

application for a supply to be permanently disconnected

Making water work for you



Important

Before completing this form, make sure you have all the supporting documents ready (see list below) – we can only progress your application with this information to hand.

Also, please note that your disconnection can only be scheduled after your quote has been accepted and full payment made.

Need some help?

You can take the hassle out of your connections and disconnections by asking Business Stream to handle it. We provide an end-to-end service, managing everything from design through onsite work to final connection – including this application process. Contact us to discuss your needs on 0131 338 3104.

☐ Alternatively, please tick here if you would like us to contact you.

Got the right forms?

- If you need a water connection, please complete **Form A**.
- If you require a new water mains / trunk mains / service reservoir connection, you should complete **Form C**.
- If you plan to construct any of the following, please complete **Form D**:
 - sewer mains
 - trunk sewer
 - waste water system (eg pumping station)
- If you need a building or temporary water supply, please complete **Form J**.

1 Checklist of supporting data

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
- ☐ Site location plan (OS or GIS location _____)

2 Customer details

Company name

I am: ☐ The owner ☐ The contractor ☐ The future occupier

Contact name

Address

Postcode Phone

Mobile Fax

Email

3 Details of main contact

Company name

Contact name

Address

Postcode Phone

Mobile Fax

Email

4 Billing details

Where both sections 2 and 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

5 Premises to be disconnected

5.1 Postal address(es)

For multiple sites please complete Appendix A

Address

Postcode

5.2 Supply details

Customer reference number

Water supply point ID

Waste water supply point ID

You can find these details on your water bill

Is there a meter(s) at the property?

☐ yes ☐ no quantity

Meter serial number, where applicable

Meter make meter size mm

Will access be required to view the meter? ☐ yes ☐ no

Describe location of the meter

If more than one meter please complete Appendix B

5.3 Reason for disconnection

Preferred disconnection date

Please ensure that you have no further requirement for the supply and have considered the lead time of the disconnection before applying. If you still require a supply, for construction at the premises for example, please don't submit your form until you are sure you know when the supply can be disconnected. Once your quote is accepted and paid, typically the disconnection will take place within six weeks (or later if you request).

6 Payment details

These details will be used for payment of your deposit by direct debit. Please see our website for the current fee.

☐ I do not wish to pay by direct debit, please contact me to arrange an alternative method.

Instruction to your bank or building society to pay by direct debit*



To: The manager

Bank / Building society

Address

Name(s) of account holder(s)

Email

Branch sort code Bank / building society account no

Instruction to your bank or building society*

Please pay Business Stream direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee. I understand that this instruction may remain with Business Stream and, if so, details will be passed electronically to my bank / building society.

Signature

Date

If more than one signature is required, these will all be needed electronically. If you are unable to provide electronic signatures please contact us on **0131 338 3104** to arrange for the direct debit to be set up by telephone.

*Banks and building societies may not accept direct debit instructions for some types of accounts.

7 Declaration

- I / We hereby make application to Scottish Water via Business stream, as licensed provider, to disconnect from the public water system.
- I / We understand that any alterations to this application must be declared to Scottish Water 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. (A refund will be issued if the actual cost is less than the deposit made.)
- I / We understand that where the property is used for commercial purposes, the environmental health authorities will be informed that it no longer has a water supply.
- I / We understand that in the event that Scottish Water is prevented from carrying out a scheduled disconnection, abortive changes 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

By submitting this form via email you are instructing us to progress this application, even in the absence of an electronic signature.

Full name

Role in the company or job title

Phone Fax

Email

Please email this application to newconnection@business-stream.co.uk

*Our terms and conditions can be found on our website at www.business-stream.co.uk

Appendix A

Details of multiple premises to be disconnected

The premises will be occupied by: ☐ Current owner ☐ Proposed owner ☐ Not yet known

Company

Contact name

Address

Phone Expected move-in date

The premises will be occupied by: ☐ Current owner ☐ Proposed owner ☐ Not yet known

Company

Contact name

Address

Phone Expected move-in date

The premises will be occupied by: ☐ Current owner ☐ Proposed owner ☐ Not yet known

Company

Contact name

Address

Phone Expected move-in date

The premises will be occupied by: ☐ Current owner ☐ Proposed owner ☐ Not yet known

Company

Contact name

Address

Phone Expected move-in date

Please continue on a separate sheet if necessary.

Appendix B

Supply details

Meter serial number, where applicable

Meter make meter size mm

Will access be required to view the meter? ☐ yes ☐ no

Describe location of the meter

Meter serial number, where applicable

Meter make meter size mm

Will access be required to view the meter? ☐ yes ☐ no

Describe location of the meter

Meter serial number, where applicable

Meter make meter size mm

Will access be required to view the meter? ☐ yes ☐ no

Describe location of the meter

Please continue on a separate sheet if necessary.