

## **INTERIM ADVICE NOTE 132/11**

### **Selection of the appropriate Electricity Supplier for new and upgraded electricity connections (Exit Points) for roadside equipment**

#### ***Summary***

This document contains guidance on applying for new electricity connections or upgrades to existing Exit Points.

#### ***Instructions for Use***

This document should be distributed to all in the Highways Agency supply chain.

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## 1. INTRODUCTION

1.1. This Interim Advice Note (IAN) provides advice on applying for electricity supply Exit Points to roadside equipment. It outlines the procedures required to ensure that the appropriate Electricity Supplier is nominated to the Distribution Network Operator (DNO), in accordance with the Highways Agency's National Electricity Supply Contracts.

This document does not cover aspects of scheme design, locating of Exit Points, the selection of metered or unmetered supplies or offer advice on negotiating wayleaves.

### 1.2. Scope

This IAN is applicable to all Highways Agency schemes involving the installation of electrical equipment at the roadside. This includes the connection of electrical equipment to new Exit Points, or the installation of additional equipment to existing Exit Points.

This IAN is intended to be used by HA, and its supply chain (ie Consultants, Agents, and Contractors).

### 1.3. Implementation

This IAN should be used with immediate effect on all schemes involving the installation of new roadside electrical equipment.

This IAN should be used on any schemes that are currently being prepared, provided that it would not in the opinion of the HA, result in significant additional expense or a delay to the programme.

Design Agents should confirm the application of this IAN to individual schemes with the Overseeing Organisation.

### 1.4. Glossary of terms

DNO – Distribution Network Operator  
KVA – Kilo Volt Ampere  
MPAN – Meter Point Administration Number  
SMRS – Supplier Meter Registration Service  
UMS – Unmetered Supply

### 1.5. Definition of terms

'*Distribution Network Operator (DNO)*' – The company responsible for the management and operation of the distribution network in a specific area. There are 14 DNO regions across the UK.

'*Electricity Supplier*' – The company from whom electricity is purchased from. The Electricity Supplier is independent of the DNO.

'*HA Nominated Electricity Supplier*' – an electricity supplier that has tendered for the supply of electricity to the HA as part of a central purchasing contract. The list of current suppliers covered by this definition is given at Table 1.

'*Exit Point*' – The electricity supply connection point between the DNO owned distribution network and the HA owned roadside scheme.

'*Meter Point Administration Number (MPAN)*' – The individual electricity supply number given to a metered Exit Point or an unmetered inventory.

## 2. HA NOMINATED ELECTRICITY SUPPLIERS FOR ROADSIDE EQUIPMENT

### 2.1 Introduction

The recent increase in technology based road management solutions such as the Managed Motorway schemes has resulted in a significant increase in the number of roadside connections requested from DNOs.

The Highways Agency currently procures electricity from two Electricity Suppliers depending on the supply capacity of the Exit Point, and if it is to be metered or unmetered. Only these Electricity Suppliers should be nominated when applying for a new connection for roadside equipment.

If the appropriate Electricity Supplier is not nominated, electricity would be provided by another Electricity Supplier at a higher price than would be received from the national contract. In addition, additional administration costs would be incurred for processing invoices and for the transfer of the site to the HA Nominated Electricity Supplier.

### 2.2 HA Nominated Electricity Suppliers

The two Electricity Suppliers currently used to supply energy to roadside equipment are London Energy (EDF) and British Gas. Table 1 indicates which of these suppliers is responsible for each connection type.

Connection type	Nominated supplier
Unmetered Lighting	London Energy (EDF)
Unmetered communications equipment	London Energy (EDF)
Metered Exit Point over 100 kVA	London Energy (EDF)
Metered Exit Point under 100 kVA	British Gas

*Table 1 – Highways Agency Nominated Electricity Suppliers*

The selection of unmetered or metered Exit Points for a new or upgraded scheme is not covered by this document. The use of unmetered Exit Points is detailed in the document BSCP520 'Unmetered supplies registered in SMRS'. BSCP520 details the requirements that need to be met by applications for unmetered supplies; if these requirements are not met then Exit Points will be required to be metered. However, the decision on whether an unmetered Exit Point will be accepted falls on the DNO. It is key that negotiations are started early in the scheme design process to determine if metering of the Exit Points will be required.

