

# MARKET CODE / OPERATIONAL CODE CHANGE PROPOSAL

Form  
version 2.1

Change Proposal reference  
(To be completed by the TP Sec.)

**OCCP069**

Version No.

**B.1**

## PART A — SUBMISSION

### A.1. GENERAL DETAILS

A.1.a. TITLE SPID Address Ownership – Process 33 Change

A.1.b. COMPANY Scottish Water

Change Proposals must be authorised by the person designated by the signatory to the Market Code Framework / Accession Agreement224

A.1.c. AUTHORISED SIGNATURE NAME Stephen McIntosh

A.1.d. CONTACT NAME Stephen McIntosh CONTACT EMAIL; TEL./MOB. [stephen.mcintosh@scottishwater.co.uk](mailto:stephen.mcintosh@scottishwater.co.uk) 07875 873070

A.1.e. ASSOCIATED MCCP / OCCP MCCP224

A.1.f. ASSOCIATED DOCS.

A.1.g. PROPOSED URGENCY NON-URGENT

A.1.h. REASONS FOR URGENCY

The CMA CEO will review this information and make a decision as to whether to take this MCCP / OCCP forward as urgent as defined under Market Code Part 8.9.1

A.2. MCCP / OCCP DETAILS		
A.2.a. ISSUE OR DEFECT WHICH THIS MCCP / OCCP SEEKS TO ADDRESS Required under Market Code Parts 8.7.1 (ii) (b) and 8.8.1 (ii) (b)		
<p>In June 2021 a paper was tabled at the MPF proposing the ownership of the Supply Point (SPID) address, once registered should transfer from Licensed Provider to Scottish Water. There was broad support for this change.</p> <p>An MCCP, MCCP224 has been raised to detail the relevant market code changes, central system changes and user requirements to support this change.</p> <p>Process 33 of the Operational Code sets out the procedures to be followed to modify a number of Supply Point data items including SAA Reference, UPRN and Live Rateable Value. There is currently no mechanism, if Scottish Water were to own the address for Licensed Providers to request updates to the address.</p>		
A.2.b. DESCRIPTION OF THE NATURE AND PURPOSE OF THE MCCP / OCCP AND HOW IT MEETS THE MARKET CODE / OPERATIONAL CODE OBJECTIVES AND PRINCIPLES FOR THE MARKET DOCUMENTS Required under Market Code Parts 8.7.1 (ii) (c) and 8.8.1 (ii) (c)		
General Description		
<p>The purpose of this OCCP is to make amendments to Process 33 and associated Form P, enabling Licensed Providers, following the transfer of SPID address to Scottish Water to request a change to SPID address should there be issues or inaccuracies.</p> <p>Process 33 already allows for the Licensed Provider to request changes to a number of supply point data items including reference data associated with the SPID address (SAA reference / UPRN). Therefore, incorporating this change into this operational code process would appear to be the most appropriate place to apply such a change.</p>		
Principles and Objectives affected		
PRINCIPLE	AFFECTED (Y/N)	DESCRIPTION
Proportionality	Y	
Transparency	Y	
Simplicity, Cost-effectiveness, and Security	Y	
Non-exclusivity	N	
Barriers to Entry	N	
Customer Contact	N	
Non-discrimination	N	

Non-detrimental to SW Core Functions	N	
MC / OC OBJECTIVES		

A.2.c. IMPACT Required under Market Code Parts 8.7.1 (ii) (d), (f) and (g), and 8.8.1 (ii) (d) and (f)		
CONFIGURED ITEM	IMPACTED (Y/N)	DESCRIPTION
MC / OC	Y	Operational Code Process 33 and Form P (MCCP224)
CSDs	Y	MCCP224 – CSD0104 / CSD0301
Wholesale Services Agreements	N	
Licenses	N	
CMA Central Systems	Y	MCCP224
CMA business processes	N	
Trading Party systems	Y	Licensed Providers (if appropriate) may wish to accept CMA notifications of address updates.
Trading party business processes	Y	Possible change to Licensed Provide address maintenance processes.

A.2.d. DRAFT LEGAL TEXT Required under Market Code Parts 8.7.1 (ii) (d) and 8.8.1 (ii) (d)	
<p><b>Purpose and scope of Process 33: -</b></p> <p>The <a href="#">SPID Address</a>, SAA Reference Number, the Unique Property Reference Number, the Live Rateable Value and Transition Flag and the Multi-Tenancy SPID association are the responsibility of Scottish Water. This process sets out the operational arrangements which apply where a Licensed Provider identifies a requirement to update the <a href="#">SPID Address</a>, SAA Reference Number, the Unique Property Reference Number (UPRN), the Live Rateable Value and Transition Flag or the Multi-Tenancy SPID association applying to a premises. In some cases, for example where a pre-existing premises has been subdivided or where several premises have been merged there may be a need for Scottish Water and the applying Licensed Provider to discuss the arrangements with the Licensed Provider registered to other affected premises.</p> <p>It should be noted that requests for the Live Rateable Value to be updated will only be accepted in cases where the value stored in the Central System differs from that held on the Scottish Assessors Portal. <a href="#">SPID Address will often be the address as held at the Scottish Assessors (<a href="http://www.saa.gov.uk">www.saa.gov.uk</a>) where the SPID has a live SAA Reference or the address linked to the UPRN as held by the One Scotland Gazetteer (OSG) (<a href="http://www.osg.scot">www.osg.scot</a>). Where an address matches the SAA or OSG Licensed</a></p>	

