

# ***STCP18-2 Issue 004 Use of System Application***

## **STC Procedure Document Authorisation**

<b>Party</b>	<b>Name of Party Representative</b>	<b>Signature</b>	<b>Date</b>
National Grid Electricity Transmission plc			
SP Transmission plc.			
Scottish HydroElectric Transmission plc.			
Offshore Transmission Owners			

## **STC Procedure Change Control History**

Issue 001	16/03/2005	First Issue following BETTA Go-Live
Issue 002	25/10/2005	Issue 002 incorporating PA034 & PA037
Issue 003	24/11/2009	Issue 003 incorporating changes for offshore
Issue 004	23/05/2017	Issue 004 incorporates admin improvements



## 1 Introduction

### 1.1 Scope

- 1.1.1 This process defines the data exchange required between NGET and the TO(s) for the purposes of User Applications for use of the National Electricity Transmission System.
- 1.1.2 This procedure describes the process of how TO(s) respond to an NGET Construction Application as a result of an Applicant (Embedded Generator, Small Power Station Trading Party or Distribution Interconnector Owner) applying to NGET for use of the National Electricity Transmission System. It defines the tasks, formal documentation, interface requirements, timescales and responsibilities between NGET and the Host TO, Affected TO(s) and Other Affected TO(s) from receipt of such User Application to the signing/Modification of a Use of System Offer.
- 1.1.3 This procedure applies to NGET and each TO.
- 1.1.4 For the purposes of this document, the TOs are:
- SPT;
  - SHET; and
  - All Offshore Transmission Licence holders as appointed by Ofgem from time to time.

### 1.2 Objectives

- 1.2.1 The objective of this procedure is to detail:
- how the User Application for use of the National Electricity Transmission System process is addressed across the NGET ~ TO interface and the TO ~ TO interface;
  - the requirements for exchange of information in relation to these activities; and
  - the lines of communication to be used.

## 2 Key Definitions

### 2.1 For the purposes of STCP18-2:

- 2.1.1 **Affected Parties** means the Host TO, Affected TO(s) and Other Affected TO(s) as appropriate, involved in assessing NGET Construction Application(s) relating to a particular User Application.
- 2.1.2 **Affected TO(s)** means any Transmission Owner in relation to whose Transmission System is affected by the User Application for use of the National Electricity Transmission System and satisfies the criteria set out in the STC, Schedule four. [see STC Section D, part 2, paragraph 2.2.2].
- 2.1.3 **Agreements** means a combination of the Bilateral Agreement and if relevant the Construction Agreement.
- 2.1.4 **Application Programme** means a programme to manage the application process and forms part of the Scheme Briefing Note. The Application Programme lists the milestones and the dates agreed by all parties are inserted.
- 2.1.5 **Host TO** means the Transmission Owner to which the DNO (who the Applicant is connecting to) is connected.

- 2.1.6 **Lead Person(s)** means a team made up of representatives from NGET , Host TO, Affected TO(s) and Other Affected TO(s) (as appropriate), these individuals shall oversee the application process. These representatives shall collectively have the remit to agree the Application Programme, monitor progress and agree any changes. These Lead Person(s) are also responsible for resolving any disagreements relating to an NGET Construction Application at first instance, prior to any necessary escalation. Dialogue will take place in person, by email, telephone or video conferencing as appropriate.
- 2.1.7
- 2.1.8 **Named Contact** means in terms of the TO, the person to initially receive the NGET Construction Application and in terms of NGET , the person to whom a User Application for the Use of System is sent in accordance with the CUSC.
- 2.1.9 **Other Affected TO(s)** means any Transmission Owner who is not a Host TO or an Affected TO, but which receives Construction Planning Assumptions or NGET otherwise identifies that it is likely to be required to enter into a TO Construction Agreement in respect of the Construction Project.

### **3 Procedure**

#### **3.1 Nuclear Site Licence Provision**

- 3.1.1 When following this process where this may interact with, impact upon or fall within the boundary of a Nuclear Site Licence holder's site, or may otherwise have any form of affect and/or implication for a nuclear power station, consideration must be given to the relevant provisions of the applicable Nuclear Site Licence Provisions Agreement, the CUSC Bilateral Connection Agreement for that site, paragraph 6.9.4 of the CUSC and Section G3 of the STC Code to ensure compliance with all of these obligations.

#### **3.2 Basic Process**

##### **3.2.1 NGET receives the User Application**

- 3.2.1.1 NGET Named Contact shall receive a completed User Application for use of the National Electricity Transmission System from an Applicant. This may include the results of any feasibility study work.

##### **3.2.2 NGET checks the User Application**

- 3.2.2.1 The NGET Named Contact shall appoint the NGET Lead Person. The NGET Lead Person shall check that the User Application is completed correctly and whether the correct Application Fee is received. The fee is dealt with by NGET and the TO(s) in accordance with STCP 19-6 Application Fees. Where the User Application is not completed correctly or the correct fee is not received, the NGET Lead Person shall inform the Applicant as soon as they determine that it is not correct.
- 3.2.2.2 The NGET Lead Person shall determine who is the Host TO, Affected TO(s) and Other Affected TO(s).
- 3.2.2.3 The NGET Lead Person shall utilise the information in the User Application to produce the relevant NGET Construction Application, in accordance with Schedule 6 and/or Schedule 7 of the STC, for each of the Affected Parties. The NGET Lead Person shall initially complete the appropriate Scheme Briefing Notes, with details from the User Application, the draft Application Programme dates, the Affected Parties, the NGET Lead Person and a NGET unique scheme number. The NGET Lead Person shall record on the Scheme Briefing Notes, as to whether the Application Fee has been cleared or not.

3.2.2.4 Within 3 Business Days of receipt of the User Application, the NGET Lead Person shall send by email the relevant NGET Construction Application and the appropriate Scheme Briefing Note to the TO Named Contacts.

3.2.2.5 The NGET Construction Application will be sent to the Affected Parties within 3 Business Days of receipt of the User Application, regardless of whether the User Application is effective or not, so that the TO(s) are aware a User Application has been received. Should any Party decide to undertake any work on the NGET Construction Application, before it is effective, then this will be at such Party's own risk.

3.2.2.6 A technically effective NGET Construction Application is where all the necessary technical data has been provided. An effective NGET Construction Application is one that is technically effective and NGET has informed the TO via the appropriate Scheme Briefing Note that the Application Fee has been cleared.

### **3.2.3 Receipt of an NGET Construction Application acknowledged by TO(s)**

3.2.3.1 Within 2 Business Days of receipt of the NGET Construction Application, the Affected Parties shall acknowledge receipt of the NGET Construction Application to the NGET Lead Person by email, and advise the NGET Lead Person of the name and contact details of their Lead Person. The NGET Lead Person shall update the Scheme Briefing Notes with details of the Lead Person of the Affected Parties to whom all formal communication for the application will be addressed. The NGET Lead Person shall email the appropriate updated Scheme Briefing Notes to the Affected Parties' Lead Person(s).

3.2.3.2 The NGET Lead Person and Affected Parties Lead Person(s) shall agree the date to meet to discuss the Application Programme and NGET shall enter this date on the Scheme Briefing Notes.

### **3.2.4 Application fee not cleared**

3.2.4.1 If the Application Fee has not cleared, the NGET Lead Person shall seek to obtain the Application Fee from the Applicant.

### **3.2.5 NGET confirms that Application Fee cleared**

3.2.5.1 When the Application Fee is cleared, the NGET Lead Person shall update the Scheme Briefing Notes with the clearance date and email the appropriate Scheme Briefing Notes to the Affected Parties' Lead Person(s).

3.2.5.2 The TO(s) invoice NGET with their relevant TO component of the Application Fee in accordance with STCP 19-6 Application Fees.

### **3.2.6 NGET shall be informed as to whether the NGET Construction Application is technically effective or not**

3.2.6.1 Within 5 Business Days of receipt of the NGET Construction Application, the Host TO and Affected TO(s) (as appropriate) Lead Person(s) shall notify the NGET Lead Person by email, as to whether the NGET Construction Application is technically effective or not. Where the NGET Construction Application is considered to be technically non-effective, then the Host TO and Affected TO(s) (as appropriate) Lead Person(s), shall e-mail to the NGET Lead Person with detailed reasons as to why it considers it incomplete or unclear in a material respect and the amendments it considers are required to make it technically effective. This detail will also include the DNO network data identified by the Host TO as being required to process the NGET Construction Application.

### **3.2.7 Applicant and TO(s) shall be informed that User Application is technically non-effective**

3.2.7.1 A technically non-effective User Application is one where all technical data (including DNO network data) has not been received.

