



**CP1305 Attachment – REDLINE TEXT CHANGES TO BSCP504 V22.1**

**Section 1 to Section 3.3.12 are not be impacted by CP1305**

**3.3.13. Identification of Long Term Vacant Sites.**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.13.1	Following receipt of second D0004 <sup>79</sup>	Identification of site as Long Term Vacant in accordance with appendix 4.15.1 Establish start date for the Long Term Vacant period in accordance with appendix 4.15.2.	Supplier		Appendix 4.15 - Identification of a site as Long Term Vacant.	Internal Process
3.3.13.2	Following 3.3.13.1	Send notification of zero EAC for the site, where the Effective From Date shall be the start date for the period of Long Term Vacant treatment.	Supplier	NHHDC	D0052 Affirmation of Metering System Settlement Details.	Electronic or other method, as agreed
3.3.13.3	Within 10 WD of receipt of D0052	Obtain Meter reading for the Effective From Date of zero EAC. If Meter Register Reading is not available, deem a Meter reading in accordance with Appendix 4.5.2 (q)	NHHDC		Appendix 4.5 – Deemed Meter Advance.	Internal Process
3.3.13.4	If Meter reading is deemed	Send notification of deemed Meter reading for Effective From Date of zero EAC.	NHHDC	Supplier, LDSO	D0010 Meter Readings.	Electronic or other method, as agreed
3.3.13.5	Following 3.3.13.3	Calculate AA up to the Effective From date of zero EAC.	NHHDC		Appendix 4.9 - EAC/AA Calculation.	Internal Process
3.3.13.6	Following 3.3.13.5	Send AA and the zero EAC.	NHHDC	NHHDA Supplier	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed

<sup>79</sup>D0004 'Notification of Failure to Obtain a Reading' with the J0024 data item populated with Site Visit Check Code 02 'Site not occupied' or populated with code 20 'No Access' with additional notes indicating the site to be Long Term Vacant.

<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
3.3.13.7	On receipt of D0019	Process Data in accordance with BSCP504 Section 3.5.	NHHDA		D0019 Metering System EAC/AA Data.	Internal Process
3.3.13.8	On Request by LDSO <sup>80</sup>	Send Details of Long Term Vacant Sites.	Supplier	LDSO	P0221 'Notification of Long Term Vacant Site'.	As agreed between Supplier and LDSO
3.3.13.9	At least every 7 months from identification or last confirmation of site as LTV	Confirm that site remains Long Term Vacant in accordance with Appendix 4.15.3.	Supplier		Appendix 4.15.3 - Confirmation that the Site remains Long Term Vacant.	Internal Process

**Section 3.3.14 to Section 4.14 are not be impacted by CP1305**

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<sup>80</sup>The timescales, the method of communicating the report, the format of the report and any extra details to be included should be agreed between the Supplier and LDSO.

## 4.15 Identification of a site as Long Term Vacant.

### 4.15.1. Criteria for identifying site as Long Term Vacant.

A Supplier may identify a site as Long Term Vacant if it meets all of the following five criteria:

1. The site is energised according to the Supplier Meter Registration Service (SMRS).
2. The NHHDC is unable to gain access to read the Meter.
3. The Supplier:
  - has received from the NHHDC at least two D0004 'Notification of Failure to Obtain a Reading' data flows, at least 3 calendar months apart and not more than 7 calendar months apart with the J0024 'Site Visit Check Code' data item populated with code 02 'Site not Occupied' or populated with code 20 'No Access' with additional notes indicating the site to be Long Term Vacant; and
  - has not received any D0004s with the J0024 data item populated with anything other than 02 or 20 with additional notes indicating the site to be Long Term Vacant in the interim; and
  - has not received any other data flows containing the J0040 'Register Reading' data item in the interim.

If a D0004 data flow is received with the J0024 data item unpopulated, it can be excluded for the purposes of this criterion.

4. The Supplier has made proactive attempts to identify the owner of the property to obtain a Meter reading; proactive attempts could include contacting bodies such as estate agents, letting agents, councils or the land registry to find out who the owner is. If the Supplier supplies both gas and electricity, check to see if the same issues are occurring for the gas supply.

When an owner is identified, attempts must then be made to contact them and obtain a reading.

The Supplier may have its own way of meeting this criterion.

5. If the owner is already known, the Supplier must make attempts to contact them to arrange a Meter Reading.

The Supplier must keep auditable records showing that all of these criteria have been met in order to identify a site as Long Term Vacant.

If all the above criteria have been met, but the Supplier has evidence of consumption on the Metering System, the site must not be identified as Long Term Vacant.

