

! SPECIMEN — WORKED EXAMPLE, NOT A REAL CLIENT PACK

This is an **illustrative sample** built from a **fictional job** to show a prospective customer exactly what a PermitGrid Connection Pack looks like. Company, people, address, MPAN and figures are **invented**. It must **never** be submitted to a DNO or reused for a real site. A real client pack is produced from the master template with verified job data, every [VERIFY] resolved against live DNO sources, and a named human reviewer sign-off (§7). DNO process facts here reflect PermitGrid's Stage-2 checklists browser-verified 2026-07-31 — **re-confirm at real production time**.

Sample basis: UK Power Networks (Eastern) · commercial multi-charger EV job · fictional installer "Voltise EV Ltd" · Romford office car park. Chosen because it is the *common* stuck job: existing supply, load-managed, with the two evidence items most often missing (MPAN + landlord consent) sitting on the critical path.

PermitGrid Connection Pack

Commercial EV charger / heat-pump grid-connection document pack

Pack reference	PG-SAMPLE-0001 (<i>specimen</i>)
Pack tier	Full Commercial £950
Prepared for	Voltise EV Ltd (<i>fictional</i>)
Attention of	Sam Okafor, Projects Lead (<i>fictional</i>)
End client / site	Meridian Office Park (Tenant: Harlow Digital Ltd) (<i>fictional</i>)
Site address	Unit 4, Meridian Office Park, Ashton Road, Romford (<i>fictional</i>)
Site postcode	RM7 0AA (<i>fictional</i>)
Project type	Commercial EV chargers (6 × 22kW AC, load-managed)
Intake received	2026-08-06 09:40 (<i>specimen</i>)
Pack delivered	2026-08-07 16:00 — within 48h of complete intake (<i>specimen</i>)
Prepared by	PermitGrid — Marveen (executive operator) (<i>specimen</i>)
Human-reviewed by	(SPECIMEN — a real pack names a human reviewer here; not signed for the sample)

Pack status: NOT READY — GAPS OPEN

Two red-status evidence items (MPAN, landlord consent) and the supply-capacity photo must be closed before this application can be submitted; all three request emails are drafted and ready to send in Appendix A. Everything else is assembled and internally consistent.

Scope of this pack — read first

This pack is **document-pack preparation & workflow support**, prepared for **qualified installer/engineer review before submission**. It is **not legal advice, not electrical-design certification**, and **not a guarantee of DNO/council approval**. **Human review required** before any submission is made.

PermitGrid does not certify electrical design, does not submit as the responsible engineer or duty holder, and does not provide legal or planning advice. All contents are prepared for a qualified installer, engineer or consultant to check, adopt or amend, and submit under their own professional responsibility.

Contents

1. Executive summary — what we found in 48 hours
2. Site & job identification (intake summary)
3. DNO & application-route map
4. Evidence map — what the application will need
5. Missing-evidence list (gap analysis)
6. Risk notes
7. Submission-readiness review — for the qualified installer/engineer
8. Evidence index & folder structure
9. Appendix A — Draft request emails
10. Appendix B — DNO quick-reference
11. Document control

1. Executive summary — what we found in 48 hours

- **The job:** 6 × 22kW AC EV chargers across 8 bays at a landlord-managed office car park, held within the existing supply by dynamic load management capped at 60kW.
- **The network operator:** UK Power Networks (Eastern Power Networks licence area) — indicated from postcode RM7; **confirm via ENA "Who is my network operator" lookup and the site MPAN record before submission.**
- **The likely application route:** commercial multi-charger site → UKPN **Connections Application Portal** (not the Smart Connect connect-and-notify path, which is for single/approved-installer

LCT notifications) — no export proposed, so no G99 pathway expected. Final route to be confirmed by your qualified engineer against UKPN's current guidance.

- **The single biggest blocker:** no MPAN and no landlord consent on file — both red-status gaps, both request emails drafted for you in Appendix A (A-1, A-2). The cut-out/main-fuse photo (needed to confirm existing capacity) is the third.
- **Next action (today):** send drafted email A-1 to the site contact for the MPAN + cut-out photo, and A-2 to the managing agent for consent; everything else in this pack is assembled and waiting on those items.

AT A GLANCE	COUNT
Evidence items required for this route	14
In hand and pack-ready (GREEN)	3
In hand but needs improvement (AMBER)	7
Missing — blocks submission (RED)	4
Draft request emails prepared	3
Items needing qualified-engineer input	3

2. Site & job identification (intake summary)

What you told us, restated as the record the application will be built on. Correct anything wrong here first — every downstream document inherits these facts.

2.1 Parties

FIELD	VALUE	SOURCE
Installer / applicant company	Voltise EV Ltd (<i>fictional</i>)	Intake
Installer contact	Sam Okafor · sam@voltise-ev.example · 020 7000 0000 (<i>fictional</i>)	Intake
End client / site business	Harlow Digital Ltd (tenant) (<i>fictional</i>)	Intake
Site owner / freeholder	UNKNOWN — landlord managed via agent; see gap G-3	Intake / Land Registry check not performed
Managing agent (if any)	Ashton Estates Management (<i>fictional</i>)	Intake
Site tenure	Leasehold — tenant occupies Unit 4; car park is landlord common area	Intake

2.2 Site

FIELD	VALUE	SOURCE
Site address	Unit 4, Meridian Office Park, Ashton Road, Romford (fictional)	Intake
Postcode	RM7 0AA (fictional)	Intake
Site type	Office / multi-tenant with shared car park	Intake
MPAN (13-digit supply number)	MISSING — see gap G-1	Not provided at intake
Existing supply capacity / main fuse	UNKNOWN — see gap G-2	No cut-out photo / bill provided
Metering arrangement	Unknown (likely whole-current; confirm from meter photo)	—
Existing on-site generation/storage	None stated; tenant mentioned possible "phase-2 battery" — see Risk §6	Intake

2.3 Proposed works

FIELD	VALUE	SOURCE
Equipment	6 × [make/model, 22kW AC, 3-phase] EV charge points	Intake / spec sheet E-9
Rated load	6 × 22kW = 132kW nominal, before load management	Intake
Load management / diversity proposed	Dynamic load management to cap site draw at 60kW — installer-stated, needs engineer confirmation (Q-2)	Intake
New generation/export proposed	None	Intake
Cable route / civils summary	~35m route from landlord intake room across shared car park to bays 1–8; not yet surveyed	Intake
Target install date	2026-10-01 (specimen)	Intake
Installer's stated blocker	"DNO application keeps stalling — we're not sure if it's a notification or a full application, and the landlord side is a mess."	Intake

3. DNO & application-route map

3.1 Which network operator covers this site

Likely DNO	UK Power Networks — Eastern Power Networks licence area
Basis	Postcode area RM falls within UKPN's Eastern coverage

Confirmation status	NOT YET CONFIRMED — confirm via ENA "Who is my network operator" lookup + the operator named on the site's electricity bill/MPAN record before submission
DNO connections contact route	UKPN Connections — Connections Application Portal / connect-direct [VERIFY current URL and channel on ukpowernetworks.co.uk before delivery]

Postcode-to-DNO mapping is indicative only: licence-area boundaries do not follow postcode areas exactly. The authoritative check is the ENA "Who is my network operator" lookup (energynetworks.org), and the operator named on the site's electricity bill/MPAN record is definitive. Do not submit until the operator is confirmed.

3.2 Likely application route

Route selection below is PermitGrid's assessment from the intake facts. It is a workflow recommendation, not an engineering determination — your qualified engineer confirms the route against the DNO's current guidance before submission.

QUESTION	THIS JOB	ROUTE CONSEQUENCE
Does the proposed load fit within the existing supply capacity (with load management)?	Unknown — capacity evidence (E-3/E-4) missing	If the 60kW managed load fits the existing supply, a lighter notification route may apply; if not, a demand/upgrade application is needed before install. Depends on closing G-2.
New connection, or alteration/increase to an existing supply?	Alteration/increase to an existing commercial supply	Load-increase (additional demand) framing, not a new-service application
Is there generation or export (solar/battery/V2G)?	None proposed (phase-2 battery only mentioned)	Demand-only route; no G98/G99 pathway now. If phase-2 battery proceeds, the application family changes — see Risk §6.
Are EV charge points being installed?	Yes — 6 units, commercial multi-charger	Commercial multi-charger on a landlord/multi-tenant site → routed via the UKPN Connections Application Portal , not the single-site Smart Connect notify path [VERIFY current UKPN commercial-site process]
Three-phase or larger cut-out/fuse likely needed?	Engineer to assess once E-3 is known	If an upgrade is needed: DNO quotation + works lead time [VERIFY UKPN published quotation timescales]

