

CIC Plan Guidance

This guidance note has been produced to provide greater clarity and consistency in the preparation of legal plans associated with electricity network projects. Its development has been informed by engagement with ICPs, IDNOs and their agents, including the review of example plans and industry approaches. We would like to thank those organisations who supported this work and helped shape guidance that reflects practical, real-world requirements. It is hoped that this document will promote a common understanding of legal plan requirements and support a more efficient process for all parties involved.

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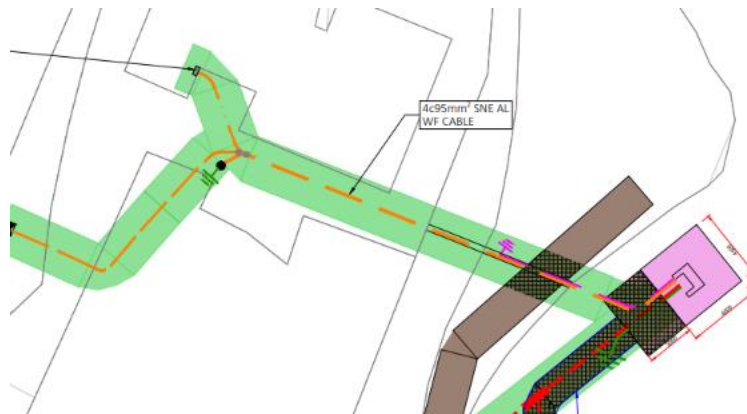
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1 Legal Plan Requirements

- ✓ Approved Design Document (even if Self Approving, we will still need sight of the design document).
- ✓ Legal plans should mirror the approved Design.
- ✓ To comply with Land Registry requirements. [Guidance for preparing plans for HM Land Registry applications - GOV.UK](#)
- ✓ Highway Search results
- ✓ S38/S278 - the preference is to show the Rights on the Plan but if a S38/S278 is being relied on then the documents are only accepted if fully completed, signed and dated. Please provide the full completed document, not just a plan from the document.
- ✓ Confirmation of Planning Permission if Permitted Development Rights are not applicable.
- ✓ Revision number should be correct and all revisions noted. All amendments should result in a Revision number update.
- ✓ Any colours can be used, however they need to be clear, visibly different, solid and correctly defined in the key and document.
- ✓ If SEPD adopting (ICP agreeing terms) (SSE Head of Terms being used) standard SEPD colours to be used on the Legal Plan.

Substation	Pink
Underground Cable Easement	Green
Access	Brown
Access and Cable Easement	Brown hatched Black
Overhead Equipment	Red
Pedestrian Access	Yellow

- ✗ No additional colouring in the substation property defining switchgear ownership.
- ✗ Voltages not to be noted on the Legal Plan.
- ✗ Revision number should not be changed if plan is just changing from 'As Issued' to 'Approved'
- ✗ Rights granted for existing equipment cannot be utilised for new equipment. e.g. access to an existing substation cannot be utilised to provide access to a new substation, each substation must have its own access rights back to the adopted highway.
- ✗ Legal Plan should be separate to the Design plan. Cable should not be shown under the legal plan colouring.

