

**Balancing and Settlement Code**

**BSC PROCEDURE**

**Metering Dispensations**

**BSCP32**

**Version 8.0**

**Date : 23 February 2006**

**BSC PROCEDURE 32 VERSION 8.0****relating to****METERING DISPENSATIONS**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of "BSC Procedure" in Section X, Annex X-1 thereof.
2. This is BSC Procedure 32, Version 8.0 relating to Metering Dispensations.
3. This BSC Procedure is to be effective from 23 February 2006
4. This BSC Procedure has been approved by the Panel.

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For and on behalf of the  
Panel

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**AMENDMENT RECORD**

<b>VERSION</b>	<b>DATE</b>	<b>DESCRIPTION OF CHANGES</b>	<b>CRs INCLUDED</b>	<b>MODS PANEL REF</b>
1.0	Code Effective Date	Designated version	n/a	n/a
2.0	14/12/2000	Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments	227	09/006
3.0	13/08/2002	Change Proposal for BSC Systems Release 2	CP614	ISG 16/166
4.0	24/06/2003	Change Proposals for CVA June 03 Release	CP821	ISG/21/226
5.0	30/06/2004	Change Proposals for the CVA Programme June 04 Release	CP854	ISG/40/003 SVG/40/004
6.0	23/02/2005	CVA Programme February 05 Release	BETTA 6.3, P159	78/007
7.0	02/11/2005	CVA Programme November 05 Release	CP1108	ISG/52/003
8.0	23/02/06	Change Proposals for the February 06 Release	CP1112	ISG/55/002 SVG/55/002

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# 1 Introduction

## 1.1 Purpose and Scope of the Procedure

Metering Equipment shall, save as otherwise provided in the Code, comply with the minimum requirements referred to or set out in the relevant Code of Practice. If for practical and/or financial reasons any Metering Equipment or Metering System comprised therein does not meet all or any of the requirements referred to or set out in the relevant Code of Practice the Metering Equipment or Metering System may be the subject of an application for a Metering Dispensation from that relevant Code of Practice in accordance with this BSCP32 and Section L of the Code.

The relevant Code of Practice in respect of any Metering Equipment comprising any Metering System shall be determined by reference to Section L of the Code.

This procedure outlines the responsibilities with regard to processing applications for Metering Dispensations, and outlines the timeframes involved. It also details the information required for submission with an application, notifications to Parties and records to be maintained in respect of all Metering Dispensations.

This procedure also sets out the criteria to be used by the Panel in considering a Metering Dispensation application and the requirement of the Applicant to declare his intended course of action, in writing to the Panel, within a specified timescale following approval of the application.

Metering Dispensations may be granted on such conditions (if any) as the Panel may deem fit.

## 1.2 Main Users of the Procedure and their Responsibilities

This BSCP is to be used by the following:

- The Registrant or intended Registrant of the Metering Equipment.
- The Applicant(s) for generic Metering Dispensations.
- The BSCCo, for processing applications and maintaining records of all Metering Dispensations.
- The Panel, for endorsing or rejecting Metering Dispensation applications.

## 1.3 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Section L.

This BSCP has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

## 1.4 Associated BSC Procedures

This procedure interfaces with the following BSCPs:

BSCP20	Registration of Metering Systems for CVA
BSCP27	Technical Assurance of Half Hourly Metering Systems for Settlement Purposes
BSCP38	Authorisations (or where appropriate BDTP38). Please note references throughout this document to BSCP38 also relate to the associated BDTP38 where appropriate
BSCP501	Registration of Metering System for Supplier Volume Allocation
BSCP514	SVA Meter Operations for Metering Systems Registered in SMRS

## 1.5 Metering Dispensation Applications

The Registrant of a Metering System may apply for Metering Dispensations that apply specifically to the Metering Equipment in that Metering System. In addition the Panel may, on its own initiative or upon the application of a Party, establish Metering Dispensations that apply to any item of Metering Equipment.

When making any application, the Applicant must allow sufficient time for the approval process to be completed prior to the installation / commissioning of the associated Metering System. Applicants may request confidentiality by clearly identifying so on the application. The BSCCo will consider requests on a case by case basis.

Applications for the extension of time limited Metering Dispensations should be submitted as soon as the Applicant becomes aware that an extension may be required and in any event prior to the termination of the relevant Metering Dispensation.

## 1.6 Register of Metering Dispensations

The BSCCo shall record the progress of such applications and shall provide the appropriate levels of security for both access to and modification of the contents of such register. The BSCCo shall provide such reports from the Metering Dispensation register as the Panel may require. The BSCCo will provide the TAA with duplicate copies of all existing Metering Dispensations. The BSCCo will be responsible for the operation and maintenance of the Metering Dispensation register.

