

Form I/02

Application for a supply to be temporarily or permanently disconnected

business stream

A SCOTTISH WATER COMPANY



Important

Before completing this form, make sure you have all the supporting documents ready (see list in **Section 1**) – we can only progress your application with this information to hand. Also, please note that your disconnection can only be requested of the Wholesaler after your deposit has been paid. If the disconnection works will cost more than the deposit, full payment will be required before the disconnection is instructed.

Got the right form?

- If you need a disconnection for a site in England, please complete this form.



Checklist of supporting data

Section 1

To ensure we can progress your application without delay, you must complete this checklist in full. We can only progress your application when we have complete supporting documents and your deposit has been paid.

- Completed application form.
- Evidence of the consent of disconnection from the owner of the premises, if necessary.

Retailer details (for Business Stream use only)

Section 2

Retailer name:

Retailer ID:

Retailer's own reference:

Contact name:

Contact number:

Email:

Main contact details

Section 3

Company name:

Contact name:

Address:

Postcode:

Phone:

Mobile:

Fax:

Email:

Billing details

Section 4

Where both **Section 2** and **Section 3** are completed, please state which contact should receive our final invoice:

Customer Main contact Other (please specify)

Billing contact name:

Address:

Postcode:

Phone:

Mobile:

Fax:

Email:

Supply point details

Section 5

SPID number:

VOA BA Reference (if not available please provide a reason):

UPRN (if not available please provide a reason):

Premises address:

Secondary addressable object:

Primary addressable object:

Address:

Postcode:

PAF Address Key (if available):

Customer postcode name:

Customer banner name:

Type of disconnection:

- Permanent disconnection of the water supplies.
- Temporary disconnection / restriction of the water supplies.

Water supply or supplies to be disconnected:

Number of unmetered water supply or supplies to be disconnected:

Number of metered water supply or supplies to be disconnected:

Meter details:

Meter details for each metered water supply to be disconnected – if there are more meters, please use additional sheets.

Meter 1 Serial number:

Meter 2 Serial number:

Meter 3 Serial number:

Meter 1 Manufacturer:

Meter 2 Manufacturer:

Meter 3 Serial number:

Meter 1 Size¹ (mm):

Meter 2 Size¹ (mm):

Meter 3 Size¹ (mm):

Where the meter has an associated combination, please provide the serial number of the associated meter.

Meter 1 Location (GIS X):

Meter 2 Location (GIS X):

Meter 3 Location (GIS X):

Meter 1 Location (GIS Y):

Meter 2 Location (GIS Y):

Meter 3 Location (GIS Y):

Meter 1 Location:

Meter 2 Location:

Meter 3 Location:

¹ Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15.

Out of hours disconnection:

Out of hours disconnection is requested.

Requested 4 hour time window:

Viability of the disconnection

Section 7

Is the occupier also the owner of the eligible premises for which the supply is to be disconnected?

Yes No

If No, has the owner of the Non-Household Premises consented to the disconnection of the Service?

Yes No

If Yes, please attach evidence in writing to the application.

Site contact

Section 8

Contact name at premises:

Phone:

Mobile:

Please note that if you or your representative does not attend an arranged site visit with the Wholesaler, an abortive visit fee will be charged.

- I / We hereby make application to my wholesaler via Business stream, as retailer, to disconnect from the public water system.
- I / We understand that any alterations to this application must be declared to my wholesaler via Business Stream.
- I / We have filled in the relevant sections of this form.
- The details I / we have given within this application are accurate.
- I / We have enclosed all the necessary supporting documentation as set out in section 1 of this form.
- I / We understand that by having my / our water supply disconnected, Business Stream is not responsible for any problems incurred when trying to sell or rent the property in the future.
- I / We understand that an invoice will be levied should the actual cost for disconnection be more than the deposit.
- I / We understand that in the event that my wholesaler is prevented from carrying out a scheduled disconnection, abortive charges may apply.
- I / We have read, understood and agree to Business Stream's terms and conditions.*
- I / We have read, understood and completed the deposit payment terms.

Signature:

Date:

Please sign this form by hand only. Electronic signatures cannot be accepted.

Full name:

Role or job title:

Phone:

Mobile:

Fax:

Email:

Please email this application to newconnections@business-stream.co.uk or post it to:
Disconnections Business Stream, 7 Lochside View, Edinburgh, EH12 9DH.