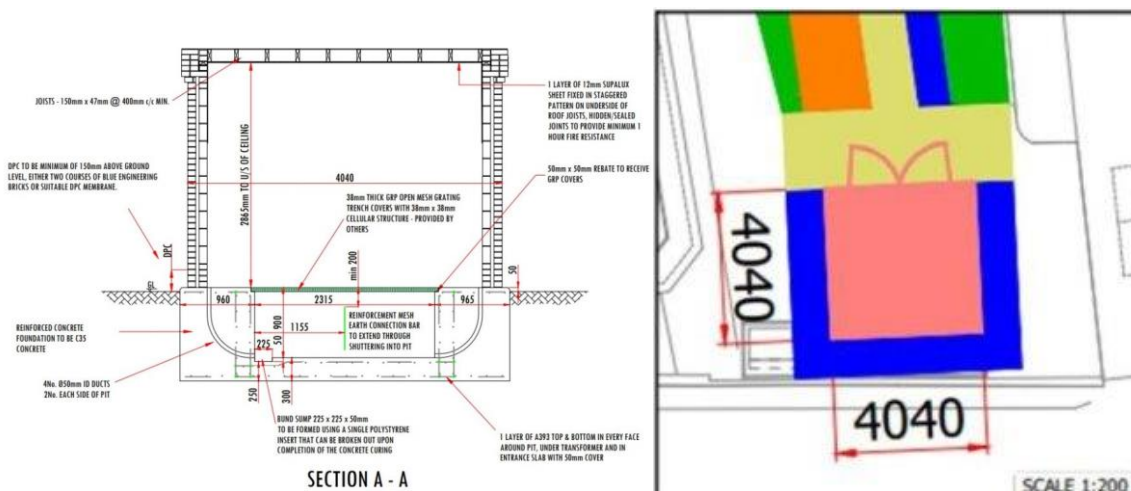


2 Points to Consider in the Legal Plan (Safety Concerns)

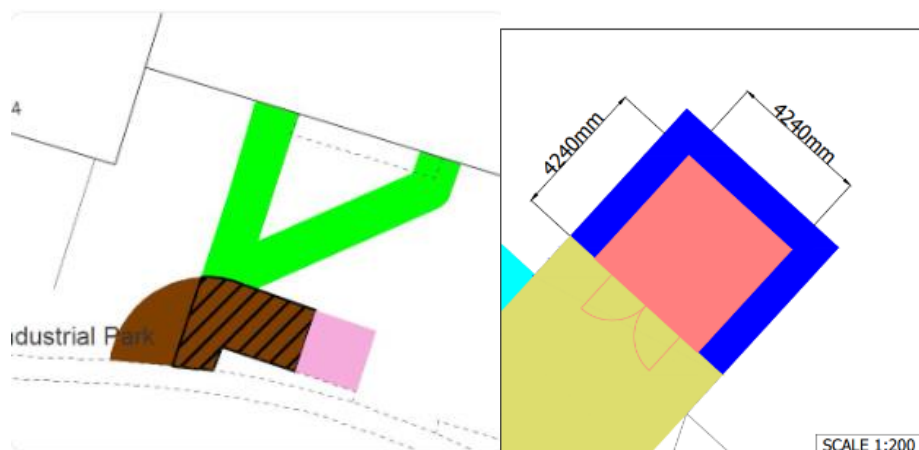
- ESQCR
- Doors should not encroach on to the Highway when fully opened.
- Fire Exit doors/ routes to be considered.
- If not including IDNO/ private network LV rights from the substation on the Legal Plan, a crossing consent will be required following completion and prior to energisation.
- Ingress/ Egress routes must adhere to any site restrictions (e.g. one-way systems)

3 Substations

- If the Plan includes Substation measurements, these must include any overhang of the roof/plinth. In the example below, the substation plinth measurement is 4240 while the Plan measurement is 4040. Therefore the legal drawing should show the measurement of 4240.

