



**PROCEDURE FOR DISLOCATION OF
A PART OF THE DISTRIBUTION NETWORK**

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Notes

- ! The procedure for dislocation in detail is described in the “Grid Code for distribution of heat energy”, available on the web site of Distribution of Heat – Balkan Energy and the Energy Regulatory Commission.*

- ! The dislocation must be performed according to an Audited Project, in compliance with the technical request defined in the “Grid Code for distribution of heat energy” and the “Special technical requirements for design, construction and maintenance of the heat distribution system”, available to the web site of Distribution of Heat – Balkan Energy.*

- ! The performance of the dislocation of a part of the distribution network is on the Applicant expense, in all the stages.*

- ! The construction of the new part of the distribution network can be done in any part of the year, but the demolition of the old part of the network and the new connection to the distribution network are generally conducted outside the heating season, in the period from May 1 to September 1. The Distributor may approve an exception, where the connection can be made in the rest of the year.*

Contacts

DISTRIBUTION OF HEAT – BALKAN ENERGY

Address: Londonska St, No 8, 1000 Skopje

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- OU for development, investments and expansion of the distribution system
 - Office hours: Monday to Friday, 14 - 16h
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- Archive
 - Office hours: Monday to Friday, 08 - 16h
 - Office: 002
 - Phone: 02/5514-011

STEP 1 – Request for consent for dislocation of a part of the distribution network

- 1.1** The Procedure for dislocation of a part of the distribution system starts with submitting a Request for consent for dislocation of a part of the distribution system. The Request can be picked-up from:
- The Distribution of Heat – Balkan Energy web site: www.beg-distribucija.com.mk or
 - OU for development, investments and expansion of the distribution system (Londonska St, No 8, office 104).
- 1.2** The filled Request is submitted in the Archive of Distribution of Heat – Balkan Energy, personally, by mail or scanned by e-mail (contact@beg-distribucija.com.mk). Consultation about the filling the Request can be obtained in the OU for development, investments and expansion of the distribution system (phone: 02/5514-028).
- 1.3** The Decision for consent for dislocation of a part of the distribution system, together with the Technical solution for the dislocation, are issued by the Distributor to the Applicant, in a period of 15 days, from the date of submission of the Request.

STEP 2 – Preparation of a Project for the new part of the distribution network

- 2.1** The Applicant, in the Archive of Distribution of Heat – Balkan Energy, submits a Project for the new part of the distribution network, prepared by licensed design companies on a basis of the Technical solution. Consultations regarding the Project or changing the Technical solution can be obtained in the OU for development, investments and expansion of the distribution system (office 104, phone: 02/5514-028). The Distributor verifies the Project by signing the Certificate of compliance with the “Special technical requirements for design, construction and maintenance of the heat distribution system” (the Certificate is an integral part of the project documentation and it can be found on the web site or in the OU for development, investments and expansion of the distribution system).
- 2.2** The Applicant provides Audit for the Project for dislocation (prepared by licensed companies for auditing).

The Project for the new part of the distribution network can be prepared by the OU for development, investments and expansion of the distribution system in Distribution of Heat – Balkan Energy, at the request and expense of the Applicant, who in advance will cover the costs for the designing and auditing of the Project, according to the applicable price list.

The Request for preparation of the Project (available on the web site or in the OU for development, investments and expansion of the distribution system) is submitted in the Archive of Distribution of Heat – Balkan Energy or scanned and send by e-mail.

The Distributor will prepare the Project in a period of 45 days, counting from the submission day of the Request and also will provide an Audit from licensed audit company.

STEP 3 – Contract for dislocation of a part of the distribution network

3.1 The Applicant, in the Archive of Distribution of Heat – Balkan Energy, submits the Audited Project for the dislocation.

3.2 The Distributor submits the Contract for the dislocation of a part of the distribution network to the Applicant, in which the obligation of the parties are regulated:

- The Applicant has the obligation to provide Bank Guarantee in the amount determined by the Distributor, on the basis of the Audited Project for the dislocation;
- The Applicant has the obligation to pay the preliminary invoice for the discharge of the chemically prepared water.

3.3 The signed Contract for the dislocation is submitted in the Archive of Distribution of Heat – Balkan Energy.

STEP 4 – Preforming the dislocation of a part of the distribution network

4.1 The Applicant, in written and on time, notifies the Distributor about the start date of the dislocation and appoints a contact person, in charge for the communication with the Distributor's Supervisor (office 211, phone 02/5514-021).

4.2 The Distributor conducts supervision on all of the phases of the dislocation. The Supervisor, in written, notifies the contact person of the Applicant about the results of every phase of the dislocation.

4.3 If, during the construction, there is a need for amendment of the Project, the Distributor will prepare it, and the Applicant is obliged to comply.

4.4 The Distributor, operationally, organizes the merging of the newly constructed line and the distribution network.

- 4.5 The Applicant submits a document from a Certified Appraiser with the estimated value of the new part of the distribution system.
- 4.6 The Distributor issues a Confirmation for the preformed dislocation of a part of the distribution network.
- 4.7 After all of the commitments of the Applicant are finished, the Distributor will return the Bank Guarantee and the new part will be registered in the underground infrastructure cadaster and in the inventory book of Republic of Macedonia.

The dislocation of a part of the distribution network is on the expense of the Applicant, in all the stages.