

New Connections Form (NSF05D)



To avoid delays please submit form 12 weeks in advance.

Complete all sections – incomplete forms will not be considered.

Please return completed form to mbs.new.connections.south@sse.com or New Connections, SSE Business Energy, Ty Calon, Malthouse Avenue, Cardiff Gate Business Park, Cardiff CF23 8GL

This form should be completed where the named Customer has chosen SSE Energy Supply Ltd (Southern Electric, Scottish Hydro, SWALEC Brands). It is the Customers responsibility to ensure that all electrical connection service work has been completed, having the Cut-Out and Tails installed for a Whole Current connection, and for a CT connection, the panelling and ancillary wiring installed. As Supplier, SSE's responsibility is to register the supply, appoint agents, and arrange for the installation and energisation of the meter.

New Connection Details

Core MPAN (13 Digit)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer Name	<input type="text"/>				Company Reg. No	<input type="text"/>						
Site Purpose	<input type="text"/>											

Supply Address

Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>

Billing Address

Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>

Site Access

Company	<input type="text"/>
Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Proprietors Details (Non Limited Companies)

Home Address	<input type="text"/>
	<input type="text"/>
Previous Address (if less than 2 yrs at current address)	<input type="text"/>
	<input type="text"/>
DOB	<input type="text"/>

Distribution Business Network Operator Work Completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	<input type="text"/>
Electrical Contractor Work Completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	<input type="text"/>
Service Point Connection Position/ Location	<input type="text"/>			

Whole Current Connection – please tick [✓]

Single Phase (max 23 kva)

Three Phase (max 69 kva)

Split Phase (max 46 kva)

KVA

Whole Current Service Plan required – please tick [✓]

Q1 Quarterly Single Rate

Q2 Quarterly Two Rate (Day/Night)

Q3 Quarterly Two Rate (Evening/Weekend)

Q4 Quarterly Three Rate (Day/Evening/Weekend) (MPAN 20 only)

CT Connection – please specify

CT Ratio

VT Ratio

KVA

CT Service Plan – please tick [✓]

Monthly Half Hourly Two Rate

Monthly Half Hourly Multiple Seasonal Time Bands

CT Voltage – please tick [✓]

Low – Substation (S) or Mains (M) Connected? (if known)

High

Extra High

Please confirm agent appointments & Contract start date, if applicable

MOP Date

DA DC

AMR Meter – please tick [✓]

AMR Metering Required

Declaration

I/we agree to be charged for electricity in accordance with the Terms and Conditions and Pricing Arrangements under the SSE Energy Supply Limited: "Scheme for determining the Terms and Conditions of a Deemed Contract for Supply of Electricity" taking into account the voltage of supply and the above information (unless there is a contract in place between the Parties for the above supply that supersedes it).

I hereby confirm I am the authorised signatory for the customer detailed above (signature)

I request SSE Energy Supply Ltd to start the registration process and make arrangements for a new electricity meter to be installed at the premises above. I accept and understand that I will be liable for any cost of unsuccessful attempts by the Meter Operator to install there metering equipment where the customer or their appointed agent(s) fail to provide access or the site is not ready. I accept and understand that the Meter Operator is responsible for the installation or removal of meters and carries out this work on behalf of SSE Energy Supply Limited. I am aware that I must provide contingency plans for alternative power, and that SSE Energy Supply Ltd has no liability whatsoever to me/the customer, should the installation not take place for any reason.

Print Name Signature

Date Job Title

Company Phone

For use in completing the NSF05D form

Core MPAN (Meter Point Administration Number): This should have been provided to you by the Distribution Network Operator. It is unique to the installed Metering System Connection. If you do not know your MPAN, please refer to the Distribution Network Operator.

Site Access: This should be the contact name and number of the person who will meet and provide access to the Metering Agent. The Agent will require either the Customer, or their Electrical Contractor to be at site when they fit the meter.

Distribution Network Operator: This is the Company installing the service. Please provide the Project Manager's name, contact number, and the Job Reference Number issued. They will provide you with a quotation for a new supply. This must be accepted and paid, often accompanied with engineering drawings, a copy of which will need to be passed on to your Electrical Contractor. Where it is a CT Connection, you will be required to sign a Connection Agreement.

Electrical Contractor: Please provide your Electrical Contractors contact details, should there be a requirement for any technical information. A wiring certificate is required to confirm that your Electrical Contractor has completed and tested the electrical equipment and internal wiring, to a point that it is safe to connect

Supplier Appointment: Please indicate under which brand of SSE you wish to be supplied; 'Southern Electric', 'Scottish Hydro Electric' or 'Swalec'. If you do not have a preference, indicate 'SSE to appoint'.

