



Application for a Permanent Disconnection
of an Existing Water Supply

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This form can be used to apply for a disconnection of an existing water supply.

Please note: Only use this form if you require a permanent disconnection of the water supply. Should you need water following the disconnection, you will have to apply for a new supply as we cannot reinstate the disconnected supply. If you only require the water supply to be turned off temporarily please call our contact centre on 0845 1 24 24 24.

We will provide the following in response to your application:

- A quotation for the cost of the work required to provide a disconnection
- A location plan indicating where we will disconnect the supply

There is a charge of **£90.22 + £18.04 VAT = £108.26** for processing your application and providing a quotation for the work required. This charge covers the cost of undertaking a survey on site and providing a quotation to you for the disconnection.

For enquiries please call us on **0845 1 20 84 82** Method of payment (please tick)
 You can fax information to us on **01274 303046** Cheque
 E-mail: wbu.service.centre@yorkshirewater.co.uk Credit / debit card

Calls are recorded for monitoring purposes. Some credit cards will incur a bank handling fee. The amount varies depending on your provider.

Please complete this form in black ink and block capitals.

1 Applicant's details

The applicant should be the person who is responsible for paying the quotation prior to your disconnection taking place.

Company name _____

Contact name _____

Address for correspondence _____

_____ Postcode _____

Daytime telephone number (incl dialling code) _____

Fax number (incl dialling code) _____ Mobile phone number _____

E-mail address _____

2 Details of the site where the disconnection is required

Only complete this section if the address you are disconnecting to is different to the one you have given above.

Address of property(ies) requiring a disconnection (Please continue on a separate sheet if necessary).

_____ Postcode _____

Total number of properties requiring disconnection _____

Meter serial numbers (if known) _____

Customer account numbers/Billing reference (if known) _____

Do you require a site meeting to discuss the application? Yes No

3 About your disconnection

We will disconnect the water pipe from our main in the street.

Please Note: Yorkshire Water do not undertake work on private land, you will need to find your own plumber to disconnect the water pipe within the grounds of your property.

4 How long will it take?

Our surveyor will visit your site and undertake a survey within 14 days and you will receive your quotation for the work required within 28 days of us receiving your application. Once you have paid for your quotation and requested your disconnection, we will normally disconnect you within 28 days. Your disconnection may take longer if we need to work in a major road or need to close the road.

5 How do I pay my application fee?

You can pay either by cheque or credit/ debit card. Please indicate your payment method on the page opposite. If you wish to pay by cheque please enclose a cheque payable to 'Yorkshire Water Services Ltd' with your application. If you wish to pay by debit/ credit card, we will contact you on receipt of this form to arrange payment over the phone. Some credit cards will incur a bank handling fee. The amount varies depending on your provider. Your disconnection request will only be processed once payment is received.

6 What will it cost?

There is a charge of £90.22 + £18.04 VAT = £108.26 for processing your application. This charge covers the cost of undertaking a survey on site and providing a quotation to you for the disconnection work. Your quotation will be valid until the 31st March 2012. Any payments made after this date will be subject to any inflationary rises.

Whilst we endeavour to provide an accurate quotation for the cost of your disconnection there are unforeseen circumstances that may affect this. These include additional local authority highway requirements such as road closures, out of hours working or the use of specialist traffic management. Engineering difficulties may also affect the cost of the work. In the unlikely event that these arise we will recharge any additional costs not identified at survey stage to the applicant.

7 What information do I need to supply with my application?

Please complete the checklist below to confirm that you have enclosed all the information required to provide you with a quotation for disconnection.

- Fully completed all relevant sections of this form
- Provided a location plan for the property/ies needing a disconnection including location plan showing supply pipe if known
- Clearly indicated at the beginning of this form if you are paying by cheque or credit/debit card
- Enclosed payment of £90.22 + £18.04 VAT = £108.26 (if paying by cheque) payable to Yorkshire Water Services Ltd
- Sign and complete the declaration below

WE WILL BE UNABLE TO CARRY OUT A SURVEY WITHOUT THIS INFORMATION

8 Declaration

I hereby request Yorkshire Water to process my application and provide me with a quote for disconnection based on the information I have provided. I am signing as the applicant or his representative and by doing so agree that I will be liable for the payment of any costs associated with this application.

Your signature _____ Date _____

Your name and title (in capitals) _____ Company Name _____

Please return this completed form to:
Developer Services Yorkshire Water Services Ltd PO Box 52 Bradford BD3 7YD
Or you can fax it to us on 01274 303046.

