



Meter Point Administration Number (MPAN) process for Independent Connection Providers

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Meter Point Administration Number (MPAN) process for Independent Connection Providers

Scottish and Southern Electricity Networks (SSEN) are responsible for maintaining the electricity networks supplying over 3.7 million homes and businesses across central southern England and north of the Central Belt of Scotland.

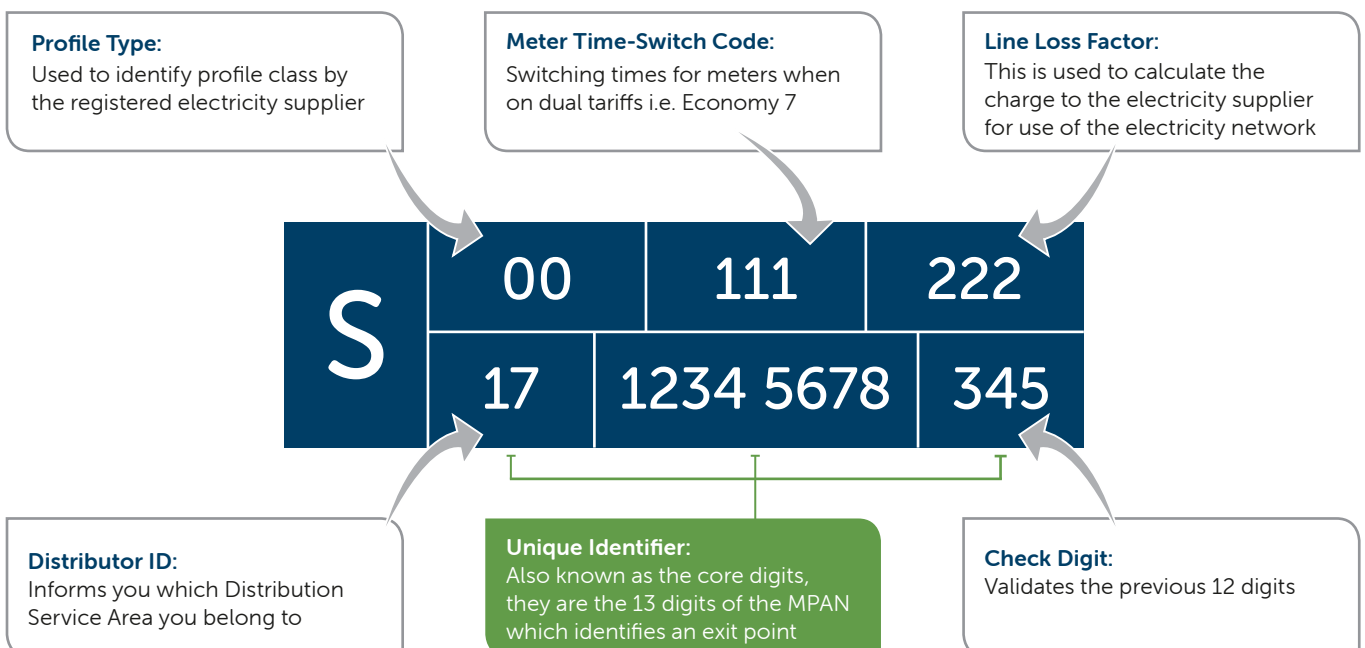
We own one electricity transmission network and two electricity distribution networks, comprising 106,000 substations and 130,000 km of overhead lines and underground cables across one third of the UK. Our priority is to provide a safe and reliable supply of electricity to the communities we serve in Scotland and England.

The purpose of this document is to improve the clarity of information on how to request an additional Meter Point Administration Number (MPAN) following a change to your internal network where this has not required any work to be done to your incoming service connection (e.g., installing total heat total control storage heaters or installing an export meter for microgeneration below 30kW).

What's an MPAN number?

- The MPAN (Meter Point Administration Number) is a unique 13-digit reference used in Great Britain which identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number, but it should not be confused with your customer reference number.
- All MPANs must be registered with an electricity supplier before a meter can be connected.
- MPANs can be found on energy bills.
- If you don't have an energy bill for the property (for example – if you have just moved into the property) please contact MPAS on 0345 026 2554 or mpas@sse.com.

Example MPAN number





Process for the allocation of an MPAN for ICPs



To allow us to create your import/export MPANs, certain processes need to be followed to ensure the MPANs can be correctly registered against the correct postal address.

