



**Code Subsidiary Document
No. 0106:
Non-Market Meters**

July 2015

Change History

| Version Number | Date of Issue | Reason For Change | Change Control Reference | Sections Affected |
|-------------------|----------------|---------------------------------------|--------------------------|-------------------|
| Draft 20141107 | 07 Nov 2014 | For industry workshops 12/13 Nov 2014 | | |
| Draft 20141211 | 11 Dec 2014 | For industry consultation | | |
| 20150511 | 11 May 2015 | For industry consultation | | |
| 20150714 | 14 July 2015 | For pre-vendor MAP | | |
| ICP Housekeeping | 25 August 2015 | Non -material housekeeping changes | ICP/WRC/CP001 | All |

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Definitions

Unless expressly stated otherwise, for the purposes of this CSD:

- (a) terms defined in the Wholesale-Retail Code Part 1 (Objectives, Principles and Definitions) shall apply; and
- (b) capitalised terms relating to the titles of Data Items or Data Transactions described in CSD 0301 (Data Catalogue) shall have the meaning attributed therein.

1. Purpose and scope

1.1 Purpose

1.1.1 The purpose of this CSD is to ensure that all relevant data relating to a Non-Market Meter is notified and maintained within the Central Systems to enable the accurate calculation of Wholesale Charges for a Supply Point to which the Non-Market Meter is associated within a Meter Network (by ensuring that the volumes attributed to market meters in the Meter Network are accurate).

1.2 Scope

1.2.1 This CSD only applies in respect of Non-Market Meters that are also Sub Meters in a Meter Network in a direct relationship with a Supply Point at an Eligible Premises. A Non-Market Meter is not installed at an Eligible Premises and is often, but not always, at a Household Premises.

1.2.2 This CSD applies when a Non-Market Meter is installed, replaced or removed in a Meter Network.

1.2.3 Section 2 of this CSD describes the process for the Registration of a Non-Market Meter in the Central Systems and the notification of any resulting changes to Meter Networks.

1.2.4 Section 3 of this CSD describes the process for the maintenance of data when a Non-Market Meter is replaced.

1.2.5 Section 4 of this CSD describes the process for the maintenance of data when a Non-Market Meter is removed.

1.2.6 The process for the submission of Meter Reads in respect of Non-Market Meters is described in CSD 0202 (Meter Read Submission: Process).

1.2.7 If a new Supply Point is Registered due to an Entry Change of Use, then for each meter associated with the new Supply Point which is already a Non-Market Meter due to being a Sub Meter in a Meter Network at another Supply Point, the Wholesaler shall notify the Market Operator of the association of the meter with



the new Supply Point. The process for updating Meter Data is set out in CSD 0104 (Maintain SPID Data).

2. Installing a Non-Market Meter and updating Meter Networks

2.1 Overview

2.1.1 This section applies when a Non-Market meter is installed in a Meter Network where the Main Meter in that Meter Network is associated with a Supply Point that is in the market, via associations with one or more Service Components.

2.1.2 It should be noted that this process only applies in respect of Water Meters, and therefore all references to the Wholesaler throughout this CSD mean the Water Wholesaler.

2.2 Process description

2.2.1 The process descriptions in this CSD should be read in conjunction with the process diagrams and the interface and timetable requirements in each subsequent section. The step references appear beside each action or decision symbol in the process diagram. References shown thus T101.M relate to the associated Data Transaction, as set out in the CSD 0301 (Data Catalogue).

2.2.2 The Market Operator responds to all Data Transactions submitted by Trading Parties with a T109.M (Accept or Reject). The T109.M notifies either rejection of the Data Transaction submitted or acceptance of the Data Transaction submitted. If the Data Transaction is rejected an appropriate error code is provided in the T109.M. If the Data Transaction is accepted and the Market Operator needs to provide additional information back to the Trading Party, it will send the relevant information in a different Data Transaction in addition to the T109.M sent to notify acceptance. For simplicity of presentation, the T109.M may not be identified explicitly in the process steps, process diagrams and interface and timetable requirements.

2.2.3 The process should also be read in conjunction with CSD 0104 (Maintain SPID Data) and CSD 0202 (Meter Read Submission: Process).