## 1.7 Classification of Metering Dispensations

Metering Dispensations are classified against a number of criteria. Each Metering Dispensation will have an associated Term ('Temporary' or 'Lifetime') and location ('site specific' or 'generic'). Modifications to or extensions of existing Metering Dispensations should be identified as Updates. The Panel may impose conditions on any Metering Dispensations granted. Generic Metering Dispensations apply to

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specific items of Metering Equipment which may be used to form any number of Metering Systems, subject to the conditions of that Metering Dispensation.

### **1.8 Notification of CVA Metering Dispensations**

The BSCCo will notify the Party concerned of the existence of any valid CVA Metering Dispensations during the registration process. In addition, the BSCCo will publish and maintain a list of all generic Metering Dispensations on the BSC Website.

### **1.9 Factors Affecting Metering Dispensations**

The Panel shall, in considering an application, take into account location, accuracy, functionality of the proposed Metering Equipment and such other factors as they may consider appropriate in relation to the requirements of the relevant Code of Practice.

If it is shown that the Applicant failed to seek the views of any Affected party then any Metering Dispensation agreed may be rendered void. Where the Applicant fails to receive any response from an Affected party, provided the Applicant can prove that it has taken reasonable steps to ensure delivery of notification of its application this shall be sufficient evidence of such notification.

If the Panel believe at any time that relevant circumstances have changed they may withdraw or amend a Metering Dispensation.

If

- (i) a Metering Dispensation is rendered void; or
- (ii) a Metering Dispensation has been agreed for a limited period and such periods have expired; or
- (iii) a Metering Dispensation has been agreed on conditions that certain circumstances will subsist and any of such circumstances shall cease to apply,

then the Applicant may submit a further application in respect of the subject matter of such Metering Dispensation providing that there has not been any change to the Metering Equipment or Metering System since the original application was made. Otherwise a new application for a Metering Dispensation shall be submitted.

Holders of time limited Metering Dispensations should, before the expiry date of the Metering Dispensation, have carried out one of the following actions:

- (iv) Withdrawn the Metering Dispensation; or
- (v) Given written confirmation of compliance to the BSCCo; or
- (vi) Applied for an extension to the Metering Dispensation.

The Panel may instruct the TAA to carry out a targeted visit at any time, in accordance with BSCP27.

## 2 Acronyms and Definitions

### 2.1 List of Acronyms

The following is a list of acronyms used in BSCP32:

BSCP	Balancing and Settlement Code Procedure
BSCCo	Balancing and Settlement Code Company
CMRS	Central Meter Registration Service
CoBO	Change of BM Unit Ownership
CoP	Code of Practice
LDSO	Licensed Distribution System Operator
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
TAA	Technical Assurance Agent
TC	Transmission Company
WD	Working Day

### 2.2 List of Definitions

#### Affected parties

For site specific Metering Dispensations, Affected parties may include: customers; TC; LDSOs; and any Party other than the Registrant responsible for Aggregation Rules relating to such Metering Equipment.

Where the Metering System has not been registered at the time of application, Affected parties include all BSC Parties.

For generic Metering Dispensations, Affected parties include all BSC Parties.

#### Appropriate parties

Any person(s) that the BSCCo or the Panel considers appropriate for consultation. This may include independent experts.

#### Defined Metering Point

Defined Metering Point means the physical location at which the overall accuracy

requirements as stated in the relevant Code of Practice are to be met. The Defined Metering Points are identified in the Codes of Practice and relate to Boundary Points and System Connection Points.

Other terms are defined in the Code.

### 3 Interface and Timetable Information

#### 3.1 Application for Metering Dispensation (Specific, Generic)

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.1	Where appropriate, but before submission of application	Notify and seek endorsement from all Affected parties of intention to apply for a Metering Dispensation from relevant Code of Practice	Applicant	Affected parties	Details of site involved and Metering Dispensation being applied for	Fax / Post / Email
3.1.2	As required	Submit application requesting a Metering Dispensation	Applicant	BSCCo	BSCP32/4.1, Application for a Metering Dispensation  Where appropriate include letter of endorsement from Affected parties.  Application forms must be signed by a Category R Authorised Person as registered under BSCP38, or include their password and be sent from the Authorised Person's email address.	Fax / Post / Email
3.1.3	Within 2WD of 3.1.2	Acknowledge receipt of application  Check application for validity and completeness  Issue reference number  Record application and reference number in register	BSCCo	Applicant	BSCP32/4.1 Application for a Metering Dispensation	Fax / Post / Email
3.1.4	Within 5WD of 3.1.3 where appropriate	Where additional information or clarifications are required for a determination to be reached, request such information from the Applicant	BSCCo	Applicant	Request for specific information	Fax / Post / Email
3.1.5	As required	If request for more information received, provide requested information as agreed between the BSCCo and the Applicant.	Applicant	BSCCo	Requested information	Fax / Post / Email