### 2.3 Selecting the appropriate Electricity Supplier

When applying for a new Exit Point the local DNO will request information regarding the site to be connected, and also request the applicant to nominate an Electricity Supplier. This will usually be included in the application form issued by the DNO for completion. If an unmetered electricity supply is available, the MPAN for the type of contract (lighting or communications) must also be provided by the applicant to the DNO. Each DNO area is covered by a separate MPAN number, advice on the correct MPAN can be sought from the Energy Procurement (EP) Team in Bristol, contact details can be found in Section 4.

The applicant should select the appropriate Electricity Supplier from Table 1. For metered Exit Points, this will depend upon the requested supply capacity of the new Exit Point. Along with the appropriate Electricity Supplier, it should also be noted on the application form that this is a Highways Agency project. The following is an example:

***“Name of Appointed Electricity Supplier -  
London Energy (EDF) Highways Agency National Contract – Unmetered Lighting –  
MPAN: XXXXXXXXXXXXXXXX”***

If the nature of the supply changes during the process of applying to the DNO for a new Exit Point, the HA Nominated Electricity Supplier must be updated to reflect this change.

For example: Where an initial application is made for an unmetered Exit Point of capacity 10KVA, with London Energy (EDF) as the nominated Supplier, but the DNO insists upon the Exit Point being metered. Then the nominated Electricity Supplier needs to be amended from London Energy (EDF) to British Gas with the DNO.

## **2.4 Upgrades to existing Exit Points**

If a scheme requires the connection of new equipment to existing Exit Points the following process should be followed.

**Unmetered sites** – If the addition of extra UMS equipment to an unmetered Exit Point is allowed, the existing MPAN must be supplied in the DNO connections section. The applicant must ensure that the unmetered inventories are updated accordingly. This should ensure that the additional electricity consumption is invoiced for the correct account. It should be noted that the powering a combination of lighting and communications equipment from the same unmetered Exit Point is prohibited. These must be kept separate at all times.

**Metered sites** - Equipment connected to existing metered Exit Points will be accounted for by the existing meter or by the new meter if an upgrade is required to support the additional load.

There are two occasions when additional load to an existing Exit Point may require a change in Electricity Supplier. They are as follows.

- Scenario 1 - Additional load to a metered site increases the supply capacity to above 100 kVA
- Scenario 2 - Modifying or adding additional load to an unmetered Exit Point makes the site no longer eligible for unmetered supply, requiring a meter to be installed

Procedures for both scenarios are detailed in the following sections. In both these scenarios, the Highways Agency Energy Procurement (EP) Team at Temple Quay House in Bristol should be informed of the change to the site. The following information should be sent to the HA EP Team. Contact details can be found in section 4.

- Site Location
- Site MPAN number
- Existing Exit Points details including exact locations and capacities
- New Exit Points details including exact locations and capacities

### **Scenario 1**

An increase of supply capacity to above 100KVA – When applying to the DNO for the increase in capacity at the Exit Point the Electricity Supplier should be specified as London Energy (EDF). The site will then be transferred as part of the upgrade process.

## **Scenario 2**

Installation of a meter to a previously unmetered supply – When modifications to an existing unmetered site results in a meter needing to be installed a new MPAN number will be required for the site. The application for a new MPAN number is dependent on works required by the DNO as shown in the following two cases.

- If the upgrade of supply will result in modification to the DNO infrastructure then the MPAN will be obtained by the DNO during this period of works.
- If no works are required of the DNO, the MPAN must be requested by the applicant through the appointed Electricity Supplier selected from Table 1.