Step a: Install meter

2.2.4 Where applicable, the Wholesaler shall install the Non Market Meter.

Step b: Submit meter details & Initial Read (T104.W)

2.2.5 Within five (5) Business Days of the installation, the Wholesaler shall provide the Market Operator with the new meter details, including the Initial Read, using Data Transaction T104.W (Submit Meter Details) in accordance with CSD 0104 (Maintain SPID Data).

2.2.6 As the meter being installed is a Non-Market Meter, the T104.W (Submit Meter Details) shall not include a SPID reference and the Meter Treatment must be set to POTABLE in accordance with CSD 0301 (Data Catalogue).

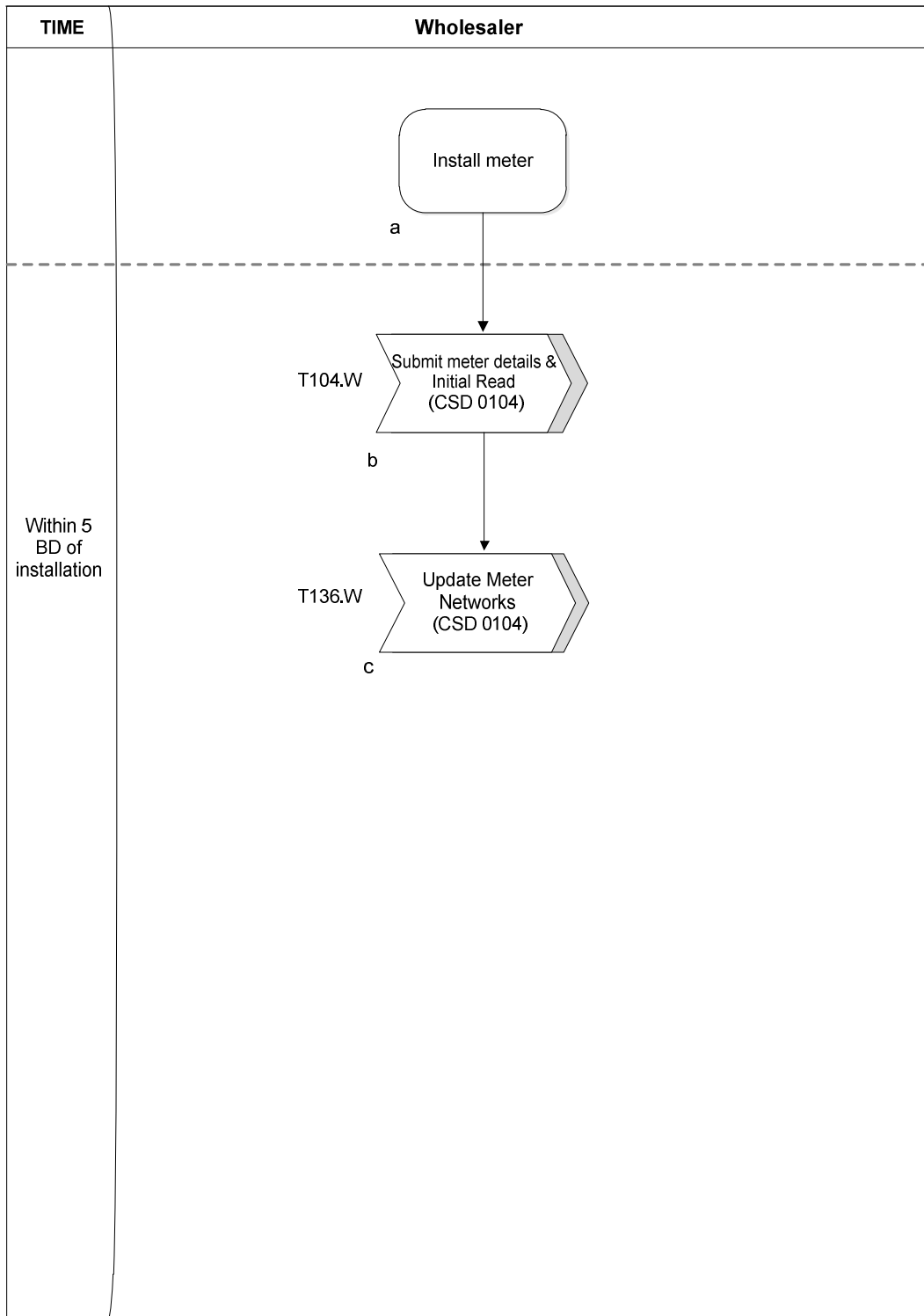
Step c: Update Meter Networks (T136.W)

2.2.7 Within five (5) Business Days of the installation, the Wholesaler shall notify the Market Operator of any changes to any Meter Networks arising from the installation and Registration of the Non-Market Meter using Data Transaction T136.W (Submit Meter Network Data) in accordance with CSD 0104 (Maintain SPID Data).