3.2.7.2 If the User Application is technically non-effective, the NGET Lead Person shall inform the Applicant of what data is missing and that network data is being obtained from the DNO. The NGET Lead Person shall ask the DNO for the network data identified as being required by the Host TO in section 3.2.6.1 in accordance with the Grid Code. NGET Lead Person shall update the Scheme Briefing Notes with the date the Applicant and DNO were contacted and email the appropriate Scheme Briefing Notes to the Affected Parties.

### **3.2.8 Resolve technical non-effectiveness**

3.2.8.1 Where a NGET Construction Application is technically non-effective as a consequence of the User Application being technically non-effective, the Host TO and Affected TO(s) (as appropriate) shall use reasonable endeavours to liaise and assist NGET to resolve their elements of the technical non-effectiveness. In order to achieve this, NGET may request the TO to resolve the technical non-effectiveness with the Applicant directly.

3.2.8.2 If the Applicant cannot submit the data (e.g. because data is not available for new technology) then the Lead Person(s) shall assess and advise the Parties whether to progress the NGET Construction Application or not and note/agree any assumptions made. If the NGET Construction Application is to continue then alternative data may be requested from the Applicant.

3.2.8.3 If the Lead Person(s) assess that the NGET Construction Application cannot progress without the missing technical data then the NGET Construction Application will be put on hold as ineffective. If and when the missing technical data is supplied to NGET then the process will recommence from 3.2.9.

### **3.2.9 NGET informed that their NGET Construction Application is technically effective**

3.2.9.1 On receipt of the missing/additional data from the Applicant, the NGET Lead Person shall circulate the data to the Host TO and/or Affected TO(s) (as appropriate) Lead Person(s). The NGET Lead Person shall also record on the Scheme Briefing Notes, the date of when the missing/additional technical data has been received and email the appropriate Scheme Briefing Note to each Affected Party.

3.2.9.2 On receipt of network data from the DNO, the NGET Lead Person shall circulate the data to the Host TO and Affected TO(s) (as appropriate) Lead Person(s). The NGET Lead Person shall also record on the Scheme Briefing Notes, the date of when the missing/additional technical data has been received and email the appropriate Scheme Briefing Note to each Affected Party.

3.2.9.3 Within 3 Business Days of receipt of the missing/additional data, the Host TO and Affected TO(s) (as appropriate) Lead Person(s) shall confirm to the NGET Lead Person by email whether their NGET Construction Application is now technically effective. If the NGET Construction Application is still not technically effective then the process returns to 3.2.6 otherwise proceed to 3.2.10.

### **3.2.10 NGET confirms User Application Date and NGET Application Date**

3.2.10.1 The NGET Lead Person shall update the Scheme Briefing Notes with the User Application Date, NGET Application Date and the draft Application Programme dates and emails the appropriate Scheme Briefing Note to each Affected Party.

### **3.2.11 Affected Parties provided with the Construction Planning Assumptions**

3.2.11.1 If NGET generates Construction Planning Assumptions it shall forward the Construction Planning Assumptions, including any updates to the network model, to the Affected Parties' Lead Person(s) within 5 Business Days of the User Application Date.

3.2.11.2 If there is a delay between receipt of the User Application and the User Application being effective, it may be necessary for NGET to provide the Affected Parties with revised and updated Construction Planning Assumptions, which take account of the generation and Demand backgrounds in STCP 22-1 Production of Models for National Electricity System Planning.

3.2.11.3 NGET may change, or Affected Parties may request a change to, the Construction Planning Assumptions (see 3.3.3).

**3.2.12 Affected Parties assess the Construction Planning Assumptions and draft Application Programme**

3.2.12.1 The Affected Parties shall assess the Construction Planning Assumptions and consider any implications to the draft Application Programme.

3.2.12.2 The Affected Parties' Lead Person(s) shall amend or confirm the draft Application Programme to the NGET Lead Person one Business Day prior to the meeting to agree the Application Programme or within 21 calendar days from receipt of effective NGET Construction Application by Affected Parties, whichever is the earlier.

**3.2.13 NGET and the Affected Parties create National Electricity Transmission System models**

3.2.13.1 NGET and the Affected Parties shall each take the relevant Construction Planning Assumptions, together with the relevant network models and create a series of consistent National Electricity Transmission System models in accordance with STCP22-1 Production of Models for National Electricity Transmission System Planning.

**3.2.14 The Affected Parties assess the impact of the NGET Construction Application on their respective Transmission System**

3.2.14.1 The Affected Parties shall assess the impact of the NGET Construction Application on their respective Transmission System. The Affected Parties shall carry out the assessment in accordance with the Application Programme. By return email and within a maximum of 21 calendar days from receipt of effective NGET Construction Application by TO(s) (or such other time as may be agreed) the Affected Parties shall confirm to NGET one of the following outcomes:

- Affected Parties confirm no impact on their Transmission System

If the Affected Parties determine that there is no impact then they shall inform NGET by email that there are no Transmission Construction Works required. At the same time as notifying NGET that they shall not be submitting a TO Construction Offer, the Affected Parties shall also notify NGET of any technical design or operational criteria which they intend to assume will apply to User Equipment at the Relevant Connection Site.

- Affected Parties confirm impact on their respective Transmission System

If the Affected Parties determine that there is an impact on their respective Transmission System then they shall inform NGET of this by email. NGET and the Affected Parties agree an Application Programme to enable NGET to make the Use of System Offer. NGET shall continue to make the Use of System Offer to the Applicant within 3 months of User Application Date by following the STCP 18-1 Connection and Modification Application process from where the Affected Parties assess the impact of the NGET Construction Application to the end of the process.

**3.2.15 NGET issues Use of System Offer**

3.2.15.1 NGET shall complete and issue the Use of System Offer to the Applicant in accordance with the CUSC.

### **3.2.16 Post Use of System Offer negotiation**

- 3.2.16.1 If the Applicant requests clarification on certain aspects of the Use of System Offer or requests a meeting to clarify certain aspects of the Use of System Offer, NGET and the Affected Parties shall provide all reasonable assistance to answer any queries raised by the Applicant. NGET and the Affected Parties shall accommodate a request for a meeting at the convenience of all relevant parties.
- 3.2.16.2 Should the Applicant require a change to the Use of System Offer or request the extension of the offer acceptance period, NGET and the Affected Parties shall use reasonable endeavours to agree whether this is a material change requiring a new User Application or not. Where a new User Application is not required, NGET and the Affected Parties shall agree the process and timescales for agreeing a change to the terms of the original response to the NGET Construction Application. NGET shall advise the Applicant of the timescales for the revised Use of System Offer or whether a new User Application is required.

### **3.2.17 Applicant signs Use of System Offer Agreements**

- 3.2.17.1 When signed Use of System Agreements are returned from the Applicant, the NGET Lead Person shall send two copies of the duly executed original of the Transmission Owners Construction Agreement which has given rise to the Use of System Agreements to the TO.

## **3.3 Subsidiary Processes**

### **3.3.1 Requests for extension to application process timescale**

- 3.3.1.1 NGET may request from the Authority an extension in timescales for providing an Offer to an Applicant under its Transmission Licence. The STC allows NGET to agree alternative timescales for the provision of a TO Construction Offer from a TO.
- 3.3.1.2 A TO may request from the Authority an extension in timescales for providing a response to an NGET Construction Application under its Transmission Licence. Where a TO has been granted an extension by the Authority, NGET may need to separately request an extension in timescales for providing an Offer to an Applicant under its Transmission Licence.
- 3.3.1.3 It may be necessary at any stage of the application process for an extension to the application timescales to be considered. Where a Party identifies the need for an extension in timescales then this request shall initially be discussed by the Lead Person(s). If the Lead Person(s) agree that there is a need for an extension, NGET shall submit an application to the Authority for an extension in timescales. The Affected Parties shall provide any relevant information reasonably requested by NGET to enable NGET to make a timely submission for such an extension to the application timescales.
- 3.3.1.4 Where a Party requires an extension to its timescales and the Lead Person(s) do not agree then that Party may submit such a request to the Authority. Any Party submitting such a request to the Authority shall inform (as appropriate) NGET and the other Affected Parties of the request. NGET may need to separately submit a request to the Authority for an extension to its application timescales. The Affected Party shall provide any relevant information requested by NGET to enable NGET to make a timely submission for such an extension to its application timescales.
- 3.3.1.5 NGET and the Affected Parties shall work to the agreed Application Programme, unless notified by the Party making the request that the Authority has granted an extension to its application timescales. If an extension to the application timescales is granted, the Parties shall discuss the Application Programme and the NGET Lead Person shall update the Scheme Briefing Notes as necessary and email the appropriate updated Scheme Briefing Note to each Affected Party.



### **3.3.2 Amendments to User Application by Applicant**

3.3.2.1 If details of the User Application change after the User Application has been submitted, then NGET and the Affected Parties shall assess what impact this will have on the ability of the Affected Parties to respond to the NGET Construction Application to NGET in the required timescales. NGET shall then advise the Applicant on whether the changes are likely to have a Material Impact on NGET's planned Use of System Offer in terms of use of the National Electricity Transmission System and whether the timescales need to be revised as a result of the amendment.

3.3.2.2 If the change will not have a Material Impact on the Affected Parties ability to respond to the NGET Construction Application to NGET and subsequently NGET's ability to make the Use of System Offer to the Applicant in the required timescales, then the Affected Parties shall proceed to make their response to the NGET Construction Application as planned.

3.3.2.3 If the change is to have a Material Impact on the Affected Parties ability to respond to the NGET Construction Application to NGET and/or NGET's subsequent ability to make the Use of System Offer to the Applicant in the required timescales, then the relevant STC Parties have the choice of:

- requesting an extension of time (using the process set out in 3.3.1); or
- requesting the Applicant to withdraw the original User Application and submit a new User Application with the new details.

### **3.3.3 Modifications to Construction Planning Assumptions**

#### **3.3.3.1 NGET initiated modifications to Construction Planning Assumptions prior to issue of the Use of System Offer to the Applicant**

3.3.3.1.1 At any time after providing the TO(s) with the Construction Planning Assumptions and prior to receipt of the response to the NGET Construction Application, NGET may decide to change the Construction Planning Assumptions.

3.3.3.1.2 NGET may decide to convene a meeting of the Lead person(s) to discuss the revision of the Construction Planning Assumptions giving Affected Parties reasonable notice in writing.

3.3.3.1.3 NGET shall provide the revised Construction Planning Assumptions and request confirmation from the TO that the TO will meet the Application Programme. This may be at the meeting convened by the Lead Person(s) in 3.3.3.1.2.

3.3.3.1.4 The Affected Parties shall either confirm the Application Programme timescales or request a revision to the Application Programme. Where a requested revision to the Application Programme requires an extension to the application timescales then the process under 3.3.1 will be followed.

#### **3.3.3.2 TO initiated modifications to Construction Planning Assumptions prior to issue of the Use of System Offer to the Applicant**

3.3.3.2.1 At any time prior to issuing its response to the NGET Construction Application, the TO may submit a request to NGET for a change to the Construction Planning Assumptions, including reasons for the request.

3.3.3.2.2 NGET may decide to convene a meeting of the Lead Person(s) to discuss the request for revision of the Construction Planning Assumptions giving Affected Parties reasonable notice in writing.

3.3.3.2.3 NGET shall consider how it will address the request and notify the TO and any other TO materially affected by the requested change. Where relevant NGET shall issue revised Construction Planning Assumptions and request confirmation from the TO that the TO will meet the Application Programme. This may be at the meeting of the Lead Person(s) convened in 3.3.3.2.2.

3.3.3.2.4 The Affected Parties shall either confirm the Application Programme timescales or request a revision to the Application Programme. Where a requested revision to the Application Programme requires an extension to the application timescales then the process under 3.3.1 will be followed.

3.3.3.2.5 Notwithstanding any request submitted by the TO each Affected Party shall continue to take into account the Construction Planning Assumptions provided by NGET .

**3.3.3.3 NGET initiated modifications to Construction Planning Assumptions after issue of the Use of System Offer**

3.3.3.3.1 At any time after issuing of the Use of System Offer to the Applicant and prior to the acceptance of the Use of System Offer or the lapsing of the Use of System Offer, NGET may decide to change the Construction Planning Assumptions e.g. due to an interactive offer being accepted, a Disconnection, a TEC increase etc.

3.3.3.3.2 In such circumstances, NGET shall convene a meeting of the Lead Person(s) to discuss the revision of the Construction Planning Assumptions and a programme for a revised response to the NGET Construction Application and a revised Use of System Offer to the Applicant. This will be based on relevant paragraphs from 3.2.12.

3.3.3.3.3 NGET shall provide to each Affected Party the revised Construction Planning Assumptions and a new Scheme Briefing Note setting out the revised Application Programme.

**3.3.3.4 TO initiated modifications to Construction Planning Assumptions after issue of the Use of System Offer by NGET**

3.3.3.4.1 At any time after issuing the Use of System Offer to the Applicant and prior to the acceptance or lapse of the Use of System Offer, the TO may make a request to NGET to change the Construction Planning Assumptions such request shall include reasons for the request.

3.3.3.4.2 NGET may decide to convene a meeting of the Lead Person(s) to discuss the request for revision of the Construction Planning Assumptions.

3.3.3.4.3 NGET shall consider whether or not and, where relevant, how it intends to address the request and notify the TO and any other TO materially affected by the requested change.

3.3.3.4.4 Where NGET decides to revise the Construction Planning Assumptions, NGET shall convene a meeting of the Lead Person(s) to discuss the revision of the Construction Planning Assumptions and a programme for a revised response to the NGET Construction Application. This will be based on relevant paragraphs from 3.2.12.

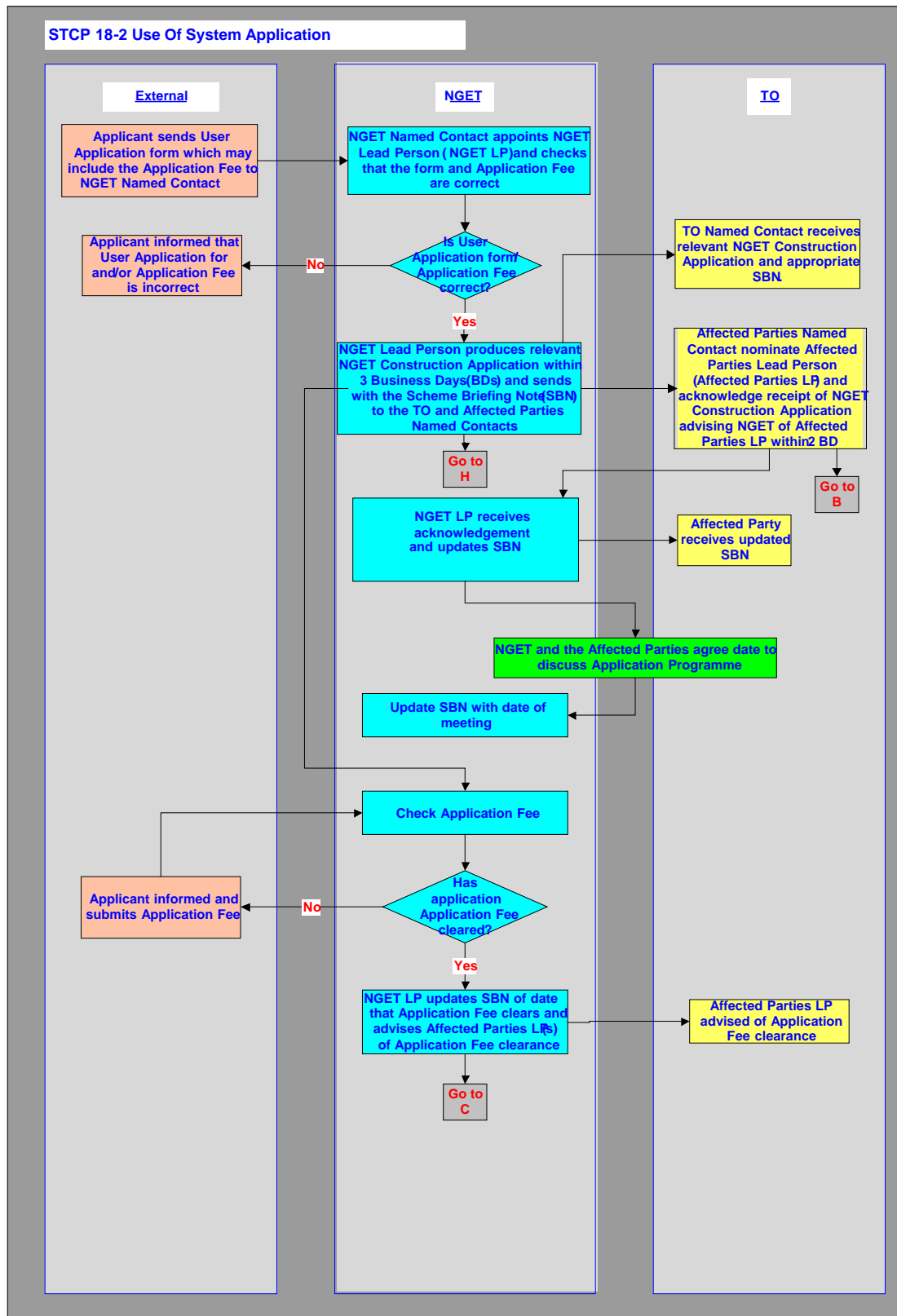
3.3.3.4.5 NGET shall provide the revised Construction Planning Assumptions and a new Scheme Briefing Note setting out the revised Application Programme.

