

## Guidance on Unmetered Electricity Connections

### Prior to Installation

Any new street lighting (including illuminated signs, beacon units, bollard base lights etc.) installed within Birmingham will be subject to a period of warranty prior to formal adoption by the City Council. During this warranty period the City Council will not be responsible for the energy used by the new street lighting apparatus, and developers are required to make their own arrangements.

The developer must make separate arrangements with the local **Distribution Network Operator** or **DNO** (in this instance **WPD**, Western Power Distribution) for connection of the equipment. **WPD** will require **Inventory information and contact/address details of the person/s responsible for this apparatus for billing purposes**. This information must include the quantity, type, wattage, location of the lamps installed and the annual usage or burning hours. The **UMSO (Unmetered Supplies Operator)** will then provide a certificate of an unmetered supply that the developer must forward a copy onto an energy supplier of their choice to register with.

### What is a Distribution Company?

The Distribution Company (**WPD**) owns and operates the electricity network and makes a charge to Suppliers for the use of its cables to carry electricity to the Customer's installation. Distribution Companies do not bill customers for electricity but are responsible for ensuring that suitable arrangements are in place to measure the electricity supplied through connections to its network.

### Meter Point Administration Service (MPAS)

Each regional electricity distributor in the UK (**DNO**) operates the **Meter Point Administration Service** (or **MPAS**) for a specific area of the UK. The **MPAS** database, known as the **Electricity Central Online Enquiry Service** (or **ECOES**; previously known as MPAS Online), contains information about the supply of electricity to each address in the UK. One important piece of information found on the database is the **supply number** or **Meter Point Administration Number (MPAN)**. The **MPAN** is a 21 digit number used to uniquely identify your electricity supply. This number is needed by electricity suppliers when you want to switch your supply.

Usually when a customer wants to switch their electricity supplier they will not need they will not need to provide their **MPAN** as this will automatically retrieved from an **ECOES** database information provider.

## **What is an Unmetered Supply and when can an unmetered connection be provided?**

Normally all connections have to be metered, however, the **DNO** can allow certain equipment to be connected without a meter. An **Unmetered Supply (UMS)** is any electronic equipment that draws a current and is connected to the Distribution Network without a meter recording its energy consumption.

Typically this is where the load is small (less than 500w) and the electricity consumption is reasonably predictable, i.e. it switches on and off to a regular pattern. **The most common example is Street Lighting.** Customers are required to have an agreed Inventory in place and to be able to quote the reference number of the Inventory when applying for a new connection (or disconnection).

The **UMS** process is governed by BSCP 520 (Balancing & Settlement Code Procedure) – Unmetered Supplies Registered in **SMRS (Supplier Meter Registration Service)**. The **UMSO** provides the UMS service on behalf of a distributor.

## **Competition in Connections**

The work required to provide a typical electricity connection can be split into two areas, contestable and non-contestable work.

For the avoidance of doubt the connection of contestable works (live) to the distribution system by an **Independent Connection Provider (ICP)** applies to low voltage (LV) works only. The **DNO** (Western Power) shall undertake connections of contestable works to the distribution system at HV and EHV.

Western Power offer a service for new or altered connections but you can ask an **ICP** to undertake some of the work, i.e. that which is contestable. Non-contestable work consists of elements of the work that can only be completed by **WPD**.

Further information regarding how the competition in connection process works is available by referring to the **WPD** leaflet using the link on the following web page,

<http://www.westernpower.co.uk/Connections/Competition-in-Connections.aspx>

If you wish to get a service from an **ICP** to carry out the contestable work further information and a list of **ICPs** is available from the accrediting body, Lloyds Register at,

<http://www.lloydsregister.co.uk/schemes/NERS/>

## Adoption by the City Council

During the maintenance (warranty/defect liability) period prior to adoption the Council will not be responsible for the energy used by the new street lighting apparatus, and developers are required to make their own arrangements.

Upon formal adoption by the City Council, responsibility for the energy will transfer from the developer's inventory to the City Council; however, it will remain the responsibility of the developer to ensure that their own inventory is updated.

## Electrical Connections / Disconnection Process (using WPD)

**NO MPAN NUMBER SHALL BE USED FOR ANY WORK CARRIED OUT BY OR ON BEHALF OF BIRMINGHAM CITY COUNCIL THAT HAS NOT BEEN CONFIRMED AND AUTHORISED BY THE COUNCIL'S HIGHWAY CHANGE TEAM (EVEN IF SUPPLIED BY ANOTHER BIRMINGHAM CITY COUNCIL EMPLOYEE OR A THIRD PARTY WORKING ON THEIR BEHALF).**

1. The third party to request quote from **WPD** by completing form available on request from the Council. **All** other information requested on the form (with the exception of the **MPAN, Meter Point Administration Number**) must be completed. Please Insert SSD number where MPAN name is requested.

