



# **Form G/01: Trade effluent enquiries**

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping Version  20150930	25 August 2015	Non-material housekeeping changes	ICPAWRC/CP 001	All
ICP Operational Forms— Consistency Alterations  20161013	13 October 2016	Changes to reflect ICP Change Proposal ICPAWRC044	ICPAWRC044	2
	13 October 2016	For 20161013		As per ICPAWRC044

# Form G/01: Trade effluent enquiries

For use by Retailers

**To Wholesaler** .....

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This form should be used when the Retailer receives a Trade Effluent Enquiry under Process G1 of the Operational Terms.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Eligible premises details
3.	Details of enquiry
4.	Additional information
5.	Consent to contact the Non-Household Customer
6.	Your details

Section 4 is optional, all other sections 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 .....

## 2. Eligible premises details

SPID .....

DPID .....

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

**3. Details of enquiry**

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**4. Additional information**

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**5. Consent to contact Non-Household Customer**

There may be a need to contact the Non-Household Customer to arrange a visit to the premises. In such circumstances the Wholesaler will inform the Retailer of the arrangements prior to any visit. Please indicate whether you give consent for the Wholesaler to contact the Non-Household Customer directly to arrange a visit to the premises.

- Yes                                      Please provide contact details below
- No

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. Your details

Signature .....

Date (dd/mm/yyyy) .....

Full name (in capitals) .....

Role in the company or job title .....