



CP1308 Attachment – BSCP504 v22.1 Redline Text v0.2

Section 1 – 3.3.12 no changes

Section 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 ¹ . | 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 |

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

| REF | WHEN | ACTION | FROM | TO | INFORMATION REQUIRED | METHOD |
|----------|----------------------------------|--|----------|----------------|---|---------------------------------------|
| 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. <u>Send reading obtained through entry via a warrant if appropriate² with a read date of the Effective From Date of the zero EAC</u> | Supplier | NHHDC | D0052 Affirmation of Metering System Settlement Details. <u>D0010 Meter Readings</u> | 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 |

² 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 |
|----------|---|--|----------|----------------|--|---------------------------------------|
| 3.3.13.5 | 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 ³ | 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 – Section 4 no changes

³ 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.