

Form H/03:

**Request for a review of assessed
or unmeasured charges**

Change History

<u>Version Number</u>	<u>Date of Issue</u>	<u>Reason for Change</u>	<u>Change Control Reference</u>	<u>Sections Affected</u>
V2.0	30th March 2018	GDPR and Data Protection Provisions Updates	CPW029	Introduction

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Form H/03: Request for a review of assessed or unmeasured charges

For use by Retailers

To Wholesaler

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This form should be used

- where Assessed Charges apply at an eligible premises and the Retailer wishes make an application for a review of such charges under Process H3 of the Operational Terms; or
- where Unmeasured charges apply at an eligible premises and the Retailer wishes to make an application for Assessed Charges under Process H3 of the Operational Terms.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Supply Point details
3.	Domestic water use at Supply Point
4.	Other water use and other information
5.	Consent to contact the Non-Household Customer
6.	Declaration

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.

Please note that sections 1, 2, 5 and 6 of this form may contain or lead to the identification of personal data.

1. Retailer details	
Retailer name
Retailer ID
Retailer's own reference
Contact name
Contact number
Contact e-mail

2. Supply Point details	
Please note one Form H/03 should be completed for each Supply Point.	
SPID
VOA BA Ref, (if not available please provide a reason)	
.....	
UPRN, (if not available please provide a reason)	
.....	
Address of Supply Point	
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
Hours of business worked at site
Reason for submission of this form. Please indicate below	
<input type="checkbox"/>	Request by Retailer
<input type="checkbox"/>	Change of Retailer
<input type="checkbox"/>	Change of activity or tenancy
<input type="checkbox"/>	Assessment following a period of vacancy
<input type="checkbox"/>	Review of Unmeasured Charges

- Resubmission of form
- Challenge of assessment proposal made by the Wholesaler

*Date of last request for any assessment (if known)

3. Domestic water use at supply point

3.1 Employees

Please specify how many people are working at the premises to which the Supply Point relates

No. Full Time No. Part Time No. Seasonal
 Average Annual Full Time Equivalent¹

3.2 Water Use

Please specify which of the following domestic water facilities are used at the premises to which the Supply Point relates

- Toilets and Wash Hand Basins
- Staff Showers
- Staff Canteen

4. Other water use and other information

Other water use includes any use not detailed above in 3.2.

Is the water used for any use other than canteen or employee toilet or shower facilities?

- Yes
- No

If yes, please specify nature of use

Estimated volume of water used

(please attach details in support of your calculations)

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:

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