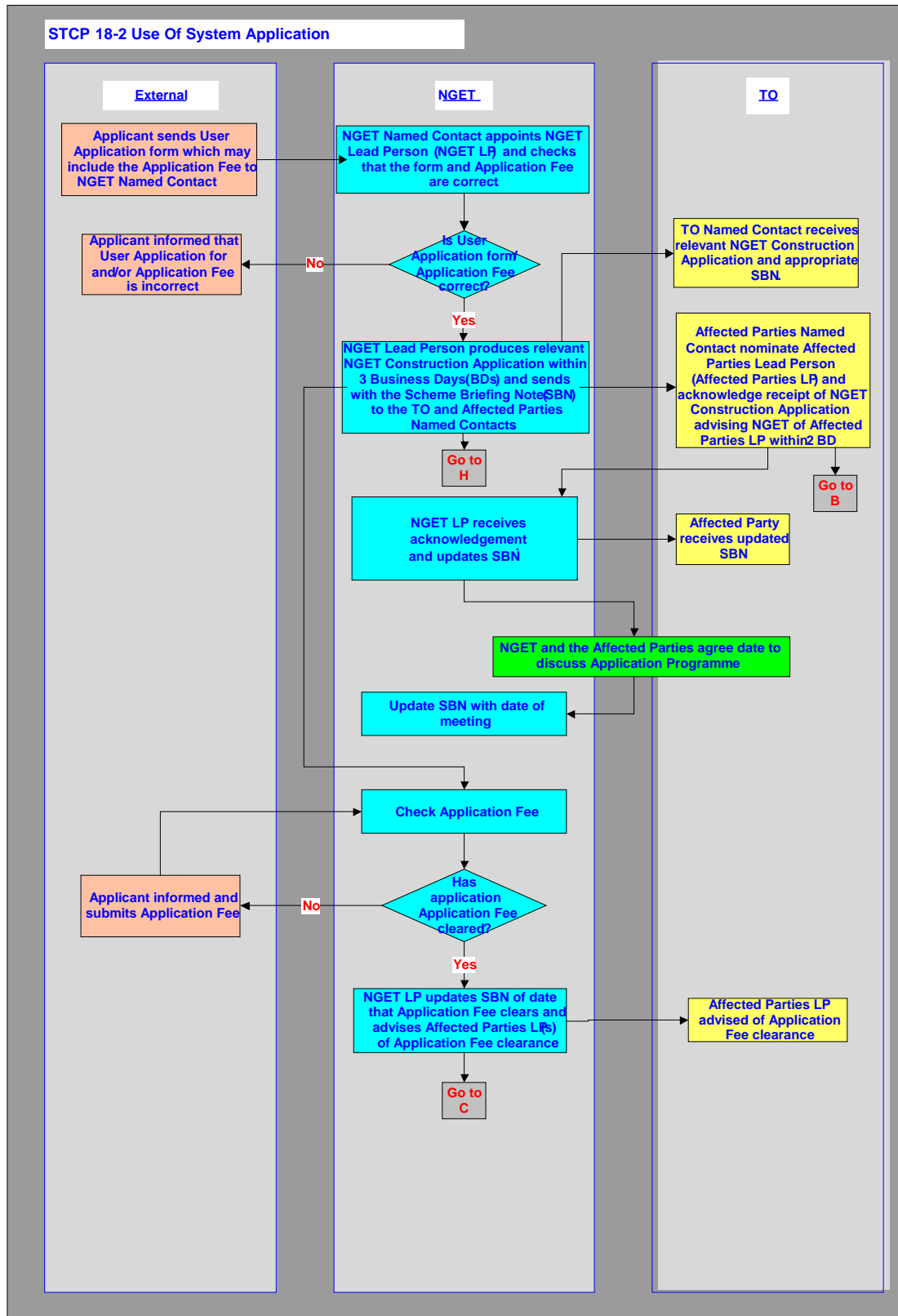
**3.3.4 Withdrawal of a User Application by the Applicant**

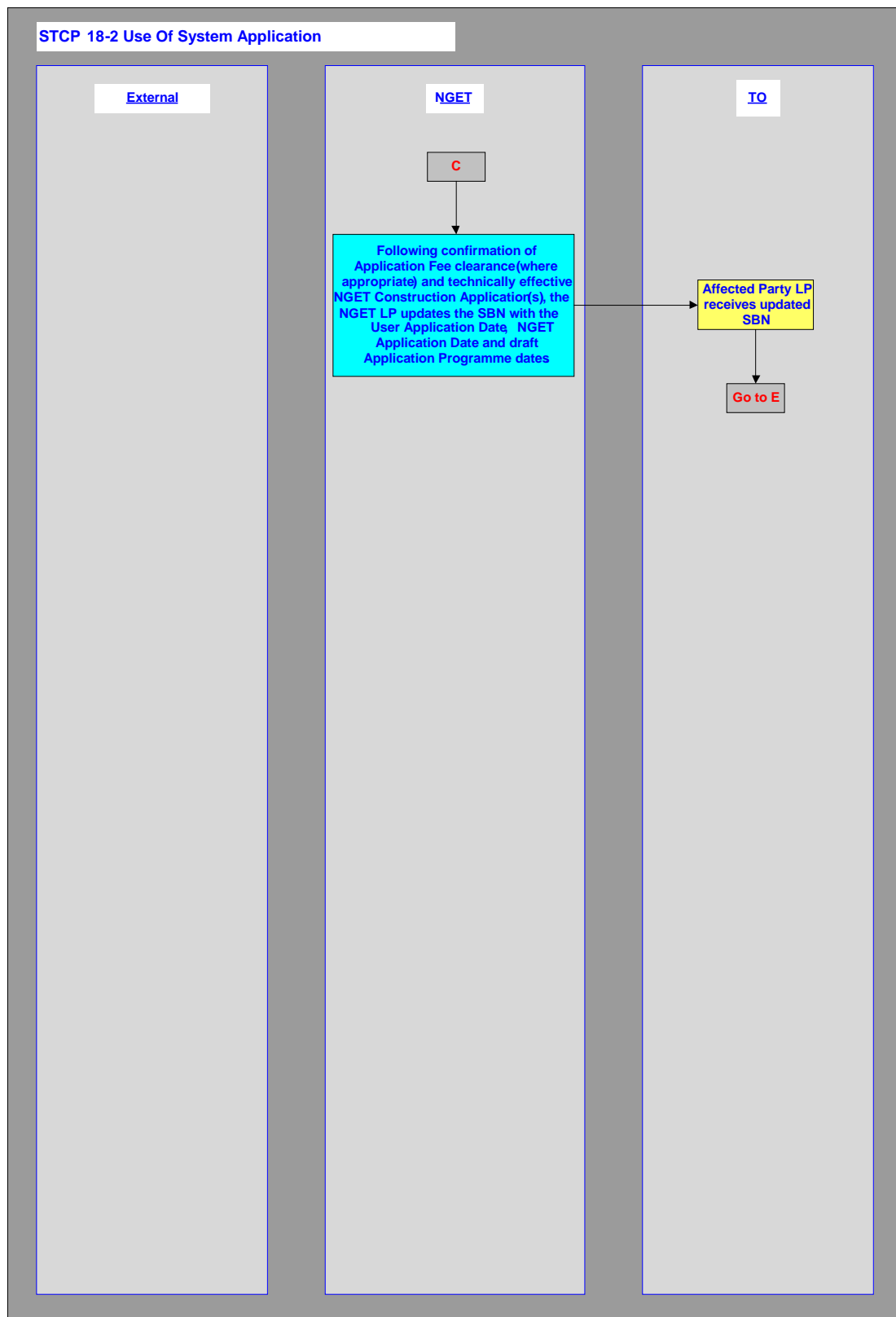
3.4 Where an Applicant withdraws his User Application, NGET shall update the Scheme Briefing Notes and shall email the appropriate Scheme Briefing Notes to the Affected Parties within 2 Business Days.

