

# CP Progression Paper

## CP1473 'Changes to the Long Term Vacant Entry Criteria'

**ELEXON**



### Committee

Supplier Volume Allocation Group



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### About This Document

This document provides information on new Change Proposal (CP) [CP1473](#) and outlines our proposed progression timetable for this change, including when it will be issued for CP Consultation in the next suitable Change Proposal Circular (CPC) batch.

We are presenting this paper to capture any comments or questions from Supplier Volume Allocation Group (SVG) Members on this CP before we issue it for consultation.

There are three parts to this document:

- This is the main document. It provides a summary of the solution, impacts, anticipated costs, and proposed implementation approach, as well as our proposed progression approach for this CP.
- Attachment A contains the CP1473 Proposal Form.
- Attachment B contains the proposed redlined changes to deliver the CP1473 solution.

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# 1 Why Change?



## What is the Long Term Vacant process?

Modification [P196 'Treatment of Long Term Vacant Sites in Settlements'](#), implemented in February 2007, established the Long Term Vacant (LTV) process. This process details when a Supplier can instruct the Non Half Hourly Data Collector (NHHDC) to treat a Site as vacant. The NHHDC can then enter zero values into Settlement, providing a more accurate reflection of the true consumption at the site.

For a site to enter the LTV process it must meet the criteria detailed within [BSCP \(Balancing and Settlement Code Procedure\) 504 'Non-Half Hourly Data Collection for SVA Metering Systems Registered in SMRS' 4.15.1](#):

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 Reading'](#) data flows, which are at least 75 calendar days apart and not more than 215 calendar days apart, with the [J0024 'Site Visit Check Code'](#) (SVCC) 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.
3. The Supplier has made proactive attempts to identify the owner of the property to obtain a Meter reading. When an owner is identified, attempts must then be made to contact them and obtain a reading.
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.

The effect of the criteria in point 2 above is that two consecutive D0004s with an SVCC of 02 are required to allow the site to enter into the LTV process. If a D0004 with another SVCC is received then the process is reset and the next SVCC of 02 will restart the process.

## What is the issue?

The LTV process today is reliant on the Site Visit Agent entering the correct SVCC once a site visit is completed. It is common for the Visiting Agent to enter an SVCC of 20 – 'No Access' with supporting evidence which suggests that the site is vacant. Two D0004s with a check code of 02 can be received 75 calendar days apart but due to the receipt of a 20 check code during this period the site does not qualify as vacant.

This unnecessarily prolongs timescales to enter a site as LTV as the process must be reset. In the worst case scenario the two consecutive 02 check codes may never be achieved, creating inefficiency and unnecessary costs for Suppliers.

## D0004 SVCC Codes

Site Visit Check codes are defined by the Master Registration Agreement (MRA) in the Data Transfer Catalogue (DTC).

There are currently 41 Codes. These identify the nature of checks made during the visit or the reason that the visit failed to obtain readings.

- 01 Site occupied
- 02 Site not occupied
- 03 Meter system energised
- 04 Meter system de-energised
- 05 Equipment/meter damage
- 06 Suspected tampering
- 07 Timeswitch stopped
- 08 Phase/fuse failure
- 09 Consumption detected on de-energised meter
- 10 Change of meter
- 11 Zero reading on MD register
- 13 MD register on full scale
- 14 More than 1 MD register reset
- 15 Meter stopped
- 16 Seals damaged
- 17 Seals missing
- 18 Unsafe premises
- 19 Call not made on routine visit
- 20 No access
- 21 Refused access
- 22 Meter blocked
- 23 Wiring dangerous or incomplete
- 24 Token Meter Reset
- 25 Token Meter Not Reset
- 26 Agent failed to keep appointment
- 27 Meter reading modified manually by NHHDC in accordance with BSCPs – site visit not required
- 28 Unable to gain access due to Insufficient address details
- 29 Customer unable to provide access (HH only)
- 30 Unable to gain access to HV environment (HH only)
- 31 Interrogation port unavailable (HH only)
- 32 Wrong meter/outstation password (HH only)
- 33 Handheld failure (HH only)
- 34 Suspected demolished
- 35 Demolished
- 36 Change of occupier
- 37 Unmanned
- 38 Unable to gain access due to key/code being unavailable
- 39 Unable to locate meter at property
- 40 Suspected Energised
- 41 Suspected De-Energised

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### Proposed solution

Once a Site has been classed as LTV, the criteria in BSCP504 4.15.3 allows for further, different, SVCCs to be received whilst the Metering System remains' in the LTV process.

