

1 Introduction

Following publication of the Scottish Water Return to Sewer Allowance Policy (document ref. SW-WHPOL-RTSA-01), a change request will be submitted by Scottish Water to the Technical Panel to create a new Operational Code form for such applications from Licensed Providers.

Until this change has been agreed and implemented, applications should be submitted on Operational Code form K and appended with the necessary supporting information set out in the checklists below.

2 Information Checklist

When submitting an application for a Return to Sewer allowance to Scottish Water, Licensed Providers should ensure that the following information is provided:

- SPID
- Meter Serial Number
- Physical Meter Size(s)
- Chargeable Meter Size(s)
- Type of business
- Any other information to support the application

Additional Information required for Swimming Pools

- Average annual consumption based on actual meter data
- Surface area of the pool

Additional Information required for Headage Assessment

- Total annual consumption based on actual meter data
- Annual volume used in process
- Number of full-time and part-time employees
- Confirmation of whether premises has a canteen

3 Submission

Applications should be submitted to the Scottish Water Wholesale Service Desk (wholesaleservicedesk@scottishwater.co.uk) where they will be logged and allocated a Service Request number. Applications will then be handled in accordance with process 27 of the Operational Code.