

Request Name

Dt Submission to UR

XX Month 201X



General Guidance

This pro forma is designed to facilitate documentation of formal submissions for all Dt applications (unless bespoke arrangements exist). The pro-forma is a general template covering the minimum requirements. All sections should be completed, but it can be adapted and tailored to suit particular spending areas as desired. The spaces and tables should be enlarged or modified as required to accommodate all the necessary information.

There are no precise rules about the length of the document for these applications. However, the information provided needs to be sufficient to both justify the project and the associated forecast expenditure. Larger and/or more complex projects will likely require more justification and detail. Separate submissions should be provided alongside this form where appropriate.

All costs should be submitted in constant prices. The company should confirm what price base the submission is in as part of the cost template. It should also be detailed whether the request is for capex, opex or a combination of both.

Summary

Name	
Submission Date	
Request Type	Opex / Capex / Both
Request Amount	
Price Base	

Brief Description

- Explain the background to the proposal including its relevance to the electricity industry in Northern Ireland (and RoI if applicable).
- Identify the key stakeholders and explain their commitment and any outstanding issues, if applicable.

Identification of Need

- Identify the obligation placed on SONI to incur these costs, or the problem to be solved and or the basis for investment in improvements.
- Explain the nature of the needs, or demands or obligations that are to be addressed.
- Detail any deficiencies in service provision, if applicable.

Outputs

- Explain and list the objectives in specific measurable terms, if appropriate or applicable.
- Include measurable targets where possible.
- Identify any likely constraints to the project e.g. timing issues, legal requirements, professional standards and so on.

Option Analysis

- If appropriate, consider alternative ways to meet the objectives e.g. variations in scale, quality, technique, location, timing etc.
- If appropriate, the shortlist of options should include a baseline Status Quo or 'Do Minimum' option and a suitable number of alternative 'Do Something' options (usually at least two).
- Where no alternative options are available the box should state 'Not Applicable'.

Expected Costs (and benefits)

- Estimates should be provided for capital costs, operational costs and monetary benefits.
- Assumptions of financial costs and benefits should be detailed.
- Non-monetary benefits should be listed e.g. resilience, security of supply, legal compliance etc.
- Profile of the resource requirement should be detailed (if spanning a number of years).
- Price base should be explicitly detailed.
- NPV analysis will not be required unless different capital options have been considered.

Risks & Mitigation

- Identify and describe the risks that the activities may face or that are associated with the obligations.
- Explain the likely impact of the various risks without mitigation, noting that in some cases SONI may have no ability to mitigate these costs.
- Identify measures to ensure that each risk is appropriately managed and mitigated, if possible.
- Explain and justify any contingency allowances included for risks in the costings.

Any other relevant information