MARKET CODE / OPERATIONAL CODE
CHANGE PROPOSAL

| Change Proposal reference (To be completed by the TP Sec.) | OCCP050 | Version No. | C.1 |

PART A — SUBMISSION

A.1. GENERAL DETAILS

| A.1.a. TITLE | Request for amendment of Third Party References and Live Rateable Value |
| A.1.b. COMPANY | Scottish Water |

Change Proposals must be authorised by the person designated by the signatory to the Market Code Framework / Accession Agreement

| A.1.c. AUTHORISED SIGNATURE | NAME |
| A.1.d. CONTACT NAME | Robert Bishop | CONTACT EMAIL; TEL./MOB. | Robert.Bishop@scottishwater.co.uk | 0750 147 1301 |

| A.1.e. ASSOCIATED MCCP / OCCP | MCCP127, MCCP201, OCCP047 |
| A.1.f. ASSOCIATED DOCS. | Attachment containing draft Operational Code process and Form |
| A.1.g. PROPOSED URGENCY | NON-URGENT |

The CMA CEO will review this information and make a decision as to whether to take this MCCP / OCCP forward as urgent as defined under Market Code Part 8.9.1
<table>
<thead>
<tr>
<th>A.2.</th>
<th>MCCP / OCCP DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.2.a.</td>
<td>ISSUE OR DEFECT WHICH THIS MCCP / OCCP SEEKS TO ADDRESS</td>
</tr>
<tr>
<td>Required under Market Code Parts 8.7.1 (ii) (b) and 8.8.1 (ii) (b)</td>
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</table>

In discussions at the Technical Panel in connection with the proposal in MCCP127 to cater for amending the Market Code to hold third party references in the central systems and the Live Rateable Value Working Group, it was suggested that there will need to be an Operational Code process to request an amendment of an existing references and the update of a Live Rateable Value, once in the system. The references concerned are the SAA Reference Number, the Unique Property Reference Number published in the One Scotland Gazetteer and the Live Rateable Value as published on the Scottish Assessors Association Website.

The proposed process and form attached to this Change Proposal are designed to cater for changes encountered on an enduring basis. It is not designed to deal with proposed changes which may need to be addressed as part of a bulk upload to legacy Supply Points, for example arising from the CMA’s SAA project, or the initial upload of Live Rateable Values.

**Required under Market Code Parts 8.7.1 (ii) (c) and 8.8.1 (ii) (c)**

### General Description

This OCCP contains a draft Operational Code process and a draft form. Please note it is not intended to replace any of the other processes which may need to be invoked, for example the deregistration of a Supply Point following changes at the premises.

The following are considered to be the scenarios that may be encountered which would lead to a change in the third party reference.

1. **Reassessment following a merger of premises.** Following a merger the Assessor may delete the existing SAA reference number and issue a new reference. This would be managed under section 5 of the form with the LP providing the old and new SAA references. There would be a requirement for a de-registration associated with a merger and this would be handled by the existing process.

2. **Reassessment following a split of an existing premises.** Following a split, the Assessor may delete the existing SAA reference and issue a new reference. This would be managed under section 5 of the form with the Licensed Provider providing the old and new SAA references. There would also be a requirement for a gap site to be created and this would be handled by the existing process.

3. **Reassessment following upgrade to the building.** Following an upgrade to the building the Assessor may issue a new reference. This would be managed under section 5 of the form with the Licensed Provider providing the old and new SAA references.

4. **A reference becomes available where a gap site or new connection has historically been put in the market without a reference.** This would be managed under section 4 of the form with the Licensed Provider providing the new SAA references.

5. **Incorrect reference in the central systems.** The Licensed Provider may consider that the reference contained in the central systems is incorrect and wishes it to be amended. A change to the reference in the system may have implications for other Supply Points which will need to be investigated.

6. **Cases where an incorrect Live Rateable Value has been uploaded to the CMA Central System.**

The attached process offers an approach to dealing with amendments to references and Live Rateable Values held in the central systems, so there is a mechanism in place.