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.6	Within 2WD of 3.1.3 or 3.1.5 (as appropriate)	Notify Appropriate parties and request comments	BSCCo	Appropriate parties	BSCP32/4.1, Application for a Metering Dispensation Additional information as appropriate	Fax / Post / Email
3.1.7	Within 10WD of 3.1.6	Provide comments	Appropriate parties	BSCCo	Requested comments	Fax / Post / Email
3.1.8	At least 6WD prior to Panel meeting considering the application	Prepare and submit Panel paper for consideration	BSCCo	Panel	Panel paper	Internal process
3.1.9	At Panel meeting	Consider application and either approve the Metering Dispensation, defer the Metering Dispensation pending more information, or reject the Metering Dispensation.  The Panel, in deferring a Metering Dispensation, may seek further consultation as appropriate  Notify BSCCo of Panel decision.	Panel	BSCCo	Panel decision	
3.1.10	Within 3WD of Panel meeting where application is accepted or rejected	Inform Applicant and TAA of Panel decision	BSCCo	TAA, Applicant	BSCP32/4.4, Notification of Panel Ruling on Metering Dispensation Application	Fax / Post / Email
3.1.11	Within 10WD of 3.1.10	Acknowledge receipt and accept Panel determination	Applicant	BSCCo	BSCP32/4.4, Notification of Panel Ruling on Metering Dispensation Application	Fax / Post / Email

### 3.2 Withdrawal of a Proposed or Approved Metering Dispensation.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.2.1	On or after receipt of Panel decision	Applicant may apply to withdraw provided it wishes to comply with relevant CoPs (this may include a site no longer existing in which case the Metering Dispensation should also be withdrawn)	Applicant	BSCCo	BSCP32/4.5, Application to Withdraw a Metering Dispensation  Application form must be signed by a Category R Authorised Person as registered under BSCP38.	Letter / Fax / Email
3.2.2	Within 2WD of 3.2.1	Log withdrawal in the register and confirm receipt	BSCCo	Applicant TAA	BSCP32/4.5, Application to Withdraw a Metering Dispensation	Letter / Fax / Email

## **4 Appendices**

### **4.1 Application for a Metering Dispensation**

Form, BSCP32/4.1 should be used by the Applicant when applying for a Metering Dispensation. It is also used by the BSCCo to acknowledge receipt of the application.

### **4.2 Form BSCP32/4.2 is no longer used.**

### **4.3 Form BSCP32/4.3 is no longer used.**

### **4.4 Notification of Panel Ruling on Metering Dispensation Application**

Form, BSCP32/4.4 should be used by the BSCCo to communicate the Panel decision with regard to a particular Metering Dispensation application to the TAA and the Applicant. It should also be used by the Applicant when acknowledging and accepting the Panel determination.

### **4.5 Application to Withdraw a Metering Dispensation**

Form BSCP32/4.5 should be used by the Applicant when withdrawing a proposed or approved Metering Dispensation. Such a withdrawal implies that the Applicant will now meet the requirements of the Code of Practice from which he may previously have held a Metering Dispensation. The BSCCo will also use the form to acknowledge receipt of the withdrawal both to the Applicant and to the TAA.

### **4.6 Form BSCP32/4.6 is no longer used.**

### **4.7 Forms**

All the forms for use in this BSCP are shown below.

**BSCP32/4.1 Application for a Metering Dispensation**

## Part A – Applicant Details

<b>To: BSCCo</b>	<b>Date Sent:</b> _____
<b>From: Requesting Applicant Details</b>	
Name of Sender: _____	
Contact email address: _____	
Contact Tel. No. _____	Contact Fax. No. _____
Name of Applicant Company: _____	
Address: _____	
_____	
_____	
_____	
Post Code: _____	Our Ref: _____
<b>Name of Authorised Signatory:</b> _____	
Authorised Signature: _____	Password: _____

Request for Confidentiality YES/NO\*

*\*Delete as applicable*

## ***BSCP32/4.1*      Application for a Metering Dispensation (Cont.)**

### **Part B - Affected Party Details**

Number of Affected parties \_\_\_\_\_<sup>1</sup>

Contact Name at Affected party: _____
Contact email address: _____
Contact Tel. No. _____      Contact Tel. No. _____
Company Name of Affected party: _____
Address: _____
_____
_____
_____
Post Code: _____

