

Form M

**Gap Site Supply Point Request Form
For Use by Licensed Providers**

Please note that sections 1, 2, 6 and 7 must be completed by licensed providers and sections 3 – 5 should be completed where possible.

1. Licensed Provider Details:

Licensed Provider: _____
Licensed Provider ID: _____
Licensed Provider's own Reference: _____
Contact name: _____
Contact number: _____
Contact e-mail: _____

2. Premises Details:

SAA property reference number¹: _____
Company name: _____
Building number: _____
Building name: _____
Address line 1: _____
Address line 2: _____
Address line 3: _____
Town: _____
Postcode: _____
Contact name at site (if available): _____
Contact number at site (if available): _____

Rateable Value of property: _____

¹ SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

3. Services at the premises:

Please indicate all services provided at the premises:

3.1 Water Services

Water Connection:

Metered Water:

Number of Services to Caravans: _____

Number of Troughs and Drinking Bowl Connections: _____

Number of Outside Taps: _____

Other:

if other, please specify: _____

If water services to the property are provided through a Scottish Water revenue meter, please provide meter details below:

	Meter 1	Meter 2	Meter 3
Meter type:	_____	_____	_____
Meter make:	_____	_____	_____
Meter size:	_____	_____	_____
Number of Dials:	_____	_____	_____
Meter serial number(s):	_____	_____	_____
Meter reading:	_____	_____	_____
Date of reading:	_____	_____	_____
x,y coordinates:			
Northing:	_____	_____	_____
Easting:	_____	_____	_____
Meter location:	_____		

3.2 Sewerage Services

- Sewerage Connection:
- Roads Drainage:
- Property Drainage:
- Metered Sewerage:

Is there a discharge of Trade Effluent from the premises to the public sewer?

- Yes
- No

4. Supply Point (SPID) Request:

Please indicate the services for which a Supply Point ID (SPID) is required:

- Water SPID required
- Sewerage SPID required
- Both Water and Sewerage SPID required

Where only Water or only Sewerage SPID is required because a Water/Sewerage SPID already exists at the site, please provide the existing SPID at the site: _____

Otherwise, please state the reason for only a single service request, e.g. 'septic tank':

5. Additional Information:

Please provide any additional information that may be useful in identifying the property. For example, GIS co-ordinates or a map of the site:

6. Consent to Contact Non-Household Customer:

Scottish Water may wish to contact the Non-Household Customer to arrange a visit to the premises. Please indicate whether you give consent for Scottish Water to contact the Non-Household Customer directly to arrange a visit to the premises?

Yes:

No:

7. Declaration on behalf of the Licensed Provider:

We hereby acknowledge that we have undertaken all reasonable endeavours to complete this form, to confirm the status of Water Services and/or Sewerage Services at this site and that following these investigations we believe this is a Gap Site as defined under the Market Code. The information provided in this form is correct to the best of our knowledge and up to date at the date of submission.

Name: _____

Job Title: _____

Signature: _____

Date: _____

Verification of Supply Point and Gap Site Registration

General Introduction

Processes 28-30 set out the procedures to be followed by the Licensed Provider and Scottish Water when there is a requirement to verify the details of a physical Supply Point in relation to the corresponding details held on record, and when registering a new Supply Point as a Gap Site in the Supply Point Register.

Verification of Supply Point and Gap Site Registration

Process 28 – Verification of Supply Point

Purpose and scope of Process 28: -

The physical inspection of Supply Point(s) for the purpose of verifying records and/or connections to the Network is the responsibility of Scottish Water. This Process sets out the operational arrangements that apply where either a Licensed Provider or Scottish Water consider that the physical Supply Point differs from the details held on their records.

Process:-

Step 1

Either:-

- (i) the Licensed Provider makes a request to Scottish Water to verify Supply Point(s) by submitting a verification of supply form (Form K) as set out in the Appendix to this Code. The Licensed Provider's request will detail the following:
 - the Non-Household Customer's Supply Point ID; and
 - the Licensed Provider's reasons for the request and any supporting information; or
- (ii) Scottish Water, where records are deemed inaccurate, will notify the Licensed Provider that it intends to make a physical verification of Supply Point(s).

