

Balancing and Settlement Code

**BALANCING AND SETTLEMENT CODE
PROCEDURE**

**Registration of Transmission System Boundary Points,
Grid Supply Points, GSP Groups and
Distribution Systems Connection Points**

BSCP25

Version 0.1

BSC PROCEDURE 25 VERSION 1.0

relating to

**REGISTRATION OF TRANSMISSION SYSTEM BOUNDARY POINTS, GRID
SUPPLY POINTS, GSP GROUPS AND DISTRIBUTION SYSTEMS CONNECTION
POINTS**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of "BSC Procedure" in Section X, Annex X-1 thereof.
2. This is BSC Procedure 25, Version 1.0 relating to Registration of Transmission System Boundary Points.
3. This BSC Procedure is to be effective from xx/xx/2004.
4. This BSC Procedure has been approved by the Panel.

For and on behalf of the

Panel

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**Registration of Transmission System Boundary Points, Grid Supply Points,
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AMENDMENT RECORD

VERSION	DATE	DESCRIPTION OF CHANGES	CPs INCLUDED	MODS PANEL REF
0.1	24/10/2003	Draft Version For handover to Change Delivery		

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1 Introduction

1.1 Purpose and Scope of the Procedure

This BSCP defines the key interfaces, interdependencies and timetable for the registration of :-

- Transmission System Boundary Points (TSBP)
- Grid Supply Points (GSP)
- GSP Groups
- Distribution Systems Connection Points (DSCP)

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- (a) Licensed Distribution System Operators (LDSO)
- (b) The Central Data Collection Agent (CDCA)
- (c) The Central Registration Agent (CRA)
- (d) Transmission Company (TC)
- (e) BSCCo

1.3 Key Milestones

The key milestones in this procedure are:

- Registration forms for TSBPs and GSPs must be submitted within 5WD of the CPCD
- Registration forms for DSCPs must be submitted at least 20WD prior to the Energisation Date of the first circuit of the DSCP

1.4 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Section K. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.5 Associated Balancing and Settlement Code Procedures

This procedure interfaces with the following BSCPs:

BSCP02	Proving Test Requirements for CVA Metering Systems
BSCP06	Notification and Sealing of Metering Equipment for Central Volume Allocation
BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for CVA
BSCP38	Authorisations
BSCP75	Registration of Meter Aggregation Rules for Volume Allocation Units
BSCP509	Changes to Market Domain Data`

1.6 Authorisations

Prior to any registration detailed in this procedure being submitted, the Party must ensure that all Authorisations and passwords have been registered in accordance with BSCP 38.

1.7 Changes to circuits associated with GSPs and DSCPs.

Parties wishing to make changes to the circuits associated with a GSP or DSCP, should de-register the existing circuits by submitting either the GSP or DSCP De-registration Form. Parties should then complete a Registration Form for the GSP or DSCP entering all remaining circuits and any new circuits with an Effective From Date (EFD). Such forms should be submitted at least 20 Working Days prior to the necessary change, but this lead time may be reduced with agreement from BSCCo.

Parties should be aware that changes to the registration of circuits associated with GSPs or DSCPs may result in changes to the Metering System Registration and/or Meter Technical Details. If this is the case, please also refer to BSCP 20.

2 Acronyms and Definitions

2.1 List of Acronyms

The following is a list of acronyms used in BSCP25:

BSCP	Balancing and Settlement Code Procedure
BSCCo	Balancing and Settlement Code Company
CDCA	Central Data Collection Agent
CRA	Central Registration Agent
DSCP	Distribution System Connection Point
GSP	Grid Supply Point
LDSO	Licensed Distribution System Operator
MDD	Market Domain Data
Panel	Balancing and Settlement Code Panel
TC	Transmission Company
TSBP	Transmission System Boundary Point
WD	Working Day(s)
CPCD	Commissioning Programme Commencement Date

2.2 List of Definitions

A list of definitions can be found in Section X of the Code. Definitions used in this BSCP (if any) are as follows:

“Nominated LDSO” is the LDSO who has obligations to submit the GSP Group Metered Volume Aggregation Rules. For the avoidance of doubt, the LDSO is the LDSO in accordance with R3.2.6.