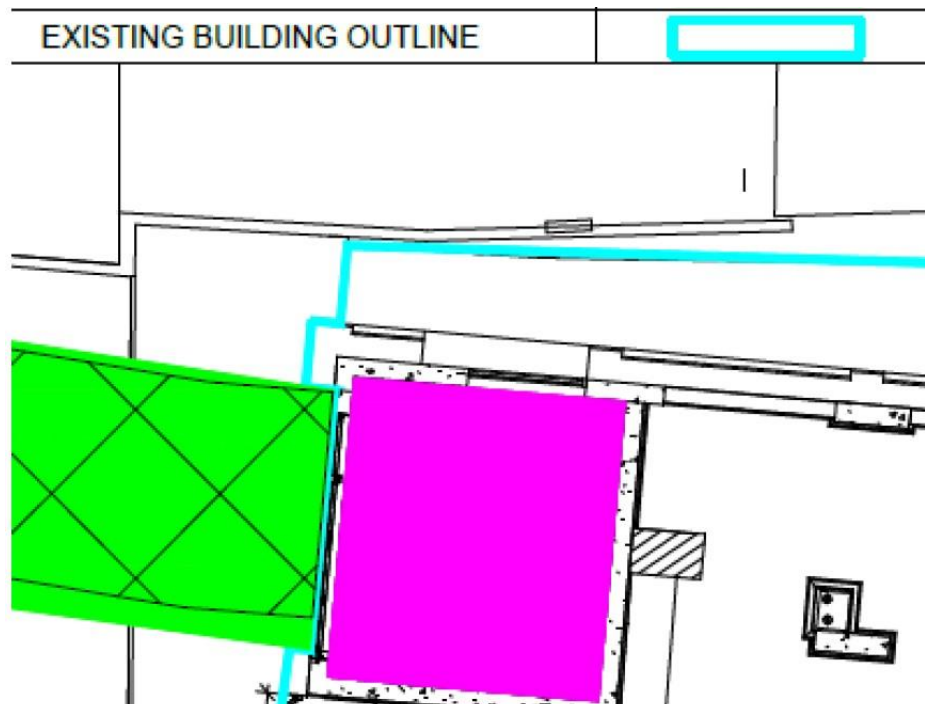


- Transfer/ Lease area can be shown solely as the Property (incorporating ventilation provision/access etc around the substation enclosure) or as a smaller Property with an easement around the perimeter. Both examples below would be acceptable



- Substation Property cannot be located over other Utilities.
- Consideration should be given to any Land title covenants and/or restrictions.

- There should be continuous rights when Substations are situated internally within a building. (Plan below has a gap between the access and Cable easement and the Property – **Plan would not be approved**)



Advisory – we have received requisitions from the Land Registry in relation to building or ownership boundaries creating a break in rights. Rights granted must be clearly visible over any boundary lines.

- There is no requirement to show substation doors, however if shown they should be thin line.

Plan would not be approved

Plan would be approved



4 Highways

- Ensure the backgrounds of the legal plan and highways plan align to ensure rights correctly about the adopted highway.



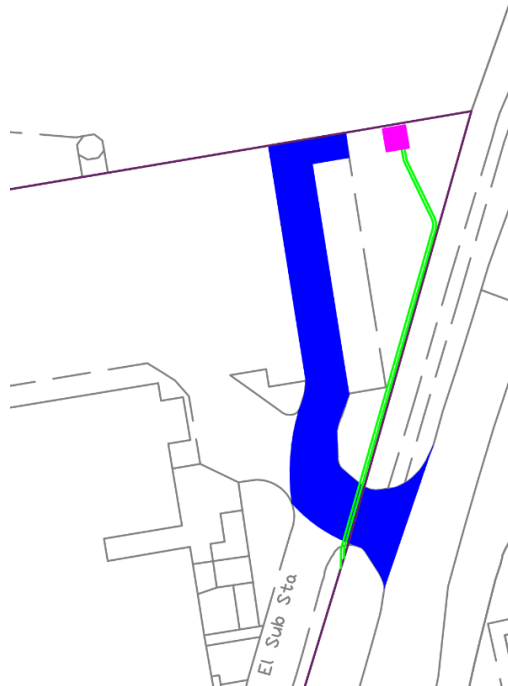
Red Line shows the Highway overlay - Blue line shows the Legal Plan background

- Access and Cable Easements should meet the adopted highway.

