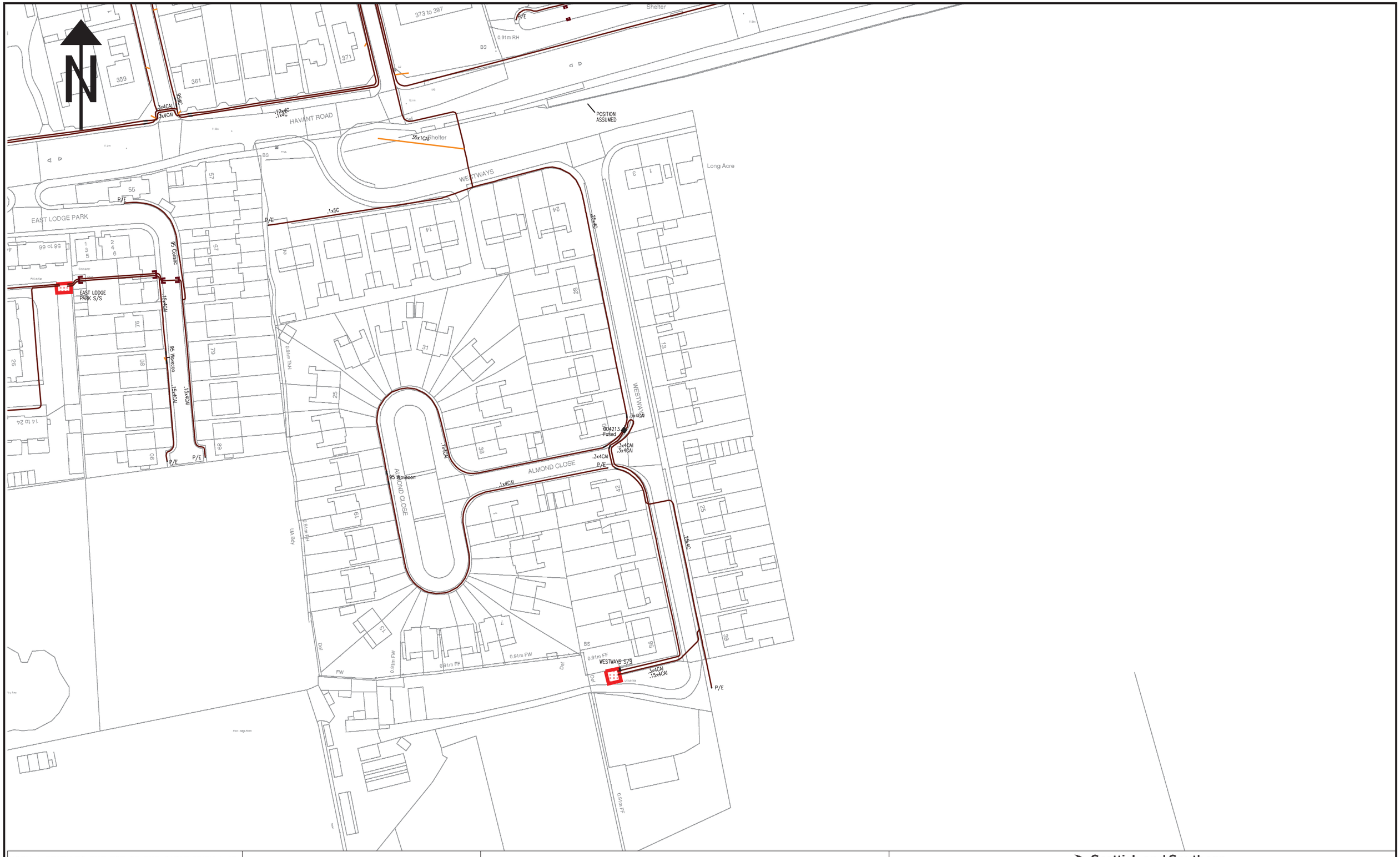
H.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU68890570

Scale: 1:1250

Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
h.v. – over 1000V. to 11,000V.
e.h.v. – 22,000V. to 132,000V.

WARNING

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WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTE GS6 SHOULD BE CONSULTED. (AVAILABLE FROM HMSO)

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Template: SIAS NRSWA COL A3 plot

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200 Dunkeld Road,
Perth, PH1 3AQ.

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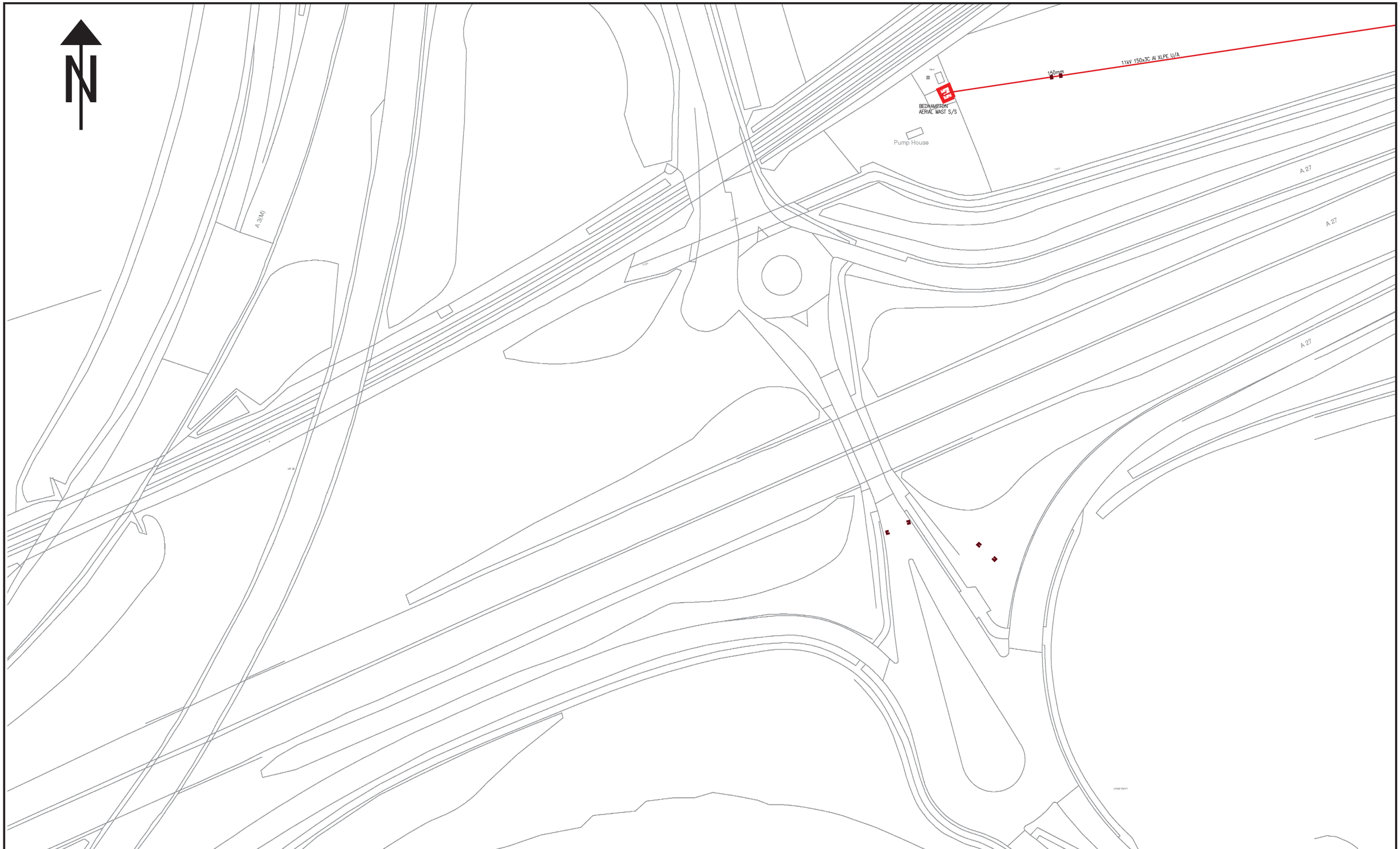
L.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU68890570

Scale: 1:1250

Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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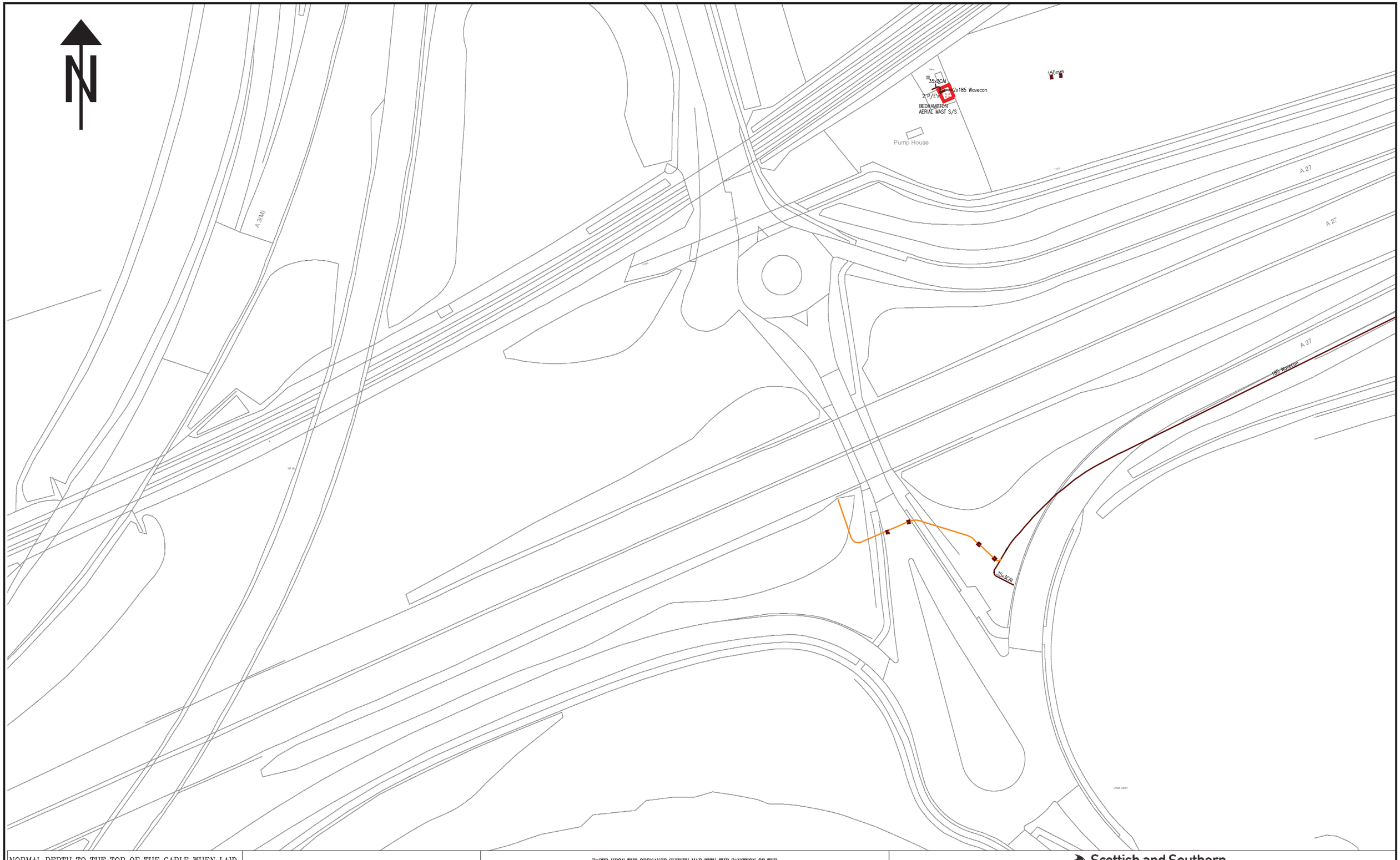
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H.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU69770571
Scale: 1:1250
Date: 28/06/2016



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
h.v. – over 1000V. to 11,000V.
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023-0262-4200

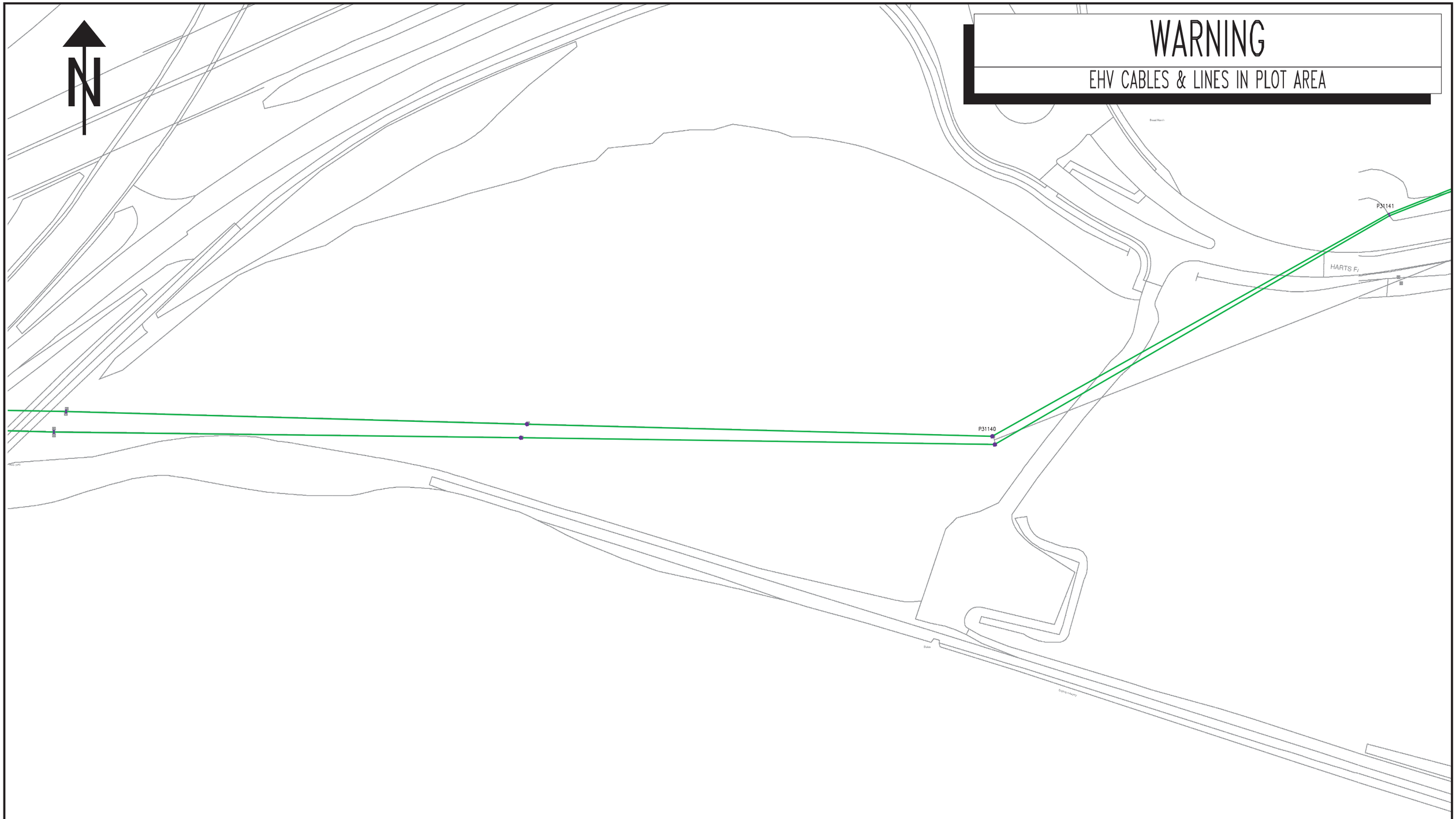
Grid Ref: SU69770571

Scale: 1:1250

Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
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H.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU69770546

Scale: 1:1250

Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA

NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
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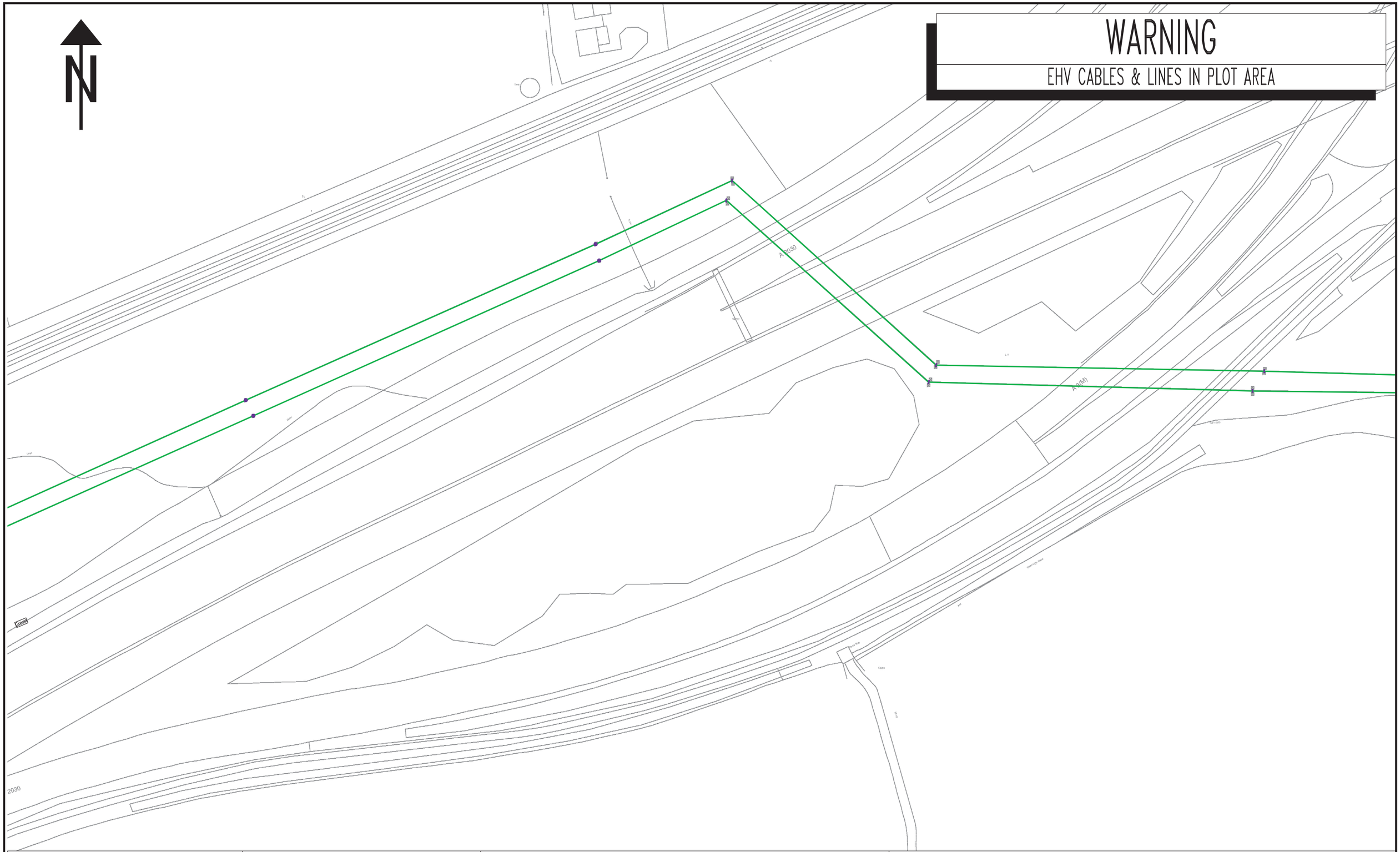
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Scale: 1:1250

Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA



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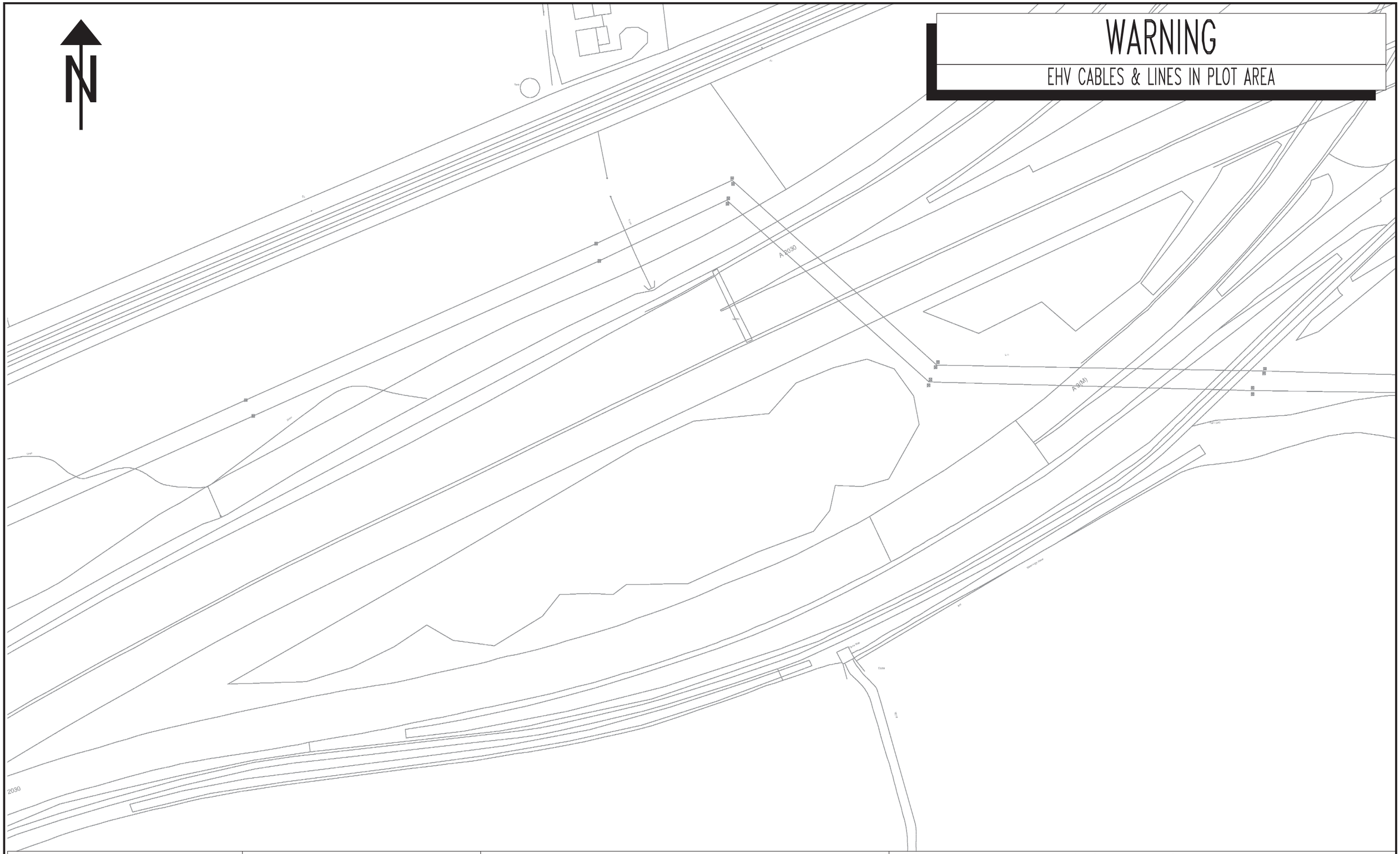
Grid Ref: SU69330545

Scale: 1:1250

Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

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023-9262-4200

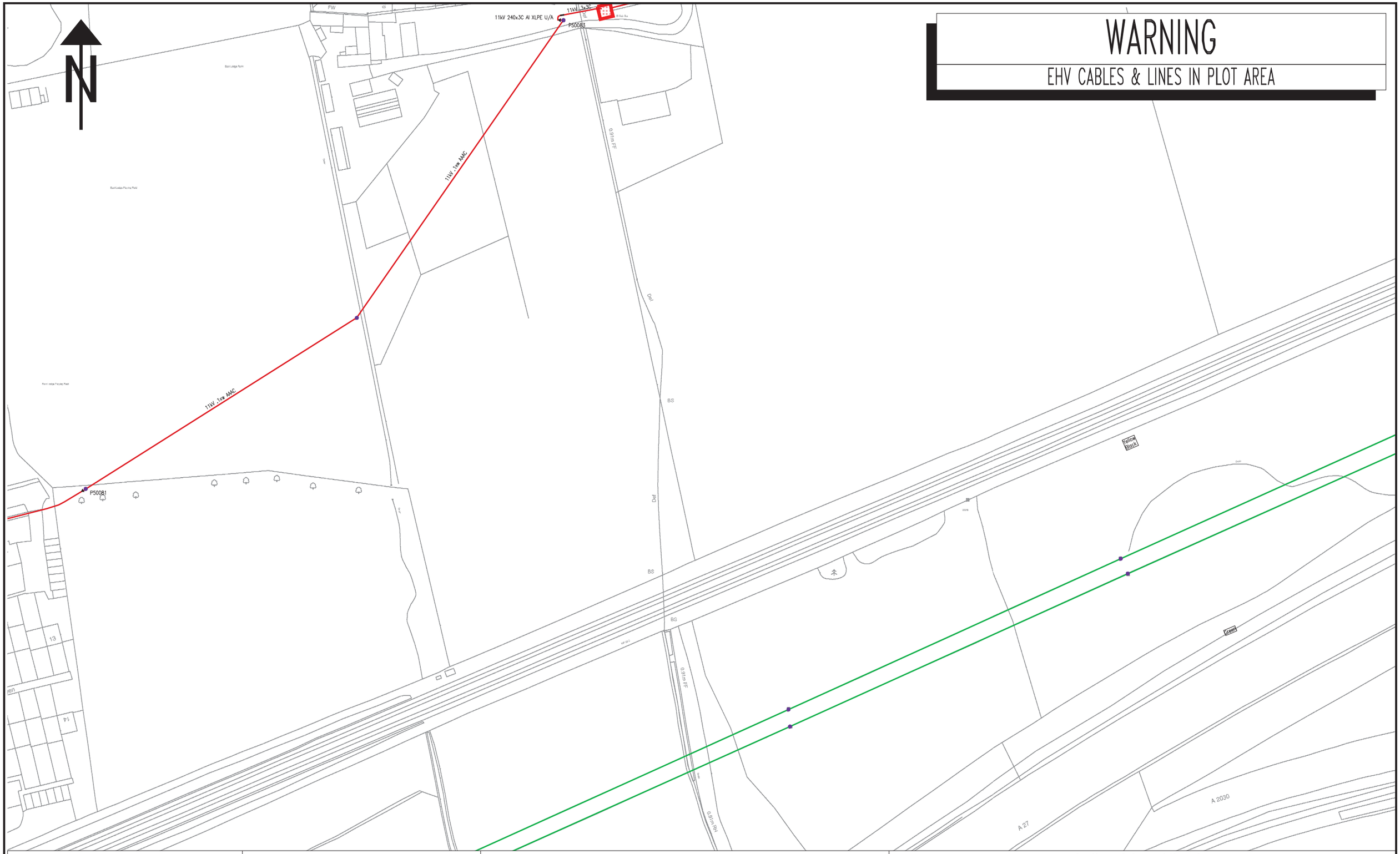
Grid Ref: SU69330545

Scale: 1:1250

Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
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H.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

Grid Ref: SU68890546
Scale: 1:1250
Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
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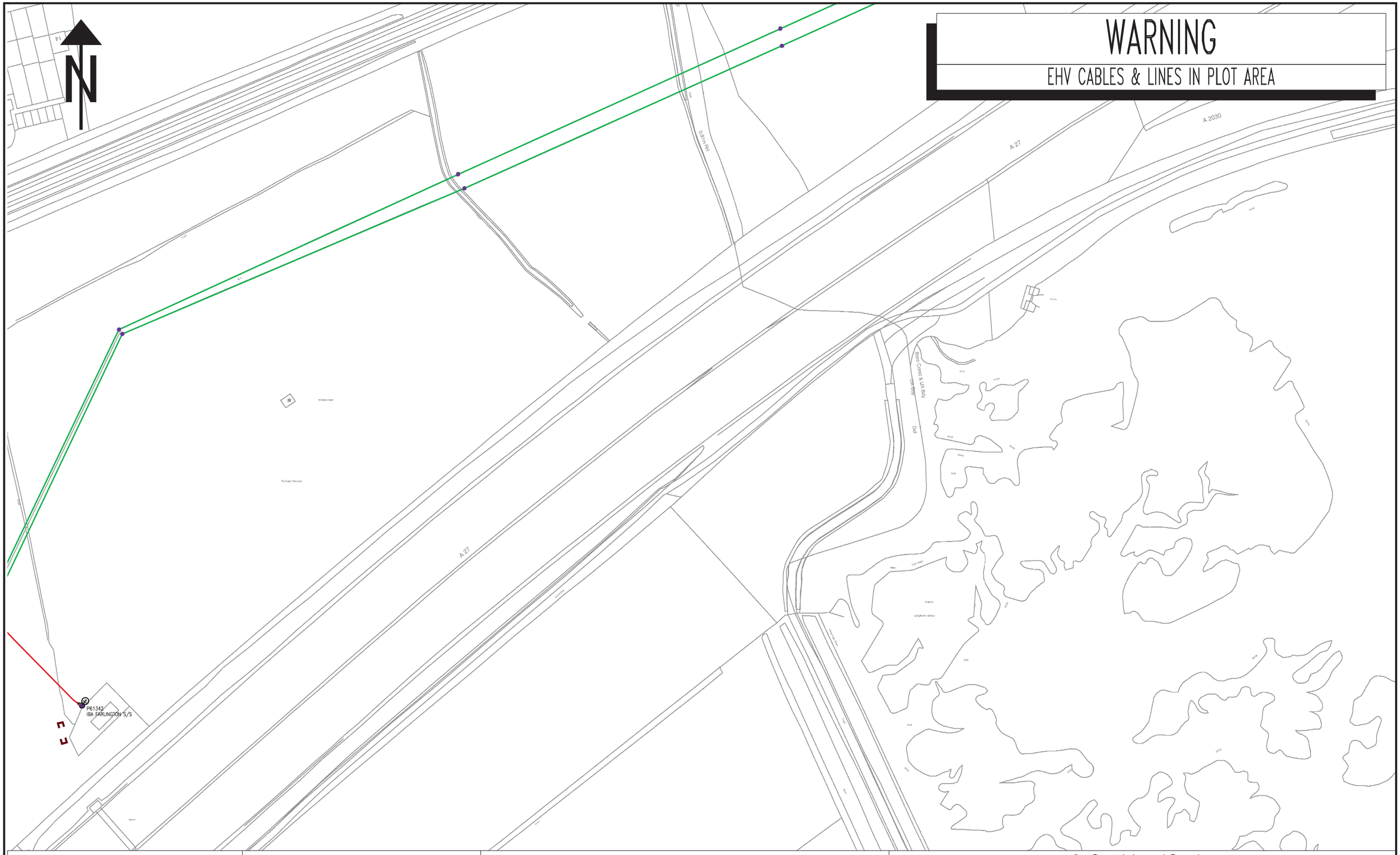
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Grid Ref: SU68890546
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WARNING

EHV CABLES & LINES IN PLOT AREA



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PORTSMOUTH
023-9262-4200

Grid Ref: SU68890521

Scale: 1:1250

Date: 28/06/2016

WARNING

EHV CABLES & LINES IN PLOT AREA



NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID				
	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m

l.v./services – up to 1000V.
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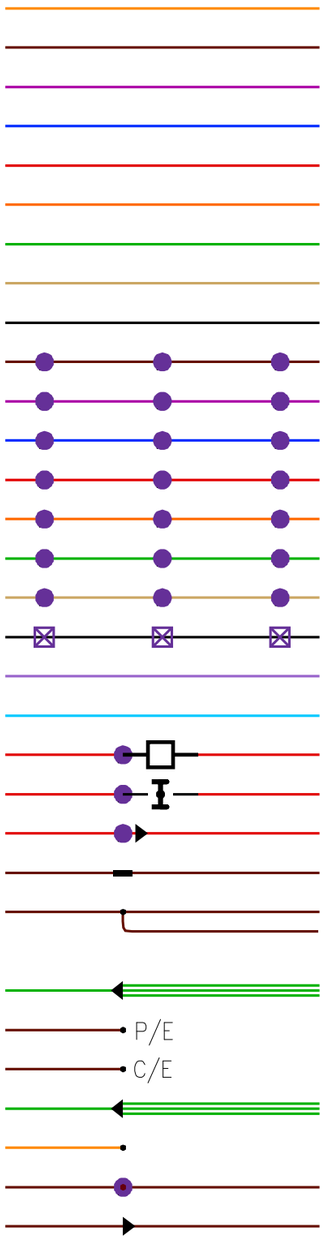
Scottish and Southern Energy

L.V. MAINS RECORD

PORTSMOUTH
023-9262-4200

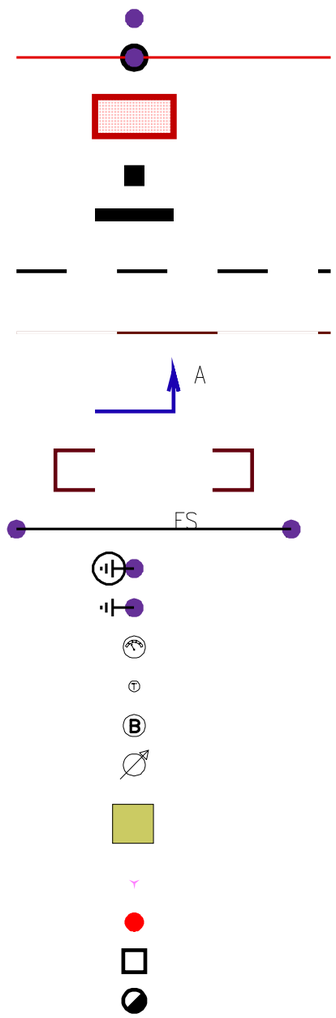
Grid Ref: SU68890521
Scale: 1:1250
Date: 28/06/2016

GIS ELECTRIC SYMBOLS (SOUTH)



LV UNDERGROUND SERVICE CABLE
LV UNDERGROUND MAINS CABLE
2KV–3.3KV UNDERGROUND CABLE
6.6KV UNDERGROUND CABLE
11KV UNDERGROUND CABLE
22KV UNDERGROUND CABLE
33KV UNDERGROUND CABLE
66KV UNDERGROUND CABLE
132KV UNDERGROUND CABLE
LV OVERHEAD LINE
2–3.3KV OVERHEAD LINE
6.6KV OVERHEAD LINE
11KV OVERHEAD LINE
22KV OVERHEAD LINE
33KV OVERHEAD LINE
66KV OVERHEAD LINE
132KV OVERHEAD LINE
FIBRE OPTIC CABLE
PILOT CABLE
CIRCUIT BREAKER
SWITCH DISCONNECTOR
POLE BOX
STRAIGHT JOINT
TEE JOINT

TRIFURCATING JOINT
POT END JOINT
CAPPED END JOINT
SEALING END JOINT
SERVICE CONNECTOR JOINT
O/H CONNECTOR JOINT
WALL BOX JOINT



POLE
POLE MOUNTED TRANSFORMER

SUBSTATION
LINK BOX
PILLAR

MAJOR PIPELINE
ASSUMED ROUTE

CROSS SECTION

DUCTING
FLYING STAY
PME EARTH
NEUTRAL EARTH
OIL/GAS GAUGE
OIL/GAS TANK
BALANCER
REGULATOR

PIT
SCHEMATIC CONNECTOR
SUPPLY LOCATION–PROPERTY
SUPPLY LOCATION–OTHER
SUPPLY LOCATION–STREET FURNITURE

Scottish and Southern Energy plc.

DATE: 18/09/2006

SCALE: 1:500

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Watch it!

Safety advice brought to you by
Southern Electric Power Distribution plc and
Scottish Hydro Electric Power Distribution Ltd

These notes are intended to help all those who have to work in the vicinity of electrical apparatus. Employers have a legal obligation to ensure that their operatives are fully instructed in the correct procedures.

The Electricity at Work Regulations 1989 impose health and safety requirements upon employers, employees and self-employed persons with respect to electricity at work. The regulations impose restrictions on persons being engaged in work activities on or near live conductors.

Regulation 14 requires that: "No person shall be engaged in any work activity on or near any live conductor (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless:

- it is **unreasonable** in all circumstances for it to be dead; and
- it is **reasonable** in all circumstances for him to be at work on or near it while it is live; and
- suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury."

The purpose of the regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

Publications

The Health and Safety Executive have produced a document entitled 'Avoiding Danger from Underground Services', and the Appendix 1 deals specifically with electric cables. Copies are available from HMSO's Accredited Agents and good booksellers, Ref. HS (G) 47.

Copies of Health and Safety Guidance note GS 6 relating to safe working in proximity to overhead lines, are available from HMSO Head Offices of the Federation of Civil Engineering Contractors and the National Federation of Building Trades Employers.

Note

In situations of emergency or danger, or where the advice contained in these notes cannot be followed, you must consult Scottish and Southern Energy plc immediately. Tel. 08457 708090 for southern England or 0800 300999 for Scotland.

Additional copies of these "Watch it!" leaflets can be obtained from our Mapping Services office upon request. Tel. 01256 337294, or Fax 01256 337295.

You must read and accept the following safety notes as part of the contract to receive our network plans. You will have the option to print these and issue them to site staff.

Watch it! - Working in the vicinity of underground cables.

Our plans show the positions and normal depths for the buried cables and pipes at the time when they were installed. However, alterations to road alignments surface levels and buildings may have occurred subsequently without our knowledge. If you discover plant or cables that are not marked or incorrectly marked, then you are required to contact us as soon as possible to give us the opportunity to amend our plans.

These plans show the equipment owned by Scottish and Southern Energy plc. There may be other privately owned plant in the area, which is outside of our control. You should always check with the Local Authority, National Grid Company, Department of the Environment, other Electricity Companies and other utilities before proceeding.

It is not intended that the issue of these plans will absolve either party from their obligation under any of the acts that control digging in the public highways.

Supplies To Properties, etc.

The location of cables supplying individual properties, street lighting, traffic signs, telephone kiosks etc. are not always shown on the plans. You should assume that each property, streetlight etc. will have its own supply cable.

Major Circuits

Where our plans indicate the presence of cables with a voltage exceeding 11,000 volts, you are advised to contact our local depot (telephone number is on the plans), before commencing any excavations within the vicinity of these cables. These major transmission circuits form an extremely important link in Scottish and Southern Energy's network, and damaging or modifying these circuits is a major and costly undertaking. Any development should therefore be designed to allow these circuits to remain undisturbed and accessible in their present location.