“Commissioning Programme Commencement Date” as defined in relation to a particular User in the Construction Agreement, as in CUSC v1.1 paragraph 1.3.2.

“Energisation Date” is the date on which the first circuit of the System Connection Point is energised.

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“Disconnection Date” is the date on which the last circuit of the System Connection Point is de-energised.

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3 Interface and Timetable Information

3.1 Transmission System Boundary Point Registration

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.1.1	Within 5 WD of the CPCD	Submit Registration of TSBP Form.	TC	CRA BSCCo	BSCP25/4.1. Registration of TSBP, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.1.2	Within 1 WD of receipt of 3.1.1	Send request to withhold energisation pending BSCCo authorisation	BSCCo	TC	Request to withhold energisation pending BSCCo authorisation	Email
3.1.3	Within 1 WD of receipt of 3.1.1	Acknowledge receipt of Registration of TSBP form	CRA	TC	Acknowledge receipt.	Fax/Post/Email
3.1.4	At the same time as 3.1.3	Forward Registration of TSBP Form	CRA	CDCA	As submitted in 3.1.1.	
3.1.5	At the same time as 3.1.3	Check the following: a) Party registered with CRA b) Form has been completed by an authorised person.	CRA		As submitted in 3.1.1.	Internal process
3.1.6	At least 10 WD prior to Effective From Date of Metering System	Check the following: a) TSBP Id stated on the Registration of TSBP Form matches a circuit name on the Meter Technical Details submitted by the MOA.	CDCA		As submitted in 3.1.1. Meter Technical Details	Internal process
3.1.7	After 3.1.6	Notify that checks in 3.1.6 satisfactory	CDCA	CRA	Notification that process can proceed.	
3.1.8	After 3.1.6	Notify if checks in 3.1.6 not satisfactory	CDCA	CRA BSCCo	Notification of failure of checks	

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.1.9	On receipt of notification in 3.1.8	BSCCo to resolve issues with the TC, Party and MOA	BSCCo		Resolution of issues	
3.1.10	Within 10 WD of 3.1.1	Provide Party, BSCCo and BSC Agents with standing data reports.	CRA	TC BSC Agents BSCCo	Standing data reports entered onto the systems.	Electronic Fax/Email to BSC Agents and BSCCo.
3.1.11	Prior to the Effective From Date and on successful completion of 3.1.5 and 3.1.6	Inform the TC of the EFD of the Metering System(s) associated with the TSBP and authorise the TC to energise the connection on or after this date.	BSCCo	TC	Confirmation of EFD and authorisation to energise on or after this date.	Email

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3.2 Distribution Systems Connection Point Registration.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.2.1	At least 20 WD prior to Energisation Date ¹ of the first circuit of the DSCP	Submit Registration of DSCP Form.	LDSO	CRA BSCCo	BSCP25/4.2. Registration of DSCP, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.2.2	Within 1 WD of receipt of 3.2.1	Send request to withhold energisation pending BSCCo authorisation	BSCCo	LDSO	Request to withhold energisation pending BSCCo authorisation	Email
3.2.3	Within 1 WD of receipt of 3.2.1	Acknowledge receipt of Registration of DSCP form	CRA	LDSO	Acknowledge receipt.	Fax/Post/Email
3.2.4	At the same time as 3.2.3	Forward Registration of DSCP Form	CRA	CDCA	As submitted in 3.2.1	
3.2.5	At least 20 WD prior to Energisation Date	Submit Aggregation Rules for the GSP Group take in accordance with BSCP 75.	Nominated LDSOs	CDCA	BSCP75/4.2, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.2.6	At least 20 WD prior to Energisation Date	Submit Metering System Registration Forms in accordance with BSCP 20	LDSO	CRA	BSCP20/4.1, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.2.7	At the same time as 3.2.3	Check the following: a) Party registered with CRA	CRA		As submitted in 3.2.1	Internal process

¹ Energisation Date: references to the Energisation Date in this Section 3.2, are to the Energisation Date of the first circuit of the DSCP.