2.2.8 The Data Transaction T136.W (Submit Meter Network Data) must be submitted after the Data Transaction T104.W (Submit Meter Details) has been submitted, otherwise it shall be rejected by the Market Operator.

Process diagram

Install Non-Market Meter



2.3 Interface and timetable requirements

| Step | Action/ Decision | Process Step | From | To | Time parameter | Comments | Data Transaction |
|------|------------------|-------------------------------------|------------|-----------------|------------------------------------|--|------------------|
| a | A | Install meter | Wholesaler | | | | |
| b | A | Submit meter details & Initial Read | Wholesaler | Market Operator | Within 5 BDs of meter installation | T104.W shall not include a SPID reference and the Meter Treatment must be set to POTABLE | T104.W |
| c | A | Update Meter Networks | Wholesaler | Market Operator | Within 5 BDs of meter installation | T136.W must be submitted after the T104.W | T136.W |

3. Non-Market Meter replacement

3.1 Process description

3.1.1 The process described here covers a “like for like” Non-Market Meter replacement i.e. there is no change to the meter configuration that would result in alteration to the Wholesale Charges. The new meter should be in the same location as the old meter.

Step a: Install replacement meter

3.1.2 Where applicable, the Wholesaler shall replace the Non Market Meter.

Step b: Submit Meter Exchange to Market Operator (T117.W)

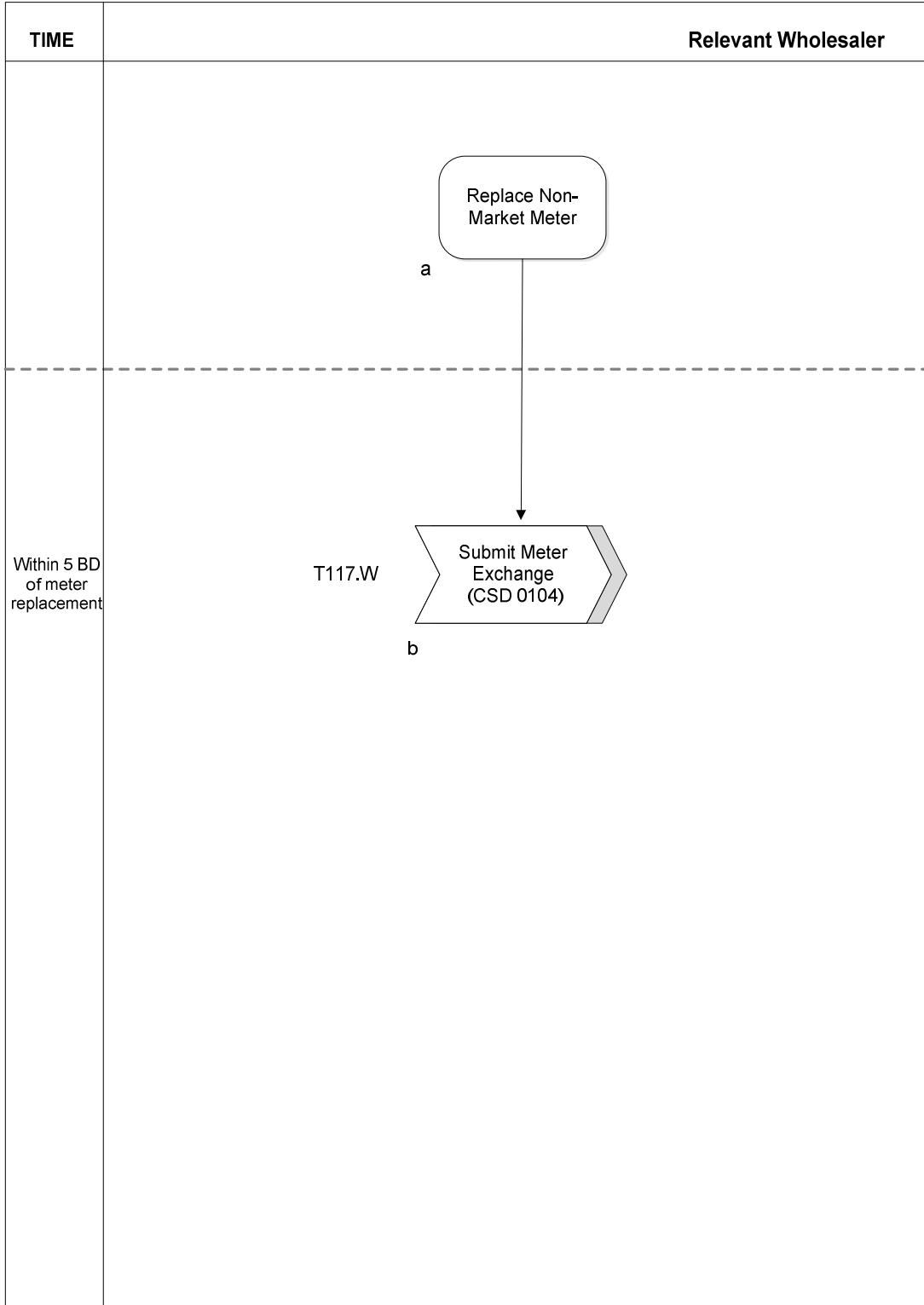
3.1.3 Within five (5) Business Days of the meter replacement, the relevant Wholesaler shall submit a Data Transaction T117.W (Submit Meter Exchange) in accordance with CSD 0104 (Maintain SPID Data). This Data Transaction shall include Final Meter Read for the old meter and the Initial Read for the new meter.

