

leep utilities™

Steps to Power On

March 2026



Steps to Power On

Your guide to the IDNO Adoption Process

This step-by-step guide takes you through every stage of the IDNO adoption journey, from initial setup to final *Power On*.

At Leep Utilities, we make the process **straightforward, transparent, and collaborative**, ensuring you know what's needed, when, and how we'll support you throughout.



By working together, we'll:

- Maintain clear communication and coordinated progress
- Deliver smooth technical approvals and adoption
- Ensure a safe and efficient connection to supply



Our goal:

To make every stage of the process clear, efficient, and seamless, from design to delivery.

With your network successfully adopted, your site will be Power-On, supported by our ongoing operational commitment to long-term service quality.

Leep Utilities – Network adoptions done right.

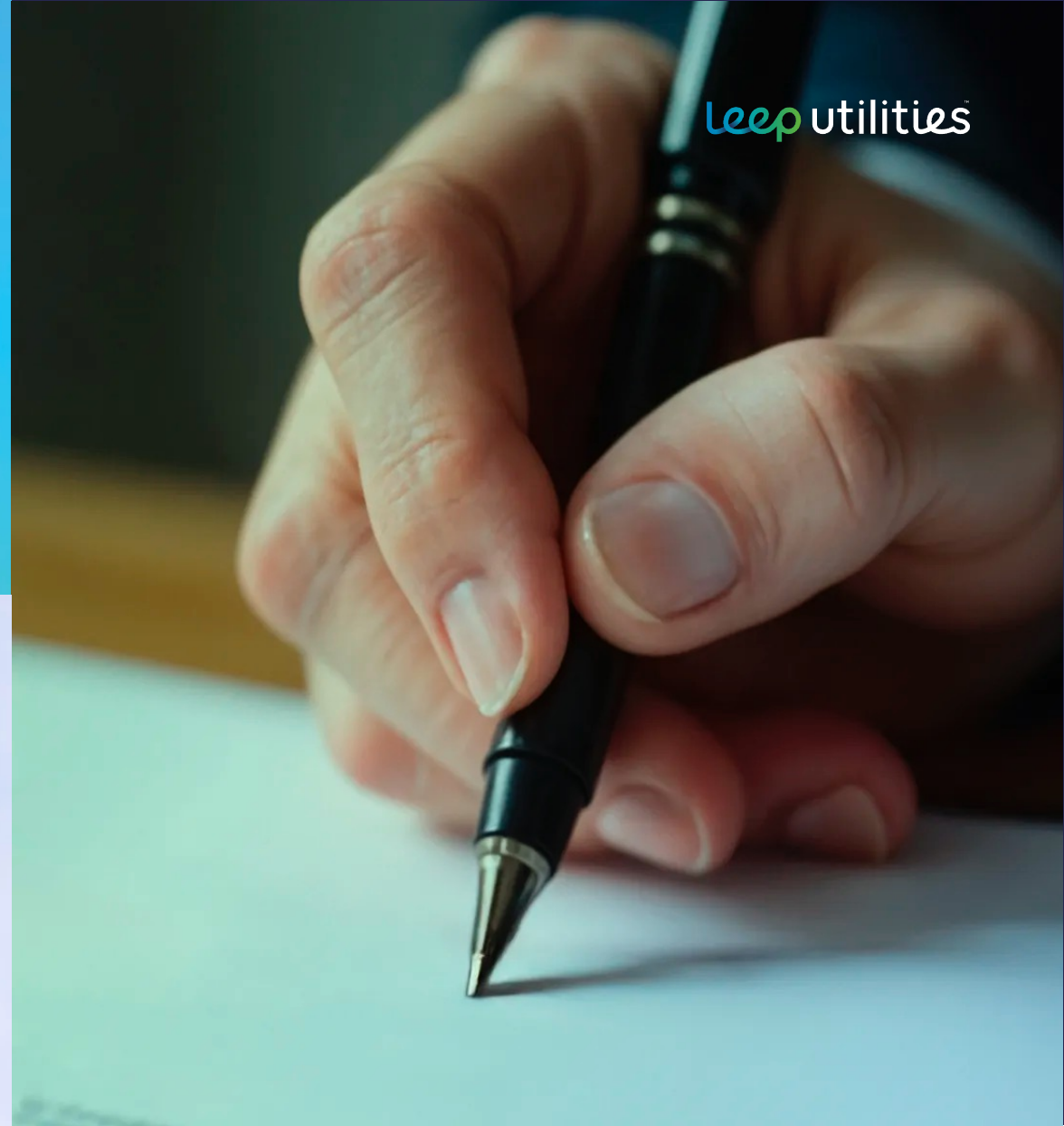
The Steps to Power On!



Step 1 – Project Award and Signature

- Leep and the Developer / Customer will sign in to an Asset Value (AV) Offer contract to agree the commercial payments for the network adoption.
- This agreement outlines the AV payments for each individual unit type and how/where the AV payment will be made.

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1

Step 1

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Step 2

○

Step 3

○

Step 4

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Step 5

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Step 6

○

Step 7

○

Step 8

○

Step 9

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Step 10

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Step 2 – Pre-Start Meeting

Once the agreements are in place and the inset application is underway, we'll assign a **dedicated Project Manager** to guide you through the next steps.

We'll arrange a **pre-start handover meeting** with the key stakeholders of the project from both the Developer and Independent Connection Provider (ICP).

