**Request for an allowance to wholesale charges: An application to review the chargeable area of a premises/site**

For use by Retailers

This form should be completed for each Supply Point to which it relates. Where Water and Sewerage Services at the eligible premises are provided by the same Wholesaler, an application relating to the same event/ type, for example a burst allowance, may be made to the single Wholesaler. Otherwise separate applications may need to be made to each Wholesaler as applicable.

All sections of this form are mandatory: Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

**1. Retailer details**

Retailer name ……………………………………………

Retailer ID ……………………………………………

Retailer's own reference ……………………………………………

Contact name ……………………………………………

Contact number ……………………………………………

Contact e-mail ……………………………………………

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| **2. Supply Point details** | | | |
| Reference to which this allowance relates  SPID ……………………………………………  UPRN ……………………………………………  Address of premises  Building number ……………………………………………  Building name ……………………………………………  Address line 1 ……………………………………………  Address line 2 ……………………………………………  Address line 3 ……………………………………………  Town ……………………………………………  Postcode …………………………………………… | | | |
| Meter manufacturer ……………………………………………  Meter serial number ……………………………………………  Physical meter size1 ……………………………………………  Chargeable meter size …………………………………………… | | | |
| **3. Measurement of premises/site (m2)**    Please provide supporting evidence when submitting this application including a plan showing the total site area of the premises. Any areas within the site which are permanently grassed, cultivated or landscaped must be shown as hatched areas. The boundary must be clearly shown as a thick black line. | | | | |
| Total area of premises/site (m2) whether or not the surface area is permeable ……………………………………………  Size of area (m2) with buildings, hard standing areas, paths and car parks ……………………………………………  Size of areas (m2) that are permanently grassed, cultivated or landscaped e.g. flower beds/grassed areas (These should be shown as hatched on a plan of this site) ……………………………………………    **4. Additional information**    Please provide the reason for the request, giving details of why the chargeable area of the site is being queried and any supporting information  …………………………………………………………………………………………………………..  ………………………………………………………………………………………………………….  ………………………………………………………………………………………………………… | | | | |
| **5.** Consent to visit the eligible premises | | | | |
| The Wholesaler may wish to visit the eligible premises for purposes such as to take a meter reading or to assess the volume returning to the Sewerage system or the drainage arrangements at the eligible premises. Please indicate whether you consent for the Wholesaler to contact the Non-Household Customer directly to arrange a visit to the premises consistent with the nature of the application. | | | | |
| Yes |  | |  | |
| No  Please provide contact details below | |  | | |
| Customer Contact Details  Contact name at premises ………………………………………………..  Contact number ………………………………………………..  Please indicate if you want to be notified of the date of the visit | | | | |
| Yes | |  | | |
| No | |  | | |

**6. Declaration**

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| **I hereby acknowledge and declare that the information provided in this form is correct and up to date at the date of submission** |
| Signature ……………………………………………….. |
| Date (dd/mm/yyyy) ………………………………………………..  Full name (in capitals) ………………………………………………..  Role in the company or job title ……………………………………………….. |

Please submit this form to [wholesaleservicedesk@uuplc.co.uk](mailto:wholesaleservicedesk@uuplc.co.uk)