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
		b) Form has been completed by an authorised person. c) Energisation Date for the DSCP is after the Effective From Date of the LDSO involved in the registration.				
3.2.8	At least 5WD prior to Energisation Date	Check and Confirm the following: a) Metering System Proving Test associated with DSCP has been completed successfully. b) Metering Equipment shall be sealed in accordance with BSCP 06. c) Aggregation Rules for both GSP Groups have been successfully registered for DSCP in accordance with BSCP 75. d) Circuit names on Registration of DSCP Form match circuit names on MTD submitted by the MOA.	CDCA	CRA BSCCo	As submitted in 3.2.1 Metering System Proving Test results Sealing date for Metering Equipment Meter Aggregation Rules Meter Technical Details (Where confirmation has not been provided the DSCP registration shall remain pending.)	Email/Fax
3.2.9	At least 4WD prior to the Energisation Date	If confirmation in 3.2.8 is not received by BSCCo, BSCCo to inform the LDSO not to energise the circuit and agree a new Energisation Date.	BSCCo	LDSO CRA	Confirmation that circuit shall not be energised and agreement of a new Energisation Date.	Fax/Post/Email
3.2.10	On or before Energisation Date	Provide Party and BSC Agents with standing data reports.	CRA	LDSO BSC Agents	Standing data reports of data entered onto the systems including Energisation Date	Electronic Fax/Email to BSC Agents and

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
				BSCCo		BSCCo.
3.2.11	Prior to the Energisation Date and on completion of 3.2.8	Authorise the LDSO to energise the connection on or after the Energisation Date.	BSCCo	LDSO	Confirmation of the Energisation Date and authorisation to energise on or after this date.	Email

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3.3 Grid Supply Point (GSP) Registration.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.3.1	Within 5 WD of the CPCD ²	Submit Registration of GSP Form Part A.	TC	CRA BSCCo	BSCP25/4.3 Part A. Registration of GSP Part A, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.3.2	Within 1 WD of receipt of 3.3.1	Send request to withhold energisation pending BSCCo authorisation	BSCCo	TC	Request to withhold energisation pending BSCCo authorisation	Email
3.3.3	Within 1 WD of receipt of 3.3.1	Acknowledge receipt of Registration of GSP Form Part A.	CRA	TC	Acknowledge receipt.	Fax/Post/Email
3.3.4	Within 1 WD of receipt of 3.3.1	Inform the relevant LDSO(s) of registration Request initial views regarding the allocation of the GSP to a GSP Group from the relevant LDSO(s) and TC. (Views will be stated in the Consultation paper.)	BSCCo	LDSO(s) BSCCo	Inform the LDSO of the GSP registration Request for initial views on the allocation of the GSP to a GSP Group and any other suggested revisions to the GSPs which comprise GSP Groups.	Email
3.3.5	Within 1 WD of 3.3.4	Send initial views on the GSP allocation to a GSP group.	TC LDSO(s)	BSCCo	Initial views on the allocation of the GSP to a GSP Group.	E mail/Fax

² Commissioning Programme Commencement Date: references to the Commissioning Programme Commencement Date in this Section 3.3, are to that of the first circuit associated with the GSP

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.3.6	Within 1 WD of receipt of 3.3.1	The CRA checks the form has been completed by an authorised person.	CRA		As submitted in 3.3.1	Internal process
3.3.7	Within 2 WD of receipt of 3.3.1	BSCCO outlines new GSP registration details to Parties concerned and requests on which GSP Group the GSP should be allocated to with reference to: <ul style="list-style-type: none"> a) Effect of geographic factors in establishing Daily Profile Co-efficients b) Effect of the size of the GSP Group on GSP Group Correction Factors c) Effect of proximity of Boundary Points on the value of Physical Notifications and Bid-Offer Pairs to the TC submitted in relation to Supplier BM Units. 	BSCCO	Relevant LDSOs TC The Authority All Suppliers	As submitted in 3.3.1 Consultation paper noting any views already expressed. Request for opinions regarding the allocation of the new GSP to a GSP Group or agreement/ disagreement to an LDSO/TC view with reference to geographic factors, the size of the GSP Group and the proximity of Boundary Points.	Email/ Letter/ Fax
3.3.8	Within 10 WD of 3.3.7	Requested opinions provided.	Relevant LDSOs TC The Authority All Suppliers	BSCCO	Suggested revisions to the GSPs comprised in a GSP Group or agreement/ disagreement to an LDSO/TC view with reference to geographic factors, the size of the GSP Group and the proximity of Boundary Points. Consultation Response	Email/ Letter/ Fax
3.3.9	On receipt of Parties opinions on GSP Group allocation for GSP registration.	Prepare a paper to SVG summarising the registration details for the GSP and opinions of the Parties involved on whether any revision to the GSPs which make up GSP Groups is necessary.	BSCCo	SVG	paper presented at SVG meeting	Paper

