

Application for a modification to your existing electricity capacity

For an increase or decrease in capacity at an existing premises

It's our job to get you connected as safely and as quickly as possible in five easy steps:



1. Applying for a modification to your capacity



2. Your pre-quote site visit (if needed)



3. Getting your quotation



4. Preparing your premises for work



5. Work begins

Increasing or decreasing your electricity capacity at your premises



If you need to make changes to your electricity connection because you have changed your electrical requirements we may need to alter your existing connection and provide you with a quotation for the works we need to do

There are six key pieces of information that we need from you. Without them we won't be able to progress your application. Please ensure you have everything to hand before you begin:

- ✓ Your name and correspondence address and the name and address of the owner/occupier of the premises if you are acting as an agent
- ✓ Site address (address where you want your electricity connection modifying)
- ✓ Location plan clearly showing the boundary of the premises and existing meter position(s)
- ✓ Date when the modification to electricity connection is required
- ✓ Maximum electrical capacity at each premises in kVA (KiloVolt Ampere) or Amps
- ✓ Details of any other electrical equipment (if applicable)

Need some help? You may want to seek advice from an electrical contractor before you apply. Our experienced Connections team can also help you with your application:



0800 011 3433

Opening hours:

Monday – Friday 8:00am - 8:00pm
Saturday 9:00am - 5:00pm

Alternatively, you can visit our website at www.northernpowergrid.com/get-connected

Section 1 – Your Details

Are you the current owner/occupier of the premises?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying as an agent on behalf of the current owner/occupier of the premises?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you the future owner/occupier of the premises?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying as an agent on behalf of the future owner/occupier of the premises?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

i If you are acting as an agent applying on behalf of the owner/occupier (or future owner/occupier) of the premises we may request a copy of the letter of authority and a copy of the land registry confirming you have the right to represent the customer if required. If you have a copy of this letter and/or a copy of the land registry documentation available, please include it with this application.

If you have answered **No** to all of the above questions, a member of our Connections team will contact you following receipt of your application to discuss further

a. Owner/Occupier (the customer) Details

This is the name and address of the owner/occupier of the premises – fields marked with a * are mandatory

Title	First Name*	House/Flat No*	Building Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name*	Street*		
<input type="text"/>	<input type="text"/>		
Company (if applicable)	Town*	Postcode*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daytime Telephone	Mobile	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

b. Address of the premises

Where you want your new connection – please leave blank if the premises address is the same as the address in Section 1a

House/Flat No*	Building Name	Street*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Town*	Postcode*	
<input type="text"/>	<input type="text"/>	
Daytime Telephone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 1 – Your Details (continued)

c. Representative Details

If you are acting as an agent on behalf of the owner/occupier, please complete the details below

Title	First Name	House/Flat No.	Building Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Street		
<input type="text"/>	<input type="text"/>		
Company (if applicable)	Town	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daytime Telephone	Mobile	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 2 – Your Connection

i *The type of work you require may be subject to Connection Offer Expenses. Our website provides further information along with indicative charges www.northernpowergrid.com/connection-offer-expenses.*

Who should be invoiced for the Connection Offer Expenses?

<input type="checkbox"/> Owner/occupier (details provided in section 1)	<input type="checkbox"/> Representative (details provided in section 1)
<input type="checkbox"/> Other (please give details)	<input type="text"/>

Who should your Single Point of Contact correspond with?

<input type="checkbox"/> Owner/occupier (details provided in section 1)	<input type="checkbox"/> Representative (details provided in section 1)
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Please select the option which is right for you:

<input type="checkbox"/> Firm Quotation This is a quotation that once accepted will set out detailed terms and conditions and will be binding on both parties. The quote will be valid for 90 days.	<input type="checkbox"/> Budget Estimate This will provide indicative costs and will not require a technical assessment or site visit. This is non-binding and cannot be accepted.
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i *If you're at the early stages of a project and do not have a connection date in mind, or are not the owner/occupier of the premises, you should apply for a Budget Estimate.*

When would you like us to provide your connection?* (MM/YY)

This is the date you would ideally like your connection to be made. If you're unsure, we can accept an estimated date. We'll agree a definite date with you after you've accepted the quotation.

