3. **Disconnection, Reconnection, and De-Registration** - SPID Status Change

3.1 Process Description

This description should be read in conjunction with the Process Diagram in Section 3.34 and the Interface and Timetable Requirements in Section 3.45. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

The following changes of SPID status may occur (excluding the establishment of a Pseudo Water Services Supply Point and the provision of a water supply at a Pseudo Water Services Supply Point, which are described in section 5):

- A Water Services SPID, or a Water Services SPID and its associated Sewerage Services SPID that is/are Tradable or Reconnected may be Temporarily Disconnected, or Pending Permanent Disconnected.
- A Water Services SPID, or a Water Services SPID and its associated Sewerage Services SPID that is/are Temporarily Disconnected, or Pending Permanent Disconnected may be Reconnected.
- A Water Services SPID, or a Water Services SPID and its associated Sewerage Services SPID that is/are Temporarily Disconnected, or Pending Permanent Disconnection may be Permanently Disconnected.
- A Water Services SPID and any associated Sewerage Services SPID that is/are Pending Permanent Disconnection may be Deregistered, Reconnected, or the Water Services SPID Permanently Disconnected and an associated Sewerage Services SPID Reconnected.
- A Water Services SPID or a Sewerage Services SPID that is/are Tradable may be Permanently Disconnected, or Deregistered.
- A Water Services SPID or a Sewerage Services SPID that is/are Tradable, Reconnected, or Temporarily Disconnected may be Deregistered.
- A Water Services SPID, or a Sewerage Services SPID, that has one T17 Meter Chain for which an I Read has been successfully submitted and possibly other active Service Elements continuously from the date when a Permanent Disconnection or Deregistration is required may be Permanently Disconnected or Deregistered via the process steps given in Section 3.3.
- For the avoidance of doubt, Pseudo Water Services Supply Points cannot be Temporarily Disconnected as such a Supply Point only exists to support Sewerage Services and a Temporary Disconnection cannot be made to Sewerage Services.
3.2 Process Steps (General SPID Status Change)

Step a: Update CMA with Change of Status: [T015.0, T005.0]

Within 2 Business Days of undertaking a change of status of a Supply Point, or 5 Business Days for a change to Permanently Disconnected, Scottish Water will notify the CMA of such change, using Data Transaction T015.0 (Update SPID Status).

At the same time, Scottish Water will provide a Meter Read(s) taken at the time of undertaking the change of status, using Data Transaction T005.0 (Meter Read), unless otherwise stated below. The Read Type used in the T005.0 will depend on the status change and on any associated change to the meter.

- For a Temporary Disconnection, or Pending Permanent Disconnection, if the meter(s) remain in situ during the period of Temporary Disconnection, Scottish Water shall notify a Temporary Disconnection Read(s). In the event of removal, Scottish Water should follow the Removal of Meter process (CSD0104 Part 2) and notify a Final Read(s). If the Temporary Disconnection gives effect to a discontinuation of Trade Effluent Services, Scottish Water shall complete such a discontinuation, in accordance with CSD0206, before sending the T015.0 (Update SPID Status) and T005.0 (Meter Read).

- For a Temporary Disconnection where the Water Services Supply Point has an associated Pseudo Meter. Scottish Water shall not submit a T005.0 (Meter Read). The Licensed Provider(s) shall note that a Temporary Disconnection Read will not be provided by Scottish Water and the volumetric calculations by the CMA will be based on the YVE as provided by Scottish Water in the T004.3

- For a Reconnection, if the meter(s) was removed during the period of Temporary Disconnection, a new meter will be installed and Scottish Water will notify the new meter(s) details and Initial Read(s) using the Addition of Meter process (CSD0104 Part 2).

- For a Permanent Disconnection, or Deregistration, Scottish Water shall notify a Final Read(s). Should the meter to which the Final Read applies be part of an existing Meter Network, Scottish Water will ensure that the Meter Network is terminated prior to sending the final read, as described in CSD0104 Part 2. If the Permanent Disconnection, or Deregistration, is in respect of a Supply Point with Trade Effluent Services, Scottish Water shall complete such a termination in accordance with CSD0206, before sending the T015.0 (Declare Disconnection/Reconnection/Deregistration Update SPID Status) and T005.0 (Meter Read).
For a Temporary Disconnection or Reconnection, within 2 Business days of the change of status of a Water Services Supply Point which is associated with a Sewerage Services Supply Point, Scottish Water will notify the CMA of the change of status of the Sewerage Services Supply Point using Data Transaction T015.0 (Update SPID Status). It is recognised that a Temporary Disconnection of a Sewerage Services Supply Point is a logical disconnection only. For a Pending Permanent Disconnection, Permanent Disconnection or Deregistration:

- If the change of status is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify any Permanent Disconnection at each of the Supply Point(s) at the same time.

