



CP1307 Attachment – REDLINE TEXT CHANGES TO BSCP504 V22.1

Section 1 to Section 3.3.8.3 will not be impacted by CP1307

3.3.8. Withdrawing Meter Readings.¹

CP1307 will add a new scenario where a Meter reading can be withdrawn as follows:

3.3.8.4 Withdrawal of initial Long Term Vacant Period Meter Reading².

| <u>REF</u> | <u>WHEN</u> | <u>ACTION</u> | <u>FROM</u> | <u>TO</u> | <u>INFORMATION REQUIRED</u> | <u>METHOD</u> |
|------------------|--|--|------------------|---------------|---|------------------------|
| <u>3.3.8.4.1</u> | <u>If actual Meter register reading(s) taken at the end of a Long Term Vacant period indicates that the deemed initial Meter³ reading(s) for the Long Term Vacant Period was incorrect.</u> | <u>Send notification that the deemed initial Meter register reading(s) at the start of the Long Term Vacant period is incorrect.</u> <u>Instruct whether or not to replace the withdrawn reading with the reading taken at the end of the Long Term Vacant Period, in accordance with Appendix 4.5.</u> | <u>Supplier.</u> | <u>NHHDC.</u> | <u>Details of the Meter register reading(s) to be withdrawn</u> <u>Appendix 4.5 – Deemed Meter Advance</u> | <u>Manual Process.</u> |

¹ When a fault is reported by the MOA, the collection timetable will be updated in time to ensure that faulty data is not collected and passed into the Settlement process. Following resolution of the fault, the data collection timetable will be updated to ensure that actual data is collected within the collection period for the SVA MS.

² Suppliers shall have the choice on whether or not they wish their NHHDC to follow this process and withdraw the Meter reading.

³ The initial Meter reading at the start of the Long Term Vacant period to be withdrawn must not have passed the Final Reconciliation Run.

| <u>REF</u> | <u>WHEN</u> | <u>ACTION</u> | <u>FROM</u> | <u>TO</u> | <u>INFORMATION REQUIRED</u> | <u>METHOD</u> |
|------------------|--|---|------------------------------------|-------------------------|---|---|
| <u>3.3.8.4.2</u> | <u>By 5 WD after 3.3.8.4.1.</u> | <u>Withdraw the Meter register reading(s) and the associated EAC/AA(s).</u> <u>If last Meter reading was prior to RF, deem a Meter reading at RF in accordance with Appendix 4.5.</u> <u>If required enter the Meter reading taken at the end of the Long Term Vacant Period as the reading for the start of the Long Term Vacant Period in accordance with Appendix 4.5.</u> | <u>NHHDC.</u> | | <u>Appendix 4.5 – Deemed Meter Advance</u> | <u>Internal Process.</u> |
| <u>3.3.8.4.3</u> | <u>By 1 WD after 3.3.8.4.2</u> | <u>Send notification that Meter register reading(s) /EAC/AA(s) has been withdrawn.</u> | <u>NHHDC.</u> | <u>Supplier, LDSO.</u> | <u>D0010 Meter Readings.</u> | <u>Electronic or other method, as agreed.</u> |
| <u>3.3.8.4.4</u> | <u>If appropriate, and by 1 WD after 3.3.8.4.2</u> | <u>Send notification that the Meter register reading taken at the end of the Long Term Vacant Period is being used as the Meter reading at the start of the Long Term Vacant Period.</u> | <u>NHHDC</u> | <u>Supplier, LDSO</u> | <u>D0010 Meter Readings</u> | <u>Electronic or other method as agreed</u> |
| <u>3.3.8.4.5</u> | <u>By 1 WD after 3.3.8.4.3 and 3.3.8.4.4.</u> | <u>Send the EAC/AA (in accordance with Appendix 4.9).</u> <u>Process EAC/AA data in accordance with section 3.5.</u> | <u>NHHDC.</u> <u>NHHDA.</u> | <u>Supplier, NHHDA.</u> | <u>Appendix 4.9 - EAC/AA Calculation.</u> <u>D0019 Metering System EAC/AA Data.</u> <u>If Gross Volume Correction is required, refer to section 3.4.4</u> | <u>Electronic or other method, as agreed.</u> |

Section 3.3.9 to Section 4.5.1 will not be impacted by CP1307

4.5.2 Deeming circumstances

q) Long Term Vacant Sites

Commencement of treatment of site as Long Term Vacant:

Where a Supplier has sent the NHHDC a D0052 “Affirmation of Metering System Settlement Details” containing a zero EAC, the NHHDC must deem a reading for the date of the change of EAC if they do not have a valid Meter reading available for this date. This should be calculated using the following variables:

- Meter reading: the last valid Meter reading taken (or if not available, deemed).
- Applicable EAC/AA for calculation of Deemed Meter Advance: the last valid EAC.
- Deemed Meter Advance Period: starting on the date of the last valid Meter reading and ending on the day before the date of the change in value of the EAC.

The NHHDC shall determine the AA for the Metering System prior to the change in EAC value in accordance with section 3.3.11 and should provide this AA and the zero EAC with corresponding Effective From Settlement Dates and Effective To Settlement Date (of the AA) to the NHHDA and Supplier.

If a Meter reading taken at the end of the Long Term Vacant Period indicates that the initial deemed reading was incorrect and is withdrawn³ in accordance with section 3.3.8.4, a new initial reading can be entered using the Meter reading taken at the end of the Long Term Vacant Period as the reading for the start of the Long Term Vacant Period.

The NHHDC shall determine the AA for the Metering System prior to the start of the Long Term Vacant Period in accordance with section 3.3.11 and should provide this AA and the AA for the Long Term Vacant period with corresponding Effective From Settlement Dates and Effective To Settlement Dates to the NHHDA and Supplier.

End of treatment of site as Long Term Vacant:

Where a Supplier has sent the NHHDC a D0052 containing a non-zero EAC for a Metering System that previously had a zero EAC associated with it, the NHHDC must deem a reading for the date of the change of EAC if they do not have a Meter reading available for this date. This should be calculated using the following variables:

- Meter reading: the Meter reading taken or deemed when the zero EAC was entered into Settlement

- Applicable EAC/AA for calculation of Deemed Meter Advance: the last Valid EAC (i.e. zero EAC)
- Deemed Meter Advance Period: starting on the day when the zero EAC was entered into Settlement and ending on the day before the date of the change in value of the EAC from zero to non-zero.

The NHHDC shall determine the AA for the Metering System prior to the change in EAC value from zero to non-zero in accordance with section 3.3.11 and should provide this AA and the new EAC provided by the Supplier with corresponding Effective From Settlement Dates and Effective To Settlement Date (of the AA) to the NHHDA. The D0019 containing this information should also be sent to the Supplier.

Section 4.5.3 to Section 4.14 will not be impacted by CP1307

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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'; 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~~ 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.

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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
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; and
 - b) That no D0004s with the J0024 data item populated with anything other than the 02 code 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; and
 - c) ~~No Meter register readings for that Metering System~~ ~~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.

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 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; and
3. The Supplier must not have received any ~~Meter register readings for that Metering System in the interim~~ ~~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 ~~S~~upplier has received a D0004 from the NHHDC with the code 02 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
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 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.

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 day before 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)

then the date of the last D0004 with the J0024 data item populated with 02 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 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 CP1307