Market Code Schedule 9

Code Subsidiary Document No. 0101

Registration: New Connections & New Supply Points

Version: 89.0

Date: 2016-029-12730

Document Ref: CSD0101
<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date of Issue</th>
<th>Reason For Change</th>
<th>Change Control Reference</th>
<th>Sections Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Revision-marked</td>
<td>10/08/2007</td>
<td>Reissue for errata and clarifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>31/08/2007</td>
<td>Updated version including new transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>01/06/2008</td>
<td>Commission originated change to process Ref 3.4 where Scottish Water become aware of a Gap Site Four errata corrections MCCP013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>27/07/2009</td>
<td>Re-assessed Charges Correction to flow in Diagram on Page 22 MCCP035-CC</td>
<td>Sections 1; 3.1 and 3.1.1</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>28/06/10</td>
<td>Customer Names on Database X, Y Co-ordinates MCCP041-CC, MCCP048-CC</td>
<td>Sections 2.1.1, 2.2, 2.3, 3.1.1, 3.2, 3.3, 3.4.1, 3.5, 3.6, 3.4.1, 3.5, 3.6 and Appendix 1</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>27/09/2010</td>
<td>T016 Unmeasureable Status Fix Removal of T031 Transaction Updating effective / connection dates MCCP055, MCCP057, MCCP063, MCCP064</td>
<td>Sections 2.1, 3.1, 3.4.1 Section 2.1, 3.1.1 Section 2.1, and 3.4, Appendix 1</td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>25/03/2011</td>
<td>Data loggers GIS Coordinates Flow T016 Effective Date and Sewerage Services Supply Point update Partial Escalation Process MCCP070, MCCP071, MCCP072, MCCP075, MCCP074</td>
<td>Sections 2.1.1, 3.1.1, 3.4.1 Sections 2.1.1, 3.1.1, 3.4.1 Sections 3.1.1 and 3.1.4 Sections 2.1.1</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>11/11/2011</td>
<td>Addition of Metered Building Water Flag (T033.0, T033.1) September Release CSD Marking MCCP081-CC, MCCP088</td>
<td>Sections 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5 and 3.6 Sections 2.1.1, 3.1.1, 3.4.1, Appendix 1</td>
<td></td>
</tr>
<tr>
<td>1.8</td>
<td>30/03/2012</td>
<td>Introduction of SPID Deregistration MCCP052-079</td>
<td>Sections 2.1.1</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>21/06/2012</td>
<td>Changes to the connection MCCP093 /</td>
<td>Sections 2, 3 &amp; 4.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>12/04/13</td>
<td>Identifies private meters and accredited entities.</td>
<td>MCCP095, MCCP111, MCCP113</td>
<td>Section 4.</td>
</tr>
<tr>
<td>4.0</td>
<td>27/09/13</td>
<td>Changes to X, Y Data, addition of the Meter Location Code and correction to T006.2/3 processing</td>
<td>MCCP104, MCCP112</td>
<td>Section 4.1</td>
</tr>
<tr>
<td>5.0</td>
<td>2014-03-21</td>
<td>New Meter Treatments</td>
<td>MCCP129</td>
<td>Section 4.1</td>
</tr>
<tr>
<td>6.0</td>
<td>2015-03-31</td>
<td>SAA Refs/UPRNs Notifications to SW Late Partial Registration Report</td>
<td>MCCP127, MCCP131, MCCP153</td>
<td>Section 2, 4</td>
</tr>
<tr>
<td>7.0</td>
<td>2015-09-24</td>
<td>Gap Site Process</td>
<td>MCCP183-CC</td>
<td>Sections 3.2 and 4.3</td>
</tr>
<tr>
<td>8.0</td>
<td>2016-02-17</td>
<td>Gap Site Process Amendment</td>
<td>MCCP193</td>
<td>Section 3</td>
</tr>
<tr>
<td>9.0</td>
<td>2016-09-2730</td>
<td>LP Conn Ref</td>
<td>MCCP197</td>
<td>Section 2.1.1</td>
</tr>
</tbody>
</table>
# Table of Contents