For your own and your workmates' safety, please follow the **do's** and **don'ts** listed below:

- ✓ **do** make sure you have plans of the underground cables in the area **before** any excavation work starts. Remember that some cables may not be shown on plans. If carrying out emergency work, excavate as though there are buried live cables in the vicinity.
- ✓ **do** use a cable locator to determine the position of existing cables in the work area. The positions should be marked and tests made as work proceeds. **If in doubt, get advice from your supervisor.**
- ✓ **do** ask for a cable to be made dead if it is buried in concrete.
- ✓ **do** watch for signs of cables as work progresses. Note any marker-tape or cable-cover, which may be exposed.

- ✓ **do** backfill carefully, using stone-free soil around the cables, replacing marker-tapes and / or covers.
- ✓ **do** notify us immediately if you accidentally damage our cables. Arrange to keep people well clear of a cable that has been damaged until we have confirmed it has been made safe.
- ✓ **do** make sure before starting to demolish a building that all cables have been disconnected. We welcome prior notice of the intention to demolish buildings. This enables us to ensure that the site has been made safe electrically.
- ✓ **don't** operate a bulldozer, scraper, dragline or excavator; unless you are satisfied that there are no buried cables in the working area.
- ✓ **don't** use picks, pins, forks or pointed instruments in soft clay or soil when cables are present. Exercise extreme caution where such instruments are used to free lumps of stone, or break up firmly compacted ground. **Never** throw a fork or sharp instrument into the ground.
- ✓ **don't** dig trial holes over the indicated route of the cable. Excavate alongside instead.
- ✓ **don't** use exposed cables as a convenient step or handhold.
- ✓ **don't** handle or attempt to alter the position of any cable.

Remember that a damaged cable may cause extensive loss of supplies, make expensive repairs necessary and cause serious or even fatal injury.

If effective measures are not adopted to protect our equipment, we will take steps to recover the cost of any damage caused. Persons causing damage resulting in loss of supply to customers can be held legally responsible for any claims made by those customers. Promptness in reporting an incident will minimise costs.

In most cases it is not practicable to make cables dead without interrupting supplies to our customers. But given adequate notice, we will wherever possible, give advice regarding special precautions which may be necessary on any site where particular problems are likely to be encountered. The right is reserved to make a charge for this service.

Electricity cables can exist anywhere - under paths or roads, in gardens or driveways, on new housing or industrial development sites or even farmland.

Watch it! - Working in the vicinity of overhead lines

For your own and your workmates' safety, please follow the **do's** and **don'ts** listed below

- ✓ **do** carefully note the position of all overhead lines before commencing work.
- ✓ **do** co-operate with us during planning and sitework stages.
- ✓ **do** follow the advice given in HSE Guidance Note GS 6 when siting barriers, goal posts, bunting etc.
- ✓ **do** keep overhead lines in view when moving scaffolding or machinery and take special care when felling or lopping trees.
- ✓ **do** remember that the raising or slewing of a crane or excavator jib may cause danger when operating near an overhead line.
- ✓ **do** avoid any machinery that is in contact with an overhead line until we confirm that conditions are safe.
- ✓ **do** warn others to keep well clear.
- ✓ **don't** drive a high vehicle below an overhead line when an alternative route is available.
- ✓ **don't** raise the bed of a tipper lorry beneath an overhead line or drive under the line with the body of the vehicle raised.
- ✓ **don't** steady any suspended load until you are satisfied that there is no danger from overhead lines.
- ✓ **don't** handle or use scaffold platforms, poles, pipes or ladders unless they are at a safe distance from overhead lines.
- ✓ **don't** transport long objects beneath overhead lines, unless they are carried in a horizontal position.
- ✓ **don't** approach or touch any broken or fallen overhead lines.

Always remember that:

- Electricity can jump gaps.
- Contact or near contact with a crane jib, scaffold or ladder can cause a discharge of electricity with a risk of fatal or severe shock and burns to any person in the vicinity.

If effective measures are not adopted to protect our equipment, we will take steps to recover the cost of any damage caused. Persons causing damage resulting in loss of supply to customers can be held legally responsible for any claims made by those customers. Promptness in reporting an incident will minimise costs.

In most cases it is not practicable to make overhead lines dead without interrupting supplies to customers. However, provided adequate notice is given, then we will, whenever possible, give advice regarding special precautions which may be necessary on site where specific problems may be encountered. The right is reserved to make a charge for this service.

Scottish & Southern Electricity Networks

North of Scotland
0800 048 3515

Central Southern England
0800 048 3516

Our reference: EJR507/4
Your reference:

Terry Seymour
Rogers Cory Partnership Ltd
The Old School
Old School Road
Old School Road
Hook
Hampshire
RG27 9NJ

Nicholas Palmer
Southern Electric Power Distribution plc
Connections And Engineering
Walton Park
Walton Road
Cosham
PO6 1UJ

02392 624192
nicholas.palmer@sse.com
www.ssen.co.uk

3 April 2018

Dear Sir(s)

Forty Acre Farm

Thank you for your recent enquiry. We are pleased to provide you with an Offer on behalf of Southern Electric Power Distribution plc, for the new electricity connections at the above development. This letter (including the pages attached to it which contain the Breakdown of Charges and Additional charges and assumptions, the Acceptance, and the Information Pack), together with the enclosed Standard Terms and Conditions constitutes our Offer.

Our Offer is subject to our obtaining all necessary legal consents to carry out the work as planned, including any consent required from third parties. Please refer to our website for more detailed information at www.ssen.co.uk/LandRights.

This Offer for All Works has been quoted including VAT (as applicable). Our Offer remains open for acceptance for the period stated in the enclosed Standard Terms and Conditions.

You can see a Breakdown of Charges included in our Offer on the next page. Please note that we will not be able to schedule works until you have accepted this Offer and we have received all sums due and payable on acceptance for the works detailed in this Offer. Where your Offer includes reinforcement or you are a Second Comer and the initial connector has not yet been energised, then your connection cannot be energised until these works are complete. Upon completion of the electrical works you are also required to pay any applicable 'Second Comer' charge as set out in this Offer, in accordance with the Electricity (Connection Charges) Regulations (ECCR).

The quotation has been calculated based on the information provided to date but please be aware that we will charge for any additional work required that has not been included in this Offer. It is important that you check the Offer thoroughly to avoid incurring any further charges.

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We reserve the right to terminate our contract with you in certain circumstances where the works have not commenced or did commence but were then delayed. Our right to terminate is set out in clause 11 of the Standard Terms and Conditions enclosed with this Offer Letter. For the purposes of clause 11 the period specified is 12 months from the date of your acceptance of this Offer.

We have calculated this quotation on the assumption that **you** will carry out all of the excavation and backfilling of the cable trenches required, on the land within the site boundary provided with your application. For the avoidance of doubt, if your site boundary crosses a public highway you will carry out all of the excavation and backfilling of the highway. Please note you must comply with the requirements for any works in the public highway as detailed in the enclosed Information Pack.

We have enclosed with this Offer an Information Pack, which contains information relevant to the work for which you have been quoted. Our **Statement of Methodology and Charges for Connection** provides detailed information regarding our charges. You can download our **Statement of Methodology and Charges for Connection** from our website at www.ssen.co.uk/Library/ChargingStatements. We trust the information we have provided is of assistance and if we can help further please do not hesitate to contact us. Alternatively, you may wish to visit our website at www.ssen.co.uk for further information.

Yours sincerely,



Nicholas Palmer

Connections Designer

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Glossary of Defined Terms

"Adoption Agreement"	An agreement for us to adopt the Contestable Work, subject to the satisfaction of certain conditions.
"All Works"	Where both the Contestable and Non-Contestable Works are carried out by Scottish Hydro Electric Power Distribution plc or Southern Electric Power Distribution plc.
"Connections Regulations"	Means regulations made in relation to connections standards of performance under section 29A of the Electricity Act 1989.
"Contestable Works"	Also known as Contestable Connection Activities, are works necessary for the provision of the Connection which can also be undertaken by an ICP or an IDNO.
"Distribution Code"	Means the Distribution Code that Scottish Hydro Electric Power Distribution plc and Southern Electric Power Distribution plc is required to maintain in force.
"DNO"	Means Distribution Network Operator. Electricity distribution networks carry electricity from the high voltage transmission grid to industrial, commercial and domestic users. Scottish Hydro Electric Power Distribution plc and Southern Electric Power Distribution plc are licensed distribution network operators (DNOs).
"ICP"	Means an accredited Independent Connections Provider registered with the Lloyd's Register, including its agents.
"IDNO"	Means Independent Distribution Network Operator. These are smaller networks owned and operated by Independent Network Operators (IDNOs) located within the areas covered by the DNOs.
"Licence"	Also known as Electricity Distribution Licence means an electricity distribution licence granted or treated as granted under section 6 (1) (c) of the Electricity Act 1989 that authorises a electricity distributor to distribute electricity.
"Non-Contestable Works"	Also known as Non-Contestable Connections Services, are those services which are necessary for the provision of a connection and in accordance with our Connection Charging Statement, cannot be provided by a person other than Scottish Hydro Electric Power Distribution plc or Southern Electric Power Distribution plc.
"Point of Connection"	The point (or points) of physical connection to our existing Distribution System.
"Point of Supply"	The point (or points) of physical connection of the electricity supply into the property.
"Second Comer"	Any connectee who subsequently connects to and benefits from infrastructure paid for by an earlier connectee and is therefore liable to pay for their share of incurred costs under the Electricity (Connection Charges) Regulations.
"Statement of Methodology and Charges for Connection"	The Connection Charging Methodology is a complete and documented explanation of the methods, principles and assumptions for our connection charges. The Connection Charging Statement sets out the basis of charges for the provision of a connection.
"The Electricity (Connection Charges) Regulations or (ECCR)"	Means The Electricity (Connection Charges) Regulations 2002 or The Electricity (Connection Charges) Regulations 2017 as applicable. These regulations provide that where a person connects to and benefits from electricity infrastructure that was paid for by an initial connectee, the earlier connectee can be reimbursed for a share of the costs by subsequent connecting customers.

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What you need to do

You are required to ensure that all works on your own electrical installations are carried out by a qualified electrical contractor. Statutory qualification schemes, for Building Regulation purposes, are currently run by NICEIC, SELECT, ECA, NAPIT, ELECSA, British Standards Institution and BRE Certification.

Please enclose either a cheque or, if paying by Bank Transfer, make payment before acceptance. Alternatively, you may call to pay by credit/debit card or use our online services.

Please note

Southern Electric Power Distribution plc is the Distribution Network Operator (DNO) for the area in which your project is located. There are Independent Connection Providers (ICPs) and Independent Distribution Network Operators (IDNOs) who may be able to provide you with an alternative Offer to carry out some of this work. Please refer to www.lr.org/en for further details.

This Offer serves as a notice under Section 16A (5) of the Electricity Act 1989. Should you have any concerns relating to this Offer please contact us using the details on the first page of this letter and we will try to resolve any issues directly with you. If you still then have concerns, Section 23 of the Act allows for any unresolved disputes relating to the provision of this Offer to be determined by the Gas and Electricity Markets Authority (the "Authority"). The dispute must be referred to the Authority within 12 months following the date of connection. The dispute may be determined either by an Order of the Authority, or referred by the Authority for arbitration. An order made in relation to the dispute shall be final and binding on the parties and may include a direction to pay costs and expenses.

We can often offer a payment schedule depending on the timescale and costs of your project.

If your project includes reinforcement your alternative provider may be able to deliver this for you.

Please contact your designer if you wish to discuss the above.

Your All Works Offer explained

Breakdown of Charges

Description of connection charges

	£
Connections: 323 Domestic Install 1 substation Lay approximately 280m of HV cable and 3,690m of LV cable. New development of 323 domestic supplies Install 1x new 1000kVA GMT and 300w/c rings around the site to maintain back feeds and volt drop HV Work: 1x 1000kVA GMT, Lay and blind 280mtrs 150XLPE, 2x switch terms, excavate 30mtrs footpath, 2x joint holes LV Work: lay and blind 2190mtrs 300w/c, 1500mtrs 185w/c, install 4x 2 way link boxes, 2x 10way Ryfield units, 4x 7 way Ryfield units, 32 risers, 1x 600amp cut-out and CT chamber, 20 breech joints, 16 potends, 18 straight joints	
Total connection charges	**£**

Description of non-contestable charges

POC 975KVA: 2 X HV Straight Joints onto existing .15x3c Cu. Looped in S/S purposed on the section of network between Rectory Avenue S/S and Tee Penk Ridge S/S as highlighted on plan.	
Assessment and design	
Wayleaves / legals	
Final connection	
Inspection & Monitoring	
Total non-contestable charges	

All works totals

Net total at standard rate VAT	
Net total at low rate VAT	
Net total at zero rate VAT	
VAT at standard rate (20%)	
VAT at low rate (5%)	
Total charge to applicant	

Please note

Stage payments would be accepted for this job

First payment

Second Paymant due 3-4 months after the first

Third Payment due 3-4 months after the second

Final Payment due 3-4 months after the third

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Alternative Offer to provide Non-Contestable Works only

Some of the works included in the above Offer are Contestable Works and may be delivered by an Independent Connections Provider (ICP) or Independent Distribution Network Operator (IDNO) known as an Alternative Provider. Such providers are listed at www.lr.org/en/utilities-building-assurance-schemes/uk-schemes/national-electricity-registration-scheme/ners-search.aspx, and may be able to provide you with alternative offers for the work.

We must provide the Non-Contestable Works if you choose to progress with this connection. Our Offer for the Non-Contestable Works is detailed below:

Description of non-contestable charges

POC 975KVA: 2 X HV Straight Joints onto existing .15x3c Cu. Looped in S/S purposed on the section of network between Rectory Avenue S/S and Tee Penk Ridge S/S as highlighted on plan.	
Assessment and design	
Wayleaves / legals	
Final connection	
Inspection & Monitoring	
Total non-contestable charges	

Non-contestable works totals

Net total at standard rate VAT	
Net total at low rate VAT	
Net total at zero rate VAT	
VAT at standard rate (20%)	
VAT at low rate (5%)	
Total charge to applicant	

If you accept the Non-Contestable Works Offer only you must appoint an Independent Connection Provider (ICP) or Independent Distribution Network Operator (IDNO) to deliver the Contestable Works and ensure your full connection is completed. The appointed ICP/IDNO is required to submit a design to us (for our approval or for our review if self-design approval) and to enter into an Adoption Agreement with us, for the Contestable Works to be adopted by us, prior to final connection. More details on what is required for design approval can be found on our website at www.ssen.co.uk/CompetitionInConnections/.

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Additional Charges and Assumptions

We reserve the right to amend the charges at any time after the date of this Offer as a result of variations to material or labour costs which will impact upon the costs incurred by us in providing the Connection. Please note that whilst such changes in costs may occur at any time due to contractual variations and/or our rights and/or obligations to recover costs incurred pursuant to legislation or our licence, such a change is very likely to be relevant where the estimated date of completion of the Distribution Works is in excess of 12 months from the date of this Offer.

Where you are undertaking any cable trenching, you must also excavate and reinstate any joint holes along these cable routes as required, during the works. Our Team Manager will discuss the requirements with you should you wish to proceed.

Important notice: Traffic Management Act – Street Works Permit schemes

Local Authorities in England and Wales are likely to introduce a new Permit Scheme for street works that will include charges for providing the permits. It is not clear at this time which Local Authorities will introduce this scheme, when the scheme will be introduced, which streets will be affected or what the level of charges will be. These charges are not within Southern Electric Power Distribution plc's control.

This Offer excludes any charges that may be levied by the Local Authority in respect of these costs. It is important to note that any such charges which are relevant to this project will subsequently be passed on to you through a separate invoice. In addition to the actual charges from the Local Authority, we will charge £VAT to cover our administrative costs. Acceptance of this Offer means that you also accept these additional charges.

You may wish to seek clarification on how these charges may affect you from the relevant Local Authority.

Connections

Ducting, support and containment from rising main services and main cables are to be provided by you.
All on site excavation and reinstatement is to be carried out by you.

Land Rights (including wayleaves), Planning and Other Consents

Ducting, support and containment for cables within the customer's land and premises are to be provided by you.

All on site excavation and reinstatement is to be carried out by you.

We have identified that third party consents are likely to be required for the works and have assumed that they will be granted without dispute and in accordance with Southern Electric Power Distribution plc's standard land rights' style agreements.

Where we are unable to obtain third party consents, the design and terms of our contract with you may need to be revised and you will need to meet any associated additional costs that may be incurred by us or such third party, arising from but not limited to:

<u>Land rights</u>

- Legal and other professional fees and expenses incurred by us and any third party in connection with securing the required land rights;
- Wayleave fees levied by third parties to process wayleave agreements; and

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- Costs associated with any compulsory purchase or necessary wayleave applications, which may have to be submitted under the Electricity Act 1989. Timescales and costs for determination of a compulsory purchase or wayleave consent will depend on the specific circumstances of the application. An application for a compulsory purchase or necessary wayleave does not guarantee a positive determination. The decision to pursue a compulsory purchase or necessary wayleave remains at the sole discretion of Southern Electric Power Distribution plc.

Other consents

- Specialist ecology surveys;
- Tree cutting compensation and sterilisation;
- Archaeology investigations including watching briefs; and
- Damage claims and any associated surveyor's fees where the damage is over and above what is reasonably necessary to undertake the works.

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Job reference: EJR507/4

Offer for new supply at Forty Acre Farm

Please indicate which Offer you wish to accept:

☐ All Works ☐ Non-Contestable Works only

You can pay the charges set out in this Offer by credit or debit card, cheque or bank transfer, either by post, by phone or via our website (if you are registered). Please note that we only accept card payments for charges up to £5,000 in value (including VAT).

If you wish to pay by credit or debit card, please call our payment line on 0800 197 5527 and complete this form and return it to us by post or email:

Attn. Quote Acceptance, Connections and Engineering
Scottish and Southern Electricity Networks
Walton Road
Cosham
PO6 1UJ

E-mail: quote.acceptance@sse.com

If paying by cheque, please make it payable to Southern Electric Power Distribution plc. Please complete this form and return it with your cheque to the address above.

If paying by bank transfer, you must instruct your bank to transfer funds **before** returning this form to the above address. Please ask your bank to label your payment with the job reference as given above. Our bank account details are:

Account name:	Southern Electric Power Distribution plc
Bank:	NatWest
Sort code:	60-17-21
Account number:	89542592
IBAN code:	GB17 NWBK 601721 89542592
Swift No (BIC):	NWBK GB 2L
UTR:	64581 10616
VAT registration number:	553 7696 03

Amount Paid: £

Choose your method of payment:

☐ Cheque ☐ Bank Transfer ☐ Credit/Debit Card

If you wish to accept this Offer please provide the payer's name and address.

PRINT payer's name and address:

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If you wish to accept this Offer please date and sign the acceptance at the end of this acceptance form.

- Once we have received your payment in cleared funds we will issue a receipt to you at the address you have notified to us or to such alternative address as you advise us prior to issue of the receipt.

- If we receive your payment without this completed acceptance form, we shall be entitled but not obliged to treat your payment as acceptance of our Offer.

- If you cancel the works referred to in this Offer before commitment or commencement of any associated tasks, we will return any sums paid to us minus administration costs. If you entered into a contract with us as a consumer the terms of our Supplementary Consumer Terms and Conditions will apply in respect of your cancellation and refund rights.

- If you cancel the works before completion, we will deduct any costs incurred which will include the costs of any site visits conducted, drawings and plans produced for your works and administration costs incurred prior to receipt of your cancellation notice. If you entered into a contract with us as a consumer the terms of our Supplementary Consumer Terms and Conditions will apply in respect of your cancellation and refund rights.