[Providers should not request updates unless they believe the address to be incorrect \(i.e. changing an address to a vanity address\).](#)

**Process:-**

**Step 1**

Where the Licensed Provider identifies a [SPID Address](#), a SAA Reference Number, UPRN reference, Live Rateable Value and Transition Flag, or Multi-Tenancy SPID association that may require updating it will carry out investigations into the status of the Supply Point, its address and related reference(s).

**Step 2**

The Licensed Provider makes a request to Scottish Water to update the above third party reference(s), [SPID Address](#), Live Rateable Value and Transition Flag, or Multi-Tenancy SPID association by submitting a Third Party Reference Update Request Form (Form P) as set out in the Appendix to this Code. The Licensed Provider's request will detail the following, as applicable:

- the Non-Household Customer's Supply Point ID;
- [the existing SPID address and proposed SPID address](#);
- the existing SAA Reference Number or UPRN and proposed amendments;
- the existing Live Rateable Value and Transition Flag and proposed amendments;
- the existing Multi-Tenancy SPID association and proposed amendments;
- the reasons for the request;
- any supporting information; and
- a declaration by the Licensed Provider regarding the information supplied in the form.

**Step 3**

Scottish Water may, where it is deemed necessary, make a planned visit to the Non-Household Customer's Premises by prior arrangement with the Licensed Provider to inspect the Supply Point(s). The Licensed Provider may be present at the time of the planned visit.

**Step 4**

Scottish Water shall notify the Licensed Provider of findings of the investigation within 20 Business Days of the Licensed Provider's request. Scottish Water may recover its reasonable cost of any visit from the Licensed Provider in accordance with the Wholesale Charges Scheme.

**Step 5**

Where Scottish Water's investigations confirm that the [SPID Address](#), SAA Reference Number, UPRN, Live Rateable Value and Transition Flag, or Multi-Tenancy SPID association should be updated, Scottish Water shall notify the CMA, in accordance with the Market Code, within 2 Business Days of completion of the investigation.

***Form P***



**Request for Amendment of Third Party Reference(s), [SPID Address](#), Live Rateable Value and Transition Flag or Multi-Tenancy Association  
For Use by Licensed Providers**

**1. Licensed Provider Details**

Licensed Provider: \_\_\_\_\_  
 Licensed Provider's own Reference: \_\_\_\_\_  
 Licensed Provider ID: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Contact number: \_\_\_\_\_  
 Contact e-mail: \_\_\_\_\_

## **2. Current Premises Details**

As registered at the CMA

Supply Point ID (SPID): \_\_\_\_\_  
 SAA Reference Number: \_\_\_\_\_  
 Unique Property Reference Number (UPRN): \_\_\_\_\_  
 Address of premises: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_

## **3. Reason for the Request**

### **3.1 Type of Amendment**

Please indicate the reason for the request and complete the relevant section below:

No Previous SAA Reference Number	<input type="checkbox"/>	<i>Please complete section 4</i>
No Previous UPRN	<input type="checkbox"/>	<i>Please complete section 4</i>
Update of existing SAA Reference Number	<input type="checkbox"/>	<i>Please complete section 5</i>
Update of existing UPRN	<input type="checkbox"/>	<i>Please complete section 5</i>
No Previous Live Rateable Value	<input type="checkbox"/>	<i>Please complete section 6</i>
Update of existing Live Rateable Value and/or		
Transition Flag	<input type="checkbox"/>	<i>Please complete section 7</i>
New Multi-Tenancy Association	<input type="checkbox"/>	<i>Please complete section 8</i>
Update of an existing Multi-Tenancy Association	<input type="checkbox"/>	<i>Please complete section 9</i>
Removal of an existing Multi-Tenancy Association	<input type="checkbox"/>	<i>Please complete section 10</i>
<a href="#">Update of existing SPID Address</a>	<input type="checkbox"/>	<a href="#">Please complete section 11</a>

## **4. Proposed Third Party Reference**

Where there is no previous reference registered at the CMA

SAA Reference Number: \_\_\_\_\_  
 UPRN: \_\_\_\_\_  
 Is the reference already registered at the CMA incorrectly (Y/N): \_\_\_\_\_  
 If YES, Please provide the SPID: \_\_\_\_\_

## **5. Proposed Premises and Reference Details**

Where there is an existing reference registered at the CMA

Existing SAA Reference Number: \_\_\_\_\_  
 Existing UPRN: \_\_\_\_\_  
 Proposed SAA Reference Number: \_\_\_\_\_  
 Proposed UPRN: \_\_\_\_\_  
 Is the reference already registered at the CMA incorrectly (Y/N): \_\_\_\_\_  
 If YES, Please provide the SPID: \_\_\_\_\_  
 New address of premises as relevant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_