Recommended route for this job: load-increase / additional-demand application to UK Power Networks via the Connections Application Portal, with a supporting load schedule and load-management statement; no G99 pathway required as no export is proposed. **Note:** UKPN Smart Connect (connect-and-notify) is restricted to UKPN-approved installers and single-LCT notifications — it is *not* the correct path for this commercial multi-charger site.

Route confidence: MEDIUM — route is clear in principle, but the fit-vs-upgrade determination depends on capacity evidence (G-2) still missing.

3.3 Council / planning & building-control flags

Flag-level screening only. PermitGrid does not provide planning or legal advice; where a flag is raised, the resolution is a check with the local planning authority (LPA) or the client's planning consultant.

FLAG	THIS SITE	NOTE
Local planning authority	London Borough of Havering [VERIFY from exact address before delivery]	Pre-application questions via the LPA planning duty line [VERIFY]
Listed building	No indication	—
Conservation area	No indication	Permitted-development allowances for charge points can be restricted in designated areas [VERIFY current PD conditions before advising either way]
External works / street-visible equipment	Chargers within a private car park, not street-visible	Low planning exposure; siting/height PD conditions [VERIFY]
Car-park civils (trenching, resurfacing, drainage)	~35m trench across shared car park	Landlord consent + possible building-control interaction; contractor/engineer to assess — not a PermitGrid determination
Highways interaction (public road/footway crossing)	None apparent	Route is entirely within private land per intake

4. Evidence map — what the application will need

Green means pack-ready, amber means usable but weak, red means it blocks submission.

Route basis for this checklist: UK Power Networks — commercial multi-charger load-increase (§3.2). Item list compiled from UKPN's published application requirements as at 2026-07-31 [VERIFY each item against UKPN's current form/guidance during production — DNO document lists change without notice].

#	EVIDENCE ITEM	STATUS	WHAT WE HAVE	WHY THE DNO ASKS
E-1	Full site address & postcode	 GREEN	Confirmed at intake	Identifies the premises and network the application attaches to.
E-2	MPAN (13-digit supply number)	 RED	MISSING → G-1	Ties the application to the exact existing supply point; the most common cause of stalled applications.
E-3	Existing supply capacity / main fuse rating	 RED	Unknown until cut-out photo → G-2	Determines whether the 60kW managed load fits or an upgrade quotation is needed.

#	EVIDENCE ITEM	STATUS	WHAT WE HAVE	WHY THE DNO ASKS
E-4	Cut-out / service head photo	 RED	Not provided → G-2	Visual confirmation of service type, fuse size and condition (UKPN explicitly requests this).
E-5	Meter & metering arrangement photo	 AMBER	Not yet provided; requested in A-1	Confirms metering type (whole-current vs CT) relevant to capacity changes.
E-6	Distribution board / consumer unit photo	 AMBER	Not yet provided	Shows existing distribution arrangement the new circuits will join.
E-7	Proposed load schedule / maximum-demand calculation	 AMBER	Installer figures restated (132kW nominal / 60kW managed); needs engineer sign-off → Q-1	The core number the DNO assesses; must come from or be checked by a qualified person.
E-8	Load-management / diversity statement	 AMBER	DLM-to-60kW described by installer; scheme detail + DNO acceptability needs engineer → Q-2	If capacity depends on load management, the DNO will want the scheme described.
E-9	Equipment specification sheets	 GREEN	Manufacturer spec sheet for the 22kW 3-phase unit on file (§8)	Confirms ratings, phases and compliance details of what is being connected.
E-10	Site layout / car-park plan with proposed positions	 AMBER	Installer sketch provided; not to 1:500 scale — PermitGrid can help upgrade	Shows where equipment sits relative to the supply intake and bays.
E-11	Cable route / civils sketch	 AMBER	~35m route sketched, not surveyed	Anticipates trenching/wayleave questions before they stall the job.
E-12	Single-line diagram	 AMBER	Not provided; engineer to confirm if required at this size → Q-3	Often requested for commercial multi-charger applications; engineer-produced.
E-13	Landlord / freeholder consent	 RED	Outstanding → G-3 ; draft consent request ready (A-2)	Prevents the classic late-stage collapse: works agreed with tenant but not the building owner.
E-14	Tenant / occupier consent	 GREEN	Tenant (Harlow Digital) is the instructing party	Confirms the occupier authorises the works.
E-15	Generation/export details — G98/G99 data	— N/A	No export proposed (see phase-2 note, §6)	Export changes the application family; not applicable now.
E-16	Previous DNO correspondence	— N/A	None on this supply per intake	Avoids duplicate/contradictory applications.
E-17	Planning/consent position statement	— N/A	No §3.3 flags raised	Only needed where a planning flag arises.

