This form helps to ensure the relevant information is collated and presented for the release of the Meter Point Administration Number (MPAN) for Electrical Connections/ Disconnections/ Transfers in a timely manner and to meet any obligations. It is to be completed by competent staff.

Any addition, removal or modification of electrical assets including street lighting, illuminated signs, beacon units, bollard base lights etc. requires a MPAN to be issued. This applies to current assets and any that will be proposed to be adopted in the future by Birmingham City Council (BCC). The MPAN is a secure number that needs extra compliance.

Western Power Distribution (WPD) own and operate the electricity network. There is legal obligation for contractors to seek permission to work on their network to connect/disconnect to an unmetered supply.

The first stage of the process involves contacting WPD to complete their procedures and obtain the necessary documentation requested below. WPD will advise if an Independent Connection Provider is able to work on the network on your behalf or if the work must be completed by WPD. For external third parties this information should then be presented to your contact at BCC.

For compliance purposes only BCC Project Manager (or team member) is permitted to submit the form to Highways, no external third party should send the form to them directly.

No forms are to be sent to Highways unless checked and signed by the Project Manager.

Principal Contractor/Developer Use (If applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Development Name |  | | |
| Contact Name |  | Position |  |
| Telephone Number |  |

WPD Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Position |  |
| Email address |  | | |
| Telephone Number |  |

Independent Connection Provider (ICP) Contact Details (If applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Position |  |
| Email address |  | | |
| Telephone Number |  |

BCC Office use

|  |  |  |  |
| --- | --- | --- | --- |
| BCC Project Name |  | Project Number |  |
| Project Manager |  | SSD Number |  |
| Highways Officer |  |

Please continue on second page

The following requirements are essential, if not submitted then BCC will stop the process until the appropriate information has been provided. Copies of originals will suffice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | MPAN Number Requirements | Yes | N/A | Comments |
| 1 | Completed WPD unmetered Connections Form (obtainable from WPD) |  |  |  |
| 2 | WPD quotation offer  *(Will not be applicable if ICP used.)* |  |  |  |
| 3 | Signed WPD ‘Letter of Acceptance’  *(Will not be applicable if ICP used.)* |  |  |  |
| 4 | Plan(s) showing the actual electrical locations related to the project extents. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager sign-off requirements are met: |  | Date: |  |

Please pass this form to Highways Electrical Asset Team

Highways Electrical Asset Team Response

|  |  |  |  |
| --- | --- | --- | --- |
| Response | Sign | Information for BCC Project Manager | |
| Accepted |  | MPAN Issued Date |  |
| Rejected with Comments (below) |  | Re-submit for acceptance | |

|  |
| --- |
| Comments    Date: |