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Dynamics 365

Reassessment of Property Drainage Charges– Guide to Submitting a Request

Reassessment of Property Drainage Charges- Submitting a Request

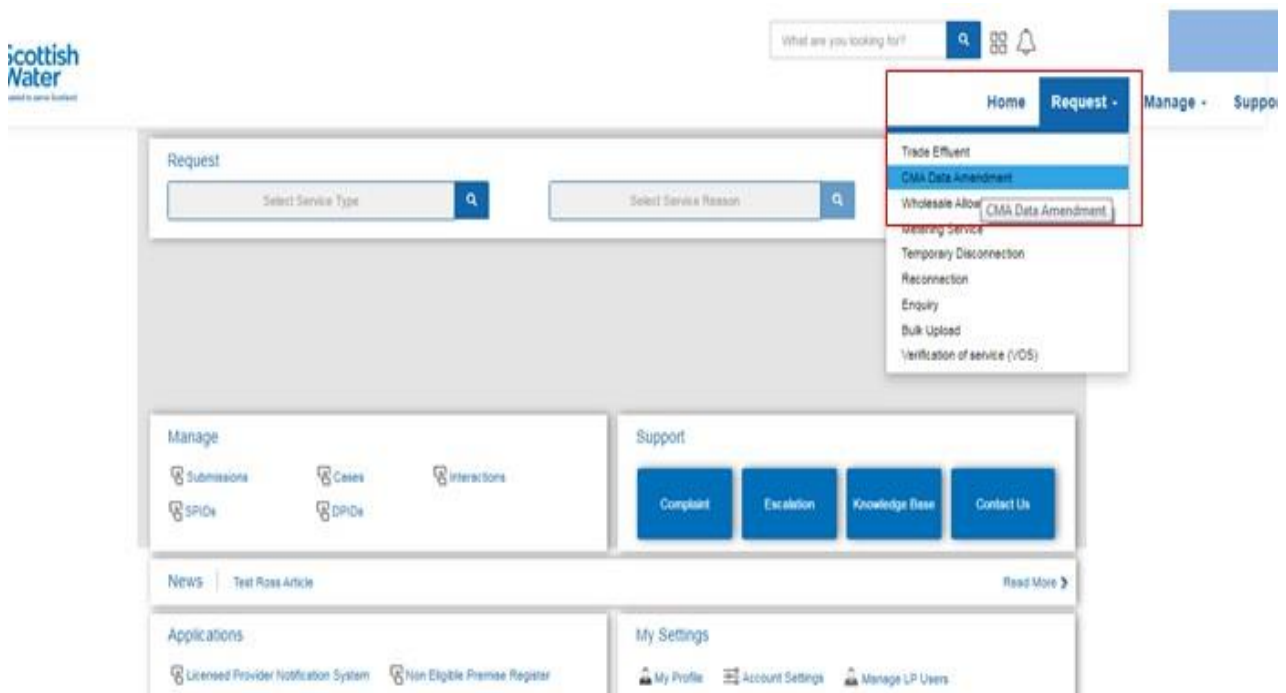
Document Overview

From 1 April 2020 it will be possible for area based property drainage charges to apply in situations where the only part of a premises that drains surface water to the Public Sewerage System is connected for environmental protection reasons. Area based property drainage charges will apply from the later of the:

- start of the financial year in which Scottish Water is notified of a qualifying premises and
- date when the drainage arrangements were revised.

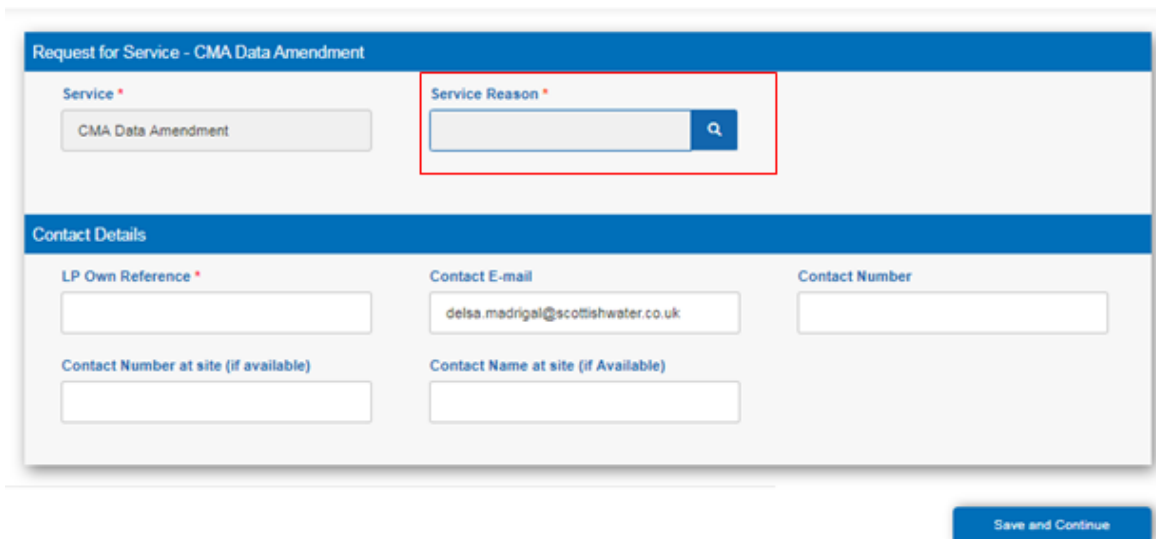
This step by step guide explains how to submit a request for Reassessment of Property Drainage charges via the Deregistration form (Form O) on the LP Customer Portal.

1. To access the form on the [LP Customer Portal](#), select **CMA Data Amendment** from the drop down menu on the **Request** tab.



The screenshot displays the Scottish Water LP Customer Portal interface. At the top left is the Scