



**Form H/04:
Application for change in tariff**

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	25 August 2015	Non -material housekeeping changes	ICP/WRC/CP001	All
20150930	30 September 2015	For post-vendor MAP		
ICP Operational Forms – Consistency Alterations	13 October 2016	Changes to reflect ICP Change Proposal ICP/WRC044	ICP/WRC044	2
20161013	13 October 2016	For 20161013		As per ICP/WRC044

Form H/04: Application for change in tariff

For use by Retailers

To Wholesaler

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This form should be used when the Retailer applies to the Wholesaler, under Process H5 of the Operational Terms, for the Wholesale Charges applying at a Supply Point to which it is Registered to be calculated on the basis of a different Tariff within the Wholesaler's Wholesale Tariff Document.

This form should be completed for each Supply Point to which it relates. Where Water and Sewerage Services at the eligible premises are provided by the same Wholesaler, an application relating to the change in tariff may be made to the single Wholesaler. Otherwise separate applications may need to be made to each Wholesaler as applicable.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Supply Point details
3.	Request for change in tariff
4.	Additional information
5.	Consent to contact the Non-Household Customer
6.	Declaration

All 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. Supply Point details

Reference to which this allowance relates

Supply Point ID (SPID)

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

Address of premises

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

Meter serial number

Physical meter size¹

Chargeable meter size

¹ Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

3. Request for change in tariff

Service Component for which a change is requested	Tariff requested
<input type="checkbox"/> Potable Water
<input type="checkbox"/> Non-Potable Water
<input type="checkbox"/> Foul Sewerage
<input type="checkbox"/> Surface Water Drainage
<input type="checkbox"/> Highway Drainage
<input type="checkbox"/> Trade Effluent

4. Additional information

Please provide any additional information in support of the change of tariff request. If supporting information is provided separately please indicate here. If none please state none. List of items included:

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5. Consent to contact the Non-Household Customer

The Wholesaler may wish to contact the Non-Household Customer to arrange a visit to conduct a site assessment. 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. 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