This proposal is to alter the qualification criteria to be more reflective of the above remain criteria. A site will be able to be enter into the LTV process even if D0004s with SVCCs of 18, 19, 20 and 28 are received in between the two qualifying D0004s with a SVCC 02. Suppliers would still need to engage in proactive attempts to identify the owner to obtain Meter readings via mail or phone.

The entry criteria in BSCP504 4.15.1.2 would be changed to add additional SVCCs:

- 18 'Unsafe Premises'
- 19 'Call not made on routine visit'
- 20 'No Access'
- 28 'Unable to gain access due to insufficient address details'

The further criteria of not receiving Meter register readings and the Supplier having to evidence sufficient attempts to contact the owner/occupier will remain unchanged.

### Proposer's rationale

Metering Systems often fail to qualify for the LTV process due to an SVCC of 18, 19, 20 or 28 being received between the two qualifying 02 SVCCs. The current criteria prevents sites being entered into the LTV process and stops a zero Estimated Annual Consumption (EAC) being applied for a site a Supplier is confident is vacant, producing an inaccurate Settlement position.

The SVCCs introduced in this CP are currently used in the remain criteria for the process. The Proposer believes that the check codes (18, 19, 20 and 28) do not evidence that a site is occupied on an individual basis. This proposal allows the recent Site Visit history to be considered and the context in which these check codes have been received understood.

The Proposer believes that aligning the qualification and remain criteria will not create any additional risk to Settlement. The two SVCCs of 02 coupled with the further required criteria already in place, such as proactively attempting to contact the customer and not allowing the proposed codes to interrupt the process is enough to prove a site is vacant. The process will be robust enough to ensure occupied sites are not entered into the LTV process. The LTV process is in the scope of the BSC (Balancing and Settlement Code) Audit providing further assurance that Suppliers will only instruct their NHHDCs to apply the process for correctly identified sites. The current criterion is too strict preventing the LTV process being applied to justifiably vacant sites.

The Proposer also identified a change to section 4.15.4.3 will remove a contradiction that exists with section 4.15.4.2.

## Proposed redlining

The proposed changes to BSCP504 'Non-Half Hourly Data Collection for SVA Metering Systems Registered in SMRS' can be found in Attachment B.

It includes a change to s.4.15.4.3 will remove a contradiction that exists with s.4.15.4.2 by inserting additional SVCCs 18, 19, 20 or 28.

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### 3 Impacts and Costs

#### Central impacts and costs

CP1473 will require changes to BSCP504. No system changes are needed to deliver the solution and there is no impact on BSC Agents.

The central implementation costs will be approximately £240 (one ELEXON working day) to deliver the document changes.

| Central Impacts   |  |
|---|--|
| Document Impacts  | System Impacts                                       |
| <ul style="list-style-type: none"><li>BSCP504</li></ul> | <ul style="list-style-type: none"><li>none</li></ul> |

#### BSC Party & Party Agent impacts and costs

This change proposes only to amend the criteria to enter the LTV process. Therefore, we expect CP1473 will impact the below BSC Parties and Party Agents.

| Participant Impacts  |  |
|--|--|
| Participant  | Impact   |
| <ul style="list-style-type: none"><li>Supplier</li><li>NHHDC</li></ul> | <ul style="list-style-type: none"><li>Suppliers and NHHDCs may need to change internal processes to reflect the revised criteria in BSCP504 where it pertains to Site Visit Check Codes.</li></ul> |

We do not expect CP1473 to impact any other BSC Parties or Party Agents but we seek confirmation of this through the CP Consultation.

