

Form I/o2:

Application for a supply to be temporarily or permanently disconnected

Form I/02: Application for a supply to be temporarily or permanently disconnected

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 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 forms?

If you need a disconnection for a site in England, please complete Form I/02.

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
- ☐ Evidence of the consent of disconnection from the owner of the premises, if necessary

1. Retailer details (for Business Stream use only)

Retailer name	<input type="text"/>
Retailer ID	<input type="text"/>
Retailer's own reference	<input type="text"/>
Contact name	<input type="text"/>
Contact number	<input type="text"/>
e-mail	<input type="text"/>

2. Details of main contact

Company name	<input type="text"/>		
Contact name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

3. 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	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

4. Supply Point details

SPID number

VOA BA Ref. (if not available please provide a reason)

UPRN. (if not available please provide a reason)

Premises Address

Secondary Addressable Object

Primary Addressable Object

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

PAF Address Key (if available)

Postcode Customer Name

Customer Banner Name

5. Water supplies

Please indicate below the supplies which are to be disconnected

Type of disconnection

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

Unmetered water supply or supplies to be disconnected

Number of supplies to be disconnected

Metered water supply or supplies

Number of supplies to be disconnected

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

	Meter 1	Meter 2	Meter 3
Meter serial number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter manufacturer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter size¹	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

6. Meter Information

	Meter 1	Meter 2	Meter 3
Meter location (GIS X)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter location (GIS Y)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter 1 location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter 2 location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meter 3 location	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Out of hours Disconnection

☐ Tick if an out of hours disconnection is requested

Indicate a requested 4 hour time window

7. Information regarding the viability of the disconnection

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.

8. Site contact

Contact name at premises

Contact number

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.

Declaration

- ✓ 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 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

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

Full name

Role in the company or job title

Phone

Fax

Email

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

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