

# Connecting your Business

## Did you know you have a choice?

From 28 March 2018 you can select NIE Networks to undertake all of the works associated with your connection or an Independent Connections Provider (ICP) to carry out some of the work known as contestable work. If you choose an ICP, NIE Networks will only complete the non-contestable elements of your connection. Get more information and check if there are ICPs working in your area of the market at [nienetworks.co.uk/Competition-in-Connections](http://nienetworks.co.uk/Competition-in-Connections)

## What do you need to do?

### Complete your application

and attach your plans listed in the checklist below (Tear off and retain the guidance pages for your records).

Apply online at  
[nienetworks/connections](http://nienetworks/connections)

### Choose an Electricity Supplier

You will need to register with an electricity supplier. A list is available at [nienetworks.co.uk/commercialsuppliers](http://nienetworks.co.uk/commercialsuppliers)

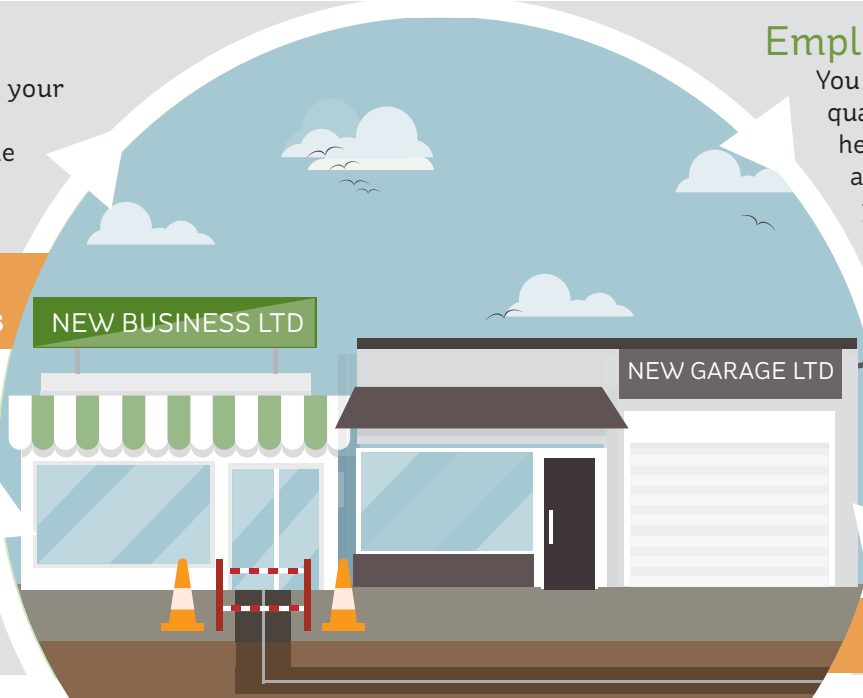
### Employ an electrician

You will need to employ a qualified electrician who can help you complete the application form and send in your connection card. Visit [nienetworks.co.uk/connectioncard](http://nienetworks.co.uk/connectioncard)

### Dig a trench

You will need to dig a trench from your meter position to the boundary of your property.

Underground only





















### Application Checklist

- Signed & dated application form - you can tear off and retain the guidance pages for your records.
- Load Details (Page 2) - you should consult your electrician before completing this section.
- Site Location Plan: 1:2500 - please mark your site in red on your plan so we can identify our equipment nearby.
- Site Layout Plan: 1:500 - please show the outline of your business premises on the site and your proposed meter position. External meter position for new constructions must be on the front elevation or within 2m of the front elevation on a side elevation.

## How our process works

If you select option 1 in your dual offer quotation

To view the process if you choose option 2 in your dual offer quotation visit <http://nienetworks.co.uk/Connections>, choose the type of connection you would like and then select 'How the connections process works'.

	<p><b>Application &amp; acknowledgement</b></p> <p>Submit your application including the attachments outlined in the checklist on page 4. It may delay your application if we don't receive this information. Once we review your application you will get a job reference number within 5 working days. We will then contact you to talk through your application.</p>	 YOU
	<p><b>Quotation</b></p> <p>We will provide you with a dual quotation with 2 options within 15 days provided we have all relevant information. Option 1 - NIE Networks undertakes the full connection works, option 2 - NIE Networks completes the non-contestable works only. Your quotation will be valid for 90 days, after which time the quote will expire and if we need to re-issue a quote the costs may increase.</p>	 15 DAYS
	<p><b>Accept terms &amp; payment</b></p> <p>You can accept our terms online if using our online payment system or return your signed Acceptance of Terms by post to our Channel Wharf address listed on page 4. You can pay in multiple ways: Online payment (Debit/Credit), Online Banking (Bank Transfer / BACS) and by cheque.</p>	 YOU
	<p><b>Site visit &amp; survey</b></p> <p>Site visits are usually carried out within 7-10 working days. On occasions a full site survey will be required which may take up to 3 months. Depending on the outcome of the survey costs we may have to issue you with a requote with revised terms.</p>	 10 DAYS
	<p><b>Legal consents</b></p> <p>If your connection requires electricity equipment to be sited on other people's land, we will need to get permission from the landowner or government bodies before work can proceed. Depending on your connection, we may need to obtain a lease or easement on your land and all these negotiations can take up to 9 months or longer. If there is any variation, we may need to issue you with a requote including revised terms for your job.</p>	 UP TO 9 MONTHS
	<p><b>Register with a supplier</b></p> <p>To ensure we can complete the job, you need to register with an electricity supplier. You can find information at <a href="http://nienetworks.co.uk/businesssuppliers">nienetworks.co.uk/businesssuppliers</a></p>	 YOU
	<p><b>On-site construction</b></p> <p>Once we've received full payment (if applicable) and all legalities have been obtained we will contact you to agree a date to start your work. Please prepare your site according to the design agreed and ensure your electrician's work is complete. If your supply requires NIE Networks to carry out the excavation we will normally do so 1-2 days prior to connecting your meter.</p>	 6-8 WEEKS
	<p><b>Complete and return your connection card</b></p> <p>Download a connection card from our website at <a href="http://nienetworks.co.uk/connectioncard">nienetworks.co.uk/connectioncard</a> and get your electrician to complete. You can submit by email to <a href="mailto:connectioncard@nienetworks.co.uk">connectioncard@nienetworks.co.uk</a></p>	 YOU
	<p><b>Connecting your meter</b></p> <p>Once you have registered with an electricity supplier and submitted your connection card to us, we will contact you to arrange an appointment to complete the installation of your meter.</p>	 3-5 DAYS

\*Timescales listed are estimates and may vary depending on the requirements of your connection. Estimated total time excludes third party consents which may take up to 9 months to complete.

**\*Estimated total time**

UP TO  
14  
WEEKS



### Internal Use

Business \_\_\_\_\_  
 Partner No: \_\_\_\_\_  
 Notification: \_\_\_\_\_  
 MRU: \_\_\_\_\_  
 Planner GRP: \_\_\_\_\_  
 Reg by: \_\_\_\_\_

# Tell us about your project

**Site details** This is where you need the work done. Please note: this is who we will contact with regards to your site.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Customer correspondence details** (if different from site address)

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Who will be paying for the connection work?** (if different from the customer details above)

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Who will be the final connected party?** Name: \_\_\_\_\_

**Quotation preference:** Our quotations are issued by email. Please tick here if you   
 would prefer to receive your quotation by post.

**How would you like us to contact you?** Email:  Phone:  Letter:

**Grid Coordinates** The grid coordinates of the site **must be provided** for a new connection. You can find these coordinates on your approved architectural drawings or online (e.g. <http://www.gridreference.ie/>).

X: \_\_\_\_\_ Y: \_\_\_\_\_

**What is your planning permission reference number, if known?**

\_\_\_\_\_

**When do you need the work completed?** (This gives us an idea of your anticipated timescales)

Month: \_\_\_\_\_ Year: \_\_\_\_\_



Please ask your electrician or electrical consultant to complete this section.