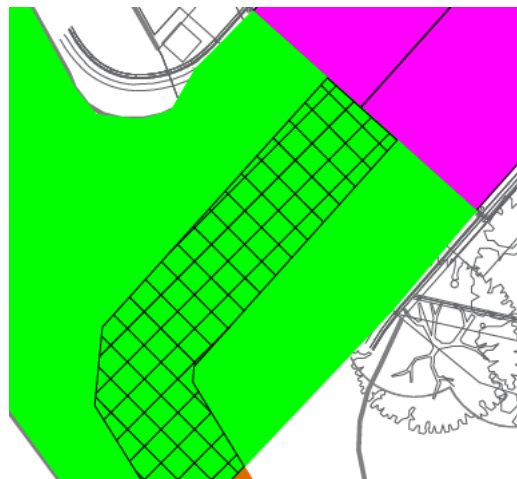


5 Access

- Access to cover the entire route between the substation doors and the adopted highway. **Plan below would not be approved**



- Prescribed Access Rights must be shown on the plan.
- Access and cable easement to be the full width of substation property.



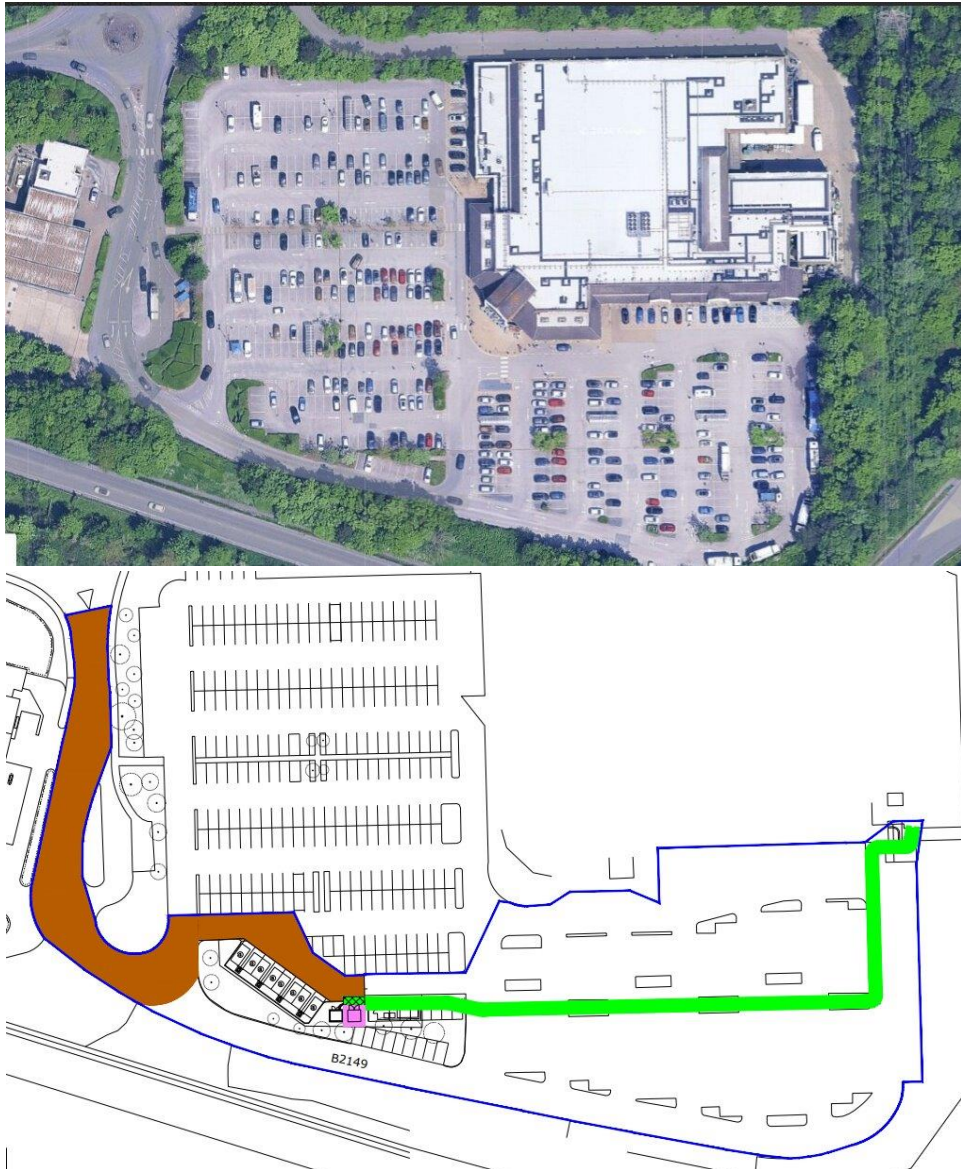
- Access must be 24 hour unimpeded and not routed through parking spaces.
Plan below would not be approved