3.1.4 For the avoidance of doubt, the use of the T117.W Data Transaction is simply a more convenient means to exchange the Non-Market Meter without having to use:

- (a) a T136.W (Submit Meter Network Data) to remove the Meter Network association;
- (b) a T105.W (Submit Meter Read) to remove the old meter with a Final Read;
- (c) a T105.W (Submit Meter Read) to add the new meter with an Initial Read; and
- (d) a T136.W (Submit Meter Network Data) to rebuild the Meter Network with the new meter associated as a Sub Meter.

3.2 Process diagram

Non-Market Meter replacement



3.3 Interface and timetable requirements

| Step | Action/Decision | Process Step | From | To | Time parameter | Comments | Data Transaction |
|------|-----------------|---------------------------|------------|-----------------|---------------------------------------|----------|------------------|
| a | A | Install replacement meter | Wholesaler | | | | |
| b | A | Submit Meter Exchange | Wholesaler | Market Operator | Within 5 BDs of the meter replacement | | T117.W |

4. Non-Market Meter removal

4.1 Process description

4.1.1 This description should be read in conjunction with the process diagram in Section 4.2 of this CSD and the interface and timetable requirements in Section 4.3 of this CSD. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the process diagram.

4.1.2 The process should also be read in conjunction with CSD 0104 (Maintain SPID Data) and CSD 0202 (Meter Read Submission: Process).

4.1.3 The process described here covers the situation where a Non-Market Meter is removed, resulting in a change to the Meter Network configuration such that the Non-Market Meter is no longer part of the Meter Network.

4.1.4 The updated Meter Network data shall be notified to the Market Operator by the relevant Wholesaler within two (2) Business Days of the meter removal.

Step a: Non-Market Meter removed

4.1.5 The Wholesaler removes or permanently disables the Non-Market Meter.

Step b: Submit updated Meter Network data to the Market Operator (T136.W)

