



Meter Point Administration Number (MPAN) process for Microgen Customers

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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.

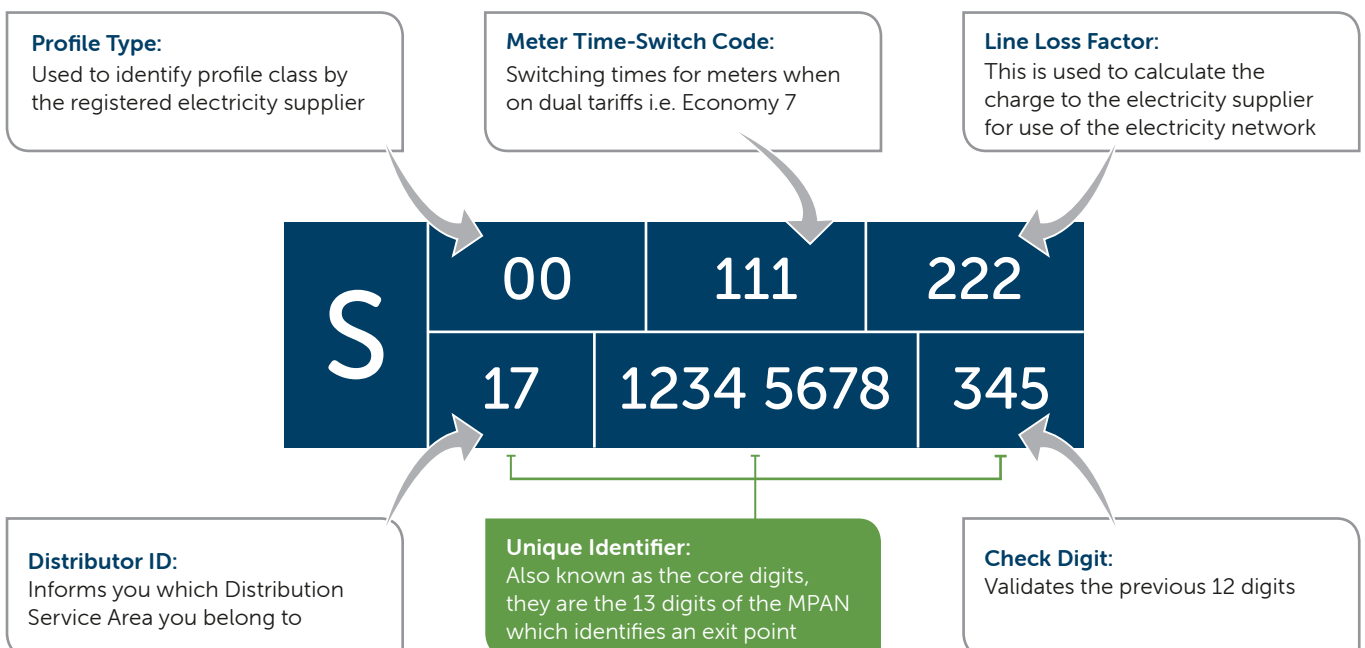
We own one electricity transmission network and two electricity distribution networks, comprising 106,000 substations and 130,000 km of overhead lines and underground cables across one third of the UK. Our priority is to provide a safe and reliable supply of electricity to the communities we serve in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



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.

G98: Microgeneration < 3.68kW per phase works process

Generating units with a capacity of 16A per phase or less and connected at low voltage:

- Single-phase – generation capacity of 3.68kW or smaller and connected at 230V
- Three-phase – generation capacity of 11.04kW or smaller and connected at 400V

Note: Also include split-phase generating units

⚠ Caution

If your generation connection is for 50kW or less (for single or multiple premises) in the Orkney, Shetland or Western Isles, special provisions may apply. Please, either follow the G98 process (for 3.68kW or less per phase), or the G99 process (for medium and large generators with aggregate capacity over 50kW).

G98: Stage 1 – Single premises

A quick reference guide for connecting generation to the distribution network in single premises that falls under G98 can be found on ENA website at:

[www.energynetworks.org/publications/g98-distributed-generation-connection-guide\(single-premises\)](http://www.energynetworks.org/publications/g98-distributed-generation-connection-guide(single-premises))

SSEN will normally accept a small-scale generator which has been type tested under G98 Stage 1, if conditions for installation and commissioning are met. Projects can no longer connect under G83 or G59.

There is no requirement for you to contact us prior to installation. As the process indicates, there is no connection application necessary if the generating unit(s) meets G98 Stage 1 criteria and no works are required to increase your capacity.