Agent Appointment: Where it is a CT Connection you have the option to appoint a Data Collector/Aggregator and/or Meter Operator. Please specify the Agent and ensure a signed contract is in place with the said Agent, prior to the requested Supply Start Date. Where you have chosen not to contract with an Agent, SSE will make the appointment. For Whole Current connections SSE will appoint Agents, unless you specify otherwise.

Meter Type & Capability: There are 2 types of metering – Whole Current (WC) used for supplies up to 69 kVA (3 phase 100amp / phase) and Current Transformer (CT) for supplies 69 kVA or over. If you are unable to provide this information please refer to the Distribution Network Operator. Whole current metering cannot be installed on CT connections, and vice-versa.

CT Connections: You are required to confirm: (a) the cut out panel is in place (b) the CTs are installed and wired to the CT chamber Test Block (c) the customers cables "tails" from the main switch to the CT Chamber (including "Lugs" crimped onto the end of each of the tails) are available for connection (d) the Distribution Network Operator has left the cut out fuse holders in the sealed CT cabinet. It is the joint responsibility of the Customer's Electrical Contractor and the Distribution Network Operator to agree the equipment and work each party is responsible for providing.

CT Ratio: In order to ensure that the correctly programmed meter is installed, please ensure your Distribution Network Operator contact provides both you, and the Meter Operator, with full details of the appropriate ratio (e.g.100/5, 500/5). Metering Systems installed with an incorrect CT/ VT Ratio could result in incorrect billing to the end Customer. (VT – Voltage transformer ratio requested by MOP on HV accounts).

Authorised Supply Capacity: This is measured in Kilo Volt Amps (kVA) and is the capacity requested by your electrical contractor / consultant, sufficient to cover your maximum supply requirements. This capacity requirement should have been incorporated in the design of the Connection by the Distribution Network Operator, and included on the Connection Agreement between yourselves and the Distribution Network Operator. If you are unsure of this value please refer to either your Electrical Contractor or the Distribution Network Operator. This value is required to provide you with a supply quote. Please do not confuse this value with the supply amperage (Amps).

Meter Position / Location: Where you know the intended position of the Metering System, please provide as much detail as possible. A picture of the meter position should be sent for more complicated installations.

Service Plans: CT Connections, please choose a Monthly Service Plan, and for Whole Current Connections, a Quarterly Service Plan. Terms and Conditions of a Deemed Contract for Supply of Electricity" do not apply for HV and EHV connections.

Supply Type: Three types of Whole Current connections, "Single Phase", "Three Phase" and occasionally "Split Phase". If you don't know the type of connection installed, please refer to the quotation or the Connection Agreement issued by the Distribution Network Operator.

Voltage: Three types of CT voltage levels: Low Voltage (LV) – under 1000 volts, High Voltage (HV) – 1,000 volts and above but less than 22,000 volts and Extra High Voltage (EHV) – 22,000 volts and above. LV supplies can be Substation or Network fed. Please advise only if you know how the LV supply is fed. If you do not know the supply voltage, please refer to the quotation or Connection Agreement issued by Distribution Network Operator.

Meter Installation and Energisation Date: Normally we allow 12 weeks to arrange a new connection. Including a minimum of 10 working days to arrange for the Metering System to be installed and energised. If you require an 'out of hours' appointment, or a date less than 10 working days, the Meter Operator may agree, but could make a charge. If the Meter Operator is unable to install due to incomplete connection work by either the Distribution Network Operator or Electrical Contractor, they will make an aborted charge. In both instances this charge would be payable by yourselves. Please be aware, a connection energised without a supplier registration is electricity theft.

CT Panel Checklist

Responsibility of:	Action Required:	Date Installed:	or Expected Completion Date:
Distribution Company	The Cut Out and Panel is in place	<input type="text"/>	<input type="text"/>
Distribution Company	The CT's are installed and wired to the Test Block	<input type="text"/>	<input type="text"/>
Distribution Company	The Tails from the customer main switch are pulled down through the CT's and are connected into the Cut Out	<input type="text"/>	<input type="text"/>
Distribution Company	The fuse holders with the correct fuses left in the sealed CT Cabinet	<input type="text"/>	<input type="text"/>
Your Electrician	Install the main switch or isolator	<input type="text"/>	<input type="text"/>
Your Electrician	Provide meter tails and lugs as per the instruction from the Distribution Company	<input type="text"/>	<input type="text"/>
Yourself	The meter location is safe and accessible	<input type="text"/>	<input type="text"/>
Yourself	Any health & safety issues (e.g. induction prior to attending site)	<input type="text"/>	<input type="text"/>
Yourself	There is onsite car parking	<input type="text"/>	<input type="text"/>