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
		The paper should request an SVG recommendation to go forward to the next Panel meeting.				
3.3.10	Within 1 WD of the SVG Meeting.	Prepare a paper to Panel summarising registration details for the GSP, opinions of Parties on the GSP Group allocation and SVG's considerations and recommendations.	BSCCo	Panel	Paper presented at Panel meeting	Paper
3.3.11	Within 1 WD of the Panel Meeting.	Notify all the Parties involved of the Panel's decision.	BSCCo	Relevant LDSO(s) TC	Notification of Panel's decision.	Fax/Post
3.3.12	At the same time as 3.3.11	Complete GSP Registration Form Part B with the allocated GSP Group ID and send the form to CRA.	BSCCo	CRA	BSCP25/4/3 Part B. Registration of GSP Part B, signed by an authorised person, registered as such using BSCP38	Fax/Post/Email
3.3.13	Within one WD of 3.3.12	Acknowledge receipt of GSP Registration Form Part B	CRA	BSCCo	Acknowledge receipt.	Email
3.3.14	At least 20 WD prior to the Effective From Date	Submit Aggregation Rules for the GSP Group take in accordance with BSCP 75.	Nominated LDSO	CDCA	BSCP75/4.2 form signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.3.15	At least 20 WD prior to the Effective From Date	Submit Metering System Registration Forms in accordance with BSCP 20	LDSO	CRA	BSCP20/4.1 form signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.3.16	At least 5WD prior to the Effective From Date	Check and confirm the following: a) Metering System Proving Test associated with the GSP has been completed successfully. b) Metering Equipment shall be sealed, in accordance with BSCP 06. c) Aggregation Rules have been successfully registered	CDCA	CRA BSCCo	As submitted in 3.3.1 Metering System Proving Test results Sealing date for Metering Equipment Meter Aggregation Rules Meter Technical Details (Where confirmation has not been provided the	Email/Fax

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
		for the GSP in accordance with BSCP 75. d) Circuit names stated on the GSP Registration Forms match circuits name and numbers on the Meter Technical Details			GSP registration shall remain pending.)	
3.3.17	At least 4WD prior to the Effective From Date	If confirmation in 3.3.16 is not received by BSCCo, BSCCo to inform the TC not to energise the circuits and agree a new CPCD.	BSCCo	TC LDSO CRA	Confirmation that the circuits should not be energised and agreement of a new CPCD	Email/post/fax
3.3.18	On or before Effective From Date	Provide Party and BSC Agents with standing data reports.	CRA	LDSO TC BSC Agents BSCCo	Standing data reports of data entered onto the systems including CPCD	Electronic Fax/Email to BSC Agents and BSCCo.
3.3.19	Prior to Effective From Date and on completion of 3.3.16	Inform the TC of the EFD of the Metering System(s) associated with the GSP and authorise the TC to energise the connection on or after this date.	BSCCo	TC	Confirmation of EFD and authorisation to energise on or after this date.	Email

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3.4 GSP Group Registration.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.4.1	Within 1 WD after a Panel determination to create a new GSP Group and at least 20 WD prior to the Effective From Date ³ .	Submit GSP Group Registration Form to the CRA and CDCA.	BSCCo	CRA CDCA	BSCP25/4.4. Registration of GSP Group, signed by an authorised person, registered as such using BSCP38	Fax/Email
3.4.2	At the same time as 3.4.1	Inform of the GSP Group registration and new Supplier BM Units	BSCCo	SVAA	BSCP509/01. MDD Change Request Form.	Fax/Email
3.4.3	At the same time as 3.4.1	BSCCo will also ensure that the MDD is created, validated and updated in accordance with BSCP509	BSCCo		Information requested from relevant Parties Items to be created are: GSP Group Distributor SVA Agent Appointment SMRA Appointment GSP Group Average EAC AFYC Set Average Fraction of Yearly Consumption (AYFC) GSP Group Profile Class Average EAC GSP Group Profile Class Tolerance BM Unit for Supplier in GSP Group	