Section 2 – Your Connection (continued)

What type of premises would you like the modified capacity for?

☐ House ☐ Flat/Apartment ☐ Commercial/Business

MPAN Number:

i An MPAN (Meter Point Administration Number) is a unique number to the premises electricity meter and should begin with either 23 or 15. It is found on your electricity bill issued by a supplier. If you don't have a bill you can call your supplier and ask for your MPAN to be sent to you

What is the existing capacity of your current supply? (kVA)

What do you need the total capacity to be? (kVA)

i This should be the new capacity you need. If you are only installing generation and don't require an increase then the above two fields should match

Let us know why you need to modify your existing capacity

Section 3 – Power Requirements

Are you installing any type of electric heating?*

Yes ☐ Please detail below **No** ☐ Proceed to Section 4

Electric Shower (kVA)

Water Heater (kVA)

Storage Heater (kVA)

Other (kVA)

Space Heating (kVA)

i Please provide the total capacity for each premise for any electrical heating you plan on installing

Section 4 – Disturbing Loads

Will your connection need to accommodate motors, welders or other disturbing equipment?*

Yes

☐

Please detail below

No

☐

Proceed to Section 4

i If you are connecting any electrical equipment which may cause a disturbance on the electricity network please provide the details. The manufacturer or equipment installer should be able to help you with this

Ground Source Heat Pumps

How many ground source heat pumps do you plan to install?

• Pump 1

Starting Current
(AMPS)

Rating

Make and model

Single Phase

☐

Three Phase

☐

• Pump 2

Starting Current
(AMPS)

Rating

Make and model

Single Phase

☐

Three Phase

☐

Does the ground source heat pump comply with BS-EN 61000/3/2 and BS-EN61000/3/3?

Yes

☐

No

☐

Air Source Heat Pumps

How many air source heat pumps do you plan to install?

• Pump 1

Starting Current
(AMPS)

Rating

Make and model

Single Phase

☐

Three Phase

☐

• Pump 2

Starting Current
(AMPS)

Rating

Make and model

Single Phase

☐

Three Phase

☐

Does the ground source heat pump comply with BS-EN 61000/3/2 and BS-EN61000/3/3?

Yes

☐

No

☐

i Please include details of any additional heat pumps in our Additional Information (Section 9)

Section 4 – Disturbing Loads (continued)

MotorsHow many motors do you plan to install? • **Motor 1**

Single Phase <input type="text"/>	Three Phase <input type="text"/>	Split Phase <input type="text"/>	Starting Current (AMPS) <input type="text"/>	Rating <input type="text"/>	Number of starts per hour <input type="text"/>
Direct Online <input type="text"/>	Star Delta <input type="text"/>	Soft Start <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this motor start more than once an hour? **Yes** **No** • **Motor 2**

Single Phase <input type="text"/>	Three Phase <input type="text"/>	Split Phase <input type="text"/>	Starting Current (AMPS) <input type="text"/>	Rating <input type="text"/>	Number of starts per hour <input type="text"/>
Direct Online <input type="text"/>	Star Delta <input type="text"/>	Soft Start <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this motor start more than once an hour? **Yes** **No** **Welders**How many welders do you plan to install? • **Welder 1**

		Input Voltage	Rating	Number of welds per minute
Single Phase <input type="text"/>	Three Phase <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

• **Welder 2**

		Input Voltage	Rating	Number of welds per minute
Single Phase <input type="text"/>	Three Phase <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Electric Vehicle (EV) Charging PointsHow many EV charging points do you plan to install?