Step 2

Scottish Water will make a planned visit to the Non-Household Customer's Premises on a date and time agreed with the Licensed Provider to physically inspect the Supply Point(s). The Licensed Provider may be present at the time of the planned visit.

Step 3

Where the Licensed Provider has requested the verification, Scottish Water shall notify the Licensed Provider of findings of the inspection within 10 Business Days of the Licensed Provider's request.

Step 4

Where Scottish Water has requested the verification, Scottish Water will notify the Licensed Provider of the findings of the inspection within 5 Business Days of the visit taking place.

Step 5

Scottish Water may recover its reasonable cost of the visit from the Licensed Provider in accordance with the Wholesale Charges Scheme.

Step 6

Where records of Supply Point(s) differ from the findings of the inspection, Scottish Water shall notify the Central Market Agency according to the relevant process for the nature of the change or within 2 Business Days of completion of the investigation.

Verification of Supply Point and Gap Site Registration

Process 29 – Gap Site Supply Point Registration for Gap Sites identified by Scottish Water

Purpose and scope of Process 29: -

This Process sets out the operational arrangements which apply where Scottish Water identifies Eligible Premises which are in receipt of Water Services and/or Sewerage Services where no Supply Points are registered in relation to such Eligible Premises in the Supply Point Register. This Process may be preceded or followed by an installation of a meter for a new Supply Point (see Process 8).

Process:-

Step 1

Where Scottish Water identifies a Gap Site it will, within 2 Business Days of becoming aware of the site, write to the Non-Household Customer at the Eligible Premises informing them that they must choose a Licensed Provider within 15 Business Days of the date of the letter or a Licensed Provider will be allocated to the site.

Step 2

Either:-

(i) Where a Licensed Provider agrees to supply the Eligible Premises (following contact from the Non-Household Customer resulting from Step 1 above), the Licensed Provider will notify Scottish Water within 1 Business Day of agreeing to supply the Eligible Premises. Scottish Water will notify the CMA of the requirement for a new Supply Point(s) and of the identity of the Licensed Provider to whom the Supply Point(s) should be registered in accordance with the Market Code;

or,

(ii) Where Scottish Water does not receive a notice from any Licensed Provider of agreement to supply the Non-Household Customer, within 17 Business Days from the date of Scottish Water's letter to the Non-Household Customer, Scottish Water will notify the CMA of the requirement for a new Supply Point(s) and a Licensed Provider will be allocated by the CMA in accordance with the Market Code.

Verification of Supply Point and Gap Site Registration

Process 30 – Gap Site Supply Point Requests and Registration for Gap Sites identified by a Licensed Provider

Purpose and scope of Process 30: -

This Process sets out the operational arrangements which apply where a Licensed Provider identifies Eligible Premises which are in receipt of Water Services and/or Sewerage Services where no Supply Points are registered in relation to such Eligible Premises in the Supply Point Register.

Process:-

Step 1

Where a Licensed Provider identifies a Gap Site it will, within 1 Business Day of becoming aware of the site, notify Scottish Water by submitting a Gap Site request form (Form M) as set out in the Appendix to this Code. The Licensed Provider must complete sections 1, 2, 6 and 7 of Form M for an application to be complete and will endeavour to complete sections 3 – 5 where possible. In completing Form M the licensed provider must provide the following information:

- Licensed Provider ID;
- the address of the Eligible Premises; and
- a declaration by the Licensed Provider regarding the information supplied in the form.

Step 2

On receiving the request from the Licensed Provider, Scottish Water will confirm the information supplied with its records and assess whether a site visit will be required to verify the Services at the Supply Point, in which case Scottish Water will liaise with the Licensed Provider in accordance with Process 28 above.

Step 3

Within 5 Business Days of receipt of a valid request from the Licensed Provider, Scottish Water will either:-

- (i) notify the CMA of the requirement for a new Supply Point(s) in accordance with the Market Code; or,
- (ii) notify the Licensed Provider that it considers the request to be invalid, providing reasons for its decision.