³ Effective From Date should be on or after the next MDD Go Live Date

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.4.4	At the same time as 3.4.1	Inform details of new GSP Group.	BSCCo	Profile Administrator	BSCP25/4.4. Registration of GSP Group Include details of weather stations as agreed by SVG	Fax/Email
3.4.5	Within 1 WD of 3.4.1	Acknowledge receipt of GSP Group Registration Form.	CRA or CDCA	BSCCo	Acknowledge receipt.	Fax/Email
3.4.6	Within 1 WD of 3.4.1	CRA to generate new GSP Group and Supplier BM Units. Supplier BM Units to be allocated to the relevant base Trading Unit.	CRA		Generate new GSP Group and Supplier BM Units	Internal Process
3.4.7	Within 1 WD of 3.4.1	CDCA ensure that Aggregation Rules for the GSP Group Take have been submitted in accordance with BSCP 75.	CDCA		Check Aggregation Rules for the GSP Group Take	Internal Process
3.4.8	Within 1WD of 3.4.4	Provide Party and BSC Agents with standing data reports	CRA	Parties TC BSC Agents BSCCo	Standing data reports entered onto the systems including Effective From Date	Electronic Fax/Email to BSC Agents and BSCCo.

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.4.9	At least 10 WD prior to the GSP Group Effective From Date	Request all Suppliers submit a Registration of BM Unit for a CVA Metering System Form in order to submit initial GC and DC and FPN flag information prior to the Effective From Date of the GSP Group. Advise that if Lead Parties do not submit this documentation within 5 WD the GC and DC Values will be set to 0 and the FPN Flag to No.	BSCCo	All Suppliers	Request submission of BSCP15/4.1. Registration of BM Unit for a CVA Metering System. Advise of consequences of lack of submission.	Email
3.4.10	At least 5 WD prior to the GSP Group Effective From Date	Submit Registration of BM Unit for a CVA Metering System Form with initial GC and DC and FPN flag information.	Supplier	CRA	BSCP15/4.1. Registration of BM Unit for a CVA Metering System, signed by an authorised person, registered as such using BSCP38	Fax/Email/ Electronic
3.4.11	At least 3 WD prior to the GSP Group Effective From Date	Enter information received by Suppliers on Registration of BM Unit for a CVA Metering System Forms or If no submission, enter zero GC and DC and set the FPN Flag to No. Assign all new Supplier BM Units to Base Trading Units for the GSP Group unless instructed otherwise by BSCCo.	CRA		Enter information from BSCP15/4.1 or If no submission, enter zero GC and DC and set the FPN Flag to No. Assign Supplier BM Units to Base Trading Unit.	Internal Process

3.5 Transmission Systems Boundary Point De-registration

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.5.1	At least 20 WD prior to the Disconnection Date	Submit de-registration of TSBP Form. ⁴	TC	CRA BSCCo	BSCP25/4.1 De-registration of TSBP, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.5.2	Within 1 WD of receipt of 3.5.2	Acknowledge receipt of de-registration of TSBP form	CRA	TC	Acknowledge receipt.	Fax/Post/Email
3.5.3	At the same time as 3.5.2	Check that there is an associated BM Unit de-registration Inform BSCCo if there is no corresponding BM Unit de-registration.	CRA	BSCCo	Inform BSCCo if no corresponding BM Unit de-registration.	Fax/Email
3.5.4	Following 3.5.3 (if applicable)	BSCCo liaise with TC and potential Lead Party to resolve any issues.	BSCCo	TC Lead Party	Resolve issues.	Phone/email
3.5.5	Following 3.5.4	The process of BM unit de-registration continues as described in BSCP 15.				

⁴ This form will be considered as a Disconnection Certificate and will be accepted as such by BSCCo.