Independent Connection Provider (ICP) where Scottish and Southern Electricity Networks will adopt

- 1** You apply for a Point of Connection (POC). Competent information must be provided at POC application stage, this includes site address, site plan, contact details, estimated electrical load and/or generation capacity requirements as appropriate, and Letter of Authority (LOA) from the landowner. Relevant competent information can be emailed to Scottish and Southern Electricity Networks Connections and Engineering team at nc.connections@sse.com (for Central southern England and for North of Scotland).
- 2** Once competent information is received, we will register your project, and your application will be passed to our Connections Designers to prepare your quotation.
- 3** SSEN's Connections Designers will assess the area to see if any reinforcement of the network is required. Quote Letter sent including a Customer Acceptance form.
- 4** You return your completed and signed Customer Acceptance to SSEN's Connections and Engineering team (Central southern England or North of Scotland), along with the corresponding payment as appropriate. If we receive your payment without the completed acceptance form, we will assume that you have accepted our terms and conditions. Where there are Contestable Works to be adopted by SSEN, you are also required to provide your Contestable Works Design.
- 5** If any reinforcement is required, SSEN will schedule work at **full charge to the customer or with cost apportionment – as appropriate**, however the non-contestable connection works for the POC cannot be undertaken until reinforcement works has been delivered by SSEN's Connections Delivery team.
- 6** Once your Contestable Works Design is received by SSEN and approved (where design approval is required) or agreed, a Job Pack will be collated and sent to your dedicated SSEN Project Manager (Connections Delivery). Works will be scheduled in by operational staff which is input into our Engineering booking system within 7 working days of receipt of payment (subject to wayleaves and consents being obtained if necessary).
- 7** We will issue an Adoption Agreement for the Contestable Works we will adopt from you, which will need to be signed and returned to SSEN.
Where applicable, we will also issue a Connection Agreement (CA) or a Bilateral Connection Agreement (BCA) or an Embedded Generation Connection Agreement (EGCA) – as appropriate – which will need to be signed by the customer/ end user and returned to SSEN.
Note 1: If there is a demand greater than 69kVA, a Connection Agreement (CA) is issued to the customer for signature and return.
Note 2: If there is an embedded network, a Bilateral Connection Agreement (BCA) is issued to the Independent Distribution Network Operator (IDNO) or customer (if private network owner) for signature and return.
Note 3: If there is any embedded generation greater than 30kW, an Embedded Generation Connection Agreement (EGCA) is issued to the customer for signature and return.



Process for the allocation of an MPAN for ICPs

8 You sign and return the Adoption Agreement to your dedicated SSEN Project Manager (Connections Delivery).

Note 4: Refer to our network adoption agreement process published on our website at ssen.co.uk/CompetitionInConnections/

9 Prior to connection, once Adoption Agreement is signed by you and returned to Scottish and Southern Electricity Networks:

a) Where: Demand is less than 69kVA; there is no embedded generation; or generation is less than 30kW – you can request your MPANs by providing competent site information on the template document below to distribution.mpan.requests@sse.com

Or:

b) Where: demand is greater than 69kVA; or there is an embedded network; or there is any embedded generation greater than 30kW – your MPANs will be requested by SSEN's Connections admin team once relevant CA, or EGCA, or BCA – as appropriate has been completed correctly, signed and returned by customer/end user to Scottish and Southern Electricity Networks (to speed up the process, electronic copies can be emailed to nc.connections@sse.com, however, originals are required by post).

10 Once you have received the MPANs, the customer will need to register with an electricity supplier. The registration process normally takes at least 28 days, so the customer should get in touch with their chosen supplier as early as possible.

11 Once you have a confirmed date for the connection, the customer will then need to contact their preferred supplier further to arrange for them to come and install the metering. They are likely to need at least 10 working days notice to make these arrangements.

Note 5: If your project includes microgeneration, or medium and large generation, please refer to Microgeneration MPAN process or Distributed Generation MPAN process.



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Need help?

Connections and Engineering (Contestable Works)

Central southern England



0800 048 3516



connections@sse.com

North of Scotland



0800 048 3515



connections@sse.com



Write to us at

(same postal address for both central southern England and north of Scotland areas):

Connections and Engineering
Scottish and Southern Electricity Networks
4 Penner Road
Havant
PO9 1QH



www.ssen.co.uk