Legend:  GREEN — in hand, pack-ready.  AMBER — in hand but incomplete/low-quality.  RED — missing; blocks a credible submission. (14 applicable items: 3 GREEN, 7 AMBER, 4 RED; E-15–E-17 not applicable to this route.)

5. Missing-evidence list (gap analysis)

Everything still needed, who can supply it, exactly how to get it, and the draft email that does the asking. Gaps ordered by how hard they block submission.

Gap register

GAP	BLOCKS	MISSING ITEM	WHO HOLDS IT	HOW TO OBTAIN	DRAFT READY
G-1	 Submission	MPAN (13-digit supply number)	Site FM / any electricity bill	Top section of any electricity bill, or the label in the meter cabinet — photo is fine	Appendix A-1
G-2	 Submission	Main fuse rating + cut-out photo (E-3/E-4)	Site / installer site visit	One clear photo of the cut-out with the fuse-carrier label legible	Appendix A-1
G-3	 Submission	Landlord / freeholder consent (E-13)	Ashton Estates Management (agent)	Written consent for equipment install + cable trench across the car park; draft consent request attached (A-2)	Appendix A-2
G-4	 Quality	1:500 scaled site layout (E-10)	Installer / PermitGrid can upgrade sketch	Provide a scaled plan, or send the sketch + dimensions and we produce a 1:500	A-1 (same thread)
G-5	 Quality	Meter + distribution-board photos (E-5/E-6)	Site visit	Two phone photos during the survey	A-1 (same thread)

(Every / row in §4 appears here or is explained.)

What happens when the gaps close

- When **G-1** and **G-2** are supplied, PermitGrid finalises the application data set within **24h** at no extra charge for this pack reference.
- G-3** is a consent matter between the client and their landlord; we have drafted the request (A-2) but obtaining and checking the consent's adequacy is for the client and their advisors — **not legal advice**.
- Items marked for engineer input (§7 questions Q-1–Q-3) cannot be closed by PermitGrid: they require the qualified installer/engineer.

6. Risk notes

Plain-English flags a reviewer should weigh before submission. Workflow risk notes, not engineering or legal determinations.

AREA	RISK LEVEL	NOTE
Capacity	HIGH	132kW nominal / 60kW managed against an unverified existing supply. Until the cut-out photo (G-2) confirms the main fuse, we cannot say the managed load fits; if headroom is marginal, UKPN may quote for reinforcement — budget/lead-time exposure until E-3 closes.
Permissions	HIGH	Landlord-managed site, consent not yet requested — the highest schedule risk in this job. Consent timelines are outside anyone's control once asked; send A-2 today.
Planning / building control	LOW	No §3.3 flags; chargers within a private car park. Trench reinstatement likely a landlord-consent condition, not a planning matter.
Civils	MED	~35m trench across a shared car park: reinstatement standard and timing likely conditions of landlord consent; coordinate with the managing agent.
Export / generation	MED	Tenant floated a "phase-2 battery." If it proceeds, the application family changes (G98/G99 territory). Recommend declaring the intent to UKPN now rather than amending later [VERIFY approach against UKPN guidance].
Programme	MED	Target install 2026-10-01 assumes UKPN responds within its published timescale [VERIFY current timescale for this application type]; red gaps G-1–G-3 are on the critical path.

7. Submission-readiness review — for the qualified installer/engineer

The handover: PermitGrid's preparation ends here; professional judgement takes over.