## **2.5 Summary**

Care must be taken to ensure that any changes in site design, such as increasing the load or moving from unmetered to metered supplies, is coupled with a re-evaluation of the required Electricity Supplier.

The applicant should select the appropriate Electricity Supplier from Table 1 depending on the type and capacity of the Exit Point requested. This must be provided to the DNO during the application process.

When applying for new Exit Points or for an upgrade to an existing site it is essential that the applicant nominates the appropriate Electricity Supplier. This will ensure that the HA is receiving the best possible price through the National Contracts.

### **3. WITHDRAWAL CONDITIONS**

3.1 This IAN will be valid until such time as this advice is incorporated into HA Standards and Specifications or it is updated to reflect revised electricity procurement arrangements.

#### **4. CONTACTS**

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**Annex A: IAN 132/11 Selection of the appropriate Electricity Supplier for new and upgraded electricity connections (Exit Points) for roadside equipment in English DBFO schemes.**

When used on the M25 DBFO Scheme, this IAN is to be amended as follows:

Para No.	Description
1.2.	Delete “Highways Agency” and insert “DBFO” Delete “Overseeing Organisations, their Consultants, Agents, and Maintenance Contractors” and insert “the Department’s Nominee and the DBFO Co”
1.5 ‘Exit Point’	Delete “HA owned”
2.	Delete “ <b>HA NOMINATED ELECTRICITY</b> ” and insert “ <b>ELECTRICITY</b> ”
2.1	Delete second and third paragraph
2.2	Delete “ <b>HA nominated Electricity</b> ” and insert “ <b>Electricity</b> ” Delete the first paragraph and Table 1
2.3	In second paragraph delete “from Table 1” In second paragraph delete “Highways Agency” and insert “DBFO” After fourth paragraph add new paragraph “This information should be included in Design Data submitted under the Review Procedure. “
2.4	Delete “Highways Agency Energy Procurement (EP) Team” and insert “Department’s Nominee and Highways Agency Energy Procurement (EP) Team” Delete “HA EP Team” and insert “DN and HA EP Team” Delete “Contact details” and insert “Contact details for the HA EP Team” In scenario 1 delete “Electricity Supplier ..... Energy (EDF)” and insert “new Electricity Supplier should be specified if changed” Delete “from Table 1”
2.5	Delete “from Table 1” Delete last sentence
3.	Delete “Highways Agency Electricity Supplier contract” and insert Electricity Supplier”

When used on all other English DBFO Schemes, this IAN is to be amended as follows:

<b>Para No.</b>	<b>Description</b>
1.2.	Delete "Highways Agency" and insert "DBFO" Delete "Overseeing Organisations, their Consultants, Agents, and Maintenance Contractors" and insert "the Department's Nominee and the DBFO Co"
1.3.	Delete the second and third paragraph
1.5 'Exit Point'	Delete "HA owned"
2.	Delete " <b>HA NOMINATED ELECTRICITY</b> " and insert " <b>ELECTRICITY</b> "
2.1	Delete second and third paragraph
2.2	Delete " <b>HA nominated Electricity</b> " and insert " <b>Electricity</b> " Delete the first paragraph and Table 1
2.3	In second paragraph delete "from Table 1" In second paragraph delete "Highways Agency" and insert "DBFO" After fourth paragraph add new paragraph "This information should be included in Design Data submitted under the Review Procedure. "
2.4	Delete "Highways Agency Energy Procurement (EP) Team" and insert "Department's Nominee and Highways Agency Energy Procurement (EP) Team" Delete "HA EP Team" and insert "DN and HA EP Team" Delete "Contact details" and insert "Contact details for the HA EP Team" In scenario 1 delete "Electricity Supplier ..... Energy (EDF)" and insert "new Electricity Supplier should be specified if changed" Delete "from Table 1"
2.5	Delete "from Table 1" Delete last sentence
3.	Delete "Highways Agency Electricity Supplier contract" and insert Electricity Supplier