- If you accept our Non-Contestable Works Offer only, you understand that we will not complete the contestable element of the All Works Offer. You then must appoint an Independent Connection Provider (ICP) or Independent Distribution Network Operator (IDNO) to deliver this for you.

If you are accepting this Offer as a consumer our Standard Terms and Conditions are varied by the enclosed Supplementary Consumer Terms and Conditions. Please note that your rights as a consumer mean that you are entitled to cancel the contract within 14 days following your acceptance of our Offer and we must refund any payment you have made to us in respect of the works. We are not allowed to commence the works during this 14 day period, unless you consent to this. If you want us to undertake the works at the earliest possible date and where possible to start during the 14 day cancellation period please confirm by marking an "X" in the box below.

☐…… I confirm that I consent to the provision of the works during the 14 day cancellation period and that I have read the enclosed Supplementary Consumer Terms and Conditions.

Please note that it may not be possible for us to commence the works during the 14 day cancellation period and your consent does not mean that we are under any obligation to do so.

I confirm that I have read, understood and accept the terms and conditions set out in and accompanying this Offer.

Signed: _____ **Date:** _____

Name (PRINT) _____

Position (PRINT) _____

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Scottish & Southern Electricity Networks

North of Scotland
0800 048 3515

Central Southern England
0800 048 3516

Please use this sheet as a return address.

Quote Acceptance Team
Connections and Engineering
Scottish and Southern Electricity Networks
Walton Road
Cosham
PO6 1UJ

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Information pack

We have enclosed this Information Pack which we trust you will find useful. This pack contains information relevant to the Offer made. However, if you have any further questions, please don't hesitate to contact us.

Contents

Safety

When we carry out any job, Safety is our first priority. Your safety is important to us. Our motto is, "We do it safely, or not at all". Please read the enclosed information carefully and if in any doubt, please ask us to explain.

Connections Guaranteed Standards of Performance

The Connections Guaranteed Standards of Performance are guaranteed standards of service levels set out under the Connections Regulations and must be met by each distribution company. These standards have been set to guarantee a level of service that is reasonable to expect companies to deliver.

If the distribution company fails to meet the level of service required, it may be obliged to make a payment to the customer. To find out what these guaranteed standards of performance cover please visit our website at www.ssen.co.uk/CustomerService/PerformanceStandards.

Please visit the Gov.uk website at http://www.legislation.gov.uk/uksi/2015/698/made if you require more information in relation to guaranteed standards in respect of demand connections. For generation connections Ofgem's Distributed Generation Standards Direction Guidance Document can be located at http://www.ofgem.gov.uk/publications-and-updates/distributed-generation-standards-direction-guidance-document

Your connection details

This details what size (capacity) and voltage your connection(s) will be. It includes information about your Connection Agreement (if required), and advice on appointing a supplier, what you need to do to get a meter installed, positioning of your supply point and Earthing of your connection.

Your site requirements schedule

This gives details of any site works you will need to complete for us to meet your requirements. It includes what you need to know about cable routes and trenching. It also includes any special or unusual load you have requested to be included in your connection such as motors and welders.

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Safety

We ask you to take note of the following:

In accordance with the Health and Safety Executive Guidance Note GS6, you are required to take every precaution to ensure that cranes, tipper lorries, scaffolding, ladders and other plant employed on your works are kept at a safe distance from overhead electric lines and their supports and that such supports are not disturbed by excavations. Goal posts with height restriction will need to be placed at appropriate locations for vehicles passing underneath Southern Electric Power Distribution plc's overhead lines.

In accordance with Health and Safety Executive Guidance Note HSG47 care will also be necessary when digging in proximity to underground cables, particularly if mechanical excavators are used.

Overhead lines, underground cables and other electrical plant must be regarded as being "live". Before commencing work in proximity to such plant, written notification must be given to Southern Electric Power Distribution plc.

If during the course of your works, any cable should be damaged by you/or your contractors, then this fact must be reported to our Emergency Service Centre on 08000 72 72 82 immediately. You will be liable to us for the full cost of any repairs.

Locating cables on site

Any drawings that we have enclosed with this Offer may not be suitable for locating cables on site due to scaling issues. If you wish to obtain the latest copies of our cable records please send a plan of the area in question together with your contact details to:

Mapping Services
Scottish and Southern Electricity Networks
P O Box 6206
BASINGSTOKE
RG24 8BW

Tel: 01256 337294
Fax: 01256 337295

E-mail: mapping.services@sse.com

Please contact our Mapping Services requesting details of any Southern Electric Power Distribution plc's plant and cables in the area.

You must excavate hand-dug trial holes to establish the actual positions of all cables before any mechanical excavation works commence.

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Your Point of Connection details

HV Point(s) of Connection

The connection will be 11,000 Volts at 50 Hz, with a maximum capacity of 975kVA.

The fault level at this point could rise to 381MVA and you are advised to design your network accordingly.

A Network to be adopted by Southern Electric Power Distribution plc

For any network subsequently to be adopted by Southern Electric Power Distribution plc, your design of any Contestable Works, including substation buildings and plinths must comply with our Standards and Specifications and the process for adoption of these assets will be as laid out in documents on our website. Access to our Standards and Specifications, network information and GIS is via a secure login applied for and accessed at: www.ssen.co.uk/CompetitionInConnections.

Please be advised that it is vital that the Adoption Agreement is properly entered into by BOTH parties BEFORE any works commence on site. Any plant or cable installed before the Adoption Agreement is entered into is at your own risk and any costs incurred in carrying out inspections and making these assets subsequently fit for adoption will be borne by you. Southern Electric Power Distribution plc will not be responsible for any delays to the programme which may result.

The current model of Adoption Agreement can be viewed on our website.

You will require to carry out the contestable works to be adopted subject to the necessary safety precautions, consents and wayleaves and other appropriate conditions, agreements and standards and specifications being satisfied including:

- Design for the connection downstream from the Point of Connection to the existing assets.
- Procurement and provision of the required materials.
- All excavation, trenching and reinstatement (whether temporary or permanent) including excavations for the non-contestable final connection joint.
- Provision and installation of all mains and service ducting.
- Recording of work, location of cable routes and equipment and the provision of this information to us.
- Making provision for the installation of metering equipment by an approved Meter Operator.

All jointing will be in accordance with our approved design within the scope and authorisation level of our current Safety Management Procedures.

The contestable works and your installation must be designed and installed in accordance with the technical engineering requirements of the Distribution Code and the following Engineering Recommendations:

(i) Engineering Recommendation G5/4 (“Planning Levels for Harmonic Voltage Distortion and the Connection of Non-Linear Equipment to Transmission Systems and Distribution Networks in the United Kingdom”)
(ii) Engineering Recommendation P28 (“Planning Limits for Voltage Fluctuations caused by Industrial, Commercial and Domestic Equipment in the UK”)

High Voltage connection responsibilities and obligations

The Electricity at Work Regulations 1989 requires any customer with a supply at HV to appoint a Competent Person of sufficient technical knowledge or experience to prevent danger or injury. Up to date information and guidance on fulfilling this responsibility is available at www.hse.gov.uk/electricity.

The Distribution Code requires Southern Electric Power Distribution plc and HV connected customers to jointly establish the following:

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- A Safety Management System for work at / across Ownership Boundaries.
- Control Persons to operate the Safety Management System.
- A Documentation System for inter-system safety precautions.
- Authorisation of staff operating the Safety Management System.
- Site Hazard Management Procedures.
- An Ownership, Control, Operation and Maintenance Schedule.
- Control Diagrams.
- Control Log (12 months).
- Communications.

Part of these requirements will be addressed in a Joint Operating Agreement (JOA) to be entered into between Southern Electric Power Distribution plc and the HV connected customer. This will consist of three parts:

- The first part details the procedures to be adopted;
- The second part is either an Operational Diagram for simple networks showing the ownership, operation and control boundary, or in the case of more complex networks an Operational Diagram supported by a signed Site Responsibility Schedule. (In the case of networks where the boundaries for ownership, operation and/or control are at different positions, or are complex, then a separate Site Responsibility Schedule is required); and
- The third part is an addendum which contains supporting information, e.g. contact telephone numbers, authorised persons, etc.

The Joint Operating Agreement will be completed and signatures obtained by our staff responsible for energising the new connection, and they may also require a copy of your HV network diagram.

Any changes which affect the Joint Operating Agreement, including changes to the customer's HV network, should be notified to . We will consider if your Point of Connection Offer may accommodate this. We may also revise your existing Joint Operating Agreement where required. You will be liable for any additional costs this may incur.

Please note we will not be able to energise your connection until the Joint Operating Agreement is in place.

Special loads

We need to know if you propose to install any motors, welders, control gear or other equipment which might generate harmonics. Such equipment may affect electricity supplies to other customers in the area, as well as damaging our own equipment.

If you connect this type of equipment without our prior agreement and inclusion in our designs, we may insist upon its disconnection until the situation has been resolved. You will be liable for any additional costs this may incur.

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Your connection details

LV Point(s) of Connection

Connection - Domestic >= 70kVA

We have calculated the voltage drop at the Point of Connection as 1.00% and an earth loop impedance of 1.000 ohms using a modelling tool (WinDebut) – this figure assumes that the general load is split equally over the three phases, and that no motors are starting. The fault level at the Point of Connection is 1.00MVA but could rise to 17.00MVA and you are advised to design your network accordingly.

Please note we will not energise the connection until you have the following agreements in place:

- **Meter Operator Services Agreement** with a Meter Operator
- **Supply Agreement** with a Supplier
- **Connection Agreement** with us (enclosed for signature and return)

Please ensure the Connection Agreement is signed by whoever will be responsible for the associated charges and returned to Southern Electric Power Distribution plc as soon as possible, the Connection Agreement must be received by us before we can progress with the connection work.

The connection will be **three-**phase, **400/230** Volts, and alternating current at 50 Hz, with a maximum capacity of 250kVA. You will need to balance the electrical load evenly across the phases to avoid overloading.

How to Get Your Meter

It is extremely important for you to note that your meters cannot be installed or relocated by Southern Electric Power Distribution plc. Although Southern Electric Power Distribution plc owns the cables coming into the premises **we are not an electricity supply company and we do not install or relocate the meters**. You must arrange a meter operating and supply contract with the Meter Operator and Supplier of your choice.

Meter Operator Services Agreement

Before we can provide you with a supply of electricity, as your anticipated demand for the supply exceeds 100kW, you must choose a Meter Operator to provide and operate metering equipment for you. Once you have chosen a Meter Operator you will need to enter into a Meter Operator Service Agreement.

Supply Agreement

Before we can energise your supply of electricity, you must appoint an Electricity Supplier and arrange a Supply Contract. Once you have chosen your preferred Supplier, you will need to contact them to register the Meter Point Administration Number (MPAN) associated with your new supply.

What is an MPAN number

- The MPAN (Meter Point Administration Number) is a unique number that identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number but it should not be confused with your customer reference number.
- **Every MPAN number must be registered with a Supplier before a meter can be connected and final energisation can take place.**

You will need to advise your Supplier who you have chosen to be your Meter Operator. Your Supplier will appoint them and arrange for them to attend, fit the meter(s), when you advise them your site is ready.

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Once your metering equipment has been installed your Supplier will request our attendance to energise. We will not be able to energise the supply until we receive this request from your Supplier.

We are unable to give advice on a choice of Supplier. A quick internet search for lists of Energy Suppliers will provide you with an array of different electricity suppliers to choose from. Suggested sources of information can be found at: www.ofgem.gov.uk/information-consumers.

For further consumers' information on your energy supply, follow the links to Citizens Advice by clicking here for England, or here for Wales, or here for Scotland.

Connection Agreement

This is an Offer for a maximum demand type of connection and is subject to you/your client entering into a Connection Agreement (enclosed) with Southern Electric Power Distribution plc to accept responsibility for the available capacity charges based on 250kVA.

Your connection may attract availability and demand charges as well as unit charges. You should discuss this with your Supplier prior to accepting this Offer to ensure that you fully understand the running charges.

If your demand increases beyond the agreed capacity (over a 3 month period) we will contact you as you are exceeding your authorised capacity which may result in further charges and may require further reinforcement to our network.

Earthing

The electrical installation must comply with statutory requirements. Protection against earth leakage is at all times the responsibility of the customer. We can assist and will provide a SEN (TN-S) terminal at the meter position. We strongly recommend that you make use of this facility. The bonding of the electrical installation must meet the requirements of the current edition of the IET Wiring Regulations.

Service Intake Housing – Cabinets

The house service cable must be installed in 32mm internal diameter **black** polyethylene ducting (complying with the current edition of the ENATS specification 12-24) from our mains cable to the meter position. You must supply and install this ducting as you carry out your site works. Please lay the ducting with a minimum cover of 450mm on the most direct route from the boundary of the property to its meter position. You must provide a draw wire or rope in the ducting and you will be responsible for clearing the ducting if it is found to be blocked. You must install cable marker tape over all service ducting, directly above the ducting at a depth of 250mm below finished ground level.

Meter Location

The service termination and metering equipment for each property will be at the position shown on your plan. We will need a wall space 600mm high x 450mm wide to accommodate our equipment. The bottom of our meter board will be fixed between 450mm and 1050mm above the finished floor level. The meter position must not be situated in a kitchen, bathroom, toilet or any other location deemed to be unsafe for installation of the equipment. The length of interconnecting cable (tails) between the meter position and the customer's consumer unit must not exceed 3.0m. If your gas meter will be in the same area as the electricity service, for safety, the gas meter must be at least 300mm away from the electrical equipment and well ventilated.

We must be able to securely fix our equipment to the wall. The wall space must be of a masonry construction or provided with an 18mm thick fire retardant wooden backboard. This location must be easily accessible with frontal clearance for installation and maintenance of at least 1.0m.

The following considerations apply to the service termination position for each property:

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(a) The service position shall be situated in the premises being supplied.
(b) The service cable shall be as short as practicable subject to a maximum length.
(c) Where external cabinets are used the service position shall be in an approved external meter cabinet as close as practicable to the LV distributor. External cabinets must be installed in a position where they cannot be enclosed such as being behind gates, to the rear of properties or in bin stores. The top of the cabinet must not be more than 1750mm above ground level and the minimum height to the bottom of the cabinet is 500mm. Where boxes are situated adjacent to each other a label shall be installed inside the box stating which property the cable feeds.
(d) For internal points of supply, the service position shall be situated on the inside face of an external wall situated as close as practicable to the LV distributor. Service terminations must not be installed in cellars, toilets, bathrooms, kitchens, bedrooms, under stairs with headroom of less than 2.0m, over doorways or on partition or stud dry-lined walls, or any other position not complying with BS 7671.
(e) The customer shall retain ownership and be responsible for the maintenance and repair of the cabinet or meter board.

Cable Entry

You will need to provide a 150mm diameter black Ridgiduct or earthenware duct, as previously specified, at a nominal depth of 500mm below external finished ground level. This must be laid in a straight and level alignment terminating in the end of a pit measuring 900mm long x 600mm deep x 600mm wide located under the service intake position. If you need to change the size of this pit please let our Team Manager have full details before construction work starts.

We will need a wall space measuring 1,800mm high x 800mm wide, with a clear access space of approximately 1.0m in front.

Your electrical contractor must supply and fit compression lugs, which are required to terminate the supply tails. For further information please refer to our Team Manager. The tails must be single core and comply with BS 6004: 'Electric Cables – PVC insulated, non-armoured cables for voltages up to and including 450/750 V, for electric power, lighting and internal wiring'. Tails enclosed in trunking are to be single insulated to BS 6004 Table 4 and exposed cables are to be insulated and sheathed to BS 6004 Table 7. Please note that the maximum length of your supply tails is 3.0m.

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LV Point(s) of Connection

Connection - Domestic (Not Flats)

We have calculated the voltage drop at the Point of Connection as 1.00% and an earth loop impedance of 1.000 ohms using a modelling tool (WinDebut) – this figure assumes that the general load is split equally over the three phases, and that no motors are starting. The fault level at the Point of Connection is 1.00MVA but could rise to 4.00MVA and you are advised to design your network accordingly.

The connection to each property will be one-phase, 230 Volts, and alternating current at 50Hz, terminating in a fused cut out with a maximum capacity of 100 Amps subject to an after diversity maximum demand of 652kVA for the entire development.

How to Get Your Meter

It is extremely important for you to note that your meters cannot be installed or relocated by Southern Electric Power Distribution plc. Although Southern Electric Power Distribution plc owns the cables coming into the premises **we are not an electricity supply company and we do not install or relocate the meters**. You must arrange a supply contract with the Supplier of your choice. Once you have chosen your preferred Supplier you will need to contact them to register the MPAN(s) associated with the new premises. We suggest you do this as soon as possible to avoid any delays in being able to use your electricity supply.

Once you have registered with your chosen supplier, they will arrange for their Meter Operator to fit the meter(s) and energise the supply(ies). Meter(s) cannot be installed until all connection works have been completed by us.

What is an MPAN number

- The MPAN (Meter Point Administration Number) is a unique number that identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number but it should not be confused with your customer reference number.
- **Every MPAN number must be registered with a Supplier before a meter can be connected and final energisation can take place.**

Earthing

The electrical installation must comply with statutory requirements. Protection against earth leakage is at all times the responsibility of the customer. We can assist and will provide a PME (TN-CS) terminal at the meter position. We strongly recommend that you make use of this facility. The bonding of the electrical installation must meet the requirements of the current edition of the IET Wiring Regulations.

Service Intake Housing – Cabinets

The house service cable must be installed in 32mm internal diameter **black** polyethylene ducting (complying with the current edition of the ENATS specification 12-24) from our mains cable to the meter position. You must supply and install this ducting as you carry out your site works. Please lay the ducting with a minimum cover of 450mm on the most direct route from the boundary of the property to its meter position. You must provide a draw wire or rope in the ducting and you will be responsible for clearing the ducting if it is found to be blocked. You must install cable marker tape over all service ducting, directly above the ducting at a depth of 250mm below finished ground level.

The service termination and metering equipment for each property will be at the positions shown on your plan in external meter cabinets. These positions must allow unrestricted access for Southern Electric Power Distribution plc's personnel.

You must supply and install the cabinets together with a preformed 'hockey stick' as part of your site works.

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The cabinet is only large enough for our equipment, you should fit your own main switches on an inside wall so that the length of interconnecting cable does not exceed 3.0m. This cable must only enter through the bottom of the cabinet, through the right hand hole when viewed from the front.

Meter cabinets are the responsibility of the customer and Southern Electric Power Distribution plc will not be responsible for their maintenance, repair or replacement.

The 'hockey stick' must not be installed within the wall cavity of timber framed dwellings. The 'hockey stick' can be installed either within the cavity or clipped to the outer surface of the wall below the cabinet. A white 'hockey stick' must be used on the outer surface of walls. The service ducting must be securely coupled to the 'hockey stick'.

Alternatively, but only by prior agreement, we may allow internal meter cabinets.