Contact Name at Affected party: _____
Contact email address: _____
Contact Tel. No. _____      Contact Tel. No. _____
Company Name of Affected party: _____
Address: _____
_____
_____
_____
Post Code: _____

Contact Name at Affected party: _____
Contact email address: _____
Contact Tel. No. _____      Contact Tel. No. _____
Company Name of Affected party: _____
Address: _____
_____
_____
_____
Post Code: _____

<sup>1</sup> For more than one Affected party, Part B should be completed for each, using additional copies of Part B as required.

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**BSCP32/4.1 Application for a Metering Dispensation (Cont.)**


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**Part C – Reason for Application**

If the application is an extension or update for an existing Metering Dispensation, enter existing ref: D/.....

Site Specific / Generic\*

*\*Delete as applicable.*

<u>Reason:</u>	
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**Site Details (for Site Specific Metering Dispensation)**

Site Name:	
Site Address:	
MSID(s):	
Registered in: CMRS / SMRS*: <i>*Delete as applicable.</i>	
For SMRS, please advise of SMRA in space provided.	

**Manufacturer Details (for Generic Metering Dispensation)**

Manufacturer Name:	
Metering Equipment Details:	

**BSCP32/4.1 Application for a Metering Dispensation (Cont.)**

**Part D - Technical Details**

**Code of Practice details**

Metering Dispensation against Code of Practice*	
Issue of Code of Practice*:	
Capacity of Metering Circuits/Site Maximum Demand (MW/MVA):	
(Proposed) Commissioning Date of Metering:	
Accuracy at Defined Metering Point:	
Accuracy of Proposed Solution (including loss adjustments):	
Outstanding non-compliances on Metering Systems:	_____ _____
Deviations from the Code of Practice (reference to appropriate clause):	_____ _____ _____

\* insert Code of Practice number and issue

**Any Other Technical Information**

**Materiality**

(1) If installed in accordance with the relevant CoP	(2) Proposed Solution
£	£

**Declaration**

We declare that other than as set out above we are in all other respects, in compliance with the requirements of the relevant Code of Practice and the BSC. A schematic is attached to this application for clarification of the metering points involved.

Signature: ..... Date: .....

Password: .....

Duly authorised for and on behalf of Applicant Company

**Confirmation of Receipt and Reference**

The BSCCo acknowledges receipt of this document and has assigned the reference number as indicated on the first page.

Signature: ..... Date: .....

Duly authorised for and on behalf of the BSCCo

***BSCP32/4.2***

**This form is no longer used and is intentionally left blank**

***BSCP32/4.3***

**This form is no longer used and is intentionally left blank**

# BSCP32/4.4 Notification of Panel Ruling on Metering Dispensation Application

Reference No.:

From: Balancing and Settlement Code Company

To: *Applicant Company:*

*Address:*

*Contact Name:*

*Telephone Number:*

Cc: TAA

Metering Dispensation number:

Your application to the Panel with regard to the above Metering Dispensation from Code of Practice \_\_\_\_\_ was considered at the Panel meeting of \_\_\_\_\_ and the Panel have:

- Agreed to the application\*
- Dismissed the application\*
- Referred the application for more information\*

*\* delete as applicable*

### Other information

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.....

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.....

.....

*Signature:* ..... *Date:* .....

Duly authorised for and on behalf of the Panel

The above Metering Dispensation and any conditions have been accepted by the Applicant Company.

*Signature:* ..... *Date:* .....

Duly authorised for and on behalf of the Applicant Company

### BSCP32/4.5 Application to Withdraw a Metering Dispensation

To: BSCCo

Cc: TAA

Reference No.:

**Company Details**

*Name of Applicant Company:* .....

*Address:* .....

.....

.....

*Contact Name:* .....

*Telephone Number:* .....

**Declaration**

The above named Registrant wishes to inform the Panel that, in respect of the above Metering Dispensation, it now intends to comply fully with the requirements of Code of Practice \_\_\_\_\_ and therefore wishes to withdraw either:

a) The approved Metering Dispensation;

or

b) The proposed Metering Dispensation.

*Signature:* .....

*Date:* .....

*Password:* .....

Duly authorised for and on behalf of Applicant Company

The above Metering Dispensation withdrawal has been received by the BSCCo.

*Signature:* .....

*Date:* .....

Duly authorised for and on behalf of BSCCo

***BSCP32/4.6***

**This form is no longer used and is intentionally left blank**