

### UNMETERED CONNECTION AGREEMENT FOR FESTIVE LIGHTING

Parties:

- (1) Scottish and Southern Electricity Networks is the trading name of: Scottish and Southern Energy Power Distribution Limited. Southern Electric Power Distribution plc, registered no. 4094290, a Company registered in England and Wales and whose registered office is at 55 Vastern Road, Reading, Berkshire, RG1 8BU ("SSEN"); and,
- (2) The person, firm or company named as the customer below ("the Customer").

SSEN agrees to provide an unmetered supply of electricity to the Customer from the date and upon the terms and conditions set out below and overleaf which are agreed by the parties pursuant to Section 22 of the Electricity Act 1989.

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## **ITEMS TO BE CONNECTED**

**Please note:** Connection of equipment cannot take place without the provision of a Metering Point Administration Number (MPAN) prior to connection. The MPAN must also be registered with a nominated energy supplier of choice prior to connection of equipment. Failure to obtain and register an MPAN may result in the termination of supply without notice.

Individual wattage	Number of Items	Switch on	Switch off	Location
per item	connected	Time	Time	

# **METER POINT ADMINISTRATION NUMBER (MPAN)**

If you have received a supply for your festive illuminations in the past you may already have an MPAN that will enable you to connect to our network on a yearly basis without the need to register a new MPAN.

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If you are unable to locate this number it will be displayed on any invoice you would have received from you energy supplier in the past in the format displayed below, alternatively SSEN can provide your MPAN upon
receiving a request sent to the email address provided in our contact section of this document. Please note
due to Data Protection we will not be able to respond to a request for the provision of your MPAN via a

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0	20	1234	5678	910	

telephone call.

Please provide your MPAN number below:

### **UNMETERED SUPPLY CERTIFICATES**

Once provision of inventory has been received SSEN will issue the first of two unmetered supply certificates for the supply, this will be an opening certificate displaying the following information:

- Date of connection displayed as 'Effective Date'
- A statement providing details of the Estimated Annual Consumption (EAC) figure per annum (required to be sent to your energy supplier) and the kWh figure SSEN has calculated for the period the illuminations are connected for.

The second certificate issued will display a zero EAC (kWh) figure from the date of disconnection. Copies of both certificates will also be passed to your energy supplier who will base their charges on the information provided on these documents.

#### **CONDITIONS OF CONNECTION**

- 1. SSEN require the Customer to provide a new inventory update when there is a change to the items connected.
- 2. No additional temporary or permanent connections shall be made to SSEN systems without prior approval in writing to SSEN.
- 3. The Customer shall be responsible for the safety and security of SSEN equipment.
- 4. Notwithstanding Condition 1 above, SSEN reserves the right to terminate this agreement and the supply upon giving not less than 2 working days notice where it determines, in its absolute discretion, that the provision of an unmetered supply is being abused by the Customer.
- 5. Unless the Customer is notified separately to the contrary, the system will be Alternating Current (A.C.) 50 Hertz, 240 volts single phase.
- 6. SSEN reserve the right to carry out audits, and install metering and/or data loggers on the Customers unmetered equipment.

Signature of Customer	
Please Print Name	(IN BLOCK CAPITALS)
Position Held* (if applicable)	
Email Address	
Contact Telephone Number	

\* **Note:** Where the Customer is a Limited Company or other body, this agreement **MUST** be signed by a Director or Manager of the Company or by a Secretary duly authorised to sign on behalf of the Company or other body and he/ she should add his/ her position with the Company. Where the Customer is a Partnership this agreement must be signed by all the Partners, or by one Partner who shall indicate "*For Self and Partners*".

Failure to sign this agreement will render this agreement incomplete and may delay the registration of the account.

#### Contacting Southern Electric Power Distribution plc Unmetered Connection Section

Address: Southern Electric Power Distribution plc

**Unmetered Connection Section** 

Walton Park Walton Road Portsmouth Hampshire PO6 1UJ

<u>Telephone</u>: 0345 0700301

Email: Unmetered.distribution@sse.com

## ADDITIONAL TABLE FOR THE PROVISION OF INVENTORY

Individual wattage per item	Number of Items connected	Switch on Time	Switch off Time	Location