The following considerations apply to the service termination position for each property:

(a) The service position shall be situated in the premises being supplied.
(b) The service cable shall be as short as practicable subject to a maximum length.
(c) Where external cabinets are used the service position shall be in an approved external meter cabinet as close as practicable to the LV distributor. External cabinets must be installed in a position where they cannot be enclosed such as being behind gates, to the rear of properties or in bin stores. The top of the cabinet must not be more than 1750mm above ground level and the minimum height to the bottom of the cabinet is 500mm. Where boxes are situated adjacent to each other a label shall be installed inside the box stating which property the cable feeds.
(d) For internal points of supply, the service position shall be situated on the inside face of an external wall situated as close as practicable to the LV distributor. Service terminations must not be installed in cellars, toilets, bathrooms, kitchens, bedrooms, under stairs with headroom of less than 2.0m, over doorways or on partition or stud dry-lined walls, or any other position not complying with BS 7671.
(e) The customer shall retain ownership and be responsible for the maintenance and repair of the cabinet or meter board.

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LV Point(s) of Connection

Connection - Domestic (Flats)

We have calculated the voltage drop at the Point of Connection as 1.00% and an earth loop impedance of 1.000 ohms using a modelling tool (WinDebut) – this figure assumes that the general load is split equally over the three phases, and that no motors are starting. The fault level at the Point of Connection is 1.00MVA but could rise to 4.00MVA and you are advised to design your network accordingly.

The connection to each property will be one-phase, 230 Volts, and alternating current at 50 Hz, terminating in a fused cut out with a maximum capacity of 100 Amps subject to an after diversity maximum demand of 72kVA for the entire development.

You will need to provide ducts between the multiway unit and the individual flats. The meter position will be in the flat or in a suitable external cabinet adjacent to the flat. It is intended to install a multiway unit in a convenient position with rising service cables to the individual flats. The service cables will be installed as part of our works and will be owned and maintained by Southern Electric Power Distribution plc.

You will need to provide ducts to facilitate installation and possible replacement of the individual service cables to each flat. These must be installed in such a way that faulted service cables may be replaced without the need to enter the property of a third party. This generally requires a plastic or earthenware duct from the distribution position to the individual flats. These should be installed in public areas, with a maximum of one easy radius bend between draw in points. You should provide a draw-rope for the full length of each duct.

British Standard BS 8313 “Code of Practice for Accommodation of Building Services in Ducts” gives guidance on the specification of such ducts, and gives details of fire resisting barriers etc. which may be required.

How to Get Your Meter

It is extremely important for you to note that your meters cannot be installed or relocated by Southern Electric Power Distribution plc. Although Southern Electric Power Distribution plc owns the cables coming into the premises **we are not an electricity supply company and we do not install or relocate the meters**. You must arrange a supply contract with the Supplier of your choice. Once you have chosen your preferred Supplier you will need to contact them to register the MPAN(s) associated with the new premises. We suggest you do this as soon as possible to avoid any delays in being able to use your electricity supply.

Once you have registered with your chosen supplier, they will arrange for their Meter Operator to fit the meter(s) and energise the supply(ies). Meter(s) cannot be installed until all connection works have been completed by us.

What is an MPAN number

- The MPAN (Meter Point Administration Number) is a unique number that identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number but it should not be confused with your customer reference number.
- **Every MPAN number must be registered with a Supplier before a meter can be connected and final energisation can take place.**

Earthing

The electrical installation must comply with statutory requirements. Protection against earth leakage is at all times the responsibility of the customer. We can assist and will provide a SEN (TN-S) terminal at the meter position. We strongly recommend that you make use of this facility. The bonding of the electrical installation

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must meet the requirements of the current edition of the IET Wiring Regulations.

Metering Service Intake External – Flats

The service termination and metering equipment for each property will be at the positions shown on your plan, in external meter cabinets. Where these cabinets are located on escape routes you must supply and install NHBC approved fire resistant type cabinets.

Cable Entry

You will need to provide a 150mm diameter black Ridgiduct or earthenware duct, as previously specified, through the footings of the building at a nominal depth of 500mm below external finished ground level. The duct(s) should terminate in an easy radius bend at finished floor level against the specified wall space.

We will need a wall space measuring 1,800mm high x 800mm wide for our cable termination and multi-way distribution board.

We must be able to securely fix our equipment to the wall. The wall space must be of a masonry construction or provided with an 18mm thick fire retardant wooden backboard. This location must be easily accessible with frontal clearance for installation and maintenance of at least 1.0m.

The following considerations apply to the service termination position for each property:

(f) The service position shall be situated in the premises being supplied.
(g) The service cable shall be as short as practicable subject to a maximum length.
(h) Where external cabinets are used the service position shall be in an approved external meter cabinet as close as practicable to the LV distributor. External cabinets must be installed in a position where they cannot be enclosed such as being behind gates, to the rear of properties or in bin stores. The top of the cabinet must not be more than 1750mm above ground level and the minimum height to the bottom of the cabinet is 500mm. Where boxes are situated adjacent to each other a label shall be installed inside the box stating which property the cable feeds.
(i) For internal points of supply, the service position shall be situated on the inside face of an external wall situated as close as practicable to the LV distributor. Service terminations must not be installed in cellars, toilets, bathrooms, kitchens, bedrooms, under stairs with headroom of less than 2.0m, over doorways or on partition or stud dry-lined walls, or any other position not complying with BS 7671.
(j) The customer shall retain ownership and be responsible for the maintenance and repair of the cabinet or meter board.

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Site Requirements

This site requirements schedule includes any detailed requirements for our on-site works, what you need to know about cable routes and trenching and any special or unusual load you have requested to be connected such as motors and welders.

Southern Electric Power Distribution plc Reference: EJR507/4

Site address: Bedhampton
Bedhampton
Havant
PO9 3LW

Offer date: 3 April 2018

This site requirements schedule gives details of the site works you will need to complete for us to meet your requirements. Please read this document carefully as any problems with these works may result in additional charges and/or delays. If you need any assistance please contact us.

When we attend to undertake our works you must ensure that any substation's site(s), cable routes and any associated overhead line positions are clear of all encumbrances and ready for on site construction.

You are required to ensure that all works on your own electrical installation are carried out by a qualified electrical contractor who is registered. Statutory qualification schemes, for Building Regulation purposes, are currently run by NICEIC, SELECT, ECA, NAPIT, ELECSA, British Standards Institution and BRE Certification. For Government approved organisations that register electricians please refer to the Electrical Safety Council.

Cable Routes and Ducts

The proposed cable routes are shown on the draft site plan.

Before we can lay our cables you will need to set out kerb lines, establish levels where roads or footpaths are not yet being constructed and, provide routes clear of obstructions or building materials. We will charge you for any subsequent alterations to our cables because of changes to the site layout.

You will need to install 150mm diameter road crossing ducts. These must be twin walled black polyethylene ducting such as Ridgiduct, complying with the current edition of the ENATS specification 12-24.

Duct crossings must be laid at a depth of not less than 600mm and not more than 800mm below the finished road surface. The crossings should extend approximately 150mm beyond the kerb line on either side of the road and the ends should be blanked off to prevent ingress of spoil.

Please ensure that ducts provided for our use are spaced at least 1.0m clear of inspection pits and other duct lines to ensure working clearance at the ends of the ducts.

Trenching and Inspection of Cables

Where you are trenching for our cables, further information is available in our 'New Connections – Mains Trenching and Cable Laying Guide'. Please ask our Team Manager for a copy or download it directly from our website at www.ssen.co.uk/connections/usefuldocuments/. This will ensure you meet our requirements and comply with the NJUG recommendations.

We will blind our cables using suitable material – which must be free of sharp stones and rocks etc. Where the excavated material is not suitable, you will need to provide us, free of charge, an alternative material for this purpose, typically sand. You will be responsible for backfilling and reinstatement of the trenches. Please

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contact our Team Manager a few days before you start works on site and he will visit and advise you on any additional requirements.

You are required to ensure that all works on your own electrical installation are carried out by a qualified electrical contractor who is registered. Statutory qualification schemes, for Building Regulation purposes, are currently run by NICEIC, SELECT, ECA, NAPIT, ELECSA, British Standards Institution and BRE Certification. For Government approved organisations that register electricians please refer to the Electrical Safety Council.

Removal of Southern Electric Power Distribution plc's Equipment

Any equipment disconnected from our network is still our property. You may not remove any disconnected plant or cables without our prior agreement.

Harmonic distortion limits

The complete installation must strictly comply with the requirements detailed in the Electricity Association Engineering Recommendation G5/4 "Planning levels for harmonic voltage distortion and the connection of non-linear equipment to transmission systems and distribution networks in the United Kingdom". The connection must comply with the Stage 1, Stage 2 or Stage 3 limits as specified by G5/4. In the event of non-compliance with G5/4, we reserve the right to disconnect the installation from the network until compliance can be guaranteed. This is to prevent unwanted disturbance to other customers connected to the network.

Substation

To provide a connection we shall need a new distribution substation(s).

We require a site nominally 4.0m wide x 4.5m deep (if situated in England and Wales) or 5.0m wide x 5.0m deep (if situated in Scotland) for the substation and its equipment, in order to comply with boundary legislation. The subsoil must be capable of withstanding a load of 8.0 tonnes per square metre to avoid settlement.

It is important to avoid delays with the legal transactions. We will ask our Wayleave Officer to pursue this when we receive your acceptance of our Offer, any Connection Agreement and payment of the charges included in our Offer. Please ask your solicitor to write to the Wayleave Officer at this office as soon as possible, enclosing a copy of the Registered Title for the substation site where appropriate. We will be unable to start our substation site works until the legal formalities have been completed.

We need unrestricted access to the substation for operational purposes. Access may also be required, at a later stage, to enable additional connections from the substation to our network. Any future site security, both during and after completion of the development, must reflect this requirement.

Substation Enclosure

The substation will be fully enclosed in a glass reinforced plastic (GRP) housing, the cost of which is included in this site requirements schedule.

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The Company's Standard Terms and Conditions

Definitions:

The **"Company"**:	Shall mean either Scottish Hydro Electric Power Distribution plc or Southern Electric Power Distribution plc as specified in the Offer Letter;
The **"Adoption Agreement"**:	The agreement between the Customer and the Company for adoption of any Contestable Connection Works undertaken by the Customer;
The **"Agreement"**:	The agreement constituted by the Offer and the Customer's acceptance and any permitted variation from time to time;
The **"Agreement Date"**:	The date of the Customer's acceptance of the Offer;
The **"Company's Requirements"**:	The Company's technical requirements as set out on the Website and the Offer;
The **"Connection Agreement"**:	The agreement between the Company and the Customer relating to the connection of the Customer's premises;
"Consumer":	Means an individual acting for purposes which are wholly or mainly outside the individual's trade, business, craft or profession;
"Consumer Terms and Conditions":	Means the Supplementary Consumer Terms and Conditions attached to these Standard Terms and Conditions;
The **"Contestable Connection Works"**:	The part of the Works that the Customer may elect to undertake or appoint an appropriate third party to undertake;
The **"Cost Apportionment Contribution"**:	A financial contribution made with respect to the costs of connection from the Company in favour of the Customer;
The **"Customer"**:	The person, firm or company whose name and address is shown in the Offer Letter;
The **"Equipment"**:	The equipment, plant and/ or apparatus the Company will supply as detailed in the Offer Letter;
The **"Land Rights"**:	Means rights in, under or over land for the construction, installation, operation, repair, maintenance, renewal or use of the Contestable Connection Works and/or the Works;
The **"Land Rights Criteria"**:	The criteria as set out on the Website providing the Company's requirements for Land Rights;
The **"Offer"**:	These standard terms and conditions and the Offer Letter;
The **"Offer Letter"**:	The letter and attached pages sent to the Customer by the Company setting out details of the Works, the Quotation and other matters relating to the connection;
The **"Quotation"**:	The Quotation for the Works as set out in the Offer Letter;
The **"Information Pack"**:	The customer site requirements document supplied with the Offer;
The **"Website"**:	The website at www.ssen.co.uk or at such other domain name as the Company may use from time to time;
The **"Works"**:	The works that the Company will carry out as detailed in the Offer; and
"Second Comer Charge":	Means any amounts payable by the Customer pursuant to The Electricity (Connection Charges) Regulations 2002 or Electricity (Connection Charges) Regulations 2017 as appropriate.

1. The Offer remains open for acceptance in writing for 90 days from the date of issue, unless notified by the Company in writing to the contrary. The Company reserves the right to amend or withdraw the Offer at any time prior to the Customer accepting it.
2. If the Customer has entered into the contract as a Consumer, the Consumer Terms and Conditions shall be incorporated into these terms and conditions and to the extent of any inconsistency, the terms of the Consumer Terms and Conditions shall prevail.
3. The Customer will provide the Company with the facilities reasonably necessary to enable it to complete the Works in the most economical manner. In default the Customer shall pay the Company such reasonable additional costs that may result.
4. Where any changes to the Works are required other than as a result of the Company's negligence the Company shall submit written details of the additional cost to the Customer who shall be entitled to terminate the contract upon giving the Company written notice within 5 working days of the date of submission of such details. In the event of termination the Customer shall pay the Company's reasonable charges for the work done or committed and materials purchased prior thereto and reimburse any costs or expense incurred or committed by the Company in obtaining any wayleaves and consents.
5. In accordance with the Land Rights Criteria, the Customer will (i) grant (at no cost to the Company, or for a nominal sum of £1) any Land Rights for cables, overhead lines, substations and all other apparatus to be installed over or within their property, (ii) provide and install ducts for on site road crossings and for service cable entry and (iii) agree service terminations in a position acceptable to the Company and provide and install service tubes from the back of the footpath to the premises to which the connection is required terminating where possible in an external meter reading cabinet.
6. The Customer will meet (i) their own agent's legal and other fees and expenses, (ii) the legal and other fees and expenses of the Company, and (iii) the legal and other expenses of any consenter or other third party in connection with the grant of the Land Rights.
7. The Company reserves the rights not to install the Works on contaminated land. Where contamination is found by or becomes known to the Company, additional charges may be rendered to the Customer in accordance with Condition 4.
8. The Customer will, at no cost to the Company and to a satisfactory standard reasonably specified by the Company, be responsible for carrying out all on site cable trenching for services, LV and HV mains cable, other than within substation sites and for backfilling and trench reinstatement once the Company has laid and covered the aforesaid cabling.
9. The Customer will be responsible for all building costs associated with the supply intake and any meter cabinets.
10. The Customer will provide service termination facilities, in a position acceptable to the Company.
11. The Company shall be entitled to terminate the contract constituted by your acceptance of the Agreement by written notice to you, at any time following the expiry of the period specified in the Quotation, if the works referred to in the Quotation have not commenced or did commence but subsequently ceased and such delay in commencing or completing the works is not attributable to the act or omission of the Company. If the Company terminates before commitment or commencement of the works referred to in the Quotation and/or any associated tasks, the Company will return any sums paid to us minus administration costs. If the Company terminates before completion of the works referred to in the Quotation but after commitment or commencement of any associated tasks, the Customer will be liable for any reasonable charges for the work done or committed and materials purchased prior to termination and any costs or expense incurred in relation to obtaining any wayleaves or consents or other such land rights. The Company will be entitled to deduct such amounts, together with administration costs from any sums paid to us
12. The Offer is subject to the Company obtaining all required Land Rights and statutory consents for carrying out the Works. Unless otherwise stated the Offer assumes that all plant and equipment will be placed in the adopted public highway or land owned or controlled by the Customer who will provide all Land Rights in accordance with Condition 5. The Customer will pay the full cost of obtaining any Land Rights required from third parties (including settlement of all properly reimbursed claims thereunder) in addition to the charges identified in the Quotation provided that where these have a significant impact on the overall cost the Customer shall be entitled to terminate the contract upon written notice to the Company. In the event of termination the Customer shall pay the Company's reasonable charges for the work done or committed and materials purchased prior thereto and reimburse any costs or expense incurred or committed by the Company in obtaining any Land Rights.
13. It is assumed that the Company will carry out all Works during normal working hours. There will be an additional charge for any overtime working at the Customer's request.
14. The Quotation is based on material and labour costs prevailing at the date of the Offer Letter. The Company shall have the right to vary the Quotation in accordance with any variations in the material or labour costs subsequent to the date of the Offer Letter (unless otherwise stated in the Offer Letter) upon submitting written details of the additional cost to the Customer who shall be entitled to terminate the contract upon giving the Company written notice within 5 working days of the date of submission of such details. In the event of termination the Customer shall pay the Company's reasonable charges for the work done or committed and materials purchased prior thereto and reimburse any costs or expense incurred or committed by the Company in obtaining any Land Rights.
15. Unless otherwise agreed the Company requires full payment of the amount due on acceptance 30 days prior to commencement of the Works. All other arrangements will be subject to status.
16. The Company may submit progress invoices to the Customer, in respect of the amount of labour expended and materials delivered to site and the Company's stores up to the date of the progress invoice.
17. Adjustments will be made to the rates of VAT to those applicable at the date of invoice or payment, whichever is the earlier.

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The **"Connection Agreement"**:	The agreement between the Company and the Customer relating to the connection of the Customer's premises;
"Consumer":	Means an individual acting for purposes which are wholly or mainly outside the individual's trade, business, craft or profession;
"Consumer Terms and Conditions":	Means the Supplementary Consumer Terms and Conditions attached to these Standard Terms and Conditions;
The **"Contestable Connection Works"**:	The part of the Works that the Customer may elect to undertake or appoint an appropriate third party to undertake;
The **"Cost Apportionment Contribution"**:	A financial contribution made with respect to the costs of connection from the Company in favour of the Customer;
The **"Customer"**:	The person, firm or company whose name and address is shown in the Offer Letter;
The **"Equipment"**:	The equipment, plant and/ or apparatus the Company will supply as detailed in the Offer Letter;
The **"Land Rights"**:	Means rights in, under or over land for the construction, installation, operation, repair, maintenance, renewal or use of the Contestable Connection Works and/or the Works;
The **"Land Rights Criteria"**:	The criteria as set out on the Website providing the Company's requirements for Land Rights;
The **"Offer"**:	These standard terms and conditions and the Offer Letter;
The **"Offer Letter"**:	The letter and attached pages sent to the Customer by the Company setting out details of the Works, the Quotation and other matters relating to the connection;
The **"Quotation"**:	The Quotation for the Works as set out in the Offer Letter;
The **"Information Pack"**:	The customer site requirements document supplied with the Offer;
The **"Website"**:	The website at www.ssen.co.uk or at such other domain name as the Company may use from time to time;
The **"Works"**:	The works that the Company will carry out as detailed in the Offer; and
"Second Comer Charge":	Means any amounts payable by the Customer pursuant to The Electricity (Connection Charges) Regulations 2002 or Electricity (Connection Charges) Regulations 2017 as appropriate.