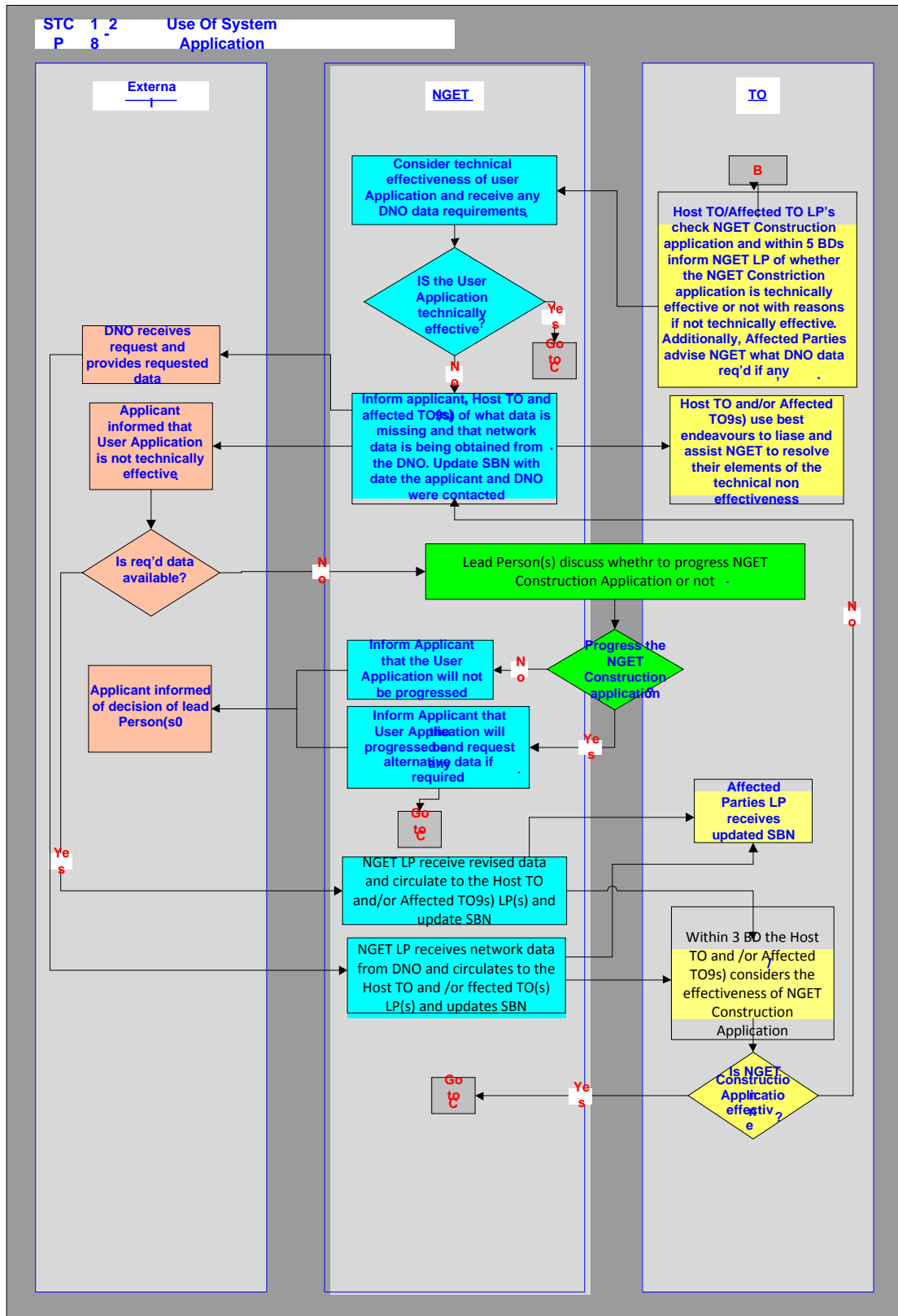
## ***Appendix A: Flow Diagram***

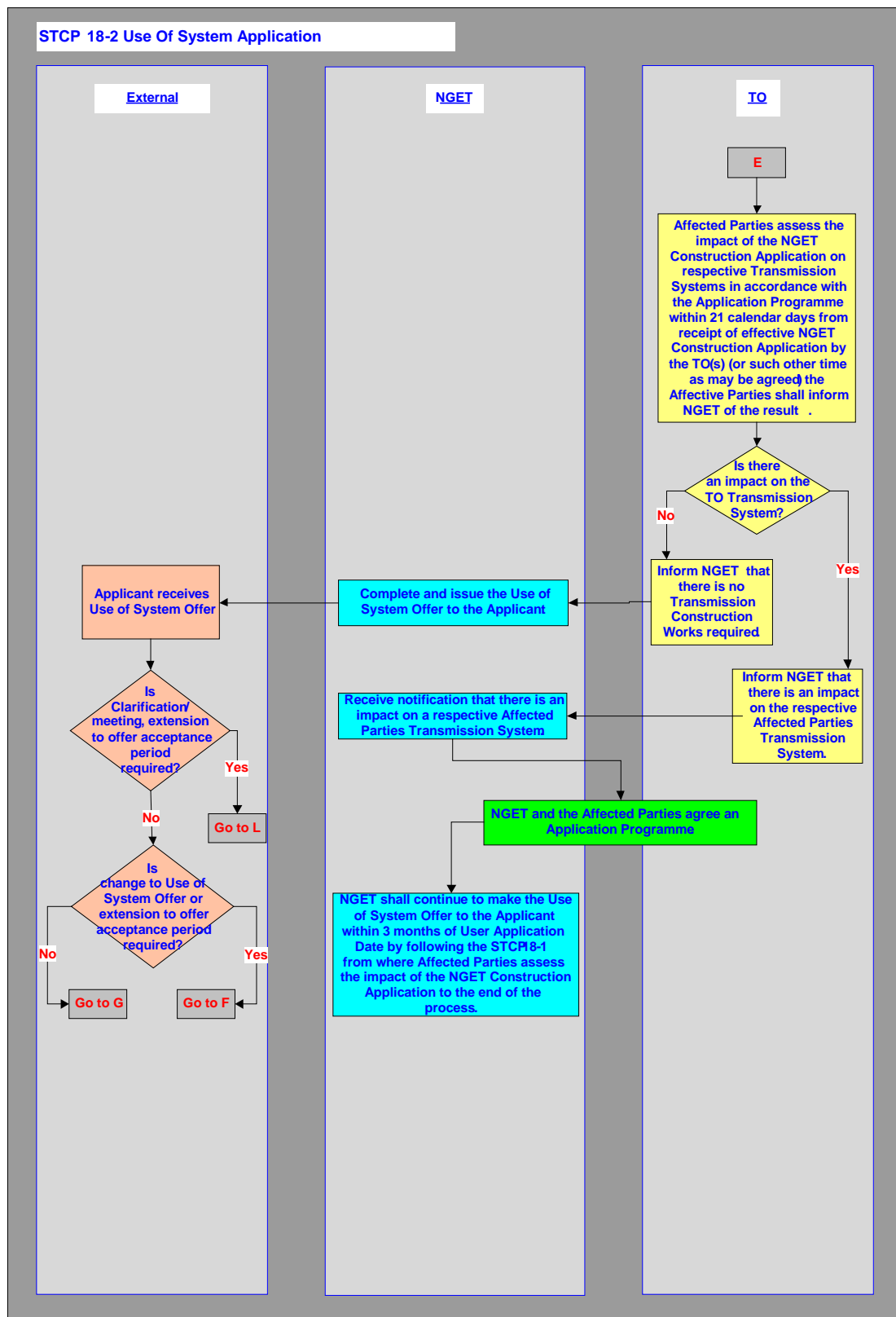
Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix A and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.