During this session, we'll confirm responsibilities, agree timelines, and capture any specific requirements for your scheme, ensuring everyone is aligned from the start.

Items covered include:

- Confirming details from the signed AVO
- Network design and requirements
- Programme and delivery milestones
- Site-specific requirement and "power-on" planning
- Responsibility schedules and adoption steps
- Escalation routes
- Legal status



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

Step 3 – Design Submission / Acceptance

The ICP design house will submit a full network design pack to Leep Utilities for review and approval.

Our aim here is to make sure the design meets all technical standards while keeping the process straightforward for your team.

Our design checks focus on:

- Ensuring it meets Host / IDNO specification and follows the relevant Design & Construction Guidance.
- Reviewing any site-specific details where Leep may need to make internal design / operational decisions.

Your design will then be shared with one of Leep's approved independent design houses for technical review. These partners are fully accredited under the National Electricity Registration Scheme (NERS).

Once the design is approved, we'll issue an Electrical Design Acceptance document to confirm that everything is ready to proceed.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

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Step 4 – Legals To Be Instructed



Legals will need to be obtained for aspects such as cable easements and substations leases.

- The appointed ICP is to obtain legal documents on behalf of Leep using Leep's nominated legal representative.
- Leep will check any drawings for accuracy against the approved design in line with the site layout, highway, access etc. prior to them being sent to land registry and solicitors.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

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Step 5 – Adoption Agreement

The Adoption Agreement (AA) is the formal document that allows Leep to take responsibility for the electrical infrastructure on your site once it's been built.

Leep issues the Adoption Agreement, once we have an approved network design. This agreement protects all parties by clearly defining responsibilities, phasing and charges.

We manage the process end-to-end and issue the agreement via DocuSign to keep execution simple and efficient.

It ensures everyone is aligned on responsibilities, programme, and standards before works begin.

We will prepare and issue the agreement, tailored to your site. To complete this, we'll need:

- Contact and company details for all signatories
- Confirmation of registered company addresses and signatories

Once everything is confirmed, the agreement will be sent via DocuSign for electronic signature, with copies shared for your records.

This should be in place before any on-site works begin, ensuring all parties are protected and ready to move forward confidently.

If we have already conducted works with the ICP previously, we may have an Adoption Master Agreement (AMA) in place making this step even simpler.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

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Step 6 – MPAN Issuance

Once the design is approved and the legal process has begun, Leep will issue the ICP the Leep MPAN request form. The ICP will populate the form with the plot to postal information before returning to Leep for processing.

Before MPANs can be issued, we will need to confirm some key documentation.

We'll need:

- **Plot-to-Postal information** confirmed
- **Design Approved**
- **Legal Instructed**
- **LLFC confirmed**

Once these items are in place, we will process the MPAN request form and formally issues the MPANs

Should any of the MPANs require change, the Leep Project Manager will support you with this process.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

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Step 7 – MPAN Feeder Details

On this step Leep will take full control.

This proactive approach will help reduce network investigation time should a customer report any network issues once the power is on.

As part of this step, we will collate all the MPAN feeder information from the approved design.

Some of the items we will collate are:

- Substation Name/Number
- Substation LV Feeder Number
- MSDB Reference (If Applicable)
- Conductor Phase



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

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Step 8 – Connection Agreements

Connection Agreements for supplies >69 kVA

Connection Agreements are required for connections over 69kVA (half hourly metered). The Leep PM will send the standard Leep Connection Agreements to the ICP / Developer / Customer to complete.

The ICP / Developer / Customer will obtain two signed copies from the client (or signed through DocuSign) and return to the Leep PM for counter signature.

BCA (Bi-lateral Connection Agreement)

The Leep PM will ensure that the ICP obtains a copy of the BCA from the Host DNO or that the Host DNO is sending Leep a copy direct. The BCA is to be checked for technical clarity by the Leep PM prior to being signed. It is the responsibility of the ICP to ensure the BCA is received from the Host DNO. A BCA must be received and signed by both parties before energisation can take place.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

Step 9 – Pre-Energisation

Pre Energisation Check List

- Through the project the Leep Project Manger will keep clear and open communication with both the ICP and the Developer.
- As the Energisation date is getting closer the Leep Project Manager will circulate a Pre-Energisation checklist identifying and potential issues (if any) which could delay energisation.

Request For Energisation

- The ICP will provide Leep with a mimiumm of 10 days notice for energisation to ensure Leep can organise all the relevant checks and documentation.

Pre Energisation Checks

Once notified Leep will arrange a site visit prior energisation to achieve the following:

- Check Installation condition inline with Check List
- Confirm Asset and Equipment serial Numbers
- Check the condition of the end user installation
- Identification of any snagging or outstanding defects which needs to be completed.

If all the above is successful Leep will confirm energisation can go ahead.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

Step 10 – Energisation

On the day of Energisation, the Leep Project Manager or a Leep representative will be present to ensure everything runs smoothly.

Following the successful energisation of the supply, the ICP will forward all relevant live test and commissioning paperwork for the circuits energised to the Leep Project Manager.

Upon completion of all circuits being energised the ICP shall issue a full pack of As-laid drawing in PDF and DWG format.

The Leep Project Manager will then issue the ICP with a copy of the Network Adoption Certificate, marking the successful handover of the network to Leep.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10

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13

Let's continue the conversation

For step-by-step guidance to Clean Water On or Wastewater On please speak to your Leep Business Development Manager, who will be happy to help.



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Electricity

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