

Meter Point Administration Number (MPAN) process for Microgeneration customers

REF-PS-066 Rev 1.1



Scottish & Southern
Electricity Networks

Meter Point Administration Number (MPAN) process for Microgeneration customers

Scottish and Southern Electricity Networks are responsible for maintaining the electricity networks supplying over 3.7 million homes and businesses across central southern England and north of the Central Belt of Scotland.

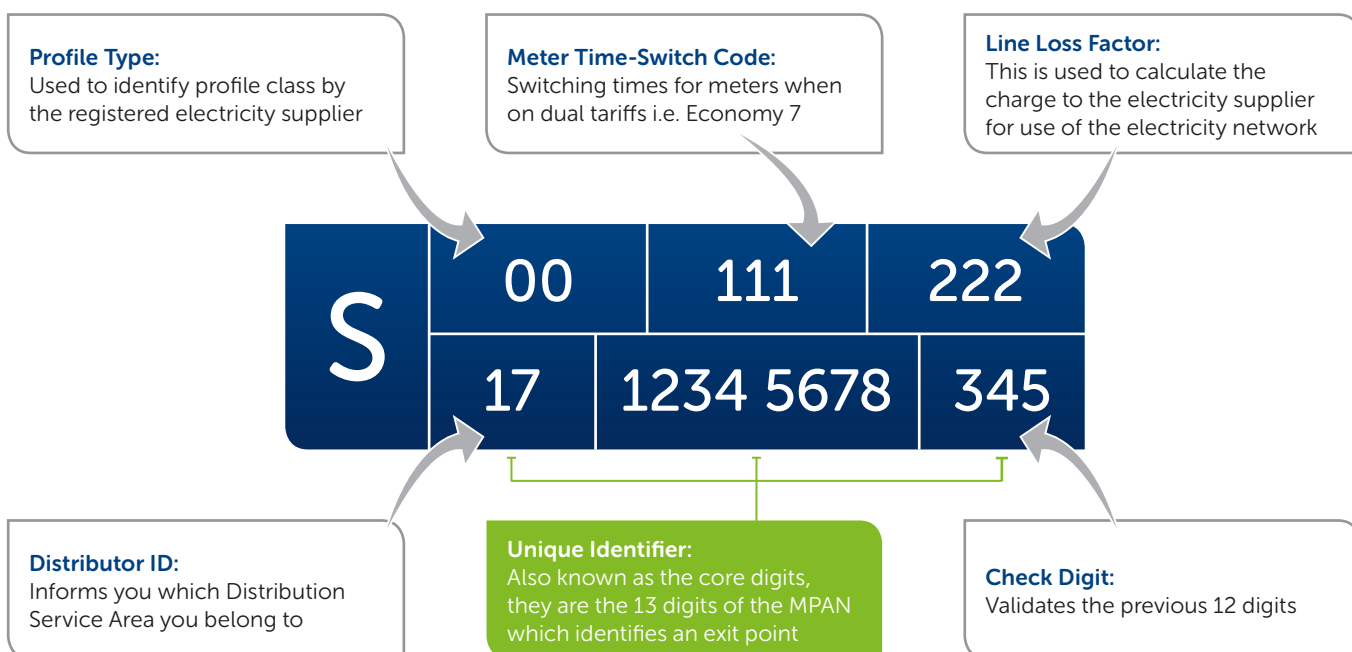
We own one electricity transmission network and two electricity distribution networks, comprising 106,000 substations and 130,000 km of overhead lines and underground cables across one third of the UK. Our first priority is to provide a safe and reliable supply of electricity to the communities we serve in Scotland and England.

The purpose of this document is to improve the clarity of information we provide in relation to the provision of the Meter Point Administration Number (MPAN) following an initial request to make a connection to our network. It is also to make you aware of the process to ensure that you can plan in any other associated works accordingly.

What's an MPAN number?

- The MPAN (Meter Point Administration Number) is a unique 13 digit reference used in Great Britain which identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number but it should not be confused with your customer reference number.
- We will provide you with an MPAN in sufficient time in advance of installing the electricity supply so you can pass this on to your supplier to register the account.
- Each MPAN must be registered with a Supplier before a meter can be connected and final energisation can take place.
- If you have been issued with an MPAN but can't locate the correspondence please contact your dedicated Contracts Manager or Connections Delivery Manager to request a copy.
- MPANs can be found on energy bills.
- If you don't have an energy bill for the property (for example – if you have just moved into the property) please contact **MPAS 0345 026 2554** or **mpas@sse.com**

Example MPAN number



Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

To allow us to create your MPANs, certain processes need to be followed to ensure the MPANs can be correctly registered against the correct postal addresses.

G83/2

Microgeneration < 3.68kW per phase works process

Generating units with a capacity of 16A per phase or less and connected at low voltage:

- Single-phase – generation capacity of 3.68kW or smaller and connected at 230V
- Three-phase – generation capacity of 11.04kW or smaller and connected at 400V

Note: Also include split-phase generating units.

Caution

If your generation connection is for 50kW or less (for single or multiple premises) in the Orkney, Shetland or Western Isles, special provisions may apply. Please, either follow the G83/2 process (for 3.68kW or less per phase), or the G59/3 process (for medium and large generators with aggregate capacity over 50kW).

G83/2

Stage 1 – Single premises

A quick reference guide for connecting generation to the distribution network in single premises that falls under G83/2 can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/dg-connection-guides

Scottish and Southern Electricity Networks will normally accept a small-scale wind generator which has been type tested under G83/2 Stage 1, if conditions for installation and commissioning are met as per described below.

There is no requirement for you to contact us prior to installation. As the process indicates, there is no connection application necessary if the generating unit(s) meets G83/2 Stage 1 criteria and no works are required to increase your capacity.

1

Customer/Installer must notify Scottish and Southern Electricity Networks of the connection within 28 days of the date of commissioning. In order to do so, SSEG Installation Commissioning Confirmation Form (ENA G83-2 Appendix 3) and Type Verification Test Report Form (ENA G83-2 Appendix 4) will need to be completed, signed and sent to Scottish and Southern Electricity Networks. These forms can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

The connection notification and completed forms can be emailed to:

notifications.southmicrogen@sse.com

(for Central southern England) or

notifications.northmicrogen@sse.com

(for North of Scotland)

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the SSEG Installation Commissioning Confirmation Form.

Note 2: Scottish and Southern Electricity Networks does not enforce Export MPANs under 30kW. If wanted, you (end user) can request one via your energy supplier.

Note 3: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).

Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G83/2

Stage 2 – Multiple premises

A quick reference guide for connecting generation to the distribution network in multiple premises that falls under G83/2 can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/dg-connection-guides

1

Customer/Installer must apply for connection by completing the Application for Connection Form (ENA G83-2 Appendix 2) which can be found at ssen.co.uk/G83stage2/ or directly on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

Competent G83/2 information must be provided at connection application stage, this includes: site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G83/2 information can be emailed to Scottish and Southern Electricity Networks Microgeneration Connections team at south.microgen@sse.com (for Central southern England) or north.microgen@sse.com (for North of Scotland).

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the Application for Connection Form.

Note 2: If your generation project is part of a larger project, e.g. developing new housing, then your application needs to be co-ordinated with the connection application for the electricity supply for the whole project. This is because we will need to take into account the new generation in the design of the overall connection.

2

Once completed form and competent G83/2 information is received, we will register your project and your application will be passed to our Connections Designers to prepare your quotation.

3

Scottish and Southern Electricity Networks Connections Designers will assess the area to see if any reinforcement of the network is required. 'OK to connect' quote letter sent including a Customer Acceptance form which will need to be signed by the end user (bill payer) and returned to Scottish and Southern Electricity Networks.