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3.6 De-registration of Distribution Systems Connection Point

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.6.1	At least 20 WD prior to the Disconnection Date	Submit de-registration of DSCP Form. ⁵	LDSO	CRA BSCCo	BSCP25/4.5. De-registration of DSCP, signed by an authorised person, registered as such using BSCP38.	Fax/Post/Email
3.6.2	Within 1 WD of receipt of 3.6.1	Send request to withhold de-energisation pending BSCCo authorisation	BSCCo	LDSO	Request to withhold de-energisation pending BSCCo authorisation	Email
3.6.3	Within 1 WD of receipt of 3.6.1	Acknowledge receipt of de-registration of DSCP form.	CRA	LDSO	Acknowledge receipt.	Fax/Post/Email
3.6.4	At the same time as 3.6.1.	Check the following: a) The form has been completed by an authorised person.	CRA		As submitted in 3.6.1.	Internal process
3.6.5	At the same time as 3.6.4	Forward de-registration of DSCP Form	CRA	CDCA	As submitted in 3.6.1.	
3.6.6	At the same time as 3.6.5	Check and confirm the following: a) Systems Connection Points names and numbers stated on the DSCP de-registration Forms match the circuits	CDCA	CRA BSCCo	As submitted in 3.6.1. Meter Technical Details Meter Aggregation Rules	Internal process

⁵ This form will be considered as a Disconnection Certificate and will be accepted as such by BSCCo.

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
		<p>name and numbers of the Meter Technical Details on the system.</p> <p>b) The GSP Group Take Aggregation Rules for both GSP groups associated with the DSCP are updated in accordance with BSCP 75.</p>				
3.6.7	If confirmation in 3.6.6 is not received by BSCCo	If confirmation in 3.6.6 is not received by BSCCo, BSCCo to resolve issues	BSCCo	Parties Agent	Confirmation in 3.6.6	
3.6.8	If confirmation in 3.6.6 is received by BSCCo	BSCCo authorise de-energisation.	BSCCo	LDSO	Confirmation in 3.6.6 Authorisation to de-energise.	Email
3.6.9	On or before Disconnection Date.	Provide P arty and BSC Agents with standing data reports.	CRA	LDSO BSC Agents BSCCo	Standing data reports entered onto the systems including Disconnection Date.	Electronic Fax/Email

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3.7 De-registration of a Grid Supply Point (GSP)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.7.1	At least 15 WD prior to the next SVG Paper Day and at least 40 WD prior to the Disconnection Date	Submit de-registration of GSP Form. ⁶	TC	CRA BSCCo	BSCP25/4.6. De-registration of GSP, signed by an authorised person, registered as such using BSCP38	Fax/Post/Email
3.7.2	Within 1 WD of receipt of 3.7.1	Send request to withhold de-energisation pending BSCCo authorisation	BSCCo	TC	Request to withhold de-energisation pending BSCCo authorisation	Email
3.7.3	Within 1 WD of receipt of 3.7.1	Acknowledge receipt of de-registration of GSP form	CRA	TC	Acknowledge receipt.	Fax/Post/Email
3.7.4	Within 1 WD of receipt of 3.7.3	Inform relevant LDSO(s) of the de-registration Request initial views regarding revisions to the GSPs comprised in GSP Groups from LDSO(s) and the TC. These views will be stated in the Consultation paper.	BSCCo	LDSO(s) BSCCo	Inform the LDSO of the de-registration of GSP Request for initial views on revisions to the GSPs comprised in GSP Groups.	Email
3.7.5	Within 1 WD of 3.7.4	Send initial views on revisions to the GSPs comprised in GSP Groups as a result of de-registration.	TC LDSO(s)	BSCCo	Initial views on revisions to the GSPs comprised in GSP Groups	E mail
3.7.6	Within 1 WD of receipt of 3.7.1	Check form has been completed by an authorised person.	CRA		As submitted in 3.7.1.	Internal process
3.7.7	At same time as 3.7.6	Forward de-registration of GSP Form	CRA	CDCA	As submitted in 3.7.1.	

