

### 3.1 Identification of Long Term Vacant Sites

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	Following receipt of second D0004	Identification of site as Long Term Vacant in accordance with appendix 4.15.1.  Establish start date for the Long Term Vacant period in accordance with 4.15.2.	Supplier		Appendix 4.15 – Identification of a site as Long Term Vacant	Internal Process.
3.1.2	Following 3.1.1	Send notification of ZERO consumption notification, where the Effective From Date shall be the start date for the period of Long Term Vacant treatment	Supplier	Data Service	IF-024 – Supplier Advisory Notification to Data Service  Event Code: SN-Vacant	DIP Interface
3.1.3	Following 3.1.2	Send Zero Consumption	Data Service	Supplier MDS	PUB-021 - UTC Settlement Period Consumption Data	DIP Interface
3.1.4	Following 3.1.3	Process Data in accordance with BSCP703	MDS			
3.1.5	On request by LDSO	Send details of Long Term Vacant Sites	Supplier	LDSO	P0221 ‘Notification of Long Term Vacant Site’	As agreed between Supplier and LDSO

### 3.2 Identification of Sites that no longer qualify for Long Term Vacant Treatment

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	As appropriate	Supplier identifies that site no longer qualifies for Long Term Vacant treatment in accordance with appendix 4.15.4.  Establish end date for the Long Term Vacant period in accordance with appendix 4.15.5	Supplier		Appendix 4.15 – Identification of a site as Long Term Vacant	Internal Process
3.2.2	If Supplier has a Meter Reading for end of LTV Period	Send Cumulative Meter Reading	Supplier Supplier	DIP Data Service	IF-41 – Smart/Advanced Readings D0010 – Meter Readings	DIP Interface Electronic or other method, as agreed
3.2.3	DIP to publish consumption readings sent from Supplier	Cumulative Reading processed	DIP	Data Service	PUB-41– Smart/Advanced Readings	DIP Interface
3.2.4	If Supplier has no Meter Reading	If Supplier has no Meter reading to send, send Non-zero value	Supplier	Data Service	IF -024 – Supplier Advisory Notification to Data Service  Event Code: SN-SupplierAC	DIP Interface
3.2.5	Following 3.2.4	Send non-zero data	Data service	Supplier MDS	PUB-021 – UTC Settlement Period Consumption Data	DIP Interface
3.2.5	On receipt of file	Process data in accordance with BSCP703	MDS			

## Appendix

### 4.15 Criteria for identify sites as Long Term Vacant

#### 4.15.1. Criteria for identifying site as Long Term Vacant.

A Supplier may identify a site as Long Term Vacant if it meets all of the following four criteria:

1. The site is energised according to the Supplier Meter Registration Service (SMRS).
2. The Supplier:
  - has received from the Data Service at least two D0004 'Notification of Failure to Obtain a Reading' data flows, which are at least 75 calendar days apart and not more than 215 calendar days apart, with the J0024 'Site Visit Check Code' data item populated with code 02 'Site not Occupied';
  - and has not received any D0004s with the J0024 data item populated with anything other than 02, 18 'Unsafe Premises', 19 'Call not made on routine visit, 20 'No Access' or '28 'Unable to gain access due to insufficient address details' in the interim; and
  - has not received any Meter register readings for that Metering System in the interim.

If a D0004 data flow is received with the J0024 data item unpopulated, it can be excluded for the purposes of this criterion.

3. The Supplier has made proactive attempts to identify the owner of the property to obtain a Meter reading; proactive attempts could include contacting bodies such as estate agents, letting agents, councils or the land registry to find out who the owner is. If the Supplier supplies both gas and electricity, check to see if the same issues are occurring for the gas supply. When an owner is identified, attempts must then be made to contact them and obtain a reading. The Supplier may have its own way of meeting this criterion.
4. If the owner is already known, the Supplier must make attempts to contact them to arrange a Meter Reading. The Supplier must keep auditable records showing that all of these criteria have been met in order to identify a site as Long Term Vacant. If all the above criteria have been met, but the Supplier has evidence of consumption on the Metering System, the site must not be identified as Long Term Vacant.

