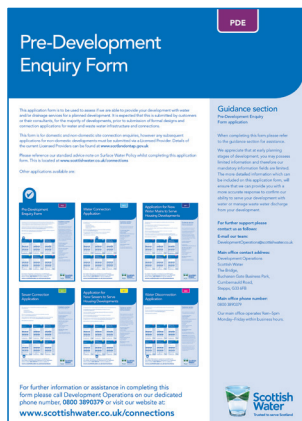


# Water Disconnection Application

This application form is to be used for the disconnection of connections to the public water main.

This form is for domestic non-metered disconnections only. For non-domestic disconnections please see [www.scotlandontap.gov.uk](http://www.scotlandontap.gov.uk)

Other applications available are:



For further information or assistance in completing this form please call Development Operations on our dedicated phone number, **0800 3890379** or visit our website at:

[www.scottishwater.co.uk/connections](http://www.scottishwater.co.uk/connections)

## Guidance section

### Water Disconnection Application

When completing this form please refer to the guidance section for assistance.

**For further support please contact us as follows:**

**E-mail our team:**

[DevelopmentOperations@scottishwater.co.uk](mailto:DevelopmentOperations@scottishwater.co.uk)

**Main office contact address:**

Development Operations

Scottish Water

The Bridge,

Buchanan Gate Business Park,

Cumbernauld Road,

Stepps, G33 6FB

**Main office phone number:**

0800 3890379

Our main office operates 9am–5pm  
Monday–Friday within business hours.

**Guidance Note:** it will be necessary to arrange a pre-site survey with one of our network inspectors to confirm the scope of the disconnection work. This will ensure that any other issues are identified in terms of transferring of live services, or any specifications regarding the water main supplying the existing connection.

This information is important to ensure that all timescales and costs can be assessed accurately before we provide you with a quote and commitment to complete the work.



**Scottish Water**

Trusted to serve Scotland

# Water Disconnection Application

For official use only

Date received:

All fields marked with an asterix (\*) are mandatory.

## 1. Application Details

Please quote any Scottish Water reference previously given that relates to your site.

1.1 Scottish Water Reference No: \_\_\_\_\_

1.2 Applicant Details:

Contact Name: \* \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \* \_\_\_\_\_

\_\_\_\_\_

Postcode: \* \_\_\_\_\_

Phone: \* \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

1.3 Contractor Details: (if different from above)

Contact Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \* \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

1.4 Please indicate who the billable customer is by ticking the appropriate box: \*

Applicant:

Contractor:

Other:

If 'other' please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Guidance section

Water Disconnection Application

These guidance notes relate to each numbered question on the application form.

### 1. Application Details

1.1 Please include any Scottish Water reference number relevant to this site i.e. if you are currently developing the site and have applied for a new water or waste connection please quote this reference number.

1.2 The applicant will be the designated point of contact unless otherwise notified.

1.3 Only complete the contractor details if different from the applicant.

1.4 Please indicate who the billable customer is by ticking the appropriate box. This is the person who the invoice will be sent to.

# Water Disconnection Application

## 2. Site Details

**2.1** Site address: \* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**2.2** Postcode: \_\_\_\_\_

**2.3** Ordnance Survey Ref (12 Fig): 

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- 2. Site Details**
- 2.1** Address of property (ies) requiring disconnection. If you do not have the full postal address please provide as much information as possible e.g. name of adjacent road.
- 2.2** If unknown please provide the closest known postcode.
- 2.3** If you have a 12 digit ordnance survey reference point then please include this.

## 3. Disconnection Details

**3a** Do you require Scottish Water to carry out all works from raising permits for excavation, backfill & reinstatement? Please note this will be reflected in the quote. Yes

**3b** Do you only require Scottish Water to carry out the disconnection of the water pipe from our main? Yes

**3.1** Is work required within third party land? Yes  No

**3.2** Anticipated disconnection date \_\_\_\_\_  
 \_\_\_\_\_

**3.3** Type and number of properties to be disconnected? \_\_\_\_\_  
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- 3. Disconnection Details**
- 3a** Scottish Water will arrange an all-works quotation which will include carrying out all associated works with the disconnection.  
  
