



## Energisation Check List

### 1. Approved Design Submission (approved by ENWL or Self Approved)

Electricity North West Ltd (ENWL) typically expects to have the design approved prior to submitting the Energisation request. Our Design Submission pack which details all of the information we need to approve designs can be found here in our [Contestable Activity Library](#)

### 2. Energisation Request Form

All forms are available on our website in our [Contestable Activity Library](#)

All requests to be submitted to [assetadoption@enwl.co.uk](mailto:assetadoption@enwl.co.uk) no less than 20 days notice.

Please be aware that if the energisation is cancelled due to the ICP not being ready to proceed with the energisation, ENWL will be looking to recover reasonable costs incurred. Therefore please ensure that you are confident that everything on site and every contractual agreement will be in place five working days prior to the agreed energisation date. Any outstanding balances may delay future energisation requests.

### 3. Legal Consents Complete (if required)

In most cases ENWL require all legal consents to be in place prior to Energisation. If you feel that the scheme could progress to Energisation without legal consents being finalised then please discuss the specifics of the scheme direct with Electricity North West. For further guidance please see our [website](#)

### 4. Payment of all quotations / invoices

I.e. if you are requesting Electricity North West to undertake the jointing activity. Guidance on how to pay Electricity North West should be on the quotation / invoice. Alternatively our payment guidance can be found [here](#)

### 5. Suitable Joint Hole excavated

ENWL may inspect the joint hole and site prior to commencing the work to ensure that everything is ready for the agreed Energisation works. ENWL would also require that there is clear, safe and unimpeded access to the site / working area, for example ENWL would not accept a joint hole under scaffolding structure. For further guidance please see our joint hole guidance in our [Contestable Activity Library](#)

### 6. Adoption / Bilateral Agreements in place and signed

We will require agreements to be signed by all parties prior to the Energisation. Further Information on Connection Agreements can be found [here](#)

### 7. P283 Commissioning Certificates submitted

P283 requires that any Low Voltage (LV) or High Voltage (HV) site involving Current Transformers (CTs) should have test certificates complete and shared back with ENWL via [p283commissioning@enwl.co.uk](mailto:p283commissioning@enwl.co.uk). Ideally this should be done ahead of Energisation. CoP510 and ES510, which can be found in our [G81 Library](#) contains all of the information you require. The commissioning certification and measurements should be submitted no later than 5 days after Energisation.

## 9. As lays submitted

The timely return of as-laid drawings is important to ENWL so that the asset records can be kept up to date and live assets are shown on the asset records as soon as possible to highlight all known risks to future operators working in the vicinity. ENWL may refuse to programme future work if as-laid drawings from previous schemes are still outstanding. We ask for the as-lays up-front so that we can get the soon to be live assets on our records. By doing this in the shortest timescale possible, it eliminates a risk to all operators who may come into contact with ENWL assets. In the future ENWL will be requiring pre-laid drawings to facilitate the real time changes to our asset records. We need your as lays no later than 5 working days of the Energisation proposed date. The earlier you can send them into ENWL the better so as not to jeopardise your power on date. A guide to as lays can be found [here](#)

## 10. Reinforcement / Diversion work to facilitate connection

On certain occasions ENWL may need to complete non-contestable reinforcement of diversion work to facilitate your connection. ENWL will aim to complete this work ahead of when you need your connection energising, however we will aim to keep you informed throughout. Please bear in mind that the timescales for completing this work will be influenced by factors such as local authority permits, lead times for plant and resource, legal consents, planned supply interruptions etc. ENWL will aim to have the work done ahead of when your Energisation is required.

## 11. Planned Supply Interruptions (PSI)

If the energisation of your site requires a planned supply interruption, i.e. where the connection involves work on the High Voltage network, depending upon the configuration of the network, existing customers may be turned off for duration of the shutdown, then ENWL asks you provide us with as much notice as possible as ENWL need to manage those impacted customers to minimise the disruption to them. As you'll appreciate ENWL needs to be considerate to the needs of our existing customer so as to keep disruption to a minimum. This often involves careful planning. Therefore ENWL asks that you provide us with as much advanced notice of the date you wish to be energised. This will allow us to provide notice to all effected customers. When planning these schemes ENWL will take into account the below and such factors may influence the date we are able to energise:

- **Weather conditions** - For example if the shutdown is over winter and customers rely on electricity for heating we need to consider how this can be managed.
- **Vulnerable customers** – Certain customers may influence the shutdown time, date and duration, for example elderly, disabled or those with medical equipment.
- **Time of the year** – During the winter hours we aim for the shutdown not to last any longer than 6 hours between the hours of 9am to 3:30pm.
- **Businesses** – ENWL will liaise with businesses that are being turned off to ensure disruption is kept to a minimum. In such circumstances it may result in the shut down being planned outside of trading hours such as weekends.

For further information, please see our [website](#)

## 12. Whereabouts

All work that the ICP is installing that will be adopted by ENWL should be detailed on the whereabouts report. ENWL does not wish to see the whereabouts of construction activities that will be adopted by a third party i.e. IDNO. The reason for this is ENWL may choose to carry out an audit on the work. ENWL carry out audits to ensure that the assets that we adopt are to a high standard, in line with our policies and practises and will last the duration of their life span i.e. typically more than 40 years. Assets that have been installed to a substandard can result in a fault. Faults can cause disruption to our customers and cost money. By submitting the whereabouts and passing any on site audits it helps to ensure that we get the job right first time and the assets that ENWL adopt will last a long time without any faults or maintenance problems. Whereabouts should be submitted no later than 4pm on a Thursday for all work the following week. The template which ENWL would like whereabouts on can be found on our [Contestable Activities Library](#) The whereabouts should be submitted to [assetadoption@enwl.co.uk](mailto:assetadoption@enwl.co.uk)



All process flows and forms can be found [here](#)