7.1 PermitGrid review decision

Status	NOT READY — GAPS OPEN
Reviewed by	(SPECIMEN — a real pack carries a named PermitGrid reviewer here)
Review date	(specimen)
Basis	Green items cross-checked against the intake and spec sheet; route logic in §3.2 checked against UKPN guidance as at 2026-07-31; red gaps G-1–G-3 open and on the critical path.

"Ready for submission review" (not the status here) would mean the document set is assembled and internally consistent — it does **not** mean the application is approved, correct in engineering terms, or guaranteed to be accepted. **Human review required.**

7.2 Questions requiring your engineer's judgement

#	QUESTION	WHY IT MATTERS
Q-1	Confirm the maximum-demand calculation and diversity assumptions behind the 132kW→60kW figures in E-7. PermitGrid restates the installer's figures and does not certify them.	The DNO's assessment stands or falls on this number.
Q-2	Confirm the dynamic-load-management scheme relied on to hold the site at 60kW is real, commissioned, and acceptable to UKPN for capacity purposes.	Changes the application route (§3.2) — the whole "fits existing supply" case depends on it.
Q-3	Assess whether a single-line diagram (E-12) is needed for a 6-charger commercial application to UKPN.	Often requested at this size [VERIFY per UKPN].

7.3 Pre-submission checklist (installer/engineer to complete)

- ☐ DNO identity confirmed via ENA lookup / bill — matches §3.1 initials ____ date ____
- ☐ Application route in §3.2 confirmed against UKPN's **current** form/guidance ____
- ☐ Load/maximum-demand figures checked and adopted by a qualified person ____
- ☐ All  red gaps in §5 closed, evidence added to the index (§8) ____
- ☐ Landlord/tenant consents sighted and adequate for the works ____
- ☐ Planning/building-control flags in §3.3 resolved or accepted with client sign-off ____
- ☐ Generation/export declaration correct (including any phase-2 battery intent) ____
- ☐ Applicant, site and MPAN details consistent across every document in §8 ____
- ☐ Submission made by: _____ (responsible submitter — not PermitGrid)

7.4 After submission — keep the loop closed

Tell PermitGrid the outcome (accepted / more info requested / quotation issued / rejected + reason). Outcome logging is included in your pack price and directly improves the accuracy of your next pack.

8. Evidence index & folder structure

```
PG-SAMPLE-0001/
├── 00-PACK/
│   └── PermitGrid-Connection-Pack.pdf ..... this document
├── 01-SITE/
│   ├── site-address-confirmation.txt ..... GREEN (E-1)
│   ├── site-layout-plan.pdf ..... AMBER – sketch, not 1:500 → G-4
│   └── cable-route-sketch.pdf ..... AMBER (E-11)
├── 02-SUPPLY/
│   ├── mpan-evidence.* ..... MISSING → G-1
│   ├── cutout-photo.* ..... MISSING → G-2
│   ├── meter-photo.* ..... MISSING → G-5
│   └── distribution-board-photo.* ..... MISSING → G-5
├── 03-EQUIPMENT/
│   ├── spec-sheet-22kW-3ph.pdf ..... GREEN (E-9)
│   └── load-schedule.pdf ..... AMBER – engineer to confirm, Q-1
├── 04-PERMISSIONS/
│   ├── landlord-consent.* ..... OUTSTANDING → G-3
│   └── tenant-consent.txt ..... GREEN (E-14 – instructing tenant)
├── 06-CORRESPONDENCE/
│   ├── A1-mpan-supply-request-draft.md ..... ready to send
│   ├── A2-landlord-consent-request-draft.md ..... ready to send
│   └── A3-dno-cover-note-draft.md ..... for engineer review
└── 07-OUTCOME/
    └── (empty – submission outcome and DNO responses go here)
```

(05-GENERATION/ folder omitted – no solar/battery in scope.)

Appendix A – Draft request emails

Ready to send from your own address. Square-bracket fields are yours to fill; tone is deliberately plain so your customer actually replies.

A-1 • To the end client / site contact – MPAN + supply evidence

Subject: Two quick photos to keep your EV charger install on schedule

Hi [client first name],

To submit the electricity-network paperwork for Unit 4, Meridian Office Park, we need two things you already have on site:

1. **Your MPAN** — the 13-digit "supply number" printed on any electricity bill (or on a label in the meter cabinet). A photo of the bill's top section is perfect.
2. **One photo of the main fuse / cut-out** — the black unit where the supply enters the building, with any label legible. No need to touch anything; a clear phone photo is fine.

