

**From:** [Control](#)  
**To:** [Control](#)  
**Subject:** 20260721 - Generic ICP Briefing Note - for LV Self Authorisation, Under Leep Transfer of Control (ToC)  
[20251021 - ACOP28 Landscape Full Scope Site Full Access - Issue Copy.pdf](#); [20251021- ACOP27 Portrait Site - Issue Copy Ver2.0.pdf](#); [20260318 - Gp Std Operating Procedure - Light HOTO of Portrait Landscape Sites Final .pdf](#); [20260225 - ACOP 27 Aide Memoir Roles Process Flow Slide Ver3.0.pdf](#); [20251020 - ACOP28 Landscape Site Annex B & C Ver2.0.pdf](#); [20250604 - SHE STANDARD 01\\_ Safe Working on LV Distribution Systems\\_Issue 3\\_2025 FINAL.pdf](#); [20251020 - ACOP 28 Aide Memoir Roles & Responsibilities \(Annex I\) Ver 3.0.pdf](#);  
**Attachments:**  
**Sent:** 21/07/2026 09:32:12

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Dear ICP's,

**Information & Action:**

Enquiring ICP's  
Leep PM's

**Subject:** Generic ICP Briefing Note - for LV Self Authorisation, Under Leep Transfer of Control (ToC)

Dear ICP,

To assist ICP's, with building out sites which have regulated occupied homes or businesses, Leep have developed x2 Approved Codes of Practice, both of which are summarised, in the introductory email, below.

**Introductory Email**

**Subject:** Generic ICP Briefing Note - for LV Self Authorisation, Under Leep Transfer of Control (ToC)

Dear ICP,

**Intro.** This email provides guidance to those ICP's who wish to undertake LV works under self-authorisation.

**LV Works - The Challenges of Working Live on Leeps LV Networks.**

Leep have reviewed the challenges of having sites with a mix of occupation, where some customers are:

- Regulated with plots sold and occupied, or
- Properties built out, metered but with zero occupancy or
- Other plots being connected to the same main, which also has regulated, upstream, plots (occupied homes or businesses) as part of the development buildout.

The ability to undertake live LV work, requires a Leep code of practice to demonstrate we are controlling the site, upholding Leeps Ofgem requirements, and importantly maintaining a SSoW.

The justification for live LV working is defined, in detail, in the recently updated ENA SHE01 document and is reflected in our codes of practice. ENA SHE01 is attached for your information. You may have received a copy of this document via the NERS forum.

Leep now have x2 codes of practice, which provide guidance and instruction, and subject to the ICP meeting the appropriate accreditation, permit the ICP to undertake some live LV works. Reference the management of energisations on larger developments, please see the summary below, for both Portrait and Landscape sites. These procedures are detailed within Leeps ACOP 27 and 28, respectively. Both codes of practice include a process and RACI chart, which details roles, responsibilities and the interfaces with other parties involved in the process. The policy is prescriptive and best rolled out with a presentation or visit. **Please Note.** Maintenance and Emergency Response (MER) contractors are assigned by Leep (no cost to ICP) and are required for any site with occupied homes or businesses. Your Leep PM will decide which ACOP best fits your build.

**Energisation and Management of the Site.** Under the respective ACOP (27, & 28), Leep will attend the initial energisation, where the substation is energised. Working with the local DNO, the MER<sub>1</sub> or Leeps SAP (if operating under Leep Internal Control and Maintenance (ICM)<sub>2</sub> rule), Leep will tap the transformer, then ensuring all fused ways and breakers are open and isolated, close and lock off the LV Links. Leeps SAP will hand over Transfer of Control (ToC)<sub>3</sub> to your sites designated AP or SAP, for (ACOP 27 and 28), who will then be responsible for the Safe System of Works (SSoW) on the LV network. Providing the ToC is current and has not been rescinded for Emergency Works, then the ICP will continue to work under their own Safety Rules.

To ensure that Leep remain in Executive Control of the network, the ACOP's provides specific detail and guidance on:

- Authorisation and technical approval processes.
- Communication.
- Roles & Responsibilities.
- SSOW - Justification for live LV Works.
- Reporting.
- Paperwork.
- Records.
- Incidents and near misses.