- Once a Supply Point is Permanently Disconnected, or Deregistered, it cannot be given any new status, other than the effective date of such Permanent Disconnection, or Deregistration, as the case may be amended to be at some earlier date via the T015.2 (Back-dated Dereg/PDISC), as described in Section 3.3, and cannot be made Tradable and used in the Central Systems.

- If the change of status is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain connected, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transactions as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).

- If the change of status is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain connected, Scottish Water must send notification of the change of status in respect of the Sewerage Services Supply Point only.

- A Pending Permanent Disconnection can only be made for a vacant Water Services SPID (and any associated Sewerage Services SPID must also be vacant) and this will automatically apply to any associated Sewerage Services SPID.

- If the change of status is from Pending Permanent Disconnection, notifications should be made in respect of the Water Services SPID only and; if the Water Services SPID is to be Reconnected or Deregistered, this change of status will also be applied to any associated Sewerage Services SPID. If the Water Services SPID is to be Permanently Disconnected, any associated Sewerage Services SPID will become Reconnected.

**Step b: Update Central Systems**
The CMA will update the Central Systems with the change of status.
Step c: CMA confirms Change of Status & Meter Read [T015.1, T005.2]

Within 1 Business Day of receipt by the CMA of the T015.0 (Declare Disconnection/Reconnection/Deregistration Update SPID Status), the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the status change, using Data Transaction T015.1 (Notify SPID Status Update) and the associated Read using Data Transaction T005.2.

In the event that a Final Read(s) is notified in the T005.2, the Licensed Provider(s) should take due note of the removal of the meter(s). The CMA will also acknowledge the receipt of the transaction T015.0 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

In the event that Scottish Water notified the installation of a new meter, at step a above, the CMA will inform the Licensed Provider(s) of this using Data Transaction T004.1 (Notify Meter Details)

In the event that Scottish Water notified a discontinuation of Trade Effluent Services, or a discontinuation of a Meter Network, at step a above, the CMA will inform the Licensed Provider(s) of this in accordance with CSD0206, or CSD0104 Part 2, as appropriate.

Step d: No Transfers allowed during the period of Temporary Disconnection/Pending Permanent Disconnection

The CMA will reject Transfers Registration Applications at the Supply Point while it is Temporarily Disconnected, or Pending Permanent Disconnection. The CMA will no longer reject Transfer Registration Applications at the Supply Point from the date of a reconnection.

3.3 Process Steps (PDISC/Dereg for a SPID with a Meter)

The following steps are not described in Section 3.4 or Section 3.5.

Step a: Update CMA with PDISC or DEREG: [T015.2]

Within 2 Business Days of confirming with the Licence Provider(s) that a Permanent Disconnection or Deregistration of a Supply Point that has one T17 Meter Chain for which an I Read has successfully been submitted associated to it, or to an associated Supply Point, continuously from the time of the Permanent Disconnection or Deregistration (and no more than one such T17 Meter Chain at any time thereafter), Scottish Water will notify the CMA of such change, using Data Transaction T015.2 (Back-dated Dereg/PDISC). The T015.2 (Back-
dated Dereg/PDISC) must also include the agreement of the Licenced Provider(s) and a Meter Read to apply at the time of the Deregistration or PDISC and any such read shall be a Dereg Read (i.e. a Read Type of ‘D’), in accordance with CSD0202 (Meter Read Submissions).

- Should the meter to which the Dereg Read applies be part of a Meter Network, at any time on or after the effective date from which the PDISC or Dereg is to apply, Scottish Water will ensure that the Meter Network is terminated prior to that date, as described in CSD0104 Part 2 before sending the T015.2 (Back-dated Dereg/PDISC).
- If the SPID is referenced by any other SPID as being an MT SPID at any time on or after the effective date from which the PDISC or Dereg is to apply, Scottish Water will ensure that the MT SPID reference is removed prior to that date.
- If the Permanent Disconnection, or Deregistration, is in respect of a Supply Point that has or had any Trade Effluent Services at any time on or after the effective date from which the PDISC or Dereg is to apply, Scottish Water shall terminate these Trade Effluent Services prior to that date, in accordance with CSD0206, before sending the T015.2 (Back-dated Dereg/PDISC).
- If the Permanent Disconnection is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Permanent Disconnection at each of the Supply Point(s) at the same time.
- If the PDISC or Dereg is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain connected, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transactions as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).
- If the PDISC or Dereg is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain connected, Scottish Water must send notification of the PDISC or Dereg in respect of the Sewerage Services Supply Point only.
- Once a Supply Point is Permanently Disconnected, or Deregistered, it cannot be given any new status and cannot be made Tradable and used in the Central Systems.