⁶ This form will be considered as a Disconnection Certificate and will be accepted as such by BSCCo

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
3.7.8	At the same time as 3.7.6	Check and confirm the following: a) The Systems Connection Points names and numbers stated on the GSP de-registration Forms match the circuits name and numbers of the Meter Technical Details on the system.	CDCA	CRA BSCCo	As submitted in 3.7.1. Meter Technical Details.	Internal process
3.7.9	If confirmation in 3.7.8 is not received by BSCCo	If confirmation in 3.7.8 is not received by BSCCo, BSCCo to resolve issues	BSCCo	Parties Agent TC	Confirmation in 3.7.8	
3.7.10	Within 2 WD of receipt of 3.7.5	Outline the new GSP de-registration details to Parties Request suggested revisions to the GSPs which are comprised in GSP Groups with reference to a) Effect of geographic factors in establishing Daily Profile Co-efficients b) Effect of the size of the GSP Group on GSP Group Correction Factors c) Effect of proximity of Boundary Points on the value of Physical Notifications and Bid-Offer Pairs to the TC submitted in relation to Supplier BM Units.	BSCCo	Relevant LDSOs TC The Authority All Suppliers	As submitted in 3.7.1 Consultation paper noting any views already expressed. Request for suggested revisions to the GSPs comprised in a GSP Group or agreement/ disagreement with an LDSO/ TC view with reference to geographic factors, size of the GSP Group and the proximity of Boundary Points.	Email/ Letter/ Fax
3.7.11	Within 10 WD of 3.7.10.	Requested opinions should be provided.	Relevant LDSOs	BSCCO	Suggested revisions to the GSPs comprised in a GSP Group or agreement/ disagreement with an LDSO/ TC view with reference to geographic	Email/

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
			TC The Authority All Suppliers		factors, size of the GSP Group and the proximity of Boundary Points. Consultation Response.	Letter/ Fax
3.7.12	On receipt of Parties opinions on GSP Group allocation for GSP registration.	Prepare paper to SVG summarising the de-registration details for the GSP and the opinions of the Parties involved on whether any revision to the GSPs which make up GSP Groups is necessary. The paper should request an SVG recommendation to go forward to the next Panel meeting.	BSCCo	SVG	Internal Process.	Paper
3.7.13	Within 1 WD of the SVG Meeting.	Prepare a paper to Panel summarising the registration details for the GSP, the opinions of the Parties involved on the GSP Group allocation and SVG's considerations and recommendations.	BSCCo	Panel	Internal Process.	Paper
3.7.14	Within 1 WD of the Panel Meeting.	Notify CRA and all the Parties involved of the Panel's decision.	BSCCo	Relevant LDSO(s) TC	Notification of Panel's decision.	Fax/Post
3.7.15	At least 20 WD prior to the Disconnection Date of the GSP.	The LDSO who is Registrant of the Metering System(s) associated with the GSP should submit de-registration Form for the MSIDs in accordance with BSCP 20.	LDSO	CRA	BSCP20/4.7. De-registration Form in accordance with BSCP20.	Email/Fax/ Post
3.7.16	At least 20 WD prior to the Disconnection Date of the GSP.	Submit GSP Group Take Aggregation Rules in accordance with BSCP 75.	Relevant LDSO	CRA	BSCP75/4.2. GSP Group Take Aggregation Rules in accordance with BSCP75.	Email/Fax/ Post
3.7.17	5 WD prior to the Disconnection Date of the GSP.	Check and confirm the following: a) Disconnection Date for the GSP is on or before the Effective To Date of the Metering System.	CRA	BSCCo	Disconnection Date for the GSP and the Effective To Date of the Metering System. GSP Group Take Aggregation Rules.	Internal Process.

**Registration of Transmission System Boundary Points, Grid Supply Points,
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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	MEDIUM
		b) GSP Group Take Aggregation Rules amended in accordance with BSCP 75.				
3.7.18	If confirmation in 3.7.17 is received by BSCCo	Authorise de-energisation	BSCCo	TC	Authorise de-energisation	Email
3.7.19	On or before Disconnection Date.	Provide Party and BSC Agents with standing data reports.	CRA	LDSO TC BSC Agents BSCCo	Standing data reports of data entered onto the systems including Disconnection Date.	Electronic Fax/Email

4 Appendices

BSCP25/4.1 Registration/De-registration of Transmission System Boundary Point

To: CRA	Date: _____
To be completed by TC	
Party ID: _____	Name of Sender: _____
Participation Capacity: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

The above Party notifies you that it wishes to register /de-register (delete as applicable) the TSBP below with a CPCD/Disconnection Date of _____.