## 4 Implementation Approach

### Recommended Implementation Date

CP1473 is proposed for implementation on **23 February 2017** as part of the February 2017 BSC Systems Release, as this is the next available Release.

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## 5 Proposed Progression

### Progression timetable

The table below outlines the proposed progression plan for CP1473:

| Progression Timetable                                 |                       |
|---|-----------------------|
| Event   | Date                  |
| CP Progression Paper presented to SVG for information | 01 Nov 16             |
| CP Consultation                                       | 07 Nov 16 – 02 Dec 16 |
| CP Assessment Report presented to SVG for decision    | 03 Jan 17             |
| Proposed Implementation Date                          | 23 Feb 17             |

### CP Consultation questions

We intend to ask the standard CP Consultation questions for CP1473. We do not believe any additional questions need to be asked for this CP.

| Standard CP Consultation Questions   |
|--|
| Do you agree with the CP1473 proposed solution?                              |
| Do you agree that the draft redlining delivers the CP1473 proposed solution? |
| Will CP1473 impact your organisation?  |
| Will your organisation incur any costs in implementing CP1473?               |
| Do you agree with the proposed implementation approach for CP1473?           |

## 6 Recommendations

We invite you to:

- **NOTE** that CP1473 has been raised;
- **NOTE** the proposed progression timetable for CP1473; and
- **PROVIDE** any comments or additional questions for inclusion in the CP Consultation.

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## Appendix 1: Glossary & References

### Acronyms

Acronyms used in this document are listed in the table below.

| Acronyms |  |
|----------|--|
| Acronym  | Definition   |
| BSC      | Balancing and Settlement Code ( <i>Industry Code</i> )               |
| BSCP     | BSC Procedure ( <i>Industry Code Subsidiary Document</i> )           |
| CP       | Change Proposal  |
| CPC      | Change Proposal Circular   |
| DTC      | Data Transfer Catalogue ( <i>Industry Code Subsidiary Document</i> ) |
| EAC      | Estimated Annual Consumption   |
| LTV      | Long Term Vacant   |
| MRA      | Master Registration Agreement ( <i>Industry Code</i> )               |
| NHHDC    | Non Half Hourly Data Collector ( <i>Party Agent role</i> )           |
| NHHMOA   | Non Half Hourly Meter Operator Agent ( <i>Party Agent role</i> )     |
| SMRS     | Supplier Meter Registration Service                                  |
| SVG      | Supplier Volume Allocation Group ( <i>Panel Committee</i> )          |
| SVCC     | Site Visit Check Code  |

### DTC data flows and data items

DTC data flows and data items referenced in this document are listed in the table below.

| DTC Data Flows and Data Items |   |
|-------------------------------|---|
| Number                        | Name                                      |
| <a href="#">D0004</a>         | Notification of Failure to Obtain Reading |
| <a href="#">J0024</a>         | Site Visit Check Code                     |

### External links

A summary of all hyperlinks used in this document are listed in the table below.

All external documents and URL links listed are correct as of the date of this document.

| External Links |                                       |   |
|----------------|---------------------------------------|---|
| Page(s)        | Description                           | URL   |
| 1              | Link to CP1743 Webpage                | <a href="https://www.elexon.co.uk/change-proposal/cp1473-2/">https://www.elexon.co.uk/change-proposal/cp1473-2/</a>   |
| 2              | Link to webpage for Modification P196 | <a href="https://www.elexon.co.uk/mod-proposal/p196-treatment-of-long-term-vacant-sites-in-settlements/">https://www.elexon.co.uk/mod-proposal/p196-treatment-of-long-term-vacant-sites-in-settlements/</a> |

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## External Links

| Page(s) | Description              | URL   |
|---------|--------------------------|---|
| 2       | Link to BSCP504 Document | <a href="https://www.elexon.co.uk/wp-content/uploads/2016/06/BSCP504_v38.0.pdf">https://www.elexon.co.uk/wp-content/uploads/2016/06/BSCP504_v38.0.pdf</a> |

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