### Principles and Objectives affected

<table>
<thead>
<tr>
<th>PRINCIPLE</th>
<th>AFFECTED (Y/N)</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proportionality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transparency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simplicity, Cost-effectiveness, and Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-exclusivity</td>
<td></td>
<td></td>
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<tr>
<td>Barriers to Entry</td>
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OCCP050 – Request for amendment of Third Party References and Live Rateable Value
Scottish Water
### A.2.c. IMPACT

<table>
<thead>
<tr>
<th>CONFIGURED ITEM</th>
<th>IMPACTED (Y/N)</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC / OC</td>
<td>OC</td>
<td></td>
</tr>
<tr>
<td>CSDs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wholesale Services Agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licenses</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>CMA Central Systems</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>CMA business processes</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Trading Party systems</td>
<td>Depends on arrangements</td>
<td>Trading Party systems may be impacted.</td>
</tr>
<tr>
<td>Trading party business processes</td>
<td>Y</td>
<td>To cater for the new process.</td>
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</tbody>
</table>

A draft new process and associated form are attached to this Change Proposal.

### A.3. IMPLEMENTATION DETAILS

**A.3.a. PROPOSED IMPLEMENTATION DATE OR LEAD TIME**

Timescale must not overlap with the period of consultation with the Commission and should take account of the impacts identified in Section A.2.c. Any quoted lead time should commence from date of Approval.

March 2017 Release
<table>
<thead>
<tr>
<th>A.3.b.</th>
<th>ANY LIMITATIONS OR DEPENDENCIES FOR IMPLEMENTATION</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>A.4.</td>
<td>ANY OTHER COMMENTS</td>
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## PART B — TP ASSESSMENT

### B.1. ASSESSMENT PROCESS

<table>
<thead>
<tr>
<th><strong>B.1.a. ASSESSMENT START DATE</strong></th>
<th>2016-08-03</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.1.b. IMPACT ASSESSMENT REQUIREMENT</strong></td>
<td>IA NOT REQUIRED</td>
</tr>
<tr>
<td><strong>B.1.c. CONSULTATION REQUIREMENT</strong></td>
<td>TP CONSULTATION NOT REQUIRED</td>
</tr>
<tr>
<td><strong>B.1.d. ASSOCIATED DOCUMENTS</strong> (to this Part B)</td>
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</table>

### B.2. ASSESSMENT DETAILS

| **B.2.a. CHANGE SPECIFICATION AND IMPACT** (if different from that originally submitted) | |
| **B.2.b. DRAFT LEGAL TEXT** (if different from that originally submitted) | |
| **B.2.c. TP ASSESSMENT**  
Taking into account complexity, importance and urgency, and having regard to whether or not such proposal is within the relevant Objectives and Principles as required under Market Code Parts 8.7.1 (v) and 8.8.1 (iv) | |

| **Impact on Principles and Objectives** (if different from that originally submitted) | |
| **Cost Estimate** | |
| **Benefit Estimate** (L: < 10k, M: £10k to £100k, H: > £100k) | |

### B.3. TP DECISION

TP APPROVED / **REJECTED**

### B.4. FINAL TP VIEWS

### B.5. PLANNED IMPLEMENTATION DATE

yyyy-mm-dd
WITHDRAWN BY PROPOSER? Yes / No

<table>
<thead>
<tr>
<th>COMMENTS</th>
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<tbody>
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<td>DATE OF WITHDRAWAL</td>
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**PART C — COMMISSION APPROVAL**

<table>
<thead>
<tr>
<th>C.1. DATE FINAL REPORT ISSUED TO COMMISSION</th>
<th>2016-09-07</th>
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<tbody>
<tr>
<td>C.2. APPROVAL STATUS</td>
<td>APPROVED CHANGE / REJECTED</td>
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<tr>
<td>C.3. DATE OF APPROVAL STATUS</td>
<td>yyyy-mm-dd</td>
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<tr>
<td>C.4. COMMISSION RESPONSE REFERENCE</td>
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**PART D — IMPLEMENTATION**

<table>
<thead>
<tr>
<th>D.1. IMPLEMENTATION DATE</th>
<th>yyyy-mm-dd</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.2. IMPLEMENTATION DETAILS (MC version, CSD versions, CMA Central Systems release number, etc.)</td>
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