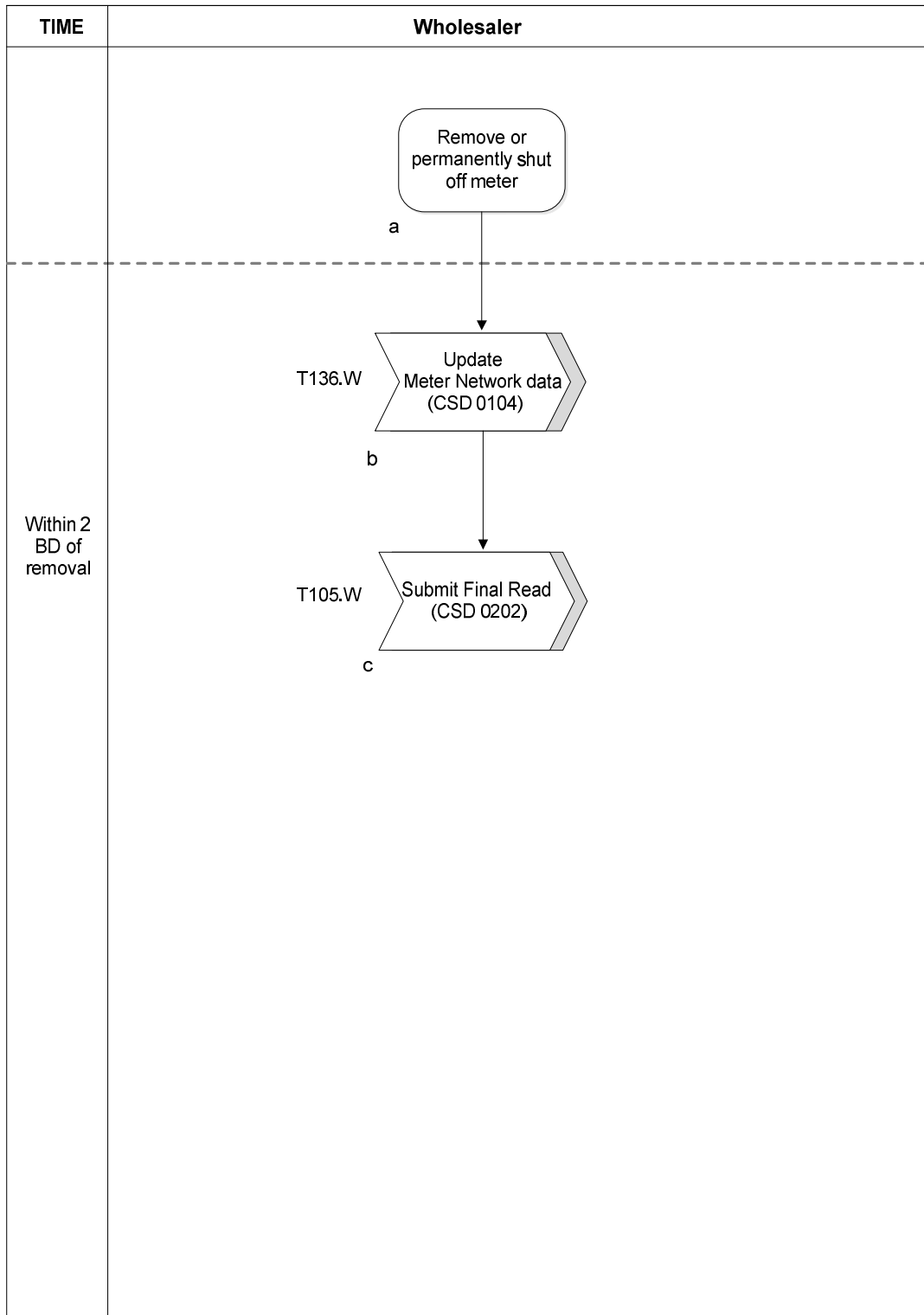
4.1.6 Within two (2) Business Days of the meter being removed or permanently disabled, the Wholesaler shall disassociate the meter from the Meter Network using Data Transaction T136.W (Submit Meter Network Data) in accordance with CSD 0104 (Maintain SPID Data).

Step c: Submit Final Read (T105.W)

4.1.7 Within two (2) Business Days of the meter being removed or permanently disabled, the Wholesaler shall submit a T105.W (Submit Meter Read) with the Final Read for the removed meter, in accordance with CSD 0202 (Meter Read Submission: Process). The T105.W must be submitted after the T136.W, otherwise it shall be rejected by the Market Operator.

4.2 Process diagram

Remove Non-Market Meter



4.3 Interface and timetable requirements

| Step | Action/ Decision | Process Step | From | To | Time parameter | Comments | Data Transaction |
|------|------------------|--------------------------------------|------------|-----------------|-------------------------------|---|------------------|
| a | A | Remove or permanently shut off meter | Wholesaler | | | | |
| b | A | Update Meter Network data | Wholesaler | Market Operator | Within 2 BDs of meter removal | | T136.W |
| c | A | Submit Final Read | Wholesaler | Market Operator | Within 2 BDs of meter removal | The T105.W must be submitted after the T136.W | T105.W |