#### **4.15.2. Start Date for the Long Term Vacant Period.**

The Supplier should identify the start date for the Long Term Vacant period as the earlier of the following:

1. The date in the J0016 'Reading Date and Time' data item in the first D0004 received with the J0024 data item populated with code 02 or 20 with additional notes indicating the site to be Long Term Vacant; or
2. The date that a Customer closed the account provided that:
  - a) This is no more than seven calendar months before the date of the first D0004 with the J0024 data item populated with the 02 code or the 20 code with additional notes indicating the site to be Long Term Vacant; and
  - b) That no D0004s with the J0024 data item populated with anything other than the 02 code or the 20 code with additional notes indicating the site to be Long Term Vacant have been received between the date that the Customer closed the account and the date of the first D0004 with J0024 data item populated with code 02 or 20 with additional notes indicating the site to be Long Term Vacant; and
  - c) No data flows containing the J0040 'Register Reading' data item have been received between the date that the Customer closed the account and the date of the first D0004 with J0024 data item populated with code 02 or 20 with additional notes indicating the site to be Long Term Vacant.

#### **4.15.3. Confirmation that the Site remains Long Term Vacant.**

Where a Supplier has identified a site as Long Term Vacant and has instructed their NHHDC to enter a zero EAC into Settlement for that site, the Supplier must confirm that all of the following criteria have been met to continue treating the site as Long Term Vacant:

1. The Supplier must receive D0004s from the NHHDC with the J0024 data item populated with the 02 code or the 20 code with additional notes indicating the site to be Long Term Vacant at least once every seven calendar months for the Metering System; and
2. The Supplier must not have received a D0004 from the NHHDC with the J0024 data item populated with anything other than the 02

code or the 20 code with additional notes indicating the site to be Long Term Vacant; and

3. The Supplier must not have received any data flows containing the J0040 'Register Readings' data item from the NHHDC; and
4. At least every seven calendar months, the Supplier must make further proactive attempts to identify the owner of the property in order to obtain a Meter Reading (examples of which are detailed in 4.15.1, criterion 4) or, if the owner is known, then the Supplier must continue to attempt to contact them to arrange a Meter Reading. Auditable records must be kept for all attempts to obtain a Meter Reading.

#### **4.15.4. Identification that a site no Longer Qualifies for Long Term Vacant Treatment.**

A site will no longer qualify for Long Term Vacant Treatment if any of the following occur:

1. It has been longer than seven calendar months since the supplier has received a D0004 from the NHHDC with the code 02 or 20 with additional notes indicating the site to be Long Term Vacant in the J0024 data item.
2. The Supplier has not made any proactive attempts to try to find out who the owner of the property is and to obtain a Meter reading (examples of which are provided above) in the seven month period from the receipt of a D0004; or
3. The Supplier has received a D0004 with the J0024 data item populated with a code other than 02 or 20 with additional notes indicating the site to be Long Term Vacant; or
4. The Supplier is aware that there is consumption on site, including where the Supplier has found or been informed of the owner of the site and has been able to obtain a Meter reading. This would include where a change of tenancy event had occurred.

If any of the above occur, the Supplier must no longer treat the site as Long Term Vacant and must notify the NHHDC to enter a non-zero EAC into Settlement for the site in accordance with section 3.3.14.

In addition, the site would no longer qualify for Long Term Vacant treatment if the Supplier has received a data flow containing the J0040 'Register Readings' data item from the NHHDC, i.e. the NHHDC has obtained an actual Meter reading. In this scenario, the Supplier would not have to inform the NHHDC that the site no longer qualifies for Long Term Vacant treatment as this would have been identified by the NHHDC and the NHHDC would have already processed this accordingly.

#### **4.15.5. End Date for the Long Term Vacant Period.**

If the Supplier identifies that the site no longer qualifies for Long Term Vacant treatment it should determine the end date of the Long Term Vacant period as follows:

1. Where there has been a change of tenancy, then the date of the change of tenancy should be used as the end date for the Long Term Vacant period;
2. Where a Meter reading has been obtained, the date that the Meter reading was obtained should be used as the end date for the Long Term Vacant period.
3. Where no Meter reading has been obtained (i.e. the Supplier has received a D0004 with the J0024 data item populated with something other than 02 or 20 with additional notes indicating the site to be Long Term Vacant) then the date of the last D0004 with the J0024 data item populated with 02 or 20 with additional notes indicating the site to be Long Term Vacant would be used as the end date for the Long Term Vacant period.
4. Where the Supplier has not attempted to read the Meter or make proactive attempts to find out the owner of the premises and obtain entry to take a Meter reading, then the date of the D0004 with the J0024 data item populated with 02 or 20 with additional notes indicating the site to be Long Term Vacant received the last time that the Supplier had made attempts to read the Meter and make proactive attempts to find out the owner of the premises would be used as the end date for the Long Term Vacant period.

If the Supplier does not have a Meter reading for the end of the Long Term Vacant period then the Effective From date for the non-zero EAC would be the day after the end date of the Long Term Vacant period.

**Section 4.16 – End of document will not be impacted by CP1305**