



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.