18. The Company will issue a further invoice to the Customer on completion of the electrical works in respect of the Second Comer Charge.
19. The Customer must settle invoices within 30 days of the date of the invoice.
20. If any amount remains unpaid after the due date, the Company shall (in addition to any other remedies) be entitled to charge interest on the amount unpaid at the annual rate of 3% over the base rate of the Bank of England from the due date to the date of payment in full.
21. The Company reserves the right to require that the Customer provides security for any payment which may become due pursuant to this Offer and/or section 19 of the Electricity Act 1989. The Company may automatically apply any such security in cash against any such sums as they become due.
22. Unless otherwise agreed in writing by the Company time is not of the essence in relation to the Company's Works.
23. The Company shall have no liability to the Customer whether in contract, tort or delict (including negligence), for breach of statutory duty, or otherwise arising under or in connection with this Agreement for any indirect or consequential loss, any loss of profit, revenue, generation, business, savings, (anticipated or otherwise) or any other form of economic loss (whether or not occurring in connection with physical damage) provided that this Condition 20 shall not exclude or restrict the liability of the Company for death or personal injury or any other liability which cannot be limited or excluded by applicable law.
24. The Company's liability under or in connection with this Agreement shall be limited to £1 million in the aggregate. This limit shall apply however that liability arises, including, without limitation, a liability arising by breach of contract, arising by tort or delict (including negligence) or arising by breach of statutory duty provided that this Condition 21 shall not exclude or restrict the liability of the Company for death or personal injury or any other liability which cannot be limited or excluded by applicable law.
25. The Customer acknowledges and confirms that it does not enter into the Agreement in reliance on any oral representation, warranty or undertaking not fully reflected in the terms of the Agreement and that no amendment, modification or substitution to the Agreement shall be effective unless executed in writing by both parties.
26. The Equipment shall at all times remain the property of the Company. On completion of the Works and, with respect to any Contestable Connection Works undertaken by the Customer, the Customer both satisfactorily completing any Contestable Connection Works and an Adoption Agreement with the Company covering the Contestable Connection Works, the whole of the Works, Equipment and the aforesaid Contestable Connection Works shall become the property of the Company. The Customer shall protect the Equipment from any damage or interference between delivery to the site and completion of the Works and shall indemnify the Company for any loss or damage to the Equipment during such period. The Company shall be responsible for the final connection of the Works to its distribution system.
27. The Quotation is net of any Cost Apportionment Contribution due to the Customer and no further contributions or allowances are applicable. The value of the Cost Apportionment Contribution has been calculated on the basis of, inter alia, the Equipment specified in the Offer Letter, the available capacity agreed for the development, the build rate and the electrical heating the Customer has declared will be installed. The value of Cost Apportionment Contribution made in favour of the Customer by the Company will be indicated in the attached Quotation and its value may be recalculated by the Company to reflect any alteration to the basis of the calculation and the Customer will refund any excess Cost Apportionment Contribution made by the Company upon demand. The Customer shall be liable to pay to the Company the full value of the Cost Apportionment Contribution received from the Company in the event this Agreement is terminated prior to the completion of the Connection. In such event, the Customer shall be liable to pay to the Company a proportion (to be determined by the Company) of the Cost Apportionment Contribution.
28. It is a condition of the Offer that the Customer **or the end customer who will be responsible for the associated charges** shall (where applicable) enter into a Connection Agreement with the Company prior to energisation of the Connection.
29. The Customer will carry out the site work specified in the Information Pack (Site Requirements Schedule document).

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Supplementary Consumer Terms and Conditions

1. Application of these Terms and Conditions

These Supplementary Consumer Terms and Conditions apply to an Offer issued by Southern Electric Power Distribution plc to a consumer. Where applicable these Supplementary Consumer Terms and Conditions shall be incorporated into the terms of the Offer and where inconsistent with any term of the Offer, these Supplementary Consumer Terms and Conditions shall prevail.

2. Right to Cancel

You have the right to cancel your contract with us within 14 days of us receiving your acceptance without giving any reason. The cancellation period will expire after 14 days from the day we receive your acceptance. This right is in addition to any other right to cancel that you have under our standard terms and conditions.

To exercise the right to cancel, you must inform us [Connections and Engineering, Walton Park, Walton Road, Cosham, PO6 1UJ, connections@sse.com] of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

3. Effect of Cancellation

If you cancel the contract in accordance with paragraph 2 above, we will reimburse to you all payments received from you.

We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel the contract.

We will make the reimbursement using the same means of payment as you used for payment, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you requested that we begin the performance of works during the cancellation period, you shall pay us an amount which is in proportion to what has been performed prior to your cancellation of the contract, in comparison with the full works provided for in the contract.

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MODEL CANCELLATION FORM

(Complete and return this form only if you wish to withdraw from the contract)

To: Connections And Engineering
Walton Park
Walton Road
Cosham
PO6 1UJ
connections@sse.com

I/We [*] hereby give notice that I/We [*] cancel my/our [*] contract for the supply of the following service [**],

Offer accepted on [**],

Name of customer(s),

Address of customer(s),

Signature of customer(s) (only if this form is notified on paper),

Date

[*] Delete as appropriate
[**] Populate as appropriate

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Detailed Cost Breakdown

Please note that due to rounding within the calculation of the Breakdown of Charges which forms part of this Offer, the total shown below may differ slightly from the "Total charge to applicant" amount in the Offer Letter. For the avoidance of doubt the "Total charge to applicant" figure in the Offer Letter reflects our detailed forecast and calculations and is the accurate figure. It is the amount we need to receive before we can schedule works.

This does not form part of our Offer and is not legally binding.

Job Details

Job Reference	EJR507
Version	4

Estimate Summary List

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Section Qty.	Contestable Works: Connection Description	Voltage	Cost(£)
1	On site design HV demand	Assessment & Design	
1	Wayleaves 3rd party negotiation/ planning etc requirements	Wayleaves	
1	Base for GRP Housing	11kV Plant	
1	GRP Housing (Medium Duty)	11kV Plant	
1	Shingle S/S	11kV Plant	
1	Substation Earthing	11kV Plant	
1	Assemble Unit S/S	11kV Plant	
1	RMU T/M	11kV Plant	
1	1000 kVA Unit	11kV Plant	
1	1600A 6 Way	11kV Plant	
1500	185mm 3 core Wavecon	LV	
2190	300mm 3 core Wavecon	LV	
2	Switch Term	HV	
20	Breeches Joint	LV	
4	Joint Cables into Link Box (2 Way)	LV	
16	Pot End	LV	
18	Straight Joint	LV	
6	Switch Term	LV	
145	100A 1 Phase off Main (South)	LV	
145	Additional 1 Phase Services Without Service Jt (South)	LV	
1	600A 3 Phase Cutout / Metering Panel - inc CTs	LV	
1	CT Metering (excl. HV shutdown)	LV	
2	MDSB 10 Way Horizontal	LV	
4	MDSB 7 Way Horizontal	LV	
32	Rising Mains/Services LSOH	LV	
2	Collect, Deliver and return cable drum to base on trailer	HV	
30	D1052 - Footpath	HV	
2	D2043 - Joint Hole STRAIGHT JOINT - Footpath (2.5*1.2)	HV	
280	D306 - Lay & Blind Only	HV	
2	Fit Earth cap (per mains cable length)	HV	
100	Lay earth wire in trench or with other cables	HV	
19	Collect, Deliver and return cable drum to base on trailer	LV	
3690	D304 - Lay & Blind Only	LV	
40	Fit Earth caps (per mains cable length)	LV	
3220	Lay Cable Pulled into Ducts	LV	
100	Lay earth wire in trench or with other cables	LV	
280	150mm XLPE	HV	
		Total (£)	

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Section Qty.	Non-Contestable Works: Final Connection Description	Voltage	Cost(£)
1	POC information HV Demand	HVPOC	
1	LV network @ level 3	LV	
1	Final legal paperwork for Wayleaves/Legals	Wayleaves	
2	Straight Joint	HV	
1	Padlocks (Operational) South	11kV Plant	
8	Shutdown (hrs)	11kV Plant	
		Total (£)	

Section Description	Non-Contestable Works: Other	Cost (£)
Other Cost - Rebate		
Other Cost - 2nd Comer		
Other Cost - O & M		
Other Cost - High Cost O & M		
	Total (£)	
	DNO Costs (£)	
	Customer Costs (£)	

Totals	**Cost(£)**
Contestable Total	
Non-Contestable Total	

For an explanation of the technical terms or abbreviations used in the above cost breakdown please visit our website www.ssen.co.uk/connections/abbreviations

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Appendix (H)

SGN Mapping & Correspondence

Our Ref: SO/0081569
Your Ref: 47216/PC

ATKINS CHECKED

KG

SGN
SHE Administration Team
Plant Protection
95 Kilbirnie Street
Glasgow
G5 8JD

Phone: 0800 912 1722

Email: plantlocation@sgn.co.uk

Praveen Chavan
ATKINS
500 Park Ave
Aztec West
Almondsbury
Bristol, BS32 4RZ

Date: 07/07/2016

Dear Customer,

Enquiry at: Site off A27, A2030 Havant Road and Westways, Havant PO9 3LS

Searches - Important information required

Thank you for contacting us about the above location. If your client plans to carry out any on site works they must contact us directly so that we can do a full safety and engineering risk assessment before any work begins.

Listed below is the minimum information we would need from your client:

- Full contact details (name, company name, address, telephone number and e-mail address).
- Full site address, post code and easting/northing grid reference.
- Plan showing the site boundary.
- Details of the work to be carried out.
- The proposed start date (please specify if work is at the planning stage).

Please send the information to:

plantlocation@sgn.co.uk

Alternatively post to: SGN, SHE Administration Team, Plant Protection, 95 Kilbirnie Street, Glasgow G5 8JD

Or, Fax: 0141 429 6432

Damage to our pipes can be extremely dangerous for your employees and the general public. The cost to repair our pipelines following direct or consequential damage will be charged to your organisation.

Please ensure we are able to gain access to our pipeline throughout the duration of your operations.

SGN is a brand name of Scotia Gas Networks Limited
Registered in England & Wales No. 04958135
Registered Office: St Lawrence House | Station Approach | Horley | Surrey RH6 9HJ
Authorised and regulated by the Financial Conduct Authority

While the information we give and the location of our network assets is correct to the best of our knowledge its accuracy cannot be guaranteed. To confirm the location of our assets on the site, please contact us to arrange a site visit before the work begins.

If you require any further information please contact the number below.

Yours faithfully,

Alison Mair

Manager

0800 912 1722

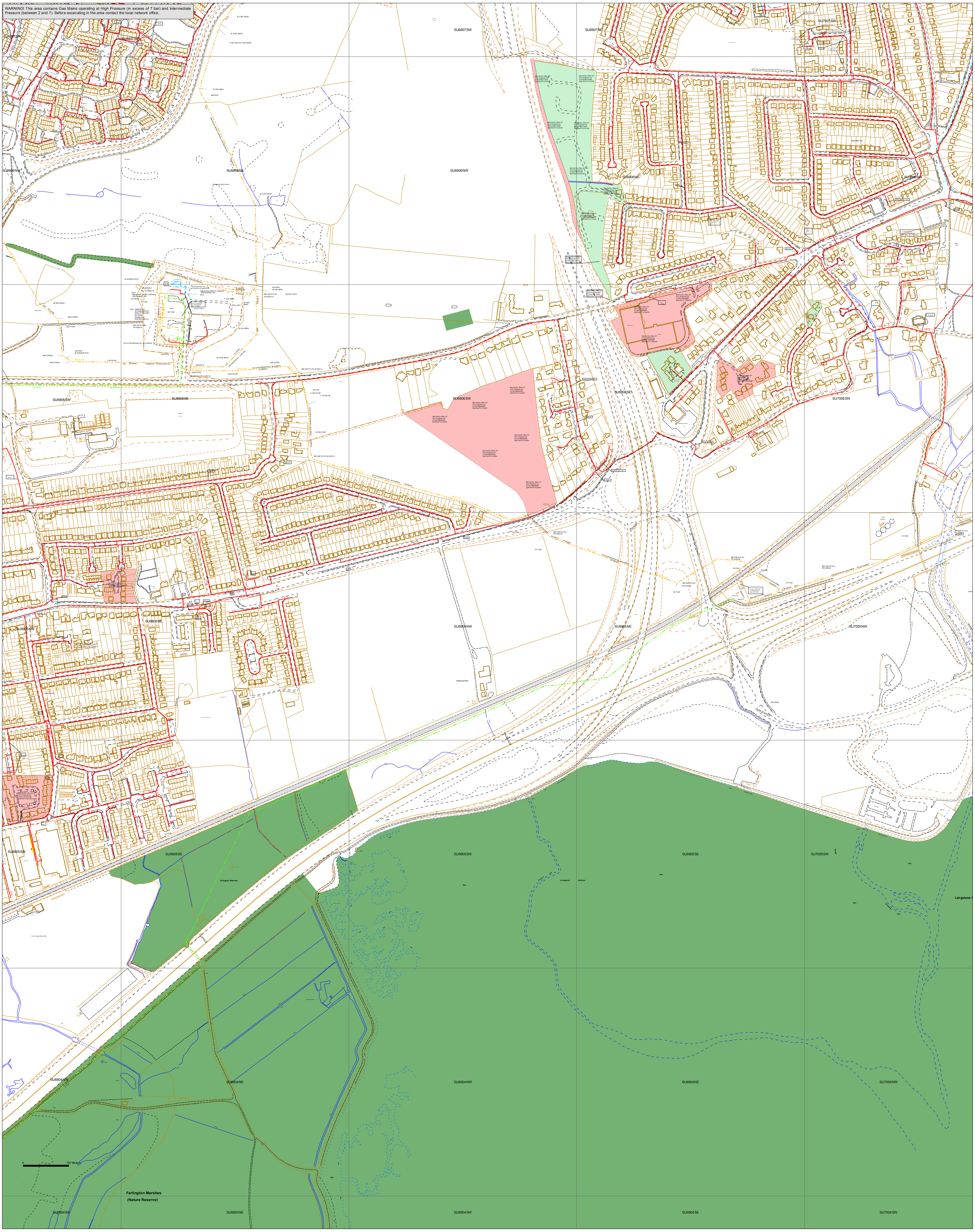
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Caution.

For safety reasons reproduction of the maps attached should be printed by a coloured printer at a legible scale.

WARNING! This area contains Gas Mains operating at High Pressure (in excess of 7 bar) and Intermediate Pressure (between 2 and 7). Before excavating in the area contact the local network office.



SCALE 1: 2661	LP MAINS
USER ID: am54938	MP MAINS
DATE: 07/07/2016	IP MAINS
INTERNAL USE ONLY	LHP MAINS
GRID REFERENCE:	HISTORY DATA
E469304,N105773,SU 69 05	LAs
	GTs SSSIs

Some examples of Plant items:

Valve Depth of Cover Syphon Diameter Change Material Change

This plan shows the location of those pipes owned by Scotia Gas Networks (SGN) by virtue of being a licensed Gas Transporter (GT). Gas pipes owned by other GTs or third parties may also be present in this area but are not shown on this plan. Information with regard to such pipes should be obtained from the relevant owners. No warranties are given with regard to the accuracy of the information shown on this plan. Service pipes, valves, siphons, sub-connections etc are not shown but their presence should be anticipated. You should be aware that a small percentage of our pipes/assets may be undergoing review and will temporarily be highlighted in yellow. If your proposed works are close to one of these pipes, you should contact the SGN Plant Protection Team on 08450703497 for advice. No liability of any kind whatsoever is accepted by SGN or its agents, servants or sub-contractors for any error or omission contained herein. Safe digging practices, in accordance with HS (G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that plant location information is provided to all persons (whether direct labour or sub-contractors) working for you on or near gas apparatus. Information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

INTRANET MAP VERSION 2.1

Hampshire County Area

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Scotia Gas Networks plc



General safety measures to avoid injury and damage to gas plant

Southern
Gas Networks
A Scotia Gas Networks Company

The following protective and precautionary measures MUST be taken when working/excavating in the vicinity of our plant.

To avoid injury to yourself, your employees, colleagues and the general public you MUST verify the details provided on our plans by tracing, hand-digging, trial holes and suitably marking its position on site.

You MUST ensure current full colour copies of our plans are issued and the presence and location of our plant, prior to excavation, is understood by all relevant personnel on site.

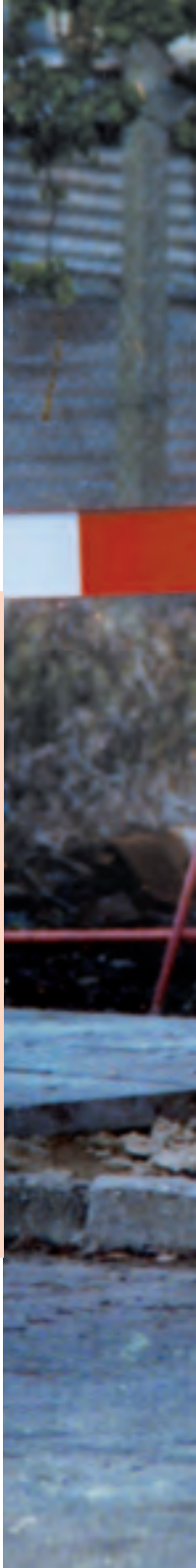
In an emergency

If you cause a gas leak or suspect a pipe or equipment is leaking, you MUST take the following emergency actions immediately:

a. Get everyone away from the immediate vicinity of the gas escape;
b. Inform us immediately by calling the National Gas Emergency Number on **0800 111 999***;
c. Do not attempt to repair the escape or stop the leakage;
d. Ask occupants of buildings adjacent to the escape to leave until it is safe for them to return;
e. Damage to a service supplying a building may result in gas entering the building. Do not attempt to operate any valves;
f. Prevent any approach to the immediate vicinity of the gas escape;
g. Prohibit smoking and extinguish all naked flames. Do not use mobile phones or other sources of ignition within 15m from the leakage; and
h. Assist our representatives, and other emergency services for example police, fire and ambulance as requested.

Additional reference material;

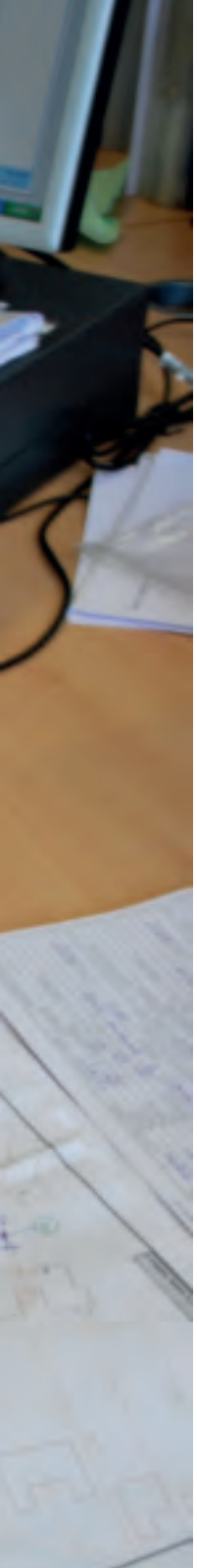
- HSE Guidance Note; HSG47 “Avoiding Danger from Underground Services” at www.hse.gov.uk and
- NJUG “Utilities Guidance on Positioning and Colour Coding of Apparatus” at www.njug.org.uk



*All calls are recorded and may be monitored







Safe System of Work

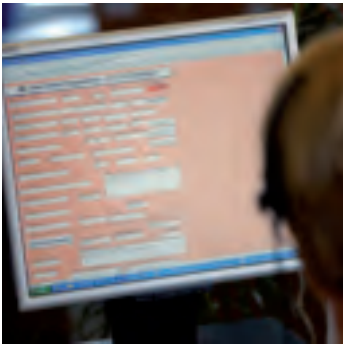
We may request the production of Risk Assessments and Method Statements for any works deemed to have the potential to affect, cause risk to or pose a hazard to the safety and/or integrity of our plant. Where CDM legislation applies reference MUST be made to our plant within the site 'Health and Safety File'.

Financial

Every reasonable precaution MUST be taken to avoid personal injury or damage to our plant during the progress of the planned works. Any cost incurred by us for the repair of direct or consequential damage and the diversion of any affected plant will be recharged in full.

HSE

Any damage to our apparatus will be subject to legislative reporting responsibilities to the Health and Safety Executive under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) and Gas Safety Management Regulations (GSMR).







Minimum safe working distances

If you are carrying out explosions, piling, splitting, boring and deep excavations, please contact us for further guidance. Trial holes MUST be dug by hand to determine the exact location of mains and service pipes in advance of mechanical excavation or thrust boring. Be aware of the potential for the presence of protruding objects from gas plant in the form of standpipes, test points and valve bodies.