- Access should be suitable for the required vehicles and a minimum of 3 metres wide and headroom greater than 4 metres.
- If any Pedestrian only access is required, this needs to be shown as a different colour on the Plan.
- If parking on the access is restricted; e.g., zig zag lines at Pedestrian Crossings, suitable alternative parking solutions should be shown on the Plan.

6 Retained Land

- If Retained Land is to be reduced from the whole title, SEPD request a minimum of 10m around the substation and all electrical apparatus.
- Include viable access routes within Retained Land Boundary. (e.g. one way car parks)



- Requests to reduce Retained Land to less than 10m will be reviewed on a case by case basis.

Retained Land boundary (shown Blue) is too close to the substation and cable easement. **Plan would not be approved**



Retained Land Boundary is outside of Grantors ownership. **Plan would not be approved**



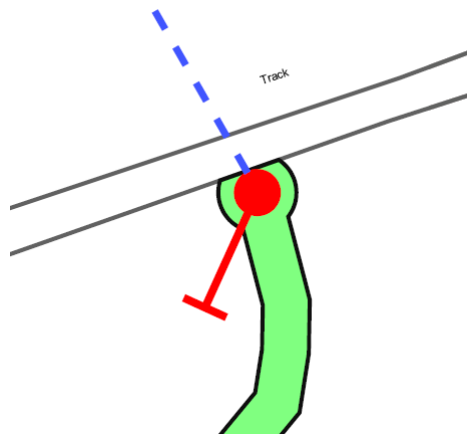
Retained Land Boundary 10m or as close as possible to 10m within the Landowners Title. **Plan would be approved**



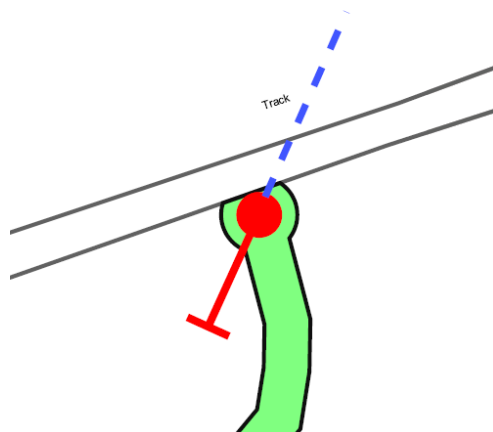
7 Overhead Equipment

- Existing SEPD equipment does not need to be covered, however any new or altered equipment is to be included on legal plan (unless already covered by an SEPD easement) e.g. POC at existing pole, Existing pole to be changed to a terminal pole with associated stay wires.
- Stay wires to be shown accurately. Angle and length of stay wire should be shown correctly and to scale.

Blue dashed line shows the existing overhead (not normally shown on the Legal Plan)
Stay wire is not aligned with the direction of the overhead line. **Plan would not be approved.**



Stay wire angle now aligned with existing overhead line. **Plan would be approved.**



- Underground cables to be shown around the base of the pole. (as much as landowner Title will allow)
- Cable route not to be directly under the stay wires.

8 Cable Easement Minimum Widths

	LV	11kV	33kV
Underground Cables	2 metres	3 metres	10 metres
Overhead Line	Line shown on plan PLUS restrictions 4 metres either side due to safety regulations.		

- Any 'Pinch Points' to be identified and operational/G81 approval obtained.

Note: the width of the cable route is not shown on a Wayleave plan.

