

## P245 Assessment Report Attachment E - P245 Alternative Modification - BSCP504 v23.2 redlined

Below are the redline changes to BSCP504 v23.2 Sections 3.3.13, 4.15.1, 4.15.2, 4.15.3 and 4.15.4 which would result from the P245 Alternative Modification.

The P245 Alternative Modification redline changes have been applied to BSCP504 v23.2, the conformed document, which includes the approved changes to: CP1304, CP1306, CP1307, CP1308, CP1310, CP1311 and CP1312. These changes will be implemented as part of the February 2010 Release. The redline changes to these CPs have been accepted (and do not appear as redlined) in order to highlight the P245 changes.

### 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>1</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. Send reading obtained through entry via a warrant if appropriate <sup>2</sup> with a read date of the Effective From Date of the zero EAC.	Supplier	NHHDC	D0052 Affirmation of Metering System Settlement Details.  D0010 Meter Readings	Electronic or other method, as agreed

<sup>1</sup>D0004 'Notification of Failure to Obtain a Reading' with the J0024 data item populated with Site Visit Check Code 02 'Site not occupied'.

<sup>2</sup> This is an optional process step which can be followed if the Supplier identifies a site re-entering the LTV process having previously fallen out of the process due to a warrant read being obtained

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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
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>3</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	<del>At least every</del> No later than 7215 months calendar days 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

<sup>3</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 four criteria:

1. The site is energised according to the Supplier Meter Registration Service (SMRS).
2. The Supplier:
  - has received from the NHHDC at least two D0004 'Notification of Failure to Obtain a Reading' data flows, which are at least 375 calendar ~~months~~days apart and not more than 7215 calendar ~~months~~days apart, with the J0024 'Site Visit Check Code' data item populated with code 02 'Site not Occupied'; and
  - has not received any D0004s with the J0024 data item populated with anything other than 02 in the interim; and
  - has not received any Meter register readings for that Metering System 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.

3. 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.

4. 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 (and its associated zero EAC) 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
2. Where a Customer has closed an account, the last consumption date for that Customer~~that a Customer closed the account~~ provided that:
  - a) This is no more than seven215 calendar ~~months~~days before the date of the first D0004 with the J0024 data item populated with the 02 code;~~and~~
  - b) ~~That n~~No D0004s with the J0024 data item populated with anything other than the 02 code have been received between the Customer's last consumption date ~~that the Customer closed the account~~ and the date of the first D0004 with J0024 data item populated with code 02;~~and~~
  - c) No Meter register readings for that Metering System have been received between the Customer's last consumption date ~~that the Customer closed the account~~ and the date of the first D0004 with J0024 data item populated with code 02;~~and~~
  - d) a Meter register reading is received for the Customer's last consumption date.

#### 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 a D0004~~s~~ from the NHHDC with the J0024 data item populated with the 02 code at least once every seven215 calendar ~~months~~days 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 following codes: 02, 18 'Unsafe Premises', 19 'Call not made on routine visit', 20 'No access' or 28 'Unable to gain access due to insufficient address details' and
3. The Supplier must not have received any Meter register readings for that Metering System in the interim; and
4. At least once every seven215 calendar ~~months~~days, 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 43) 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~~<sup>215</sup> calendar ~~months~~<sup>days</sup> since the Supplier has received a D0004 from the NHHDC with the code 02 in the J0024 data item-; or
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~~<sup>215</sup> ~~month~~<sup>calendar day</sup> 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
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 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 either been identified by the NHHDC and the NHHDC would have already processed this Meter reading accordingly or the Supplier would have passed the Meter register reading to the NHHDC in accordance with 3.4.1.1.