



**PROCEDURE FOR ACCESS OF NEW BUILDINGS TO THE
DISTRIBUTION SYSTEM**

(for Investors)

Year 2017

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Notes

! The connection procedure is specified in detail in the “Grid rules for Distribution of heat energy for heating”, available on the websites of Distribution of Heat Balkan Energy and the Energy Regulatory Commission.

! The buildings that are connecting to distribution heating system must meet the requirements defined in the “Grid rules for Distribution of heat energy for heating” and “Special technical conditions for design, construction and maintenance of the System for distribution of heat energy”, available on the website of Distribution of Heat Balkan Energy.

Contacts

DISTRIBUTION OF HEAT BALKAN ENERGY

Address: Londonska St. No.8, 1000 Skopje

E-mail: contact@beg-distribucija.com.mk

Working hours: Monday to Friday, 08-16 h

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STEP 1 – Energy Consent for access to the distribution heating system

- 1.1** The procedure for access of new buildings to the Distribution heating system begins with submission of Request for issuing Energy Consent for access to the distribution heating system. The Request can be found on:
- the website of Distribution of Heat Balkan Energy www.beg-distribucija.com.mk or
 - Work Unit for development, investments and expansion of the distribution system (Londonska St. No.8, 1000 Skopje, office No. 102).
- 1.2** The filled in Request is submitted to the Archive of Distribution of Heat Balkan Energy, personally, by mail or scanned by e-mail (contact@beg-distribucija.com.mk). Consultations regarding filling in the Request can be obtained at the Work Unit for development, investments and expansion (phone No: 02/5514-027).
- 1.3** The Distributor shall issue a Decision for energy consent for access to the distribution heating system to the Applicant, within 15 days from the date of the submitted Request.

STEP 2 – Technical solution for heating substation

- 2.1** After receiving the Decision for energy consent for access to the distribution heating system, next step is submittal of the Request for Technical Solution for heating substation.
- 2.2** The Request for Technical Solution for heating substation can be found on:
- the website of the Distribution of Heat Balkan Energy www.beg-distribucija.com.mk or
 - Work Unit for development, investments and expansion of the distribution system (Londonska St. No.8, 1000 Skopje, office No. 102).
- 2.3** The filled in Request for Technical Solution for heating substation is submitted to the Archive of Distribution of Heat Balkan Energy, personally, by mail or scanned by e-mail (contact@beg-distribucija.com.mk). Consultations regarding filling in the Application can be obtained at the Work Unit for development, investments and expansion of the distribution system (phone No: 02/5514-027).
- 2.4** The Distributor shall issue a Technical Solution for heating substation to the Applicant, within 15 days from the date of the submitted Request.

STEP 3 - Preparation of project for Connection

3.1 In the Archive of Distribution of Heat Balkan Energy the Applicant will submit the Basic project prepared by licensed companies for project design in accordance to the technical data from the Decision for energy consent.

Consultations regarding the project or modification of the technical data for operating reasons is acquired in the Work Unit for development, investments and expansion (office 102, phone No: 02/5514-027).

The Distributor verifies the submitted Basic project by signing a Confirmation of compatibility with the "Special technical conditions for design, construction and maintenance of the System for distribution of heat energy" (The confirmation is an integral part of the project documentation and can be obtained from the Website or from the Work Unit for development, investments and expansion).

3.2 The Applicant provides Revised Project for connection (from licensed companies for revision of projects).

3.1a/3.2a The Project for the connection can be prepared by the Work Unit for development, investments and expansion of the distribution system of Distribution of Heat Balkan Energy upon request and at the expense of the Applicant, who shall in advance pay the costs for designing and revision, in accordance with the current valid Pricelist.

The Request for preparation of the Project (available on the Website or at the Work Unit for development, investments and expansion), is submitted to the Archive of Distribution of Heat Balkan Energy personally, by mail or scanned by e-mail (contact@beg-distribucija.com.mk). The Distributor will prepare the basic project within 45 days from the date of receipt of the Request, and will have the review performed.

STEP 4 – Construction of connection and heating substation

The construction of the connection and the heating substation in all stages is at the expense of the Applicant.

4.1 The Applicant shall timely notify the Distributor in written of the start date of the construction. The document in writing must contain the following additional information:

- A copy of the revised project for the connection
- Assigns a responsible person for contact with the supervision of the Distributor (office 211, Phone Number 02/5514-021). The Distributor

supervises all stages of the construction of the connection and the heating substation. The Supervisor shall inform the applicant's responsible Person in written regarding the results of each stage of the supervision of the connection and heating substation construction.

If during the construction need for change of part of the Project arises, the Distributor shall perform a supplement to the Basic project, after which the Applicant is obligated to act.

4.2 The Distributor operatively organizes the connection of the newly installed connection to the distributive network.

4.3 The Applicant shall submit to the Distributor a Cadastral Elaborate for line infrastructure of the performed connection.

4.4 The Distributor issues:

- Confirmation for performed connection.
- Confirmation for performed connection to the network.
- Confirmation for performed heating substation.

! *After completing all above steps, the Applicant can submit a Request for trial delivery of heat energy at the Supplier of heat, but previously he is obligated to pay the Distributor the costs for creating technical conditions in the distribution system, in accordance to the real installed heat capacity of the building and in compliance with the methodology in Appendix 1 from the "Grid rules for Distribution of heat energy for heating" (available on the website of Distribution of Heat Balkan Energy).*

Scheme of the procedure for connection of new buildings