 (Arranging all required permits, traffic management etc., carrying out all required excavations, removal of any redundant pipework and/or spoil, backfill & reinstatement of all surfaces)
- 3b** Scottish Water will arrange the disconnection of the service pipe only from our existing water main.  
  
 Note, it will be your responsibility to arrange and pay for any required permits, raising any road opening permits and traffic management etc., including carrying out the excavation to expose the service pipe and main, removing any redundant pipework and/or spoil, the reinstatement of all surfaces and any other unforeseen ancillary works.
- 3.1** If yes it is your responsibility to arrange permission for access with the landowner for the disconnection. You will be required to submit a copy of the written agreement as part of your application.
- 3.3** Please give a brief outline of the type and number of properties to be disconnected e.g. 12 x residential flats.

# Water Disconnection Application

**3.4** Size and material of supply(ies) to be disconnected if known

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**3.5** Reason for disconnection

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**3.6** Additional details

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**3.4** If known please provide details of the size and material of the supply which is to be disconnected e.g. 1 x 25mm MDPE.

**3.5** Please give a brief description detailing the reason why the supply needs to be disconnected e.g. The low rise residential building on the site which has been unoccupied since May 2013 is scheduled for demolition on the 9th May 2016 as planning permission has been granted for a school to be build on the site.

**3.6** Please provide any additional information applicable to your disconnection e.g. Any dates which affect the disconnection such as the date which the property is to remain occupied until.

# Water Disconnection Application

## 4. Checklist

- Water Disconnection Application
- Site Location Plan
- Written Permission to carry out work on and outwith your ownership (if applicable)
- Signed and completed declaration. (Section 5)

## 5. Declaration

I/We hereby apply to Scottish Water to disconnect your existing connection to the public water main.

I/We understand that Scottish Water must be notified of any alterations made to my application.

I/We have filled in all the mandatory sections of this form. The details I/we have given with this application are accurate.

I/We have read and understood the guidance notes.

I/We have enclosed all the necessary supporting documentation.

### Your details

Signature: \* \_\_\_\_\_

Date: \* \_\_\_\_\_

Your full name (*in capitals*): \* \_\_\_\_\_

Company name: \_\_\_\_\_

**Please note:** in consideration of the environment, we seek to correspond with customers via email. If you wish to receive correspondence via email, please tick this box and complete your email details in section 1.2:

### 4. Checklist

Water Disconnection Application – A fully completed application is required. Failure to do so will result in your application being returned.

Site location plan – The plan should clearly identify the property(ies) which are being disconnected and if known the location of your supply pipe and toby valve.

### 5. Declaration

Please ensure that you have read, understood and signed the declaration.

# Water Disconnection Application

## 6. Charges

We will issue with a quote based on our current Scheme of Charges which is available on our website [www.scottishwater.co.uk](http://www.scottishwater.co.uk)

The quote will be made up of the following charges:

- Application Fee
- Disconnection fee

Upon your acceptance of the quote we will issue an invoice. Payment should not be made until an invoice has been issued.

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Alternative formats of this form can be made available free of charge. For information on Braille, large print, audio and a variety of languages, please call our Customer Helpline on **0800 0778778**.

If you have a disability, medical condition or other reason where you may need additional assistance from Scottish Water then please contact us and we can add your name, address and special requirements to our confidential Additional Support Register.

We record all calls for quality and training purposes.

## 6. Charges

Your quote will be based on the following charges.

**Application fee** — This fee relates to the administration work and technical assessment involved in processing this application.

**Disconnection fee** — This is applicable per disconnection and incorporates the fee for an inspection and the physical cost of a disconnection.

**Please return pages 2 – 5 of this application to:**

**Email:**

[DevelopmentOperations@scottishwater.co.uk](mailto:DevelopmentOperations@scottishwater.co.uk)

or

**Write to:**

Development Operations  
Scottish Water  
The Bridge,  
Buchanan Gate Business Park,  
Cumbernauld Road,  
Stepps, G33 6FB

SW WD1 03/17