#### **4.15.2. Start Date for the Long Term Vacant Period.**

The Supplier should identify the start date for the Long Term Vacant period (and its associated zero consumption) as the earlier of the following:

1. The date in the J0016 'Reading Date and Time' data item in the first D0004 received with the J0024 data item populated with code 02 ; or
2. Where a Customer has closed an account, the last consumption date for that Customer provided that:
  - a) This is no more than 215 calendar days before the date of the first D0004 with the J0024 data item populated with the 02 or 20 code;
  - b) No D0004s with the J0024 data item populated with anything other than the 02 code have been received between the Customer's last consumption date and the date of the first D0004 with J0024 data item populated with code 02 or 20;
  - c) No Meter register readings for that Metering System have been received between the Customer's last consumption date and the date of the first D0004 with J0024 data item populated with code 02 or 20; and
  - d) a Meter register reading is received for the Customer's last consumption date.

#### 4.15.3. Confirmation that the Site remains Long Term Vacant.

Where a Supplier has identified a site as Long Term Vacant and has instructed their Data Service to enter a zero value into Settlement for that site, the Supplier must confirm that all of the following criteria have been met to continue treating the site as Long Term Vacant:

1. The Supplier must receive a D0004 from the Data Service with the J0024 data item populated with the 02 code at least once every 215 calendar days for the Metering System; and
2. The Supplier must not have received a D0004 from the Data Service with the J0024 data item populated with anything other than the following codes: 02, 18 'Unsafe Premises', 19 'Call not made on routine visit', 20 'No access' or 28 'Unable to gain access due to insufficient address details' and
3. The Supplier must not have received any Meter register readings for that Metering System in the interim; and
4. At least once every 215 calendar days, the Supplier must make further proactive attempts to identify the owner of the property in order to obtain a Meter Reading (examples of which are detailed in 4.15.1, criterion 3) or, if the owner is known, then the Supplier must continue to attempt to contact them to arrange a Meter Reading. Auditable records must be kept for all attempts to obtain a Meter Reading.

#### 4.15.4. Identification that a site no Longer Qualifies for Long Term Vacant Treatment.

A site will no longer qualify for Long Term Vacant Treatment if any of the following occur:

1. It has been longer than 215 calendar days since the Supplier has received a D0004 from the Data Service with the code 02 in the J0024 data item; or
2. The Supplier has not made any proactive attempts to try to find out who the owner of the property is and to obtain a Meter reading (examples of which are provided above) in the 215 calendar day period from the receipt of a D0004; or

3. The Supplier has received a D0004 with the J0024 data item populated with a code other than 02,18, 19, 20 or 28; or
4. The Supplier is aware that there is consumption on site, including where the Supplier has found or been informed of the owner of the site and has been able to obtain a Meter reading. This would include where a change of tenancy event had occurred.

If any of the above occur, the Supplier must no longer treat the site as Long Term Vacant and must notify the Data Service to enter a non-zero consumption into Settlement for the site in accordance with section 3.3.14.

In addition, the site would no longer qualify for Long Term Vacant treatment if the Supplier has an actual Meter reading.

#### **4.15.5. End Date for the Long Term Vacant Period.**

If the Supplier identifies that the site no longer qualifies for Long Term Vacant treatment it should determine the end date of the Long Term Vacant period as follows:

1. Where there has been a change of tenancy, then the date of the change of tenancy should be used as the end date for the Long Term Vacant period;
2. Where a Meter reading has been obtained, the day before the date that the Meter reading was obtained should be used as the end date for the Long Term Vacant period.
3. Where no Meter reading has been obtained (i.e., the Supplier has received a D0004 with the J0024 data item populated with something other than 02) then the date of the last D0004 with the J0024 data item populated with 02 would be used as the end date for the Long Term Vacant period.
4. Where the Supplier has not attempted to read the Meter or make proactive attempts to find out the owner of the premises and obtain entry to take a Meter reading, then the date of the D0004 with the J0024 data item populated with 02 received the last time that the Supplier had made attempts to read the Meter and make proactive attempts to find out the owner of the premises would be used as the end date for the Long Term Vacant period.

If the Supplier does not have a Meter reading for the end of the Long Term Vacant period then the Effective From date for the non-zero consumption would be the day after the end date of the Long Term Vacant period.