1

Customer/Installer must notify SSEN of the connection within 28 days from the date of commissioning. This is so the DNO can take this into account when operating and maintaining the network. The required information should be captured in Form B in Appendix 3 of EREC G98 guide on the ENA website at

www.energynetworks.org/publications/engineering-recommendation-G98

The connection notification and completed forms can be emailed to:
notifications.southmicrogen@sse.com (for Central southern England) or
notifications.northmicrogen@sse.com (for North of Scotland)

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the SSEG Installation Commissioning Confirmation Form.

Note 2: Scottish and Southern Electricity Networks does not enforce Export MPANs under 30kW. If wanted, you (end user) can request one via your energy supplier.

Note 3: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers)



Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G98: Stage 2 – Single premises

A quick reference guide for connecting generation to the distribution network in multiple premises that falls under G98 can be found on ENA website at

[www.energynetworks.org/publications/g98-distributed-generation-connection-guide\(multiple-premises\)](http://www.energynetworks.org/publications/g98-distributed-generation-connection-guide(multiple-premises))

1 Customer/Installer must apply for connection by completing the Application for Connection Form. The format of the application form is given in Form A in Appendix 3 of EREC G98, which is available at Energy Network Association's website link above.

Competent G98 information must be provided at connection application stage, this includes site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G98 information can be emailed to SSEN's Microgeneration Connections team at south.microgen@sse.com (for Central southern England) or

north.microgen@sse.com (for North of Scotland)

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the Application for Connection Form.

Note 2: If your generation project is part of a larger project, e.g. developing new housing, then your application needs to be co-ordinated with the connection application for the electricity supply for the whole project. This is because we will need to consider the new generation in the design of the overall connection.

2 Once completed form and competent G98 information is received, we will register your project, and your application will be passed to our Connections Designers to prepare your quotation.

3 SSENs' Connections Designers will assess the area to see if any reinforcement of the network is required. 'OK to connect' quote letter sent including a Customer Acceptance form which will need to be signed by the end user (bill payer) and returned to SSEN.

4 You return your completed and signed Customer Acceptance to SSENs' Microgeneration Connections team (Central southern England or North of Scotland), along with the corresponding payment for any study fee as appropriate.

5 If any reinforcement is required, SSEN will schedule work at NO charge to the customer, however the customer cannot connect until this works has been delivered by SSEN's Connections Delivery team, prior to installation and commissioning of generating unit(s).

6 Customer/Installer must notify SSEN within 28 days from the date of commissioning. The format of the application form is given in Form A in Appendix 3 of EREC G98, which is available at Energy Network Association's website link above.

The connection notification and completed forms can be emailed to notifications.southmicrogen@sse.com (for Central southern England) or notifications.northmicrogen@sse.com (for North of Scotland)

Note 3: Scottish and Southern Electricity Networks does enforce Export MPANs from 30kW and over.

Note 4: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).



Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G99: Microgeneration > 3.68kW per phase to 29.9kW works process

Form A1.1 is used for connecting generation to the distribution network under G99 where the installation is 50kW or Less (Three-Phase) or 17kW or less (Single-Phase) and can be found on ENA website at

www.energynetworks.org/publications/G99-Form-A1.1

1 Customer/Installer must apply for connection by completing the Application for Connection Form A1.1 on ENA website above.

Competent G99 information must be provided at connection application stage, this includes site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G99 information can be emailed to Scottish and Southern Electricity Networks Microgeneration Connections team at

south.microgen@sse.com (for Central southern England) or

north.microgen@sse.com (for North of Scotland)

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the Application for Connection Form.

Note 2: If your generation project is part of a larger project, e.g. developing new housing, then your application needs to be co-ordinated with the connection application for the electricity supply for the whole project. This is because we will need to consider the new generation in the design of the overall connection.

2 Once completed form and competent G99 information is received, we will register your project, and your application will be passed to our Connections Designers to prepare your quotation.

3 Scottish and Southern Electricity Networks Connections Designers will assess the area to see if any reinforcement of the network is required.

4 You return your completed and signed Customer Acceptance to SSEN Microgeneration Connections team (Central southern England or North of Scotland), along with the corresponding payment for any study fee as appropriate.

5 If any reinforcement is required, SSEN will schedule work at full charge to the customer, however, the customer cannot connect until this works has been delivered by SSEN's Connections Delivery team, prior to installation and commissioning of generating unit(s).