Reason for amendment:

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**6. Proposed Live Rateable Value**

Where there is no previous Live Rateable Value registered at the CMA

Proposed Live Rateable Value: \_\_\_\_\_

**7. Proposed Update to Live Rateable Value and/or Transition Flag**

Where there is an existing Live Rateable Value registered at the CMA

Existing Live Rateable Value: \_\_\_\_\_

Proposed Live Rateable Value: \_\_\_\_\_

Live Rateable Value effective from date: \_\_\_\_\_

New Transition Flag Value (True or False): \_\_\_\_\_

Transition Flag effective from date: \_\_\_\_\_

**8. New Multi-Tenancy Association**

Drainage SPID **must** be the SPID provided in section 2

Multi-Tenancy (MT) SPID: \_\_\_\_\_

**9. UPDATE of an existing Multi-Tenancy Association**

Drainage SPID **must** be the SPID provided in section 2

CURRENT associated Multi-Tenancy (MT) SPID: \_\_\_\_\_

UPDATED Multi-Tenancy (MT) SPID: \_\_\_\_\_

**10. REMOVAL of an existing Multi-Tenancy Association**

Drainage SPID **must** be the SPID provided in section 2

CURRENT associated Multi-Tenancy (MT) SPID: \_\_\_\_\_

Confirm REMOVAL of current association: ☐

**For sections 8, 9 and 10 – are there other Multi-Tenancy associations to be updated that are linked to this request?**      Yes ☐      No ☐

**If Yes, has a supporting file of changes been provided with this request?**

Yes ☐      No ☐

**11. Update of existing SPID Address**

(existing SPID address must be provided in Section 2)

Does the existing SPID address match the SAA or OSG?      Yes ☐      No ☐

Why does the address need to change?: \_\_\_\_\_

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Updated Address of premises (SPID): \_\_\_\_\_

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Postcode: \_\_\_\_\_

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**12. Additional Information**

Please provide any additional information in support of the request. If supporting information is provided separately please indicate here:

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**132. Your Details**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (in capitals): \_\_\_\_\_

Role in the company or job title: \_\_\_\_\_

**A.3. IMPLEMENTATION DETAILS**

**A.3.a. PROPOSED IMPLEMENTATION DATE OR LEAD TIME**

Timescale must not overlap with the period of consultation with the Commission and should take account of the impacts identified in Section A.2.c. Any quoted lead time should commence from date of Approval.

Date of publication of next version of the Operational Code (March 22 in line with delivery of MCCP224)

**A.3.b. ANY LIMITATIONS OR DEPENDENCIES FOR IMPLEMENTATION**

**A.4. ANY OTHER COMMENTS**

**PART B — TP ASSESSMENT**

**B.1. ASSESSMENT PROCESS**

**B.1.a. ASSESSMENT  
START DATE**

2021-08-19

**ASSESSMENT END DATE**

2021-08-19

**B.1.b. IMPACT ASSESSMENT REQUIREMENT**

No

**B.1.c. CONSULTATION REQUIREMENT**

No

**B.1.d. ASSOCIATED DOCUMENTS  
(to this Part B)**

No

**B.2. ASSESSMENT DETAILS**

**B.2.a. CHANGE SPECIFICATION AND IMPACT  
(if different from that originally submitted)**

B.2.b. DRAFT LEGAL TEXT (if different from that originally submitted)	
B.2.c. TP ASSESSMENT Taking into account complexity, importance and urgency, and having regard to whether or not such proposal is within the relevant Objectives and Principles as required under Market Code Parts 8.7.1 (v) and 8.8.1 (iv)	
Impact on Principles and Objectives (if different from that originally submitted)	<u>None</u>
Cost Estimate	<u>n/a</u>
Benefit Estimate (L: < 10k, M: £10k to £100k, H: > £100k)	
B.3. TP DECISION	TP APPROVED / <del>REJECTED</del>
B.4. FINAL TP VIEWS	<u>Unanimous approval 2021-08-19</u>
B.5. PLANNED IMPLEMENTATION DATE	<del>yyyy-mm-dd</del> <u>March 22</u>

WITHDRAWN BY PROPOSER?	<del>Yes</del> / No
COMMENTS	
DATE OF WITHDRAWAL	

PART C — COMMISSION APPROVAL	
C.1. DATE FINAL REPORT ISSUED TO COMMISSION	<u>2021-09-01</u>
C.2. APPROVAL STATUS	APPROVED CHANGE / REJECTED
C.3. DATE OF APPROVAL STATUS	yyyy-mm-dd
C.4. COMMISSION RESPONSE REFERENCE	



## PART D — IMPLEMENTATION

D.1. IMPLEMENTATION DATE

March 22

D.2. IMPLEMENTATION DETAILS

(MC version, CSD versions, CMA Central Systems release number, etc.)