- Final Handover and Takeover (HOTO) - ICP to Leep.

All which are required to maintain a SSOW.

**Technical Assurance - All ACOPS.** Prior to an ICP entering a Transfer of Control (ToC) arrangement, the ICP, will need to be assessed by Leep for competency. The assessment conditions are published in the respective ACOPS, at Annex B. **Please note** with the sites SAP or AP taking responsibility under ToC, the authorising audit, to assess a prospective ICP, is predominantly an offsite assessment, where the ICP need only provide evidence, in electronic format, to demonstrate competency. Within 6 months of the ICP commencing works, there will be an onsite assessment to assess live jointing and other live works. Additional to Leeps assessments will be ICP audits undertaken by the NERS audit team. The assessment criteria and submission requirements are shown in the attached Annex B & C.

**How to Apply LV Self Authorisation.** ICP's wishing to gain Leep LV Self Authorised status, are kindly requested to complete the Annex B, Technical Assurance, and submit this by email to Leep Control [@Control](#).

## Summary of ACOP's

### ACOP 27 - Approved Code of Practice for Managing Portrait Developments.

**Introduction.** This procedure provides instruction and guidance, to developers and their installing Independent Connection Provider (ICP)s, on the safe management and configuration control of Low Voltage (LV) mains and services, which are being progressively built out, and energised on a Portrait development.

**Scope.** The scope of this Approved Code of Practice (ACOP) is limited to developments where the entire scheme can be built, energised and metered prior to the first occupation by a resident, or commercial customer. It is typically applied to multioccupancy, high rise developments, but not exclusively. It can, in some cases, be applied to landscape developments, providing there is no residential or commercial occupation, following the installation of the meters. **Not within the scope**, of this ACOP, are sites, which are typically landscape and jointed off underground mains. For landscape housing developments, refer to Leep Utilities ACOP 28. Also to be noted is that this code of practice is limited to the development phase, and endures to facilitate the installation, energisation and finally metering of services, prior to residential or commercial occupation, whereupon the entire control of the LV main(s) will transfer from the ICP to Leep.

The ACOP will enable an ICP, with NER's accreditation and Leep approval, to operate under Leeps Transfer of Control (ToC) [3], permitting Limited Live Works and dead operations on LV circuits and apparatus.

For portrait sites only, the governance of ACOP 27 and policies therein will be rescinded at a point where the first metred property, becomes occupied. **To Note.** ACOP 27 can, where the design permits, and LV circuits (within the LV pillar) are connected to independent blocks of communal housing or singleton commercial properties, be segregated, such that individual feeders, in the LV pillar, can be handed back to Leep. This arrangement offers greater flexibility and can also be applied and accommodate for single transformers which may have multiple outgoing circuits, but only when connected to independent buildings. The Project Manager, for the site, will work with the developer, and the ICP, and make the assessment as whether the site will operate under this portrait instruction or ACOP 28, the Landscape regime.

**Benefit and Flexibility.** Application of ACOP 27 will enable developers, via their ICPs, to have a degree of control over their LV mains and services. Giving them the flexibility for installing, energising, testing & metering their services, without having to rely on assistance from the Independent Network Operator (IDNO), who without this practice, would need to attend every energisation. It will permit the ICP, under ToC, to operate safely under their own codes and rules and avoid multiple energisation visits from Leep.

### ACOP 28 - Approved Code of Practice for Managing Landscape Developments.

**Introduction.** This procedure provides instruction and guidance, to developers and their installing Independent Connection Provider (ICP)s, on the safe management and configuration control of Low Voltage (LV) mains and services, which are being progressively built out, and energised on a Landscape development.

**Scope.** This Approved Code of Practice (ACOP) is particular to developments which are being progressively built out, over a landscape design. It will also accommodate for hybrid sites, where there is a mix of portrait (elevated multi occupancy) and landscape buildings. This practice will enable an ICP, with NER's accreditation and Leep approval, to operate under Leeps Transfer of Control (ToC), permitting Limited Live Works and dead operations on LV circuits and apparatus. Central to the coordination and control of the site will be Leeps LV Control Engineer. As the development grows into the site, it is Important to note, that Live LV mains, on many new developments, will invariably have common circuits with a mix of metered customers (Regulated) and sections of live LV main, which are being extended into site and used for plot connections. Due to the inherent dangers of working live, this procedure, allied with Leeps LV Control are fundamental to maintaining a SSOW.