6 Customer/Installer must notify SSEN within 28 days of the date of commissioning. To do so, Installation Document for Type A Power Generating Modules (Form A3-1), Installation Notification Form for Small Generation Installation Procedures 2 and 3 (Form A3-2) and Installation Notification Form for Small Generation Installation Procedure 1 (Form A3-3) will need to be completed, signed and sent to SSEN. These forms can be found on ENA website at [G99 search results – Energy Networks Association \(ENA\)](#).

The connection notification and completed forms can be emailed to

notifications.southmicrogen@sse.com (for Central southern England) or

notifications.northmicrogen@sse.com (for North of Scotland)

Note 3: Scottish and Southern Electricity Networks does not enforce Export MPANs under 30kW. If wanted, you (end user) can request one via your energy supplier.

Note 4: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).



Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G99: Microgeneration 30kW to 50kW works process

Form A1.1 is used for connecting generation to the distribution network under G99 where the installation is 50kW or Less (Three-Phase) or 17kW or less (Single-Phase) and can be found on ENA website at

www.energynetworks.org/publications/G99-Form-A1.2

1 Customer/Installer must apply for connection by completing the Application for Connection Form A1.2 on ENA website above. For installation with capacity greater than 50kW, a Standard Application Form is used. This can be downloaded at Standard Application Form -

Connection of Power Generating Modules to DNO Distribution Networks in accordance with EREC G99

Competent G99 information must be provided at connection application stage, this includes site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G99 information can be emailed to Scottish and Southern Electricity Networks Microgeneration Connections team at

south.microgen@sse.com (for Central southern England) or

north.microgen@sse.com (for North of Scotland)

Note 1: If your generation is connecting to an existing electricity supply your installer is required to provide us your Meter Point Administration Number (MPAN). Your installer will need this from you to allow them to complete the Application for Connection Form.

Note 2: If your generation project is part of a larger project, e.g. developing new housing, then your application needs to be co-ordinated with the connection application for the electricity supply for the whole project. This is because we will need to consider the new generation in the design of the overall connection.

2 Once completed form and competent G99 information is received, we will register your project, and your application will be passed to our Connections Designers to prepare your quotation.

3 Scottish and Southern Electricity Networks Connections Designers will assess the area to see if any reinforcement of the network is required.

4 You return your completed and signed Customer Acceptance to SSEN Microgeneration Connections team (Central southern England or North of Scotland), along with the corresponding payment for any study fee as appropriate.

5 If any reinforcement is required, SSEN will schedule work at full charge to the customer, however, the customer cannot connect until this works has been delivered by SSEN's Connections Delivery team, prior to installation and commissioning of generating unit(s).

6 Customer/Installer must notify SSEN within 28 days of the date of commissioning. To do so, Installation Document for Type A Power Generating Modules (Form A3-1), Installation Notification Form for Small Generation Installation Procedures 2 and 3 (Form A3-2) and Installation Notification Form for Small Generation Installation Procedure 1 (Form A3-3) will need to be completed, signed and sent to SSEN. These forms can be found on ENA website at [G99 search results – Energy Networks Association \(ENA\)](#). The connection notification and completed forms can be emailed to

notifications.southmicrogen@sse.com (for Central southern England) or

notifications.northmicrogen@sse.com (for North of Scotland)

Note 3: Scottish and Southern Electricity Networks does not enforce Export MPANs under 30kW. If wanted, you (end user) can request one via your energy supplier.

Note 4: If your generation will be connecting to a new electricity supply, please, refer to 'Demand' MPAN guide (for large housing and business developers).



Process for the allocation of an MPAN for connecting Microgeneration (single and multiple premises) to our networks

G99: Microgeneration 30kW to 50kW works process continued

- 7** Prior to connection, your Export MPANs will be requested by Scottish and Southern Electricity Networks Microgeneration Connections admin team once the EGCA have been completed correctly, signed and returned to Scottish and Southern Electricity Networks (to speed up the process you can email electronic copies to south.microgen@sse.com or north.microgen@sse.com, however, originals are required by post).
- 8** Our MPAN team will raise the Export MPAN, and our Microgeneration Connections team will issue them to you.
- 9** Once you have received your Export MPANs you will need to register with an electricity supplier. The registration process normally takes at least 28 days, so you should get in touch with your chosen supplier as early as possible.
- 10** Once you have a confirmed date for the connection, you will then need to contact your preferred supplier further to arrange for them to come and install the Export metering. They are likely to need at least 10 working days notice to make these arrangements.

Greater than 50kW generation? Please see medium and large generation and G99 process.



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Scottish & Southern
Electricity Networks

Powering our
community

Need help?

Connections and Engineering
(Contestable Works)

Central southern England



0800 048 3516



south.microgen@sse.com

North of Scotland



0800 048 3515



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Write to us at

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

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