1. Purpose and scope ................................. 5  
2. New Connections ................................. 6  
   2.1 Process Description ......................... 6  
3. New Supply Points - Entry Change of Use or Gap Site ................................. 11  
   3.1 Licensed Provider Initiated .................. 11  
   3.2 Where Scottish Water becomes aware of a Gap Site .................. 13  
4. Common Phases of the Connection Process ................................. 15  
   4.1 Description of Process Steps .................. 15  
   4.2 Process Diagrams .............................. 24  
   4.3 Interface and Timetable Requirements ............ 29  

Appendix 1: Registration Data Checks at a New Connection/New Supply Point ................................. 34  

Appendix 2 – Process Flowchart Symbols ................................. 38
1. Purpose and scope

This document outlines the process followed in order to create and Register New Connections and New Supply Points.

It is essential to manage the timely notification of New Connections and New Supply Points in advance to the CMA. The relevant information must reach the CMA in good time to ensure that:

- The CMA can create a SPID;
- The Partial Registration Application can be submitted by the Licensed Provider(s);
- Meter(s) information and the Initial Read(s) can be notified; and
- Service Elements can be notified so that Wholesale Charges can commence from the Connection Date.

The CMA will create the new SPID(s) and the Licensed Provider(s) will undertake a Partial Registration before all of the SPID Data is complete. This CSD sets out the process for the Partial Registration Application and the notification of SPID Data so that the Registration can be completed.

Sections 2 and 3 describe the initial phases of the connections processes for the Registration of; New Connections and New Supply Points (i.e. Entry Change of Use or Gap Sites respectively), while Section 4 describes the later common phases of the connections processes. For the avoidance of doubt, a Licensed Provider wishing to Register a Supply Point pursuant to an Entry Change of Use (other than at a Sewerage Services only Supply Point which is to be subject to Re-assessed Charges – see sub-section ‘Out of scope’ below) or in relation to a Gap Site should follow the process in Section 3. For ease of reference, the treatment of an Exit Change of Use is set out in CSD0104 (Maintain SPID Data).

Out of Scope

Whilst the processes for creating and Registering Pseudo Water Services Supply Points are comparable to those set out in this CSD0101, a new Pseudo Water Services Supply Points must be managed in accordance with CSD0104 ‘Maintain SPID Data’ Section 7 as they are exclusive to Supply Points with Pseudo Meters for the purpose of Re-assessed Charges.
2. New Connections

2.1 Process Description

Processes 1-4 of the Operational Code cover the procedures between Scottish Water and the Licensed Providers for New Connections. This Section sets out the initial steps that Scottish Water, Licensed Providers and the CMA will follow in respect of the Registration of a New Connection and its progression into the Settlement Process. The completion of the process is set out in Section 4, which is common to both New Connections and New Supply Points.

2.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 4.2 and the Interface and Timetable Requirements in Section 4.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram. References shown thus [T001] relate to the associated Data Transaction, as set out in the Data Transaction Catalogue.

Steps a and b: Request new SPID [T001.0]

Scottish Water shall issue a request for new Supply Point(s) for the New Connection(s), using Data Transaction T001.0 (Request New SPID). The T001 request will include the following information:

1) Confirmation of whether the New Connection(s) relates to Water Services or Sewerage Services or both and the Licensed Provider(s) involved in the connection offer(s) under the Operational Code. The rules for this confirmation are set out below;

Where the New Connection relates to:

(i) Both new Water and new Sewerage Services, then Scottish Water will include both of those Services Categories and the Licensed Provider for each Service Category in the T001.0 (Request New SPID). In the event that the same Licensed Provider is involved in the connection offer under the Operational Code for both the Water Services and Sewerage Services, Scottish Water will notify the identity of the Licensed Provider at each of the Water Services Supply Point and/or Sewerage Services Supply Point by following the rules in CSD0301 (Data Transaction Catalogue).

