**Supply Point Third Party Reference and Live Rateable Value**

**Process 33 – Amendment of SAA Reference Number, Unique Property Reference Number, or Live Rateable Value at a Supply Point at the request of the Licensed Provider**

**Purpose and scope of Process 33: -**

The SAA Reference Number, the Unique Property Reference Number, and Live Rateable Value are the responsibility of Scottish Water. This process sets out the operational arrangements which apply where a Licensed Provider identifies a requirement to update the SAA Reference Number, the Unique Property Reference Number (UPRN), or the Live Rateable Value applying to a premises. In some cases, for example where a pre-existing premises has been subdivided or where several premises have been merged there may be a need for Scottish Water and the applying Licensed Provider to discuss the arrangements with the Licensed Provider registered to other affected premises.

It should be noted that requests for the Live Rateable Value to be updated will only be accepted in cases where the value stored in the Central System differs from that held on the Scottish Assessors Portal.

**Process:-**

**Step 1**

Where the Licensed Provider identifies an SAA Reference Number, UPRN reference, or Live Rateable Value that may require updating it will carry out investigations into the status of the Supply Point, its address and related reference(s).

**Step 2**

The Licensed Provider makes a request to Scottish Water to update the above third party reference(s), or Live Rateable Value by submitting a Third Party Reference Update Request Form (Form P) 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;
* the existing SAA Reference Number or UPRN and proposed amendments;
* the existing Live Rateable Value and proposed amendments;
* the reasons for the request;
* any supporting information; and
* a declaration by the Licensed Provider regarding the information supplied in the form.

**Step 3**

Scottish Water may, where it is deemed necessary, make a planned visit to the Non-Household Customer’s Premises by prior arrangement with the Licensed Provider to inspect the Supply Point(s). The Licensed Provider may be present at the time of the planned visit.

**Step 4**

Scottish Water shall notify the Licensed Provider of findings of the investigation within 20 Business Days of the Licensed Provider’s request. Scottish Water may recover its reasonable cost of any visit from the Licensed Provider in accordance with the Wholesale Charges Scheme.

**Step 5**

Where Scottish Water’s investigations confirm that the SAA Reference Number, UPRN, or Live Rateable Value should be updated, Scottish Water shall notify the CMA, in accordance with the Market Code, within 2 Business Days of completion of the investigation.