

Re-assessed Charges Review Form and Contribution Offer Application
For Use by Licensed Providers

1. Licensed Provider Details:

Licensed Provider: _____

Licensed Provider ID _____

Licensed Provider's own Reference _____

Contact name: _____

Contact number: _____

Contact e-mail: _____

2. Supply Point Details:

Please note: both water and wastewater Supply Points at a premises must be reassessed at the same time, however, only one assessment form should be completed **per Supply Point**. Premises with both water and wastewater Supply Points must indicate a linked form below. Premises with a single Supply Point ID and multiple tenancies should include details of all tenants on one assessment form.

Supply Point ID (SPID): _____

Address of Supply Point: _____

Postcode: _____

All fields on the form are mandatory unless otherwise indicated *

*Contact name at site (if available): _____

*Contact number at site (if available): _____

Hours of Business worked at site: _____

Is there an associated Sewerage SPID at the Supply Point? Y/N _____

Are you the Licensed Provider? Y/N _____

If No, please provide details:

*Associated Supply Point ID (SPID) (if applicable): _____

*Licensed Provider for Associated Supply Point: _____
(if applicable)

3. Reason for submission of Reassessment form

Request by Scottish Water Request by Licensed Provider

Change of use/tenancy Change of Licensed Provider

Periodic review Resubmission of Form

*Date of last request (if known): _____

All fields on the form are mandatory unless otherwise indicated *

4. Domestic Water Use at Supply Point

4.1 Employees

Please specify how many people are working at the Supply Point:

No. Full Time: _____ No. Part Time: _____ No. Seasonal: _____

Average Annual Full Time Equivalent¹: _____

4.2 Water Use

Please specify which of the following domestic water facilities are used at the Supply Point:

Toilets and Wash Hand Basins Staff Showers Staff Canteen

5. Commercial Water Use

Commercial water use at a Supply Point includes any use not detailed above in 3.2. Examples of commercial water use include but are not limited to; dishwashers and sinks to support hotels, guest houses, restaurants, cafés or public houses; sinks for food preparation within bakeries and butcher shops; washing machines in laundrettes; specialist water-using equipment in dental surgeries or medical practices; vehicle washing facilities.

Footnote ¹

Full Time Equivalent - A full time employee is expected to work 1800 hours per annum (8 hours per day, 5 days per week, 52 weeks per year with 35 days leave). The number of full time equivalent employees should therefore be calculated as follows:

Average Annual Full-Time Equivalent =
$$\frac{\text{Total hours worked per annum for all employees at Supply Point}}{1800}$$

All fields on the form are mandatory unless otherwise indicated *

Is water used for any other than canteen or employee toilet or shower facilities? Y/N _____

If yes, please specify nature of use: _____

Is there a Trade Effluent consent associated with this Supply Point? Y/N _____

Licensed Provider Confirmation

We hereby acknowledge:

- i) that this form constitutes an application for a Contribution Offer, under the terms which govern the Contribution Offer; and
- ii) in the event that the Contribution Offer is not accepted, this constitutes an application for Reassessed Charges.

Name: _____

Job Title: _____

Signature: _____

Date: _____

All fields on the form are mandatory unless otherwise indicated *