OR

(ii) Sewerage Services without Water Services or Water Services without Sewerage Services, the T001.0 will include only the relevant category of Service as well as the
Licensed Provider they are dealing with under the relevant Operational Code process.

OR

(iii) Water Services at a Supply Point that has not previously received Water Services but has received Sewerage Services only, the T001.0 will include the Additional Service Category. Scottish Water shall also notify the CMA of the Licensed Provider they are dealing with under the relevant Operational Code process. In addition, the Supply Point for the existing Sewerage Services shall be included in the T001.0 to ensure that the Additional Services are associated. Licensed Providers shall ensure that they have referenced the existing Sewerage Services Supply Point in the relevant application under the Operational Code. In the event that any Water Services previously received at the Supply Point were subject to a Permanent Disconnection or Deregistration (see CSD0104 (Maintain SPID Data)) then the New Connection shall be in respect of both Water and Sewerage Services as set out in (v) below.

OR

(iv) Sewerage Services at a Supply Point that has not previously received Sewerage Services but has received Water Services only, the T001.0 will include the Additional Service Category and the Supply Point for the existing Water Services to ensure that the Additional Services are associated with that Supply Point. Licensed Providers shall ensure that they have referenced the existing Water Services Supply Point in the relevant application under the Operational Code. Scottish Water shall also notify the CMA of the Licensed Provider they are dealing with under the relevant Operational Code process. In the event that the Sewerage Services previously received at the Supply Point were subject to a Permanent Disconnection or Deregistration (see CSD0104 (Maintain SPID Data)) then the New Connection shall be in respect of both Water and Sewerage Services, as set out in (v) below.

OR

(v) Both Water and Sewerage Services where either or both of those Services have previously been subject to a Permanent Disconnection or Deregistration, then the T001.0 will include both of those Services Categories and the Licensed Provider for each Service in the T001.0 (Request New SPID). Furthermore, where that existing Supply Point in respect of Water Services or Sewerage Services is registered, this will be superseded by the New Connection in respect of the Water or Sewerage Services (as applicable). In this circumstance, Licensed Providers shall ensure that they have referenced the existing Water Services or Sewerage Services (as applicable) in the relevant application under the Operational Code and Scottish Water shall ensure that the CMA is duly notified of the Permanent Disconnection or Deregistration of the existing Water Services or Sewerage Services (as applicable) in accordance with CSD0104 (Maintain SPID Data).
AND

2) The Supply Point address (as known to Scottish Water at the time of submitting the T001.0;

AND

3) Confirmation of the Supply Point reference in the connection offer under the Operational Code in order that the association between that reference and the newly created SPID(s) can be communicated to the Licensed Provider(s). For the avoidance of doubt, the CMA will not maintain this association, nor will it be continued in the Central Systems once the Partial Registration(s) is in place.

AND

4) The unique SAA Reference Number

Or

The reason for not providing the SAA Reference Number

AND

5) The unique UPRN (Unique Property Reference Number) as published in the One Scotland Gazetteer

Or

The reason for not providing the UPRN;

AND

6) The LP Connection Reference, if this has been provided by the Licensed Provider.

Step c: Notify new SPID [T002.0 and T002.1]
Within 1 Business Day of receipt of the information at step b above, the CMA will create the new Supply Point(s). The CMA will then send notification of the Supply Points to Scottish Water, using Data Transaction T002.1 (Notify New SPID), and the relevant Licensed Provider(s), using Data Transaction T002.0 (Notify New SPID).

i. In the case of a Licensed Provider, this notification will constitute a request to submit a T003.0 or a T009.2 (see Step d below).

ii. In the case of Scottish Water, this notification will constitute a request to submit the supporting information for the Supply Point for which they are the Data Owner.

For the avoidance of doubt, the CMA will monitor newly created Supply Points in accordance with CSD0002 (Performance Standards) in order to ensure that Partial Registration Applications are received in a timely manner, and that such Registrations proceed to completion.