Mechanical excavation

Mechanical excavators (including breaker attachments) MUST NOT be used within the following distances from the confirmed location of our gas mains and services (as depicted on our gas maps), without prior agreement:



Type of Mains and Services	GAS MAP Identification	Hand Excavation required inside	Pipe pressure indication shown on MAP
Low Pressure (LP)	0 – 75mbar	0.5 metres	
Medium Pressure (MP)	75mbar to 2 bar	0.5 metres	
Intermediate Pressure (IP)	2 – 7 bar	3.0 metres	
High Pressure (HP)	Above 7 bar	3.0 metres	

Note: We MUST be consulted prior to any planned excavation works within 10m of Pressure Reduction Equipment and may consider issuing a Permit to Work, if appropriate.

High pressures

In addition to receiving a copy of our ‘Safe working in the vicinity of Southern Gas Networks high pressure pipelines and associated installations’, if any activities proposed are closer than the minimum distances listed below you MUST discuss with us to agree your site specific requirements.

Power Excavators in easements	>3 metres
Power Excavators in highway	>3 metres
Pressure testing	>8 metres
Piling	>15 metres
Demolition	>150 metres
Blasting	>250 metres
No-dig techniques	Method Statement required
Crossing easement with plant	Written Consent required

Clearance requirements

No plant is to be laid over and along the line of a gas pipe irrespective of clearance. To allow the future repair and maintenance of gas plant, a minimum clearance of 250mm for low and medium pressure pipelines and 600mm for intermediate and high pressure pipelines, or 1.5 times the external diameter of the gas pipe, which ever is the greater, should be maintained between the gas plant and any new plant. Where this minimum clearance cannot be achieved, site discussions should be held with us or our representatives to agree a suitable clearance. Explosives shall not be used within 30m of our plant (400m for Pressure Reduction Equipment) without prior agreement. No piling or boring shall be carried out within 15m of our plant without prior consultation and agreement.






Southern



Surface boxes/Manholes

Do not bury or move our surface boxes. Access MUST be maintained both during and after your works. No manhole cover or other structure is to be built over, around or under a gas pipe and no work is to be carried out which results in a reduction or increase in cover or protection without prior written agreement.

Deep excavations

Where excavations adjacent to any of our potentially affects its security and integrity, adequate protection (approved by us) MUST be applied to such plant. Ground movement around gas MUST be prevented. If a sewer trench or any other water authority is to be constructed at greater than 1.5 metres deep near to a buried gas main or service pipe, we MUST be contacted. We should be provided with detailed drawings showing the line and width of the proposed sewer or other trench, together with the soil group classifications of the area concerned.

Crossing our plant

The placing of heavy construction plant, equipment, materials or the passage of heavy vehicles over our plant is prohibited unless specially agreed protective measures (i.e. the construction of reinforced crossing points) have been carried out. This is particularly important where reductions in side support or ground cover are planned.

Working in easements should not be undertaken without our prior written consent.

Exposed plant

Where excavations adjacent to gas plant affect its support, the plant MUST be adequately supported and protected in consultation with us and to our satisfaction. It MUST be protected from impact and restraints, thrust blocks and supports MUST not be removed without our agreement.

Hot works

The potential exists for heat damage to plastic pipelines/coatings. Where welding or other hot works involving naked flames is to be carried out in proximity to our plant, our representative should be present.

Backfilling

Concrete backfill should not be placed closer than 300mm to our plant. No concrete or hard material should be placed under or adjacent to any of our plant. Shuttering MUST be constructed so as to prevent fresh concrete encasing our plant and to maintain the stated clearances. Material used for the surround backfill of our plant MUST conform to the following requirements:

- If sand, it MUST be well-graded in accordance with BS EN 12620: 2002;
- It MUST not contain any sharp particles; stones, bricks, lumps or corrosive materials;
- Foamed concrete should not be used; and
- It MUST be laid to a minimum depth of 250mm above the crown of the plant.

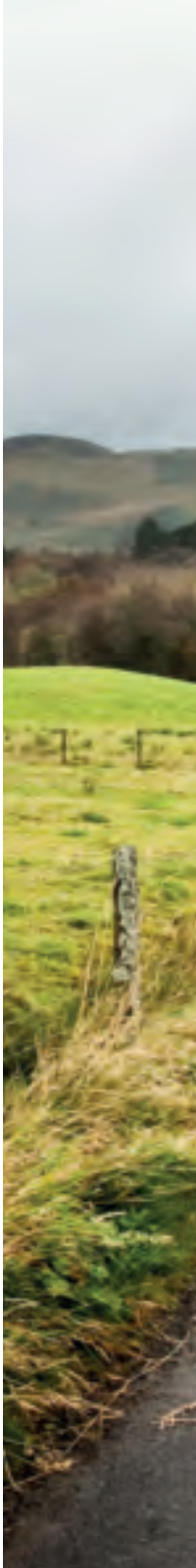
Note: Power ramming should not take place until a 300mm hand rammed layer has been completed over the crown of the pipe.

Access

Access to sites and our plant MUST be provided at all times. This includes temporary structures and spoil heaps over our pipes.











Tree planting

If trees or shrubs are to be planted adjacent to our plant, the selection of the type of tree or shrub and its planting MUST be considered so that root damage to buried mains or services will be avoided and that damage to trees or shrubs will not be caused by any subsequent excavations for repair and maintenance.

Before any tree planting is carried out on the easement, our written approval MUST be obtained. Any approval we grant to plant trees on the easement shall be subjecting to retaining the rights to remove, at any time in the future, all trees which in our opinion might become a danger to the pipe.

The written consent to plant trees will state what area may be planted and also the type of tree.

See over for specific species and the distances they MUST be planted from the pipeline.





The following trees and those of similar size, which may be deciduous or evergreen, shall not be planted within six metres of the centre line of the pipe e.g. Ash, Beech, Birch, most Conifers, Elm, Maple, Lime, Horse Chestnut, Oak, and Sycamore. Apple and Pear trees are also included in this category.

Dwarf Apple Stocks may be planted up to three metres of the centre line of the pipe.



In cases where screening is required, the following are shallow rooting and may be planted close to the pipeline; Blackthorn, Broom, Cottoneaster, Elder, Hazel, Laurel, Quickthorn, Privet, Snowberry and most ornamental shrubs.

PIPELINE CENTRE

Raspberries, Gooseberries and Blackcurrants may be planted on the pipe, but a four metre strip, centred on the pipe, MUST be left clear at all times.

10m

Poplar and Willow trees shall not be planted within 10 metres of the centre line of the pipe.



6m - 9m



These types of trees may only be planted as individual specimens or as a single row in the area between six and 10 metres of the pipe. **Dense mass planting may only be carried out at distances greater than 10 metres from the pipe.**

3m - 6m

0m - 3m



Christmas Trees (Picea Abies) may be planted up to three metres of the pipeline. However, permission is given on the strict understanding that Christmas trees are clear-felled at intervals not exceeding seven years.

PIPELINE CENTRE

The only hardwood plants which can be planted directly across a pipe are hedge plants such as Quickthorn, Blackthorn etc and these shall only be planted where hedge is necessary either for screening purposes or to indicate a field boundary.

Note: For further guidance refer to NJUG 10.

Notes

Notes

Southern Gas Networks provides a free plant location enquiry service during office hours.

Contact:

Tel: 0845 0703 497 or 0141 418 4093

Fax: 0141 429 6432

Email: plantlocation@sgn.co.uk

Southern Gas Networks, Plant Location Team,
Tradeston, 95 Kilbirnie Street, Glasgow, G5 8JD

www.sgn.co.uk

We regret that information cannot be supplied by telephone. Requests MUST be made in writing (via letter, email or fax). For ALL enquiries please include the following information:

1. Full contact details (name, company name, address, telephone number and e-mail address).
2. Full site address, postcode and easting/northing grid reference.
3. Plan showing the site boundary.
4. Details of the work to be carried out.
5. The proposed start date (please specify if work is planning only).

SOU065N. 10/2012

ATKINS CHECKED

KG

Ref: SGN/TPES/5177

Stacey-Ann Thomas
Atkins
The Hub, 500 Park Avenue
Aztec West
Almondsbury
Bristol
BS32 4RZ

Southern Maintenance (Pipelines)
Bourne Valley Road
Poole
Dorset
BH12 1YT
robert.smith@sgn.co.uk

13/07/2016

Re: Atkins - Planning Application(47216/PC) - A2030 Havant Rd, Havent

Dear Stacey-Ann Thomas,

Thank you for your enquiry dated 27/06/2016, there is a high pressure pipeline in the vicinity of your enquiry. If you intend to carry out ANY works, you are required to submit your detailed proposals to our plant location team plantlocation@sgn.co.uk

Please note that no mechanical excavations are permitted within 3m of the pipeline.

This pipeline is registered with the Health and Safety Executive as a Major Accident Hazard Pipeline.

SGN High Pressure Gas Pipelines in the vicinity of your works

Pipeline Number	Pressure Regime	Building Proximity Distance (Zone 1)
P014	HP	15.0

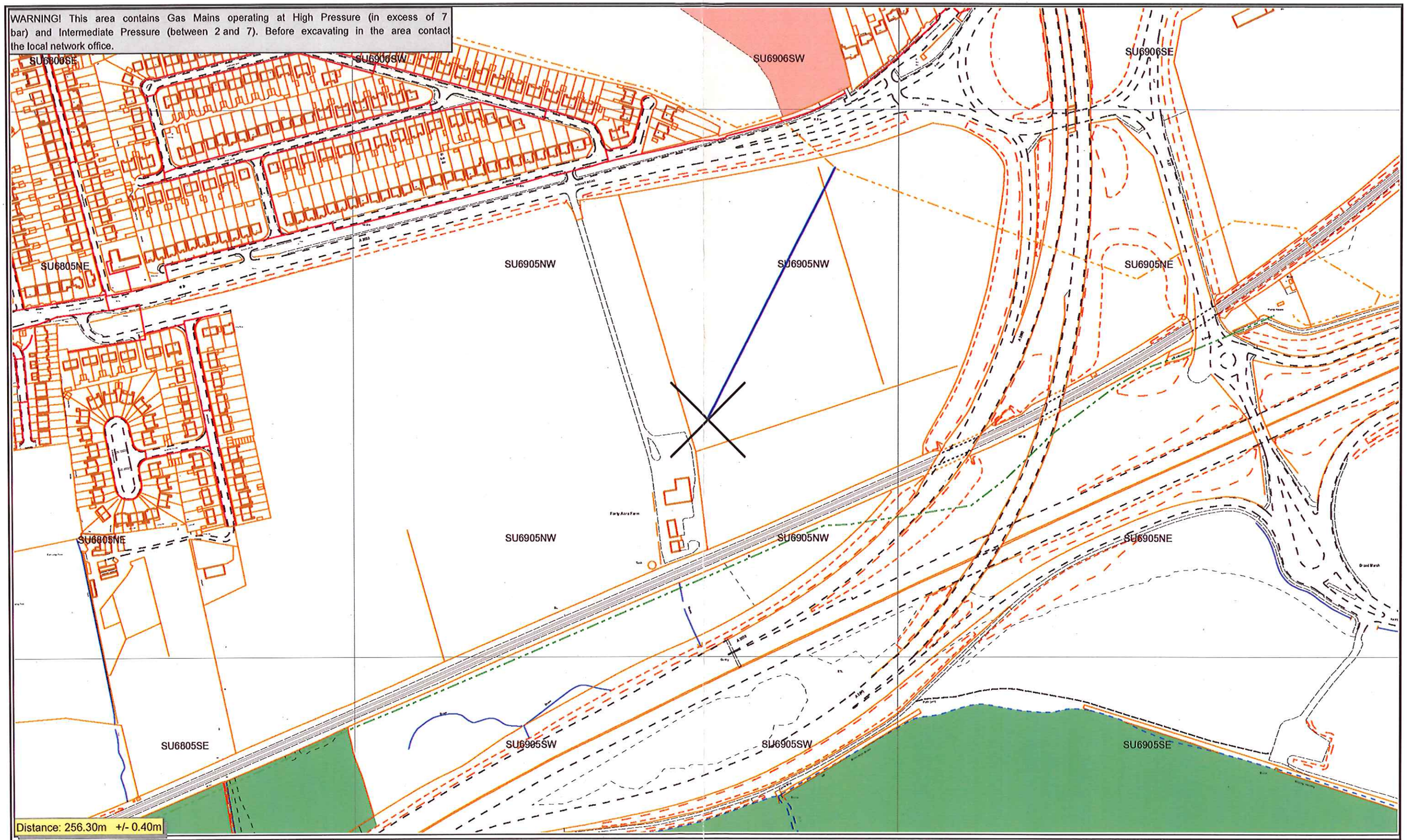
This table does not include SGN's low medium and intermediate pressure assets, which may be in the vicinity.

The building proximity distance (Zone 1) for the pipeline is shown in the table above for all our high pressure gas pipelines in the vicinity of your works. This should not however be confused with the HSE consultation zones 2 & 3 which will be considerably greater, further guidance of the requirements can be found in HSE Document: PADHI: HSE's Land Use Planning Methodology. Zone 1 is a safety factor with reference to habitable buildings as recommended by IGE TD/1. It is calculated from the diameter, material, wall thickness and pressure of the particular pipeline. Under Pipeline Safety Regulations 1996 this distance is declared to the HSE. Any intrusion within this safety zone will not be taken lightly and any intention to proceed should be accompanied by a risk assessment or provision of other supporting evidence, especially in the event of any legal proceedings at a later date.

Pipelines laid in private land are protected by a 'Deed of Grant', which prohibits certain activities within the easement strip, no addition to or removal of the surface levels, no structures over or within the specified distance of the pipeline. Further details are available if you require them.

Smell Gas?
Call 0800 111 999

WARNING! This area contains Gas Mains operating at High Pressure (in excess of 7 bar) and Intermediate Pressure (between 2 and 7). Before excavating in the area contact the local network office.



SCALE :	1 : 3168
USER ID :	ec26612
DATE :	12/07/2016
INTERNAL USE ONLY	
GRID REFERENCE :	E469325,N105716,SU 69 05

LP MAINS
MP MAINS
IP MAINS
LHP MAINS
HISTORY DATA
LAs
GTs
SSSIs

Some examples of Plant Items
Valve | Syphon | Depth of Cover | Diameter Change | Material Change

This plan shows the location of those pipes owned by Scotia Gas Networks (SGN) by virtue of being a licensed Gas Transporter (GT). Gas pipes owned by other GTs or third parties may also be present in this area but are not shown on this plan. Information with regard to such pipes should be obtained from the relevant owners. No warranties are given with regard to the accuracy of the information shown on this plan. Service pipes, valves, siphons, sub-connections etc are not shown but their presence should be anticipated. You should be aware that a small percentage of our pipes/assets may be undergoing review and will temporarily be highlighted in yellow. If your proposed works are close to one of these pipes, you should contact the SGN Plant Protection Team on 08450703497 for advice. No liability of any kind whatsoever is accepted by SGN or its agents, servants or sub-contractors for any error or omission contained herein. Safe digging practices, in accordance with HS (G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that plant location information is provided to all persons (whether direct labour or sub-contractors) working for you on or near gas apparatus. Information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

Intranet WebGIS 2.1

Hampshire County Area

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Scotia Gas Networks plc

Please let me know if SGN can supply you with technical or other information that may be of assistance to you.

Yours Sincerely,

Robert Smith
Team Manager

Smell Gas?
Call 0800 111 999

SGN

Your gas. Our network.

SGN/WI/SW/2

Safety Management Framework
Work Instruction for Safe Working in the Vicinity of Pipelines & Associated Installations operating >7barg

UNCONTROLLED WHEN PRINTED

APRIL 2016

Revision 04/16

Document Owner: David Wylie

Context

Who is this Work Instruction for?

This instruction is for all persons involved with excavation works carried out in the vicinity of SGN's high pressure pipelines and associated installations operating >7barg.

What does this Work Instruction do?

This instruction sets out the requirements for safe working practices to be employed when carrying out excavation works in proximity to pipelines and associated installations operating >7barg.

Scope

This instruction is to be used for all works requiring excavation near to or to expose a high pressure gas pipeline and associated installation operating at >7barg. This includes trenchless technologies.

Why do we need this Work Instruction?

To ensure safe working practices for works in the vicinity of pipelines and associated installations operating >7barg, and to prevent damage to high pressure pipelines, fittings and associated installations.

Note. SCO as used in this document means Safe Control of Operations as described by SGNs procedure GDN/PM/SCO/1

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Work Instruction for Safe Working & Development in the Vicinity of Pipelines & Associated Installations operating >7barg.

Preliminary Requirements		Excavation Related Works		Additional Requirements	
1	Nature of Works	12	Construction Traffic	27	Cathodic Protection
2	Undertaker of the works	13	Hazard and Danger Zones	28	New Services Crossings
3	Safe Control of Operations [SCO]	14	Fittings and Standpipes	29	Trenchless Techniques
4	Agricultural Activities	15	Powered Hand Tools	30	Backfilling
5	Competency	16	Mechanical Excavation	31	Damage to the Pipeline
6	Records	17	Mechanical Assistance	32	Document Control
7	Pipeline Locating	18	Top soil stripping	33	Encroachment Reporting
8	Trial Holes	19	Highway Surface Maintenance	A	Site Document Control Form
9	Trial Holes Requiring Deep Excavations	20	Mechanical Excavation – Additional Control Measures	B	Encroachment Reporting Form
10	Risk Assessment	21	Deep Excavation Safety	C	Mechanical Assistance Request Form – Trial Holes Requiring Deep Excavation
11	Method Statement	22	Use of Vacuum Excavators	D	SW/2 Technician – Competency Requirements
		23	Chain Trenchers		
		24	Slabbing & Protective Measures		
		25	Exposed Pipelines		
		26	Lifting Operations		

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Roles and responsibilities

The responsibilities listed below are a summary and must be read in conjunction with the instructions contained within this procedure.