Details of TSBP

OS Grid Reference: _____ Site Name

TSBP Name: _____

TSBP Id: _____

TSBP Address: _____

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

Name of Party Connecting to Transmission System:

Party Contact Details:

Transmission System Owner to which TSBP connected: _____

Associated Metering System Ids (if known): _____

Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points

BSCP25/4.2 Registration of Distribution Systems Connection Point

To: BSCCo/CRA	Date: _____
To be completed by the LDSO	
Contact Name: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

Details of DSCP

OS Grid Reference: _____

DSCP Name _____

DSCP Id (up to 6 alpha-numeric characters) _____

DSCP Address _____

GSP Group Id 1: _____ GSP Group Id 2: _____

Associated MSIDs (if known): _____

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

I, the Party, acting in the capacity of a LDSO, confirm that the other LDSO involved with Distribution Systems Connection Point has given its written consent to this registration.

Other LDSO ID: _____

Circuits – Name and Number

<u>Name</u>	<u>Number</u>	<u>Planned Energisation Date</u>

BSCP25/4.3 Registration of Grid Supply Point

Part A

To: BSCCo/CRA	Date: _____
To be completed by the TC	
Contact Name: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

Details of GSP

OS Grid Reference: _____

GSP Name _____

GSP Id (up to 6 alpha-numeric characters) _____

GSP Address _____

Transmission System Owner to which GSP connecting: _____

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

Shared Busbar: Yes/No (delete as applicable)

LDSO to which GSP connecting:

LDSO 1 _____

LDSO 2 _____

LDSO 1

LDSO 2

Contact name _____

Contact name _____

Telephone number _____

Telephone number _____

Associated Metering System Id(s) (if known):

_____ -

Circuits – Name and Number

<u>Name</u>	<u>Number</u>	<u>Planned Energisation Date</u>

GSP Group _____

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

Part B

To be completed by BSCCo:

Name of sender _____

Contact email address _____

Our ref _____ Contact telephone number _____

Contact fax number _____

GSP Group Id _____

Nominated LDSO _____

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

BSCP 25/4.4 Registration of Grid Supply Point Group

To: CRA/CDCA	Date : _____
To be completed by BSCCo	
Contact Name: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

Details of GSP Group

GSP Group Name _____

GSP Group Id (_ followed by one alpha character)

Nominated LDSO (LDSO responsible for GSP Group Take Aggregation Rules)

Name _____

LDSO Party Id _____

LDSO Contact Name _____

LDSO Telephone Number _____

BSCP 25/4.5 De-registration of Distribution System Connection Point

To: BSCCo/CRA	Date: _____
To be completed by the LDSO	
Party Id: _____	Name of Sender: _____
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

Details of DSCP

OS Grid Reference: _____

DSCP Name _____

DSCP Id (up to 6 alpha-numeric characters) _____

DSCP Address _____

Associated Metering System Id(s) (if known):

**Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points**

I, the Party, acting in the capacity of a LDSO, confirm that the other LDSO involved with Distribution Systems Connection Point has given its written consent to this registration.

Other LDSO ID: _____

Circuits – Name and Number

<u>Name</u>	<u>Number</u>	<u>Planned Disconnection Date</u>

BSCP 25/4.6 De-registration of Grid Supply Point

To: BSCCo/CRA	Date: _____
To be completed by the TC	
Party Id: _____	Name of Sender: _____
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Contact Fax. No. _____	
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

GSP Details

OS Grid Reference: _____

GSP Name _____

GSP Id (up to 6 alpha-numeric characters) _____

GSP Address _____

Transmission System Owner from which GSP disconnecting: _____

Shared Busbar: Yes/No (delete as applicable)

Registration of Transmission System Boundary Points, Grid Supply Points,
GSP Groups and Distribution Systems Connection Points

LDSO to which GSP disconnecting:

LDSO 1 _____

LDSO 2 _____

LDSO 1

LDSO 2

Contact name _____

Contact name _____

Telephone number _____

Telephone number _____

Associated Metering System Id(s) (if known): _____

Circuits – Name and Number

<u>Name</u>	<u>Number</u>	<u>Planned Disconnection Date</u>

GSP Group _____