Example template:

UNMETERED SUPPLIES - SERVICE WORK REQUEST		<b>WESTERN POWER DISTRIBUTION</b> <small>Supplying the Network, Maintaining the Network and Repair</small>	
QUOTE or FIXED PRICE = <input type="text"/>	DATE <input type="text"/>		
TO: WESTERN POWER DISTRIBUTION	FROM <input type="text"/>		
TEL NO <input type="text"/>	TEL NO <input type="text"/>		
FAX NO <input type="text"/>	FAX NO <input type="text"/>		
INSTALLER LOCAL AUTHORITY REF NUMBER <input type="text"/>			
NAME OF CUSTOMER <input type="text"/>			
ADDRESS OF SITE <input type="text"/>			
MPAN NUMBER <input type="text"/>			
MPAN NAME <input type="text"/>			
NO OF SERVICES AND TYPE		LOAD INFORMATION (new connections)	
<input type="checkbox"/> NEW SERVICES	<input type="checkbox"/>	No of Items	Lamp Type Code - See over
<input type="checkbox"/> REMOVES / DISCON.	<input type="checkbox"/>		Wattage
<input type="checkbox"/> TRANSFERS (Discon Recon)	<input type="checkbox"/>		Control Type - See over
WPD PLAN REQUIRED		YES <input type="checkbox"/> NO <input type="checkbox"/>	
QUOTE TO INCLUDE TRENCHING / REINSTATEMENT		YES <input type="checkbox"/> NO <input type="checkbox"/>	
ANY OTHER INFORMATION / NOTES <input type="text"/>			
WPD ENGINEERING FIELD SUPPORT USE ONLY			
Acknowledged to <input type="text"/>		Date <input type="text"/>	

MU NO	<input type="text"/>
REF NO	<input type="text"/>
WPD MANAGED UNIT USE ONLY	<input type="text"/>
QUOTE NO	<input type="text"/>
QUOTE VALUE	<input type="text"/>
DATE TO	<input type="text"/>
Lamp Type Abbreviations	
LAMP TYPE DESCRIPTION	LAMP TYPE CODE
General lighting service filament	GLS
SON, SON-T Electronic Ballast (all manufactures)	SON SON-T
High Pressure Mercury CDM-T TT ET Low Loss	CDM-TT
High Pressure Mercury (Halide) HPI (MBI)	HPI (MBI)
Light Emitting Diodes	LED
HPS Electronic Ballast	HPS
High Pressure Mercury (Halide) CDMH	CDMH
High Pressure Mercury CDO-TT	CDO-TT
Cosmosolis CPO TW	CPO TW
Low Pressure Mercury PL-C	PL-C
Compact fluorescent lamp with high frequency electronic ballast PL-L	PL-L
Low Pressure Mercury PL-S	PL-S
Low Pressure Mercury PL-T	PL-T
Traffic Signals and Pelican Crossings (Total Load)	TS
Other Equipment	Please specify
Control Type Abbreviations	
Continuous	CONT

2. **WPD** will send a quote to the Third Party which will include a 'Letter of Acceptance' which will be required to be sent in to **WPD** should the quote be accepted.
3. Third party sends in completed 'Letter of Acceptance' and payment to **WPD** (**MPAN** number is not required). **All** other information requested on the form must be completed.
4. Third party to send in form 'Notice of Completion of Unmetered Electrical Installation, Birmingham City Council (To be Completed by the Installer)' and copy of completed 'Letter of Acceptance' to the Council Project Officer who will forward it to the Highway Change Team in Street Services Division (SSD). **All** information, apart from 'SUPPLY NUMBER (**MPAN** CORE)' requested on the form must be accurate and completed, including the SSD reference number (Section 278 scheme reference number provided by the Council Project Officer). **Please note** that information regarding equipment that is removed shall also be provided so that the inventory can be accurately updated.

Example of Notice of Completion of Unmetered Electrical Installation BCC:

5. The Highway Change Team will complete with relevant **MPAN** number/s and send to **WPD** connections/disconnections team.
6. Works to be carried out by **WPD** within an agreed period.