Roles	Responsibilities
• **Competent Person** • Registered under SCO as a Competent Person • Team Leader or Supervisor for the works • On site at all times while work is carried out • In direct control of the works undertaken on site	• Responsible for ensuring compliance with the approved Method Statement, risk assessment, Permit to Work and relevant procedures • Responsible for confirming appropriate Permits to Work are in place at all times
• **Controller of the Works** • The person with the authority for managing the works to be undertaken within the vicinity of a HP pipeline or associated installation • The [CDM] Principal Contractor or main contractor for the works with overall responsibility to ensure the work is undertaken safely	• Responsible for providing suitable risk assessments and Method Statements • Responsible for accepting the Site Document Control Form before work begins • Responsible for ensuring the works are undertaken in compliance with the accepted Method Statement • Responsible for ensuring workers and machine operators are suitably competent and have been briefed, and understand the Method Statements, relevant procedures and risk assessments • Responsible for ensuring suitable arrangements are in place for supervision and monitoring of the works [in addition to the role of the SGN SW/2 technician], including works undertaken by sub-contractors • Nominate a suitable competent person for the role of SCO Competent Person for works requiring a Permit to Work
• **SW/2 Technician** • Competent & Qualified Pipelines Technician [as per Appendix D of this procedure] • Qualified & competent to operate high accuracy locator tools • Cannot be the Competent Person for the works	• See Appendix D • Responsible for liaising with those undertaking the works • Responsible for locating and suitably marking the pipeline • Responsible for establishing the 'Hazard Zone' 'Danger Zone' and depth of the pipeline • Responsible for monitoring all excavation activities on site, including trial holes • Reviewing and accepting a satisfactory Risk Assessment and Method Statement provided by the undertaker of the works prior to any works commencing for works not requiring a Permit to Work • **Cannot** authorise the use of mechanical excavators within the 3m 'Hazard Zone' but must be on site to monitor all mechanical excavation within the Hazard Zone following approval by the Authorising Engineer • Responsible for stopping works if he/she identifies any deviation from the approved Method Statement & Permit to work, and escalating any non-conformance to the AE

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Roles	Responsibilities
• **Authorising Engineer** • Registered under SCO as an SW/2 Authorising Engineer • In direct communication with the Project Manager or controller of the works	• Reviewing and accepting a satisfactory Risk Assessment and Method Statement for any works using mechanical excavators within the 3.0m hazard zone of a HP pipeline • Selects the Competent Person for the proposed works • If required, issues a Permit to work in accordance with GDN/PM/SCO/2 • Can authorise the use of Mechanical Excavators within the 'Hazard Zone' in accordance with Mechanical Excavation • **CANNOT** authorise Mechanical Excavation within the Danger Zone • Responsible for briefing the Competent Person and the Pipeline Technician on the accepted Method Statement and the Permit to work requirements
• **SGN Asset Manager** • Custodian of relevant pipeline records • Reports to Head of Network Management (Transmission)	• Provide all relevant Pipeline information and records when requested by the SW/2 Technician, Authorising Engineer, or Controller of the Works
• **Network Controller** • As described by SGNs Safe Control of Operations procedures	• Responsible for verifying the AE & CP are registered on the SCO database for the relevant activities (e.g. deep excavation, working in the vicinity of HP pipelines etc.) • Responsible for checking for conflict between SCO projects

Safe Control of Operations	PPE
See the Safe Control of Operations [SCO] section of this procedure	Appropriate PPE must be worn at all times by all persons on site including: • Fire retardant overalls • High Visibility Jacket • Safety Boots • Hard Hat • Eye Protection • Gloves • Hearing Protection when required • Personal Atmosphere Monitor (PAM) capable of detecting Natural Gas

Note. SCO means Safe Control of Operations as described by SGNs procedure GDN/PM/SCO/1

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1. Nature of Works

Works planned to be carried out in the vicinity of SGN's high pressure pipelines are works near enough to require control measures to be identified to prevent any damage to the pipeline.

Works on High Pressure Pipelines will be carried out by SGN directly or by an appointed contractor. Works in the vicinity, but unrelated to the pipeline can be carried out by a landowner, a third party, or an appointed contractor. These parties may not be familiar with the requirements for safe working in the vicinity of pipelines, therefore, it is necessary to communicate the requirements for safe working when working near pipelines and to provide contact details for any enquiries. The SW/2 Technician will liaise with those undertaking the work to determine the nature of the works and to provide information on safe working and how to avoid causing damage to the pipeline.

The following activities are not covered in this procedure and the SGN Asset Manager must be consulted; advice can be found in SGN/WI/DP/4 & SGN/SP/GM/4;

- Piling within 15m of the pipeline
- Demolition within 150m
- Blasting within 250m
- Quarrying or landfilling within 100m
- Deep mining within 1km
- Pressure testing within 8m
- Siting of Wind Turbines
- Siting of Solar Panel Arrays

2. Undertaker of the works

Before any work begins the undertaker of the works and all persons responsible for managing and supervising the works must be identified. This is to allow confirmation that they are competent, and to ensure that the Method Statements are provided by an appropriate person who is also responsible for ensuring that they are complied with.

The SW/2 Technician must determine the relationships between the undertaker, the main contractor and sub-contractors and identify a suitable named person as the Controller of the Works (see Roles and responsibilities on Page 4).
It is the responsibility of the SW/2 Technician to identify who the undertaker of works has nominated as their responsible person to liaise with, regarding Permit's to Work (PTW). The Authorising Engineer (AE) is then required to verify this person is an appropriate person for works requiring a PTW. This person will then be referred to as the Controller of the Works.

The Controller of the Works is usually the [CDM] Principal Contractor or main contractor for the works with overall responsibility to ensure the work is undertaken safely.

The principle or main contractor is responsible for providing the Risk Assessment and Method Statement, and to assess the competency of the proposed Competent Person (CP) where SGN Safe Control of Operations (SCO) procedures apply. They are also responsible for ensuring all workers and machine operators involved in the works are suitably competent, are fully briefed, and understand the Method Statements, relevant procedures and, where applicable, the requirements for the PTW.

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For all works in the vicinity of high pressure pipelines and associated installations SCO procedures will apply. The principal contractor or main contractor should nominate a suitably CP to be registered on SGN's SCO register as a CP to receive a PTW. The Controller of the Works must sign the **Site Document Control Form** referencing relevant Method Statement, procedures, and instruction that apply to the works.

The Controller of the Works must provide a suitably competent team leader or supervisor for the works who must remain on site whenever work is being carried out within the hazard zone (**Hazard and Danger Zones**).

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3. Safe Control of Operations [SCO]

For works carried out on pipelines the SCO process must be followed in accordance with GDN/PM/SCO/1 and GDN/PM/SCO/2. A PTW must be issued by an SCO registered SW/2 AE to an appropriate CP. The SW/2 Technician cannot be the SCO Competent Person.

For works being undertaken by third parties and contractors, the Controller of the Works must nominate a suitable competent person to be temporarily registered under SCO as an SW/2 Competent Person for the duration of the planned works.

For this to be carried out the prospective candidate must be able to provide demonstrable evidence of suitable experience and training. They must be briefed on the safe working practices detailed in this procedure and also receive the SCO/2 briefing on the PTW system and roles and responsibilities briefing from the AE. Evidence of these briefs, in addition to evidence of sufficient training and experience must then be presented to the Responsible Engineer to allow him to be satisfied that the person can be temporarily registered under SCO for the duration of the works.

The CP **must** be on site at all times when work is being undertaken that is subject to a PTW.

For works being carried out by third parties or contractors [including SGN contractors] that requires a PTW, the SW/2 Technician must also be on site to monitor the works and ensure the Method Statement and PTW is being adhered to at all times. If the SW/2 Technician observes any deviation they must stop the works immediately and escalate to the AE.

Any PTW issued must reference the Method Statement produced for the planned works. The AE must attend site to assess the risks and the suitability of the proposed Method Statement.
The AE must be satisfied that the Method Statement adequately describes a safe method of working to prevent damage to the pipeline and any fittings, standpipes, and connections.

For works being carried out near to, but not within the hazard zones, the undertaker of works does not require a PTW. In this situation the pipeline must still be located and marked with the hazard zones established. The undertaker of works must be provided will all the relevant safety information regarding the pipeline, and be briefed on permitted working methods by the SW/2 Technician. This interaction must be captured using the Site Document Control Form.

For any of the activities listed below a **Permit to Work is required**:

- Mechanical excavation inside the hazard zones including backfilling
- Use of powered hand tools inside the inner hazard zone and danger zone, including vibro-tampers for backfilling
- Use of vacuum excavators in the hazard zone
- Any 'trenchless techniques', through, or under the hazard zones
- Any lifting operations within the hazard zone
- Any 'Hot Works' i.e. welding, cutting, burning within the easement
    - Hot Works in the vicinity of pipelines are controlled by T/SP/P9 welding procedures and NRO's in accordance with SCO.

A PTW is not required for hand digging, unless it is deemed appropriate by the AE.

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4. Agricultural Activities

Pipelines are designed to operate safely beneath routine agricultural conditions including ploughing to a depth of 500mm without monitoring by SGN.



Figure 1. Chisel Plough

An SW/2 Technician must attend site and assess the risk of damaging the pipeline for deep cultivation works such as mole or chisel ploughing exceeding 500mm or the installation of land drainage or other services at depths greater than 500mm. A PTW is required if mechanical excavators or other mechanical equipment is to be used within the hazard and danger zones to depths greater than 500mm. The position of fittings and standpipes must be confirmed by hand excavated trial holes and mechanical excavators or other mechanical equipment must not be used within 1.5m of fittings and standpipes.

Ditch maintenance is a common agricultural activity and, whilst the objective of this work is not to expose the pipeline, there is a risk of damage to the pipeline. SGN must be notified about ditch maintenance using mechanical excavators and a SW/2 Technician must attend site to locate the pipeline and to discuss the work to be carried out and to ascertain the depth of material to be removed from the ditch. If it is reasonably practicable to do so the ditch should be maintained by hand excavation across the inner hazard zone and danger zones.

For all ditch clearing works using mechanical excavators or similar, the SW/2 Technician must check pipeline records to confirm the position and indicated depth of the pipeline at the time it was constructed to determine if the ditch existed at the time of construction and if the pipeline depth of cover was increased for the ditch crossing. The SW/2 Technician must also check pipeline records for the presence of stabbings or fittings. The SW/2 Technician must use an approved pipeline locator to establish the position and indicated depth of cover of the pipeline. If the pipeline cover at the ditch crossing was increased during construction enabling safe maintenance of the ditch it is not necessary to locate the pipeline by hand excavated trial holes provided that:

- There are not any fittings or standpipes in the vicinity of the works
- There is evidence to show that the ditch existed at the time of the pipeline construction
- The ground levels have not been reduced
- At least 750mm can be maintained between the new invert level [bottom of the cleared ditch] and the indicated top of the pipeline
- The bottom of the ditch is probed to at least 500mm below the new invert level by the SW/2 Technician to confirm the pipeline is not within 500mm of the new invert level before work with a mechanical excavator starts
- The machine operator is experienced and has good visibility of the bucket and bottom of the ditch
- An SW/2 Technician must be on site when the excavator is used in the hazard and danger zones [even if a PTW is not issued].

A PTW is not required if all of the above conditions are met, otherwise a PTW is required and a SW/2 Technician must be on site when the mechanical excavator is used in the hazard and danger zones.



Figure 2. Ditch Maintenance

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5. Competency

All persons carrying out work in proximity to SGN's high pressure pipelines and associated installations must be suitably trained and competent. The AE and CP must be registered under SCO for SW/2 works.

If an AE allows the use of a mechanical excavator in the Hazard Zone (Hazard and Danger Zones), he/she must satisfy himself that the contractor's supervisor/team leader is sufficiently competent, and can demonstrate clear understanding of the requirements for safe working and the potential danger of damaging the pipeline or any associated fittings.

6. Records

Prior to any work commencing all available records must be sought for the assets in the area. This must include, where available, In-Line Inspection (ILI) data, which can provide valuable information regarding the presence of fittings on the pipeline. Records must also be consulted regarding the potential for defective welds on the pipeline (T/PR/P/18).

7. Pipeline Locating

Prior to any work commencing the SW/2 Technician is responsible for locating and marking the pipeline. All available mapping and pipeline records must be consulted to establish information on the depth of cover and any fittings or attachments on the pipeline. Where available the ILI data for the pipeline must be checked. Pipeline locating must be carried out using a suitably approved and calibrated locator with a pipe depth measurement accuracy of ±5% of depth for cover up to 5 metres.

In all circumstances, even if a third party locates and marks out a pipeline, the SGN SW/2 Technician will locate the position of the pipeline as described below.

Once located the pipeline must be pegged out at a minimum of **3m** intervals. In addition to the 3m intervals a peg must be positioned at the point of every change of direction and at every change in depth of cover, there must be no bends between pegs. Marking out of the pipeline must also extend for a distance of 15m laterally along the pipeline from either side of the planned works.

Proposed work areas must be marked out, clearly showing the hazard zone and danger zones and have safe entry and exit points established to avoid crossing the pipeline where possible. **A check for any overhead services must also be carried out.**



Figure 3. Example Pipeline Locator

8. Trial Holes

All trial holes must be excavated by hand to prove the depth and location of the pipeline. They **must** be carried out if a mechanical excavator is to be used within the hazard zones (see Hazard and Danger Zones), and it is the responsibility of the AE to determine how many must be carried out. Direction changes [i.e. bends] within the work area must be confirmed and the presence of fittings and standpipes must be confirmed by hand excavation only.

For works outside of the hazard zones it is the SW/2 Technician's responsibility to determine if there is a need for trial holes. This will depend on the nature of the work being undertaken and the plant and equipment being used and the proximity to the assumed position of the pipeline.

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If mechanical excavators, trenchless technologies, auger boring equipment or any other powered plant [other than routine agricultural cultivation up to 500mm depth] are being used close to the hazard zone, it is recommended that at least one hand excavated trial hole is undertaken to prove the reliability of the assumed pipeline position and depth; this is essential if there are fittings and/or standpipes on the pipeline.

All available pipeline records, information, site conditions and recorded depth of cover must be taken into account prior to any excavation works.

The excavation of all trial holes must be supervised by the SGN SW/2 Technician, and must be by carried out by hand excavation only.

If trial holes are required they must be undertaken before any mechanical excavation, including **Top Soil Stripping** is authorised within the hazard zones.



Figure 4. Hand Excavated Trial Hole

If the pipeline depth is greater than 1.5m cover this may create practical difficulties in hand excavating trial holes see Trial Holes Requiring Deep Excavations.

Trial holes **may** not be required for Highway Surface Maintenance (see this section for further information).

Powered hand tools can be used for excavating trial holes, if it is necessary in accordance with the Powered Hand Tools section of this procedure and a PTW may be required.

A PTW is not required for hand excavation of trial holes [non-powered tools].

9. Trial Holes Requiring Deep Excavations

For the purpose of this instruction a deep excavation is considered to be greater than 1.5m depth of cover. It is recognised that there are practical difficulties in hand excavating in excavations greater than 1.5m depth, especially if the ground surface area is greater than 4.0m^2. However, to prevent damage to pipelines, Mechanical Excavation is **not** permitted until the location and depth of the pipe and any fittings/standpipes are located by hand excavated trial holes.

Vacuum excavators as described in Use of Vacuum Excavators are permitted to assist with removing loosened soil or ground material for excavating deep trial holes. A PTW is required for use within the Hazard and Danger Zones.

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If it is not practicable, or it is not safe to use a vacuum excavator to assist with deep trial holes, a mechanical excavator can be used to provide mechanical assistance in the hazard zone (see Mechanical Assistance); this must be authorised by the Head of Network (Transmission) in accordance with the following:

- Under **no circumstances** is a mechanical excavator permitted to be used to excavate or to assist directly over a pipeline or within the danger zone (0.6m) or within a 1.5m radius of fittings and standpipes, even after exposing the pipe or fittings.
- A site specific Risk Assessment and Method Statement must be prepared, in accordance with this procedure.
- Consideration must be given to ground stability, taking into account the laden weight of any plant to be used.
- The Method Statement must detail the arrangements for trench support, access and egress, and permitted proximity of heavy plant to the excavation.
- The form in Appendix C of this procedure must be completed with all relevant information, as indicated on the form and submitted to the Head of Network Management (Transmission) for consideration. The request is only approved when the Head of Network Management (Transmission) has returned a signed copy of the Appendix C approval form.
- Following authorisation by the Head of Network Management (Transmission) a PTW must be issued for the trial holes **only** (see Safe Control of Operations [SCO]). Additional PTW's will be required for further mechanical excavation inside the Hazard Zone following confirmation of the pipeline location and depth.
- An SW/2 Technician must remain on site whilst work is being undertaken to excavate the deep trial hole.
- The PTW must specify all proximity restrictions and reference the Method Statement and Risk Assessment.
- All workers and machine operators involved in the operation must be briefed and a briefing register signed by all persons must be kept.

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10. Risk Assessment

The inherent risk arising from damaging a high pressure gas pipeline is severe. A detailed site specific risk assessment must be completed for each activity to be carried out to ensure the pipeline is not damaged. The risk assessment should take into account:

- The complexity of the pipeline configuration
- The presence of fittings, standpipes and connections Where available in line inspection (ILI) data must be used as part of risk assessment to identify if connections, fittings or standpipes are present.
- The depth of cover of the pipeline
- Any existing pipe protection
- The operating pressure of the pipeline
- Condition of the girth welds on the pipeline (T/PR/P/18)
- The proximity of the planned work to the pipeline
- The activity to be undertaken in close proximity to the pipeline, in particular, the use of plant and equipment that is hazardous to pipelines [e.g. mechanical excavators
- The competency and experience of workers and machine operators
- The level of supervision and monitoring
- Environment conditions such as adverse weather and low visibility [e.g. snow conditions] that could lead to errors of judgement
- The presence and proximity of any other hazardous utility apparatus
- **The controls to manage the risk to an acceptable level**

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11. Method Statement

All works in the vicinity of high pressure pipelines and associated installations require a Method Statement to be produced. For works requiring a PTW the Method Statement must be provided to and if satisfactory accepted by, the AE. For works not requiring a PTW the SW/2 Technician must check and if satisfactory accept the Method Statement.

For works requiring a PTW, the Method Statement and Risk assessment must be site specific. The Method Statement will describe the work program in detail, and will include all findings from trial hole excavations and the interrogation of all available records including, where available, ILI data. Special consideration must be given to the presence of fittings, standpipes and connections, which are more vulnerable to damage. It may be necessary to have a separate Method Statement for the preliminary phase of undertaking trial holes and the Method Statement for the main work phase may have to be modified or amended following trial holes.

The Method Statement must also include a detailed description of what safety precautions and control measures are to be employed to prevent damage to the pipeline. The Method Statement must also include:

- Suitably dimensioned drawings where appropriate
- Plant to be used (size of excavators/bucket sizes/types)
- Detail what site supervision will be in place
- List of personnel involved in works
- The sequence of works
- Emergency response plans (in the event damage is caused to a pipeline)

If works requiring a PTW are authorised, any additional safety precautions required by the Permit must be described in the Method Statement. The Permit must also reference the accepted Method Statement.

Deviation from the accepted Method Statement is not permitted. It may be necessary to review and amend the Method Statement as work progresses to ensure that the work plans take into account any unanticipated change. The AE must be advised of any changes and if agreed amend the PTW accordingly.

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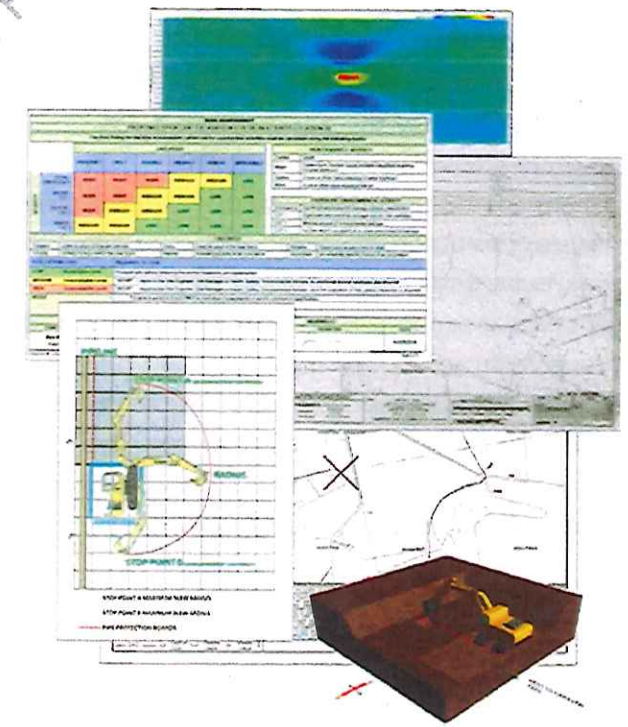


Figure 5. Example Information included in Method Statement