**Step b: Update Central Systems**

The CMA will update the Central Systems with the PDISC or Dereg and with the Dereg Meter Read and such Meter Read will thereafter be treated as an F Read for that Meter, with a Meter Read Date of the effective date from which the Dereg or PDISC is to apply. The Meter and any Service Elements applying at the Supply Point will become de-activated as of the effective from date of the Deregistration or PDISC.
**Step c: CMA confirms PDISC or Dereg & Meter Read [T015.3]**

Within 1 Business Day of receipt by the CMA of the T015.2 (Back-dated Dereg/PDISC), the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) at any time on or after the effective date for that PDISC or Dereg, using Data Transaction T015.3 (Notification of a Back-dated Dereg/PDISC).

The CMA will also acknowledge the receipt of Data Transaction T015.2 (Back-dated Dereg/PDISC) from Scottish Water within 1 Business Day by returning the data transaction T009.1.
### Process Diagram

<table>
<thead>
<tr>
<th>Time</th>
<th>Licensed Provider(s)</th>
<th>CMA</th>
<th>Scottish Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 2 or 5 BD of undertaking C of S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify LP(s) &amp; SW within 1 BD of T015.0 timestamp</td>
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</tbody>
</table>

- **Update Central Systems**
- **Submit C of S data (WS and SS) & Meter Read**
- **Notified**
- **Central Systems does not allow transfers during TD**

*Diagram notes:*
- T004.0
- T024.0
- T026.0
- T033.0
- T015.0
- T005.0

*Process steps:*
1. Undertake Change of Status
2. Submit C of S data (WS and SS) & Meter Read
3. Update Central Systems
4. Notify LP(s) & SW within 1 BD of T015.0 timestamp
5. Notified
6. Confirm C of S (WS and SS) & Meter Read
7. Central Systems does not allow transfers during TD
### 3.43.5 Interface and Timetable Requirements

<table>
<thead>
<tr>
<th>step ID</th>
<th>Action/Decision</th>
<th>Process Step</th>
<th>From</th>
<th>To</th>
<th>Time parameter</th>
<th>Comments</th>
<th>Market Code Ref</th>
<th>Clause</th>
<th>Data Transaction ID</th>
</tr>
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<tbody>
<tr>
<td>a</td>
<td>S</td>
<td>Notify CMA of Change of Status &amp; Meter Read</td>
<td>SW</td>
<td>CMA</td>
<td>Within 2BD of Change of Status</td>
<td>T015.0 may follow pre-requisite action, such as meter removal, addition of a meter, discontinuation of a Meter Network or discontinuation of Trade Effluent Services. T005.0 with Read Type of Temporary Disconnection or Final if meter removed. No T005.0 is required, if the WS SPID has a Pseudo Meter. For a Pending Permanent Disconnection, the SPID must be vacant.</td>
<td>5.7.2</td>
<td>(T004.0) (T024.0) (T026.0)</td>
<td>T015.0 T005.0</td>
</tr>
<tr>
<td>b</td>
<td>S</td>
<td>Update Central Systems.</td>
<td>CMA</td>
<td>Internal</td>
<td></td>
<td>5.7.2</td>
<td>(T009.1)</td>
<td></td>
<td></td>
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<td>c</td>
<td>S</td>
<td>Acknowledge receipt of Change of Status.</td>
<td>CMA</td>
<td>SW</td>
<td>1BD of Step a</td>
<td>5.7.2</td>
<td>T009.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>S</td>
<td>Notify Change of Status to LP(s)</td>
<td>CMA</td>
<td>LP</td>
<td>1BD of Step a</td>
<td>If T015.0 accepted at step a, notify LP. May also involve notification of pre-requisite actions.</td>
<td>5.7.2</td>
<td>(T004.0) (T024.0) (T026.0)</td>
<td>T015.0</td>
</tr>
<tr>
<td>step ID</td>
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<td>d</td>
<td>S</td>
<td>No Transfers Accepted while Supply Point is Temporarily Disconnected, or Pending Permanent disconnection.</td>
<td>CMA</td>
<td>internal</td>
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<td>T005.2</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>If Permanent Disconnection, or Deregistration, cease Supply Point in Central Systems and Wholesale Charges from effective date of Permanent Disconnection, or Deregistration. No further Transfers allowed.</td>
<td>CMA</td>
<td>internal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.7.2</td>
</tr>
</tbody>
</table>

The Supply Point cannot be used again in the Central Systems and any reinstatement of a Supply Point is handled under CSD0101 (Registration: New Connections and New Supply Points)