## Load Details

Please seek guidance from your electrician. You can give this page to your electrician to complete (don't forget to include it in your final application).

### Type of service required

Single phase  Three phase

### Earthing

We can offer you an earthing terminal in accordance with BSBS7671. The cost of this may vary depending on your connection. Would like us to include this in your quotation?

Yes  No

### Maximum Import Capacity MIC)\* - in kVA or kW

\*We will convert any MIC in kW to kVA equivalent by applying a conversion factor of  $kVA = kW \times 1.05$ .

Note: if this section is left blank we will assume your connection is either: 18 kVA (Single phase) / 69 kVA (Three phase)

### Load details

Is your application for a standard connection, i.e. a single phase connection with no equipment running a high load? \*

Yes  No

\*Examples of equipment with a high load: power showers, heat pumps, water heaters, under floor heating, motors, refrigeration, welders, air conditioning, lifts, cranes, swimming pools, or any other pieces of equipment that are running high loads. Please continue on a separate page, if necessary.

If you answered No to the previous question, please list the equipment with a high load in the table below:

Type of appliance (e.g. motor, welder, heat pump, swimming pool)	Rating of appliance	How often will the appliance be started in one hour?	Single or Three phase?	Starting method (Star-Delta, Direct-on-line, Soft Start)	Starting Current
1.	kVA/kW			<input type="checkbox"/> Star-Delta <input type="checkbox"/> Direct-on-line <input type="checkbox"/> Soft start	amps
2.	kVA/kW			<input type="checkbox"/> Star-Delta <input type="checkbox"/> Direct-on-line <input type="checkbox"/> Soft start	amps
3.	kVA/kW			<input type="checkbox"/> Star-Delta <input type="checkbox"/> Direct-on-line <input type="checkbox"/> Soft start	amps
4.	kVA/kW			<input type="checkbox"/> Star-Delta <input type="checkbox"/> Direct-on-line <input type="checkbox"/> Soft start	amps



## Safety advice

Always be aware of overhead and underground electricity equipment on or near your property. Electricity can kill.  
For advice visit [www.nienetworks.co.uk/safety](http://www.nienetworks.co.uk/safety).

### Anything else?

If you have any site specific information relevant to this application, please include it below:

Is this application related to an existing job? If yes, please provide your reference number.

Is there existing NIE Networks equipment (e.g. poles, cables or a meter box) in close proximity to your property?

\*YES  NO

\*If YES please **also** complete an application for **an alteration to your existing supply**. Forms are available at:  
<http://nienetworks.co.uk/Connections/Changes-to-your-supply>

Get in touch if you need advice on how to complete a connections alteration form.



Have you included your site plans?



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Signature\* \_\_\_\_\_ Date: \_\_\_\_\_

\*Before submitting this application form, please check that you have completed all relevant sections. The quote for your electricity connection will be based on the information provided including maps and drawings. NIE Networks may require additional information to provide you with a quote.



### Data Protection

Northern Ireland Electricity Networks (NIE Networks) will use the information you have supplied to us on this form for the purposes of preparing a design and quotation. If you decide to accept our quotation and terms, your data will be used in the managing of your electricity supply connection and in our functions as a Distribution Network Operator. In performing these functions, NIE Networks may utilise the services of contracted third parties and may disclose your data to these third parties for the purpose of ensuring your connection. For more information, please visit [www.nienetworks.co.uk/privacypolicy](http://www.nienetworks.co.uk/privacypolicy)



### Feedback

For the sole purpose of evaluating your satisfaction with the services provided by NIE Networks and to help enhance our services, we may forward your contact details to our nominated research company to contact you on our behalf. Please tick the appropriate box:

Yes, happy for you to contact me

No, please do not contact me

You can change your option at anytime by contacting NIE Networks on 03457 643643.

Return your application by post to:

NIE Networks, Connections Customer Liaison,  
Unit 3, 21 Old Channel Road, Belfast, BT3 9DE