		Rating
Single Phase <input type="text"/>	Three Phase <input type="text"/>	<input type="text"/>

i *Need to tell us more about your electrical equipment? Please detail in our Additional Information (Section 9)*

Section 5 – Existing Generation

i If you have wind turbines, solar panels (also known as PV panels) or combined heat and power plants (CHP) installed on your premises than you have existing generation

Does this premises already have generation connected?

Yes ☐ Please detail below **No** ☐ Proceed to Section 5

For this generation please supply the following details:

Max Export (KW)	Rated Current (amps)	Rated Voltage (volts)	Type of Generation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Existing Import MPAN	Existing Export MPAN		
<input type="text"/>	<input type="text"/>		

Section 6 – New Generation

Do you plan to install any new generation? * **Applying to connect Power Generating Module(s) with a total Aggregate Capacity greater than 50 kW 3-phase or 17 kW single phase please submit the ENA G99 Standard Application Form**

Yes ☐ Please detail below **No** ☐ Proceed to Section 8

Is this generation for standby purposes?

Yes ☐ Proceed to Section 8 **No** ☐

Will your generation run for more than five minutes per month?

Yes ☐ **No** ☐ Proceed to Section 8

Would you like to apply in Kilowatts (kW) or Megawatts (MW)? **kW** ☐ **MW** ☐

How many generator sets are you installing? **Are all generator sets the same size?**

Yes ☐ **No** ☐

i If your generation sets are not all the same size, please provide details of each generation set at each premises in our Additional Information (Section 9).

What type of generation are you installing? e.g. solar panels, wind, battery

Generation set

Section 6 – New Generation (continued)

What type of generation set will this be?

	Number of Generating Units	Type of Prime Movers	Energy Source Availability	Technology Production Site
Synchronous Power Generating Module	<input type="text"/>	<input type="text"/>	<input type="radio"/> Intermittent <input type="radio"/> Non-intermittent	<input type="text"/>
Fixed Speed Induction Generating Unit	<input type="text"/>	<input type="text"/>	<input type="radio"/> Intermittent <input type="radio"/> Non-intermittent	<input type="text"/>
Double Fed Induction Generating Unit	<input type="text"/>	<input type="text"/>	<input type="radio"/> Intermittent <input type="radio"/> Non-intermittent	<input type="text"/>
Series Inverter Connected Generating Unit	<input type="text"/>	<input type="text"/>	<input type="radio"/> Intermittent <input type="radio"/> Non-intermittent	<input type="text"/>
Electricity Storage Generating Unit	<input type="text"/>	<input type="text"/>	<input type="radio"/> Intermittent <input type="radio"/> Non-intermittent	<input type="text"/>
Other (Please Specify)	<input type="text"/>	<input type="text"/>	<input type="radio"/> Intermittent <input type="radio"/> Non-intermittent	<input type="text"/>

i Applying to connect Power Generating Module(s) with a total Aggregate Capacity greater than 50 kW 3-phase or 17 kW single phase please submit the ENA G99 Standard Application Form

Section 6 – New Generation (continued)

What security is required for your connection?

☐

Single circuit connection

☐

Manually switched alternative connection

☐

Automatically switched alternative connection

☐

Firm connection (secure for first circuit outage)

☐

A flexible or Active Network Management connection (discussion with DNO required)

What will be the maximum active power import? (kW)

What will be the maximum reactive power import? (kW)

! Please include a single line diagram of your proposed generation installation with this application

Are you installing an interface transformer?

Yes

☐

Please detail below

No

☐

Rated (apparent) power (MVA)

Maximum ratio tap (%)

Rated voltage ratio
(on principal tap) (kV/kVA)

Minimum ratio tap (%)

Positive sequence resistance
(per unit)

Method of voltage control

Positive sequence reactants at
principal tap (per unit)

Do you require an export Meter Point Administration Number (MPAN)?