4

You return your completed and signed Customer Acceptance to Scottish and Southern Electricity Networks Microgeneration Connections team (Central southern England or North of Scotland), along with the corresponding payment for any study fee as appropriate.

5

If any reinforcement is required, Scottish and Southern Electricity Networks will schedule work at **NO charge to the customer**, however the customer cannot connect until this works has been delivered by Scottish and Southern Electricity Networks Connections Delivery team, prior to installation and commissioning of generating unit(s).

6

Customer/Installer must notify Scottish and Southern Electricity Networks within **28 days of the date of commissioning**. In order to do so, SSEG Installation Commissioning Confirmation Form (ENA G83-2 Appendix 3) and Type Verification Test Report Form (ENA G83-2 Appendix 4) will need to be completed, signed and sent to Scottish and Southern Electricity Networks. These forms can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

The connection notification and completed forms can be emailed to notifications.southmicrogen@sse.com (for Central southern England) or notifications.northmicrogen@sse.com (for North of Scotland)

Note 3: Scottish and Southern Electricity Networks does enforce Export MPANs from 30kW and over.

Note 4: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).

Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G59/3

Microgeneration > 3.68kW per phase to 29.9kW works process

A quick reference guide for connecting generation to the distribution network that falls under G59/3 and is 50kW or Less (Three-Phase) or 17kW or less (Single-Phase) can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/dg-connection-guides

1

Customer/Installer must apply for connection by completing the Application for Connection Form (ENA G59-3 Appendix 13.5) which can be found at ssen.co.uk/SingleOrMultipleGenerators/ or directly on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

Competent G59/3 information must be provided at connection application stage, this includes: site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G59/3 information can be emailed to Scottish and Southern Electricity Networks Microgeneration Connections team at south.microgen@sse.com (for Central southern England) or north.microgen@sse.com (for North of Scotland)

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the Application for Connection Form.

Note 2: If your generation project is part of a larger project, e.g. developing new housing, then your application needs to be co-ordinated with the connection application for the electricity supply for the whole project. This is because we will need to take into account the new generation in the design of the overall connection.

2

Once completed form and competent G59/3 information is received, we will register your project and your application will be passed to our Connections Designers to prepare your quotation.

3

Scottish and Southern Electricity Networks Connections Designers will assess the area to see if any reinforcement of the network is required.

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3

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Quote letter sent including a Customer Acceptance form which will need to be signed by the end user (bill payer) and returned to Scottish and Southern Electricity Networks.

4

You return your completed and signed Customer Acceptance to Scottish and Southern Electricity Networks Microgeneration Connections team (Central southern England or North of Scotland), along with the corresponding payment for any study fee as appropriate.

5

If any reinforcement is required, Scottish and Southern Electricity Networks will schedule work at full charge to the customer, however, the customer cannot connect until this works has been delivered by Scottish and Southern Electricity Networks Connections Delivery team, prior to installation and commissioning of generating unit(s).

6

Customer/Installer must notify Scottish and Southern Electricity Networks within 28 days of the date of commissioning. In order to do so, Generating Plant Installation and Commissioning Confirmation Form (ENA G59-3 Appendix 13.2), Generation Unit Type Test Sheet (ENA G59-3 Appendix 13.1) and/or Generating Plant Installation and Commissioning Tests Form (ENA G59-3 Appendix 13.3) will need to be completed, signed and sent to Scottish and Southern Electricity Networks. These forms can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

The connection notification and completed forms can be emailed to notifications.southmicrogen@sse.com (for Central southern England) or notifications.northmicrogen@sse.com (for North of Scotland).

Note 3: Scottish and Southern Electricity Networks does not enforce Export MPANs under 30kW. If wanted, you (end user) can request one via your energy supplier.

Note 4: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).

Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G59/3

Microgeneration 30kW to 50kW and High Voltage works process

A quick reference guide for connecting generation to the distribution network that falls under G59/3 and is 50kW or Less (Three-Phase) or 17kW or less (Single-Phase) can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/dg-connection-guides

1

Customer/Installer must apply for connection by completing the Application for Connection Form (ENA G59-3 Appendix 13.5) which can be found at ssen.co.uk/SingleOrMultipleGenerators/ or directly on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

Competent G59/3 information must be provided at connection application stage, this includes: site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G59/3 information can be emailed to Scottish and Southern Electricity Networks Microgeneration Connections team at south.microgen@sse.com (for Central southern England) or north.microgen@sse.com (for North of Scotland).

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the Application for Connection Form.

Note 2: If your generation project is part of a larger project, e.g. developing new housing, then your application needs to be co-ordinated with the connection application for the electricity supply for the whole project. This is because we will need to take into account the new generation in the design of the overall connection.

2

Once completed form and competent G59/3 information is received, we will register your project and your application will be passed to our Connections Designers to prepare your quotation.

3

Scottish and Southern Electricity Networks Connections Designers will assess the area to see if any reinforcement of the network is required. Quote letter sent including a Customer Acceptance form and an Embedded Generation Connection Agreement (EGCA) which will all need to be signed by the end user (bill payer) and returned to Scottish and Southern Electricity Networks.

4

You return your completed and signed Customer Acceptance and EGCA to Scottish and Southern Electricity Networks Microgeneration Connections team (Central southern England or North of Scotland), along with the corresponding payment for any study fee as appropriate.

5

If any reinforcement is required, Scottish and Southern Electricity Networks will schedule work at full charge to the customer, however the customer cannot connect until this works has been delivered by Scottish and Southern Electricity Networks Connections Delivery team, prior to installation and commissioning of generating unit(s). Works will be scheduled in by operational staff which is input into our Engineering booking system within 7 working days of receipt of payment (subject to wayleaves and consents being obtained if necessary).

6

Customer/Installer must notify Scottish and Southern Electricity Networks within 28 days of the date of commissioning. In order to do so, Generating Plant Installation and Commissioning Confirmation Form (ENA G59-3 Appendix 13.2), Generation Unit Type Test Sheet (ENA G59-3 Appendix 13.1) and/or Generating Plant Installation and Commissioning Tests Form (ENA G59-3 Appendix 13.3) will need to be completed, signed and sent to Scottish and Southern Electricity Networks. These forms can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation

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Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

6

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The connection notification and completed forms can be emailed to **notifications.southmicrogen@sse.com** (for Central southern England) or **notifications.northmicrogen@sse.com** (for North of Scotland).

Note 3: Scottish and Southern Electricity Networks does not enforce Export MPANs under 30kW. If wanted, you (end user) can request one via your energy supplier.

Note 4: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).

7

Prior to connection, your Export MPANs will be requested by Scottish and Southern Electricity Networks Microgeneration Connections admin team once the EGCA have been completed correctly, signed and returned to Scottish and Southern Electricity Networks (to speed up the process you can email electronic copies to **south.microgen@sse.com** or **north.microgen@sse.com**, however, originals are required by post).

8

Our MPAN team will raise the Export MPANs and our Microgeneration Connections team will issue them to you.

9

Once you have received your Export MPANs you will need to register with an electricity supplier. The registration process normally takes at least 28 days, so you should get in touch with your chosen supplier as early as possible.

10

Once you have a confirmed date for the connection, you will then need to contact your preferred supplier further to arrange for them to come and install the Export metering. They are likely to need at least 10 working days notice to make these arrangements.

Greater than 50kW generation?
Please see medium and large generation and G59/3 process



Scottish & Southern
Electricity Networks

Need help?

Central southern England

 0345 078 6770

 south.microgen@sse.com

North of Scotland

 0345 072 4318

 north.microgen@sse.com

Write to us at

(same postal address for both Central southern England and North of Scotland areas):

Microgeneration Connections North
Scottish and Southern Electricity Networks
Perth Training Centre
Ruthvenfield Road
Perth
PH1 3AF

