

NOTIFICATION OF PROCESS CHANGE - IMMEDIATE EFFECT

To: All ICPs

From: Nick Eaton, Operations Manager - construction@ukpowerdistribution.co.uk

Date: 19 June 2026

CHANGE 1: Energisation of Single-phase plot service and Streetlight service

- ✓ You no longer have to fill in a energisation form for these types of works. Instead, you will capture new information on the new Whereabouts form.

CHANGE 2: A revised version of our Whereabouts form

- ✓ We are introducing a [new Whereabouts form](#) to now also capture:
 - Number of service connections to energise plots or apartments with fusing and jointing description.
 - Number of streetlight connections with fusing and jointing description.
 - Project Manager and Jointer details including UKPD Authorisation number and telephone number
 - Use the Description field to explain the works. The pre-populated example should help you understand what is required.
- ✓ Call us on the day of the energisation to confirm the works are starting and then again once they have completed:
 - Operations Manager Nick Eaton 07566 789 533
 - Project Manager Ryan Leary 07566 799 602
 - Project Manager Mark Barnes 07725 837 698

CHANGE 3: A new Energisation request form for all other works

- ✓ All Energisation requests for other works* should be submitted via [the request online form](#).

* "All other works", i.e. not "Single-phase plot service and Streetlight service" but for instance:

- De Energisations for example TBS removal or remedial works
- MSDB Rising Mains Service Energisations
- 3 phase services
- Mains Extensions
- Fusing Operations
- HV Energisations (for these, we expect the full closure pack to be submitted *at the time of the energisation request*, in line with what is supplied to the incumbent DNO)

REMINDER: What does not change

- ✓ The '[UKPD Live Working Justification](#)' policy has to be adhered to at all times
- ✓ All Whereabouts notifications to be issued by Thursday for the following week, any changes to your submission should be shared with UKPD immediately.
- ✓ We expect you to request energisations with minimum notice:
 - LV energisations 5 working days' notice,
 - HV Energisations 10 working days' notice.