9 Unregistered Land

- Access over unregistered land can be agreed with appropriate insurance.
- New cable routes are never agreed on unregistered unclaimed Land; Insurance is not acceptable.
- Unregistered Land but with claimed ownership can be accepted if a Landowner is able to grant rights and therefore SEPD rights can be registered at Land Registry.

10 Trees

- Adhere to [Street-Works-UK-Publications-Volume-4-Issue-3-2026.pdf](#)

Root protection can be incorporated to mitigate works in proximity to trees; however the SEPD Consents Officer must be notified of any root protection. It may be included in the legal documentation; however it does not need to be shown on the Legal Plan.

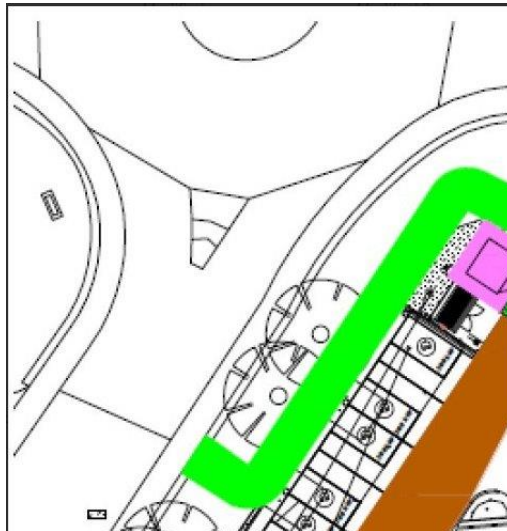
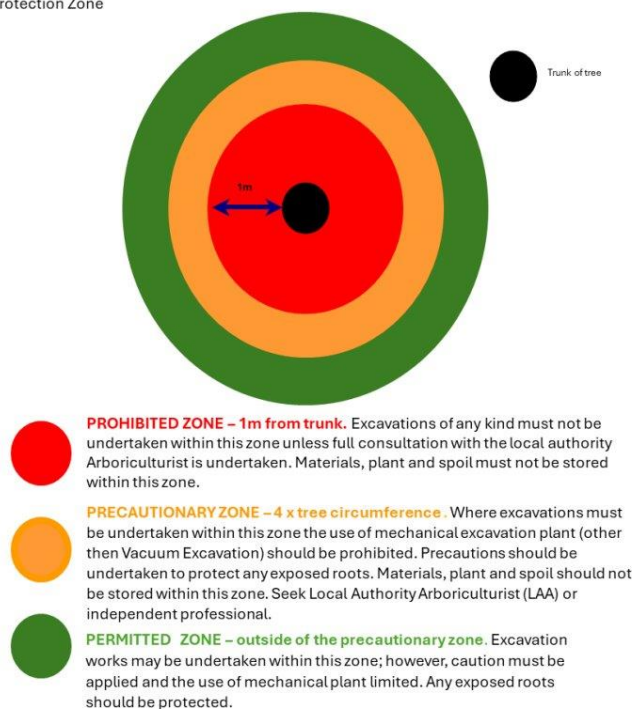


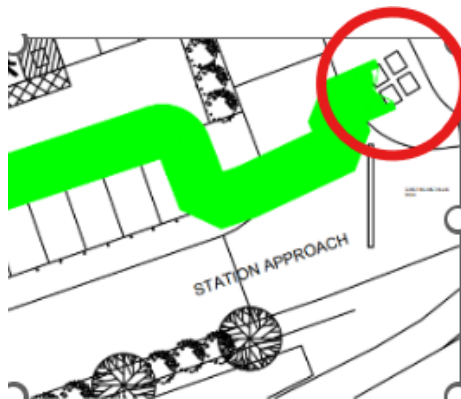
Figure 1 – Tree Protection Zone



11 Structures

Cable routes should not pass under any permanent, existing or planned structures; this includes but is not limited to charging points, proposed buildings, existing substations, manhole covers.

Cable easement encroaches on an existing structure (the 4 squares in the red circle below). **Plan would not be approved.**



Cable easement completely covers existing structure. **Plan would not be approved.**