If it's easy, two extra photos help us move faster: the meter, and the main distribution board.

Everything else for the application is prepared. As soon as these arrive, the submission pack is complete from our side.

Thanks, [installer name, Voltise EV Ltd, phone]

A-2 · To the landlord / managing agent — consent request

Subject: Consent request — EV charging installation at Meridian Office Park (Unit 4)

Dear [agent name, Ashton Estates Management],

Harlow Digital Ltd has instructed us to install six 22kW EV charge points in the car park serving Unit 4, with a cable route of approximately 35m from the intake room across the shared car park, at Meridian Office Park, Ashton Road, Romford.

Before any application is made to the electricity network operator, we are seeking the owner's written consent covering: (1) installation of the equipment as shown on the attached layout; (2) the cable route indicated, including reinstatement of surfaces to their prior condition; and (3) access for installation and maintenance.

Attached: proposed layout plan and equipment specifications. We are happy to adjust routing or siting to meet the building's requirements — a short call with your building manager may be the quickest route.

Could you let us know the owner's requirements for granting consent, or provide consent in a form of your choosing?

Kind regards, [installer name, Voltise EV Ltd, phone]

*(Consent adequacy is a matter for your client and their advisors — **not legal advice.**)*

A-3 · DNO application cover note (engineer to review before use)

Subject: Load-increase application — Unit 4, Meridian Office Park, RM7 0AA — MPAN [to insert]

Dear UK Power Networks Connections team,

Please find attached a load-increase (additional-demand) application at the above commercial site.

Summary: installation of 6 × 22kW AC EV charge points (132kW nominal, managed to 60kW by dynamic load management) at an existing commercial premises; no on-site generation or export proposed.

Enclosed: completed application form; load schedule; equipment specifications; site layout with proposed positions; cable-route plan; MPAN/supply evidence; landlord consent.

The target installation date is 2026-10-01. Please direct any questions to [responsible installer/engineer contact].

Kind regards, [responsible submitter — not PermitGrid]

Appendix B — DNO quick-reference

Group-level orientation only. Licence-area boundaries do not follow postcodes exactly; six DNO groups operate Great Britain's fourteen distribution licence areas. Always confirm the operator for a specific site via the ENA lookup or the site's electricity bill.

DNO GROUP	INDICATIVE COVERAGE	CONNECTIONS CONTACT ROUTE
UK Power Networks <i>(this job)</i>	London, South East, East of England	Connections Application Portal / connect-direct [VERIFY current URL at delivery]
National Grid Electricity Distribution	Midlands, South West England, South Wales	[VERIFY]
SSEN	Central Southern England; North Scotland	[VERIFY]
SP Energy Networks	Central/Southern Scotland; Merseyside, Cheshire, North Wales	[VERIFY]
Electricity North West	North West England	[VERIFY]
Northern Powergrid	North East England, Yorkshire	[VERIFY]

Authoritative operator lookup: ENA — "Who is my network operator" (energynetworks.org).

Document control

Pack reference	PG-SAMPLE-0001 (<i>specimen</i>)
Version	1.0 (sample)
Prepared	2026-08-06 by Marveen, PermitGrid (<i>specimen</i>)
Human review	(<i>SPECIMEN — unsigned; a real pack requires a named human reviewer before delivery</i>)
Source data	Fictional installer intake (specimen); DNO guidance as at 2026-07-31 (PermitGrid Stage-2 checklists, browser-verified)
Validity	Contents reflect DNO/council published guidance at the preparation date; requirements change — re-check before submission if more than 30 days old.

Service scope (repeated for the record)

PermitGrid provides **document-pack preparation & workflow support, for qualified installer/engineer review before submission**. This pack is **not legal advice, not electrical-design certification**, and **not a guarantee of DNO/council approval**. **Human review required** before submission. PermitGrid does not certify electrical design, does not act or submit as the responsible engineer, and does not provide legal or planning advice.

© PermitGrid 2026. SPECIMEN / worked example prepared to illustrate the PermitGrid Connection Pack format. Fictional job — not for submission or reuse on any real site.