

## Connection procedure

This document describes the procedure used by TenneT to handle requests for connections to its high-voltage grid. The procedure is divided into the following stages:

- Provision of information upon request
- Quotation for drawing up a basic design
- Order to draw up a basic design
- Quotation for realising a connection
- Order to realise a connection
- Realisation of the connection

## Provision of information upon request

### General information

Upon written request (by e-mail or letter), TenneT will provide the applicant with information regarding the available connection options, as well as an estimate of the initial connection charges for a standard connection at the location(s) in which the applicant has expressed an interest. TenneT will only provide such general information as it has at its disposal. No fee will be charged for the provision of this information.

The applicant may also request an exploratory meeting to discuss the information required. It may be necessary to carry out an internal study in order to collect specific information and present it in a format suitable to the party requesting the information.

### Specific information

If, as a result of (special) requirements of the applicant, the requested information is specific in nature and therefore not readily available, TenneT will obtain the required information by means of a customised study upon request. TenneT will charge the costs of such an investigation to the applicant.

In this event, the party requesting the connection must send TenneT a letter requesting it to perform a specific investigation tailored to the applicant's requirements. In this letter, the applicant must state the specific questions it wants answered and the background of these questions. In its reply letter, TenneT will then present a proposal listing the products to be delivered, the expected lead time and the fee that will be charged.

After TenneT has received a letter confirming the order which is signed by a duly authorised person, it will conduct the specific investigation within the indicated lead time. TenneT will confirm by letter that it has received the applicant's letter.

### **Quotation for drawing up a basic design**

Upon a request in writing from the party to be connected, TenneT will supply a quotation for drawing up a basic design for the connection required by the applicant. The applicant must request the quotation by letter addressed to TenneT. TenneT will confirm by letter that it has received the request.

Following the applicant's request for a quotation, meetings will be held to discuss the technical specifications of the intended connection.

TenneT will issue a quotation for drawing up a basic design. It will do so by letter, listing the products to be delivered, the expected lead time and the costs that will be charged to the applicant.

The aim of the basic design is to specify the points of departure for the further (detailed) design of the connection in consultation between the applicant and TenneT.

A basic design comprises:

- a definitive single-line diagram;
- a Programme of Requirements;
- basic diagrams for:
  - operation, security, measurement, power supply, interlocking, I/O lists, functions;
- a primary outline diagram, including insulation coordination up to delivery boundary;
- a description of the interface cabinet;
- a budget and a time schedule.

### **Order to draw up a basic design**

After TenneT has received a letter from the applicant confirming the order which is signed by a duly authorised person, it will draw up the basic design within the indicated lead time. TenneT will confirm by letter that it has received the order.

Following the order, meetings will be held to discuss the technical specifications of the intended connection.

If the number of requests for drawing up a basic design is such that simultaneous handling of these requests by TenneT would result in delays, the requests will be handled on a 'first come, first served' basis. The date at which the applicant's letter is received shall determine the order in which the requests are handled.

Requests are only taken into consideration if the time of the request and the time of the intended completion of the object to be connected are in reasonable proportion, taking account of a realistic lead time.

### **Quotation for realising a connection**

Upon written request (by letter) from the party to be connected, TenneT will issue a quotation for realising a connection to the high-voltage grid. The quotation shall be based on the basic design that was previously drawn up in close consultation with the applicant. TenneT will confirm by letter that it has received the request.

If the number of requests for a quotation is such that simultaneous handling of these requests by TenneT would result in delays, the requests will be handled on a 'first come, first served' basis. The date at which the written request is received shall determine the order in which the requests are handled.

A quotation contains the following information:

- position of the offer (request, parties, description of the offer, validity);
- scope and definition of the offer (precondition, agreements, point of transfer, requirements for putting into operation, scope of the offer);
- rates (initial connection charge, periodic connection charge, transmission charge, system services charge, terms and invoicing);
- confidentiality arrangements;
- projected time schedule and permit procedure;
- terms and conditions.

A connection agreement will be enclosed with the quotation. To be entitled to connection capacity, the party to be connected must sign both the order (or the agreement referred to in Section 2.1.7 of the Tariff Code) and the connection agreement.

### **Order to realise a connection**

The party to be connected gives TenneT the order to realise a connection by returning the quotation, signed by a duly authorised person, to TenneT. TenneT will confirm by letter that it has received the order.

The signing of the order to realise the connection is one of the two conditions that must be met before the party to be connected is entitled to connection capacity. The second condition is the signing of the connection agreement.

If the order referred to above is addressed to a third party as part of a tender procedure (within the meaning of Section 2.1.7 of the Tariff Code), then TenneT shall consider the copy of the agreement signed by the party to be connected (within the meaning of the proposed amendment to Section 2.3.4.1 of the Grid Code) as the order.

### **Allocation of connection capacity**

Connection capacity shall be allocated on a 'first come, first served' basis. The time at which TenneT has received an order to realise a connection (or an agreement within the meaning of Section 2.1.7 of the Tariff Code) as well as a connection agreement, both signed by a duly authorised person, shall determine the order in which connection capacity is allocated.

### **Cancellation**

If the client cancels the order for whatever reason, it shall remain liable to pay the initial connection charges to TenneT. TenneT shall require the client to provide a bank guarantee for the amount of the order.

### **Realisation of the connection**

TenneT shall not commence construction activities aimed at realising the connection before the party to be connected has taken a final construction decision. Once a final decision has been taken, TenneT will commence its construction activities as soon as is necessary to complete the connection in due time. This milestone must be stated in the connection agreement.

### **Miscellaneous**

TenneT has compiled this procedure with great care. However, developments may occur that require changes to the procedure. At any time, TenneT may therefore revise the procedure (in the broadest sense of the word). You will be duly informed of such a change if you are involved in a procedure at the time of the change.