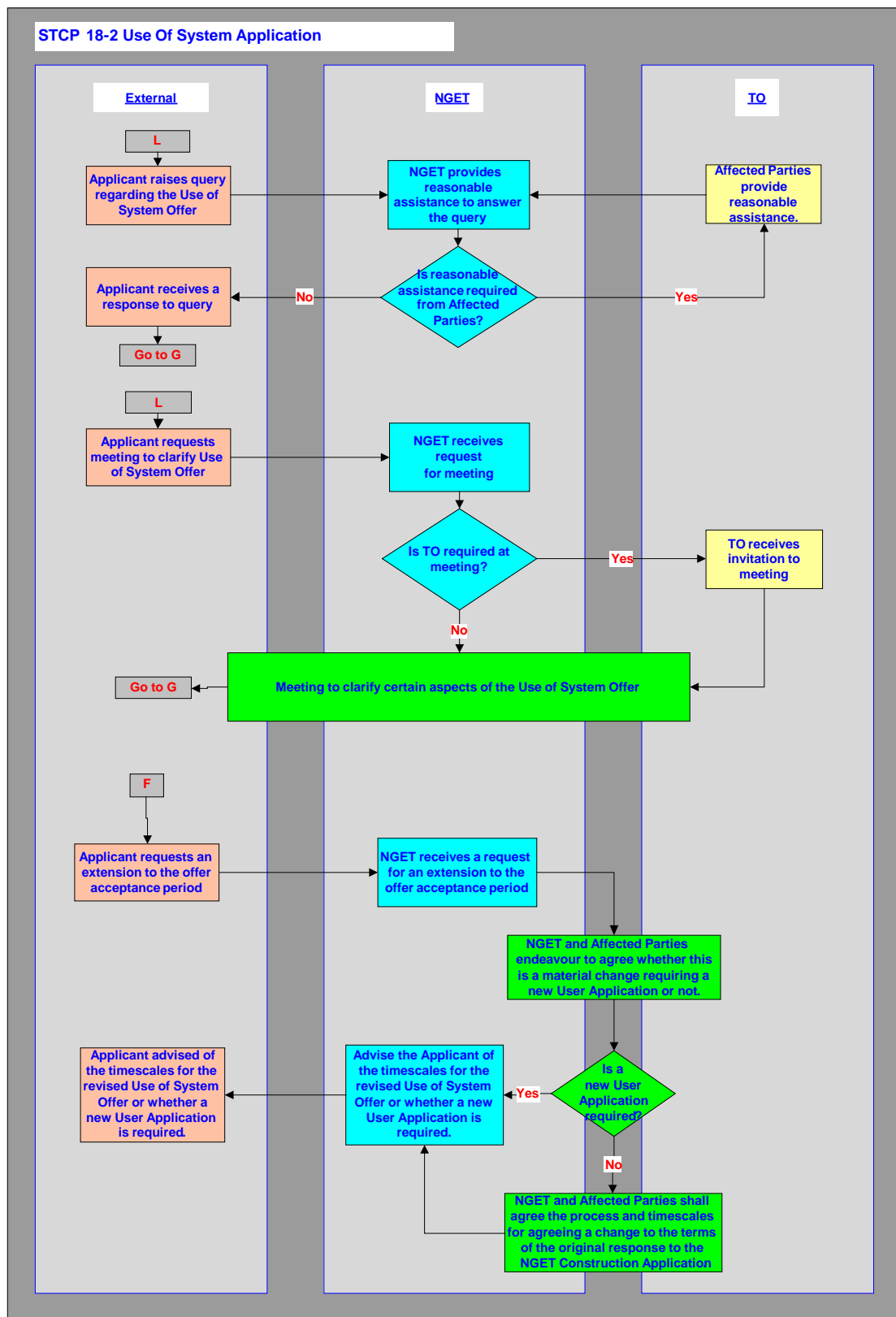


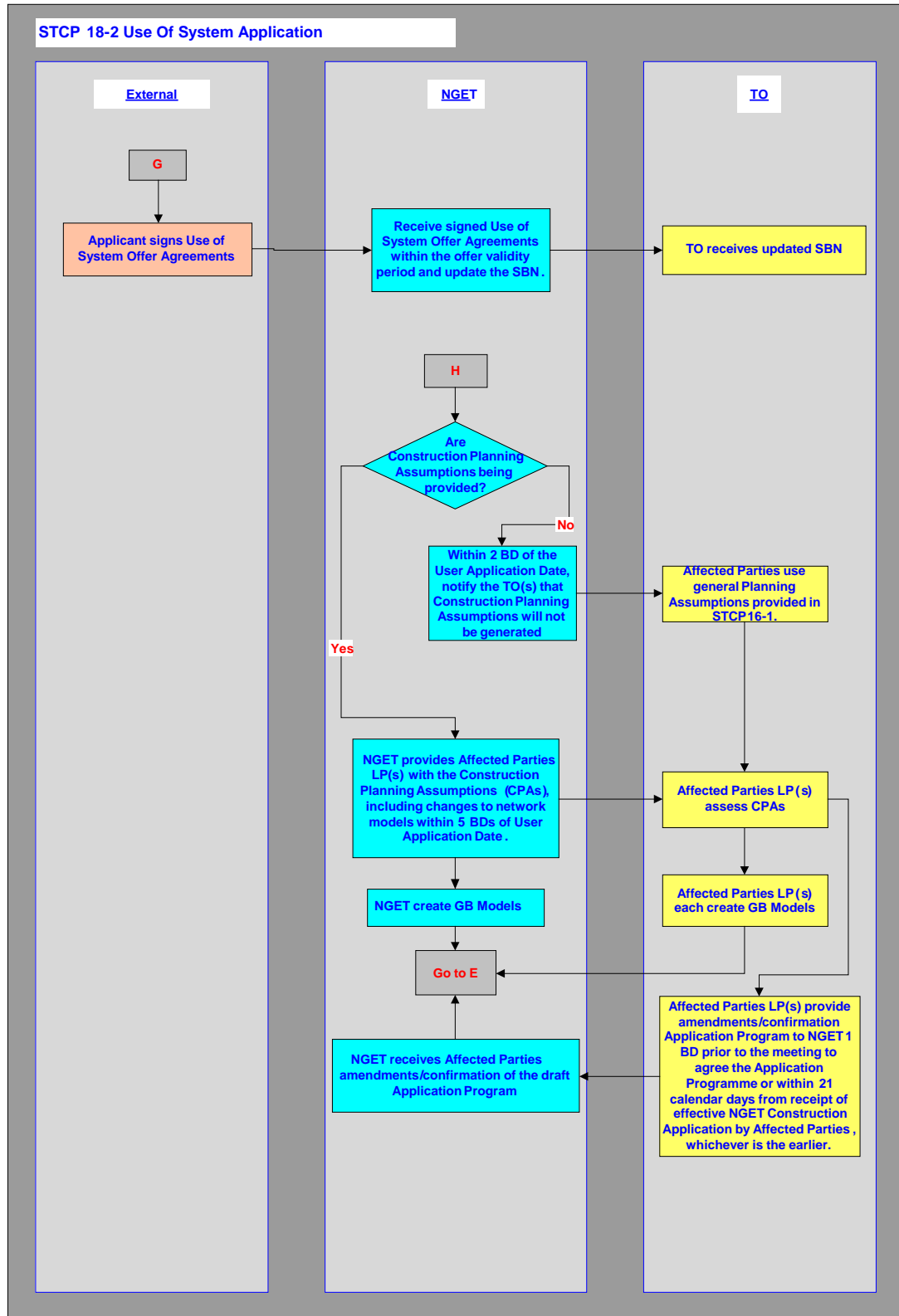


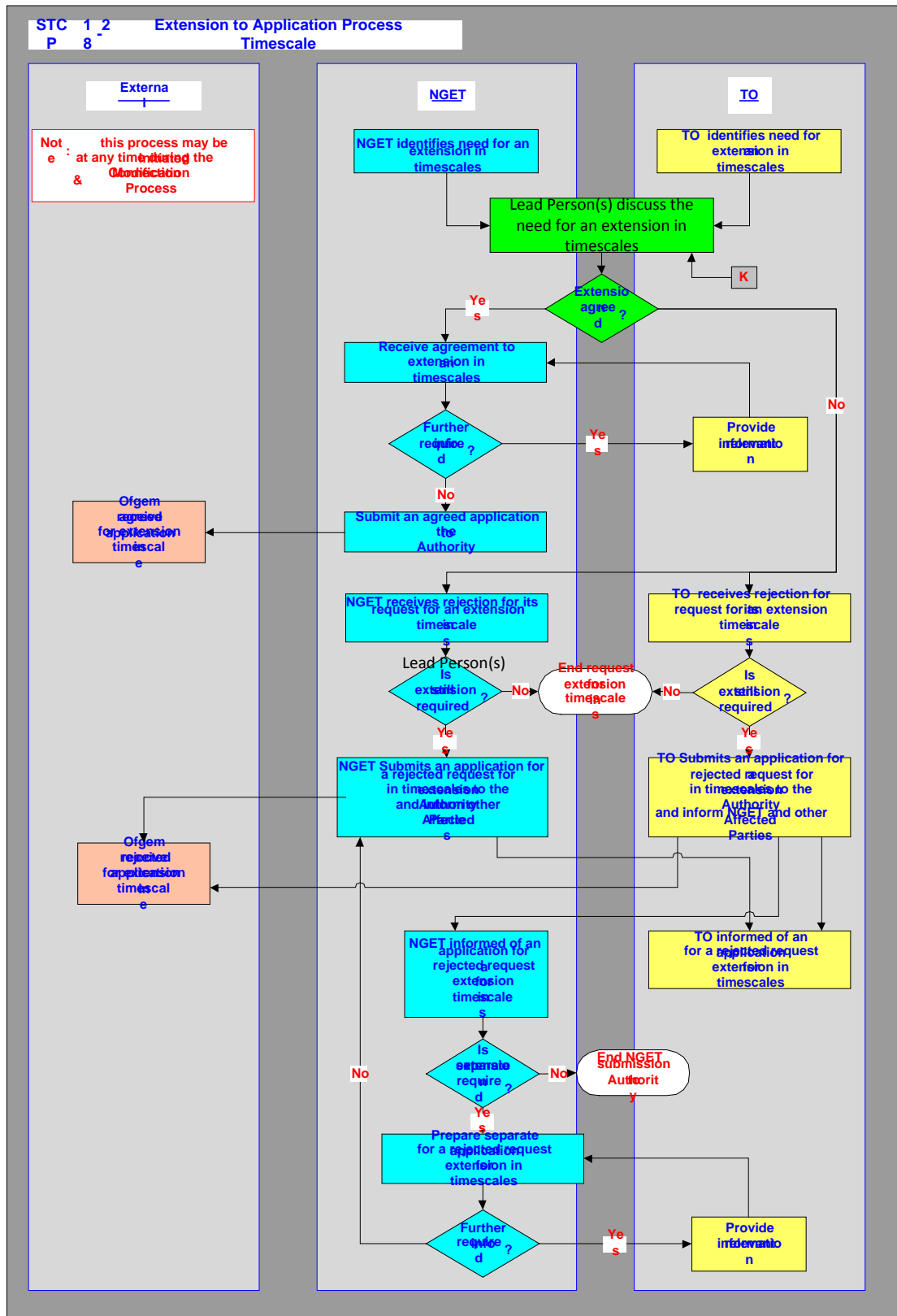


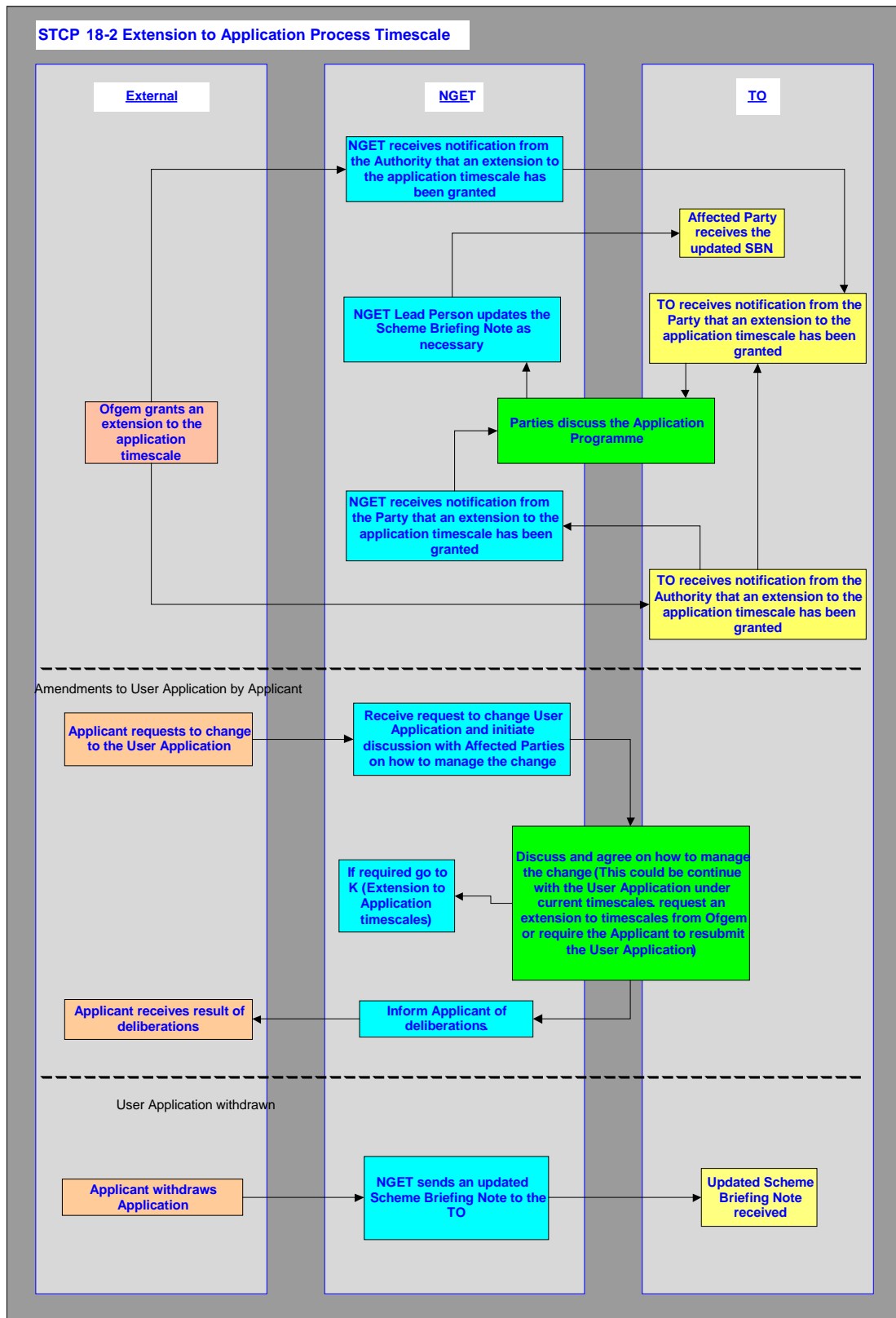


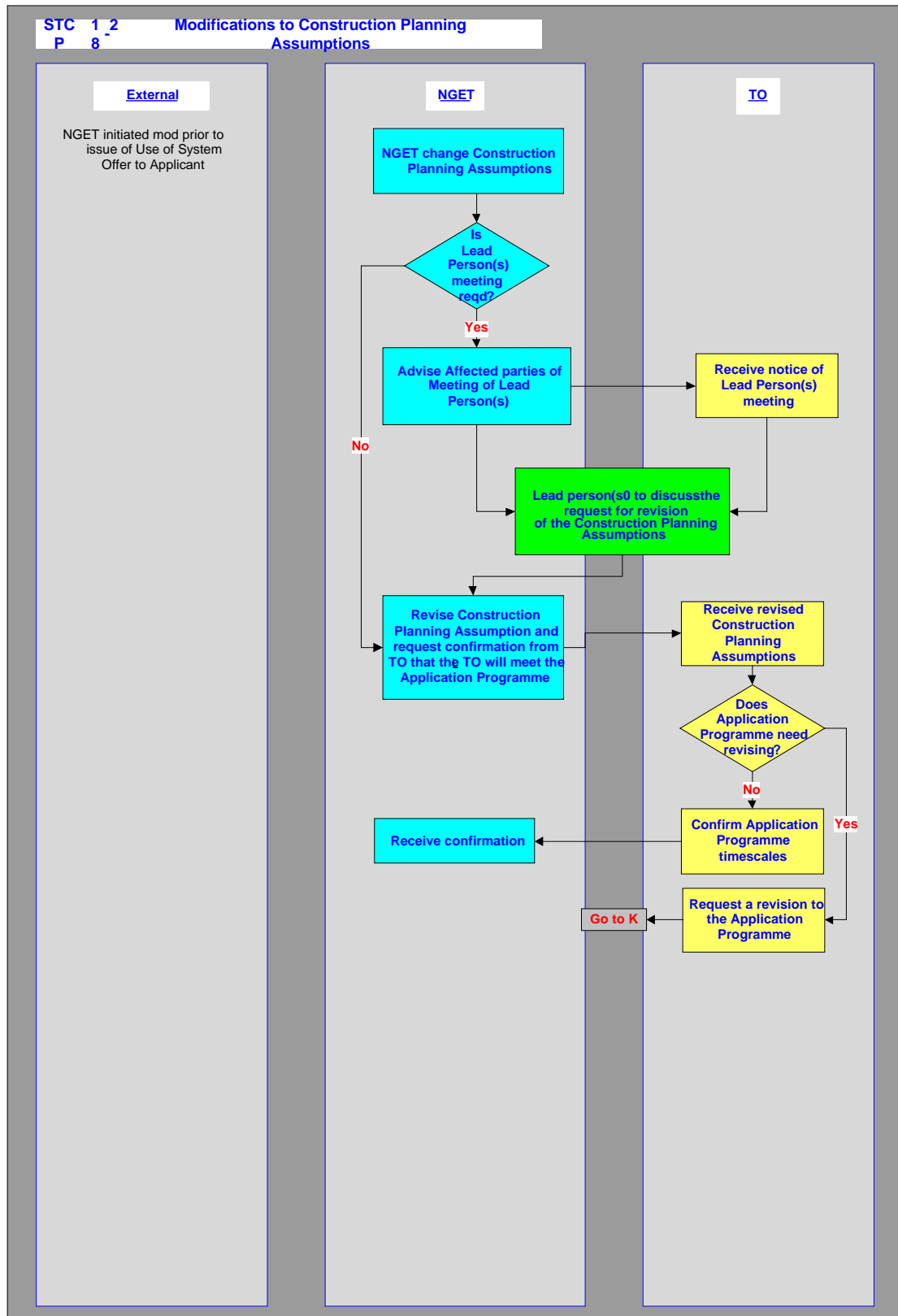


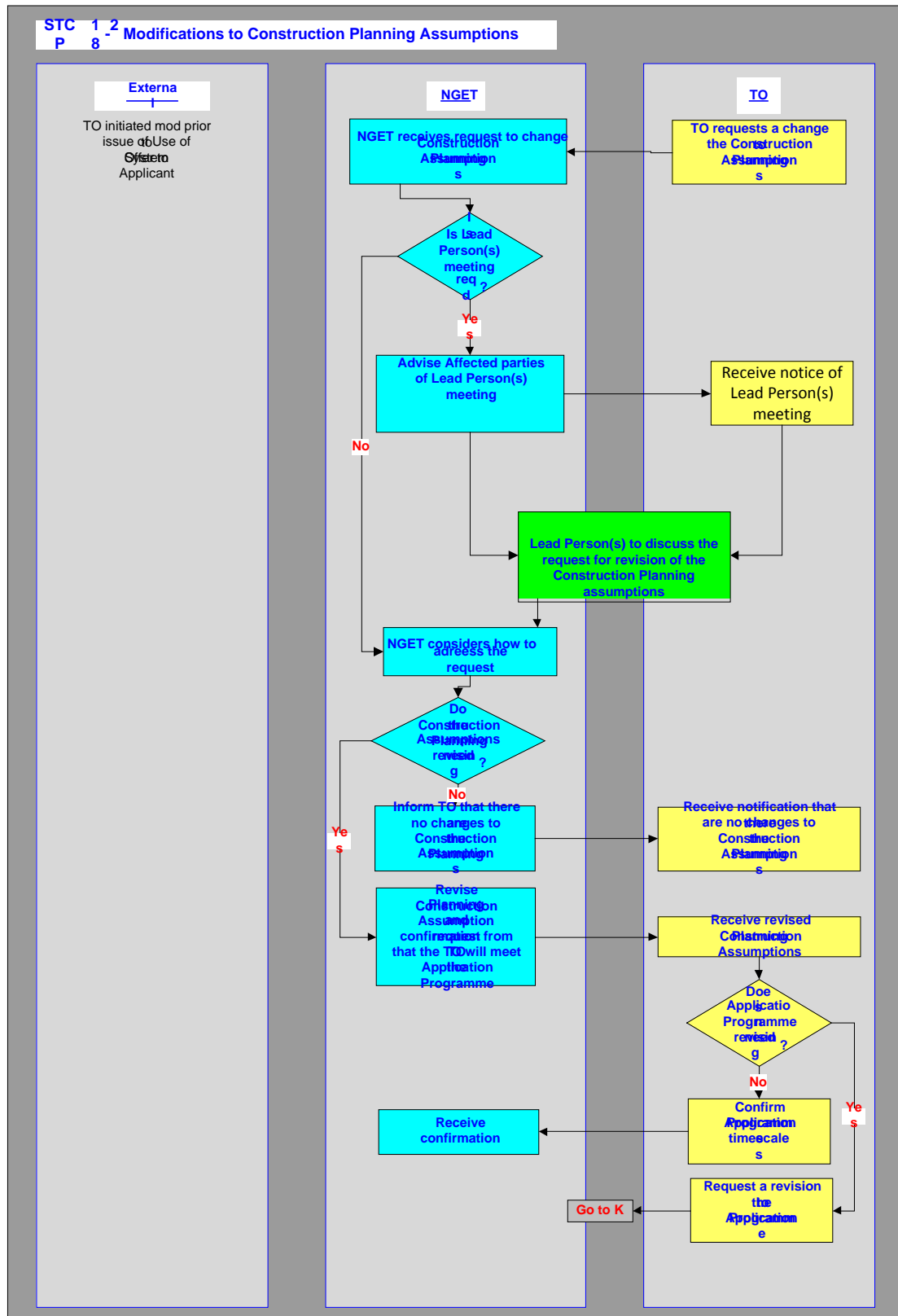


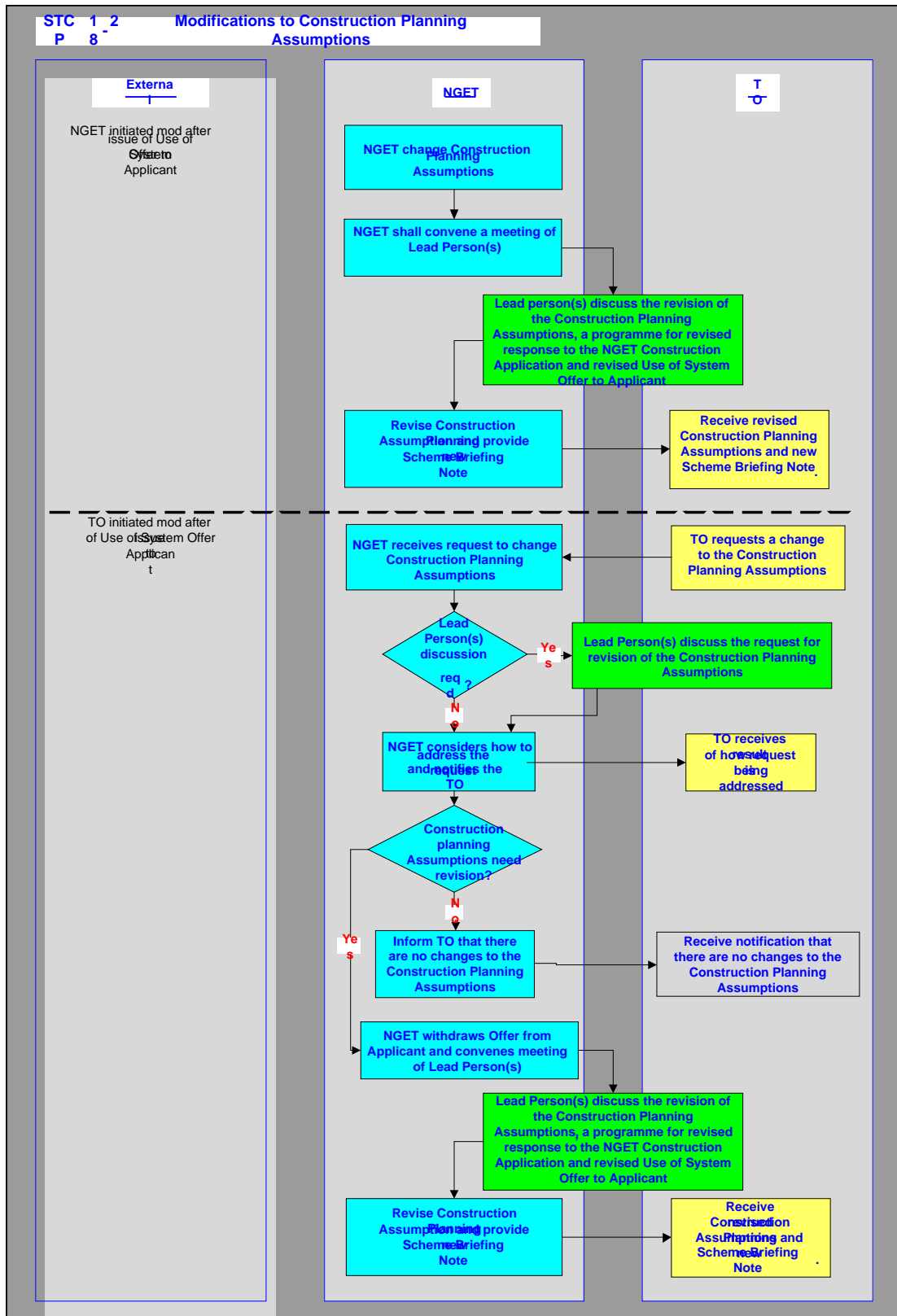












## **Appendix B: Abbreviations & Definitions**

Affected TO	Affected Transmission Owner
DNO	Distribution Network Operator
Host TO	Host Transmission Owner
Other Affected TO	Other Affected Transmission Owner
SBN	Scheme Briefing Note (see STCP18-1 Connection and Modification Application)
SHET	Scottish HydroElectric Transmission plc
SPT	SP Transmission Limited plc
TO	Transmission Owner

### **Definitions**

#### **STC definitions used:**

Business Day  
Connection  
Connection Site  
Construction Planning Assumptions  
CUSC  
Dispute  
National Electricity Transmission System  
Generator  
Grid Code  
Modification  
NGET  
NGET Application Date  
NGET Construction Application  
Party  
Relevant Connection Site  
System  
TO Construction Agreement  
TO Construction Offer  
Transmission  
Transmission Connection Assets  
Transmission Construction Works  
Transmission Licence  
Transmission Owner  
Transmission System  
User Application  
User Application Date  
User Equipment

#### **CUSC definitions used:**

Applicant  
Authority  
Bilateral Connection Agreement  
Connection Site  
Construction Agreement  
Demand  
Distribution Interconnector Owner  
Embedded  
Modification Application  
Modification Notification  
Modification Offer  
Small Power Station Trading Party



STCP 18-2 Use of System Application

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Transmission Licence

Use of System

Use of System Offer

**Definition used from other STCPs:**

Application Fee                    STCP19-6: Application Fee

Scheme Briefing Note        STCP18-1: Connection and Modification Application

Material Impact                STCP18-1: Connection and Modification Application