

**Form I/05:**

**Disconnection performed by the  
Wholesaler in relation to non-  
payment in cases of a Self-Supply  
Retailer**

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
V1.0	3 <sup>rd</sup> July 2017	Self Supply Enhancements	CPW005	All
V2.0	30 <sup>th</sup> March 2018	GDPR and Data Protection Provisions Updates	CPW029	Introduction

## Form I/05: Disconnection performed by the Wholesaler in relation to non-payment in cases of a Self-Supply Retailer

**To Self-Supply Retailer** .....

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This form should be used where a Wholesaler wishes to arrange for some or all of the Water Services of a Self-Supply Retailer and/or Associated Persons to be Disconnected as a result of that Self-Supply Retailer's failure to pay an invoice properly due.

Notice of planned Disconnection

The form is divided into sections as follows

Number	Section
1.	Wholesaler details
2.	Self-Supply Retailer details
3.	Supply Point address details of Self-Supply Retailer
4.	Details of Associated Persons of Self-Supply Retailer
5.	Supply Point address details of Associated Persons (if known)
6.	Disconnection details
7.	Declaration

All sections are Mandatory.

Mandatory means that the Wholesaler 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 Wholesaler must note this and, where relevant, provide a reason why it is not applicable.

In the event that Disconnections are necessary at multiple addresses, the Wholesaler should use sections 3, 4 and 5 equal to the amount of Disconnections required.

Please note that sections 1, 2, 3, 4, 5 and 7 of this form may contain or lead to the identification of personal data.

### 1. Wholesaler details

Wholesaler name .....

Wholesaler ID .....

Wholesaler's own reference .....

Contact name .....

Contact number .....

Contact e-mail .....

### 2. Self-Supply Retailer details

Self-Supply Retailer name .....

Self-Supply Retailer ID .....

Self-Supply Retailer's own reference .....

Contact name .....

Contact number .....

Contact e-mail .....

### 3. Supply Point address details of Self-Supply Retailer

SPID .....

VOA BA Ref, (if not available please provide a reason) .....

UPRN, (if not available please provide a reason) .....

Premises address

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 .....

#### 4. Details of Associated Persons of Self-Supply Retailer

Associated Persons name .....

Contact name .....

Contact number .....

Contact e-mail .....

#### Supply Point address details of Associated Persons (if known)

SPID .....

VOA BA Ref, (if not available please provide a reason) .....

UPRN, (if not available please provide a reason) .....

Premises address

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 .....

#### 6. Disconnection details

Disconnection date .....

Type of disconnection

Temporary disconnection of water supply

Temporary disconnection of sewerage supply

Reason for disconnection

Non-payment

## 7. Declaration

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 .....