**Benefit and Flexibility.** Application of this ACOP will enable developers, via their ICPs, to have a degree of control over their LV mains and services. Giving them the flexibility of installing, energising, testing & metering their services, without having to rely on assistance from the Independent Network Operator (IDNO), who without this practice, would need to attend every energisation. It will permit the ICP, under ToC, and via Leeps LV Control, to operate safely under their own codes and rules and avoid multiple energisation visits from Leep.

To complement this email, please find attached the supporting PDF's:

- **ENA SHE 01 V3.** This is the current HSE approved guidance on how Low Voltage works should be undertaken. At the recommendation of the HSE, and following industry fatalities, the HSE expect the default setting to be dead works, with live works requiring a Justification for Live Working Risk Assessment (LV). The decision for live works is an assessment of both economical and disruption nuisance when compared/balanced against the risks

of working live. This document underpins how Leep Transfers Control to their NERS accredited ICP's, who are undertaking live LV works.

- **20251021- ACOP27 Portrait Site - Issue Copy Ver2.0.** Leep Approved Code of Practice (ACOP) for the management of Portrait sites, under Leep Transfer of Control. Please familiarise yourself with the scope and guidance.
- **20251021 - ACOP28 Landscape Full Scope Site Full Access - Issue Copy.** Leep Approved Code of Practice (ACOP) for the management of landscape or Hybrid sites (mix of portrait and landscape homes), under Leep Transfer of Control. Please familiarise yourself with the scope and guidance.
- **##20260225 - ACOP 27 Aide Memoir Roles Process Flow Slide Ver3.0.** This aide memoir contains an Information Flow Diagram - Particular to Hand Over takeovers, Energisation Request's, GIS As Laid Updates and Emergency Supply Restoration activity.
- **20251020 - ACOP 28 Aide Memoir Roles & Responsibilities (Annex I) Ver 3.0.** This aide memoir contains an Information Flow Diagram - Particular to Hand Over takeovers, Energisation Request's, GIS As Laid Updates, Service Plot Connections and Emergency Supply Restoration activity. It also contains multiple appendices, with specific guidance instructions for all parties involved in the planning and delivery of ACOP 28 activities, also summarised are the roles and responsibilities of the stakeholders.
- **20260318 - Group Std Operating Procedure (GSOP) - Light HOTO of Portrait & Landscape Sites.** Should there be an electrical emergency or loss of supply, please refer to the attached Leep GSOP - Light HOTO of Portrait & Landscape Sites - Communications with Leep Control (Doc Ref: GSOP/LUL/OPS/POL/03). This document provides a summary, on how and who to report to, and importantly how the restoration works are undertaken to avoid a dangerous situation.
- **Annex B - Technical Assessment.**

Leep will be more than happy to provide a complementary verbal/instructional brief too, at an agreeable location or via Teams.

If you have any further questions, please contact your Leep PM.

Kind Regards

Head of Technical

#### Footnotes:

1. **MER (Maintenance and Emergency Response).** The MER (AKA Repairing Contractor) contractor is assigned, funded and controlled by Leep. The ACOP(s) and control measure are to avoid the ICP and the MER working on the same section of network, under individual rules, which could result in a dangerous situation.
2. **Internal Control and Maintenance (ICM) Model.** Having no bearing on the ICP or the limits of the ToC document. Leep may apply the ICM model, for Portrait sites (ACOP 27) only. Under the ICM model, Leeps SAP takes ownership for the site, instead of the designated Control Operation Maintenance and Emergency Response (COMER<sub>[1]</sub>) contractor.
3. **Transfer of Control (ToC).** Transfer of Control (ToC) enables Leep to transfer and relinquish control to either the ICP or the MER, as appropriate. **To Note.** No Party whether ICP or MER is to work on Leeps networks without the issue and receipt of a ToC document.