Yes

☐

No

☐

i If your generation supply will distribute power back to our network, you will need an export MPAN

Section 7 – Plans

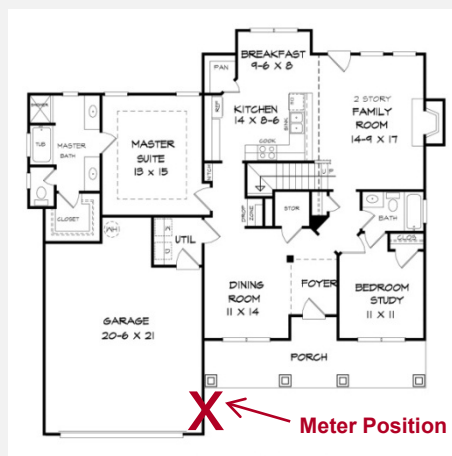
Location Plan*

In order to provide a quotation we require a location plan indicating your **the boundary of the premises** and the **position of your premises** within this boundary. This should be on an ordnance survey or land registry background.



Builders Plan

We also require a builders plan indicating your preferred **meter position** marked with an **X**.



i Plans can be found at www.ordnancesurvey.co.uk or give us a call and we can provide you with a location plan

Section 8 – Further Information

Is the site classified as a site of specific interest e.g. historical site, conservation area, listed building?

Yes ☐ No ☐

Are there any existing water courses, culverts or drainage ditches on or adjacent to the site?

Yes ☐ No ☐

Does the site contain hazardous substances e.g. Asbestos, Hydrocarbons?

Yes ☐ No ☐

If **Yes** for any of the above please detail in Additional Information

Do you require us to do any on-site digging or excavation?

Yes ☐ No ☐

What is the likelihood of flooding from rivers and the sea on your development?

Low ☐ Medium ☐ High ☐

i You can check your level of flood risk at www.flood-warning-information.service.gov.uk

Section 9 – Additional Information

Please provide any additional information you feel may be relevant to your application

Use additional sheets of paper if necessary

Application Checklist

! Have you included the six key pieces of information that we need to progress your application?

Please use this checklist to ensure you have enclosed all the required information:

- ☐ Your name and correspondence address
- ☐ Site address (address where you want your connection)
- ☐ Location plan clearly showing the boundary of your premises and preferred meter position(s)
- ☐ Date when the connection is required
- ☐ Maximum electrical capacity at each premises in kVA (KiloVolt Ampere) or Amps
- ☐ Details of any other electrical equipment (if applicable)

Signature

Signature of Applicant

Print Name

Date

What's Next?

Each application is individually assessed to ensure you receive the best service.

Please send your completed application form and supporting documentation to:

**Northern Powergrid
Network Connections
Alix House
Falcon Court
Stockton-on-Tees
TS18 3TU**

Alternatively, you can email your application to us at
getconnected@northernpowergrid.com

Did You Know?

We're not the only company that can provide a quotation for your new connection. You can compare our prices and service levels with other companies that provide connections services, called Independent Connections Providers (ICPs), then choose what's best for you. For more information visit

www.northernpowergrid.com/alternative-providers

Data Protection

We take data protection seriously and, when we obtain your personal information for the purpose of providing our connection service to you, we will keep that information secure and process it in accordance with our privacy policy, which is available for you to read at www.northernpowergrid.com/privacy-policy.

If we speak to you on the telephone about your connection, those telephone calls may be recorded for quality assurance purposes and we may collect personal information about you during those calls.

We will use the personal information you give us in order to process your connection request (including to process your payment), enter into a contract with you to provide the new or altered connection, deliver the work required and to monitor the standard of the service we provide to you when we undertake the Works. We will not use any of your personal information for marketing purposes.

However, to ensure that we provide our customers with a high standard of service, we use an independent research company, Explain Market Research Limited, to carry out customer satisfaction surveys on our behalf. Consequently, if the service we provide to you falls within one of the categories in respect of which we are required by our electricity distribution licence to carry out a customer satisfaction survey, we will share your personal information with Explain Market Research Limited who may contact you to carry out that brief survey.