

APPLICATIONS FOR WATER SUPPLY AND/OR SEWERAGE LICENCES IN ENGLAND, WALES AND SCOTLAND

Explanatory guidance by the Water Services Regulation Authority (Ofwat) and the Water Industry Commission for Scotland (WICS)

4 April 2016

To operate as a water supply or sewerage licensee in England and Wales you must obtain a water supply and/or sewerage licence from Ofwat. To do so in Scotland, you must obtain licence(s) from WICS. There are separate processes for obtaining licences from Ofwat and WICS. If you wish to hold both you may send your applications using the separate forms but in a single submission to either regulator.

Applicants who wish to operate in England, Wales and Scotland can choose whether to:

1. Apply separately and directly to each regulator; or
2. Submit their applications for all requested licences in England, Wales and Scotland to either Ofwat or WICS, who will then pass the necessary application information and fee to the other regulator.

This guidance note explains what an applicant should do if it wishes to adopt the second option and submit its applications for all requested licences to one regulator. This is the same whether the applicant chooses to submit all its applications via Ofwat or via WICS.

Step 1: Consult the [Ofwat guidance](#) and complete the [Ofwat application form](#) for water supply and/or sewerage licences with a retail and/or restricted authorisation. Consult the [WICS guidance](#) and complete the [WICS application form](#) for all the Scottish licences being sought.

Step 2: Complete the cover letter at Annex 1 below and submit it, together with the completed application forms, all supporting documentation and both fees, to either Ofwat or WICS

Please note that Ofwat and WICS will accept payment by electronic bank transfer or cheque. Bank account details are available on request, and where payment is to be made by cheque separate cheques should be provided, made payable to each regulator, for each regulator's fee. The level of fee for applications to Ofwat is provided in the Ofwat application and for applications to WICS is shown in the [Fees Scheme](#). Neither regulator will start to consider an application until it has received the required fee.

4 April 2016

Annex 1: Cover letter to be completed and attached to the applications

To: Case Management Office Ofwat, 7 Hill Street, Birmingham, B5 4UA

Or

WICS, Retail Licence Applications,

WICS, First Floor, Moray House, Forthside Way, Stirling, FK8 1QZ*

(* delete as appropriate)

APPLICATIONS FOR WATER SUPPLY AND/OR SEWERAGE LICENCES IN ENGLAND, WALES AND SCOTLAND.

I, and (if someone other than me) the applicant confirm that [insert name of applicant] of [insert address] wishes to apply for the licences indicated below in England/Wales and Scotland.

Location	Type of Licence		Special Options	
	Water Supply	Sewerage	Self-Supply	Specialist
England				N/A
Wales		N/A	N/A	N/A
Scotland				

I, and (if someone other than me) the applicant, enclose the applications to both Ofwat and WICS for those licences, together with all the necessary attachments as detailed in the respective application forms and guidance.

I, and (if someone other than me) the applicant hereby request that the person to whom I have sent this application forward this application, together with relevant supporting information, to Ofwat or WICS (as appropriate) pursuant to the Water Supply and Sewerage Licences (Cross-Border Applications) Regulations 2016 and the Water and Sewerage Services Licences (Cross-Border Applications) (Scotland) Order 2016.

We acknowledge that Ofwat will only consider English and/or Welsh licence applications once it receives them and the fee and will do so in accordance with its own standards and procedures. We also acknowledge that WICS will only consider Scottish licence applications once it receives them and the fee and will do so in accordance with its own standards and procedures. We agree that neither regulator has any liability in respect of the safe passage of the applications, supporting documentation and fee to the other.

Yours faithfully

..... Signed

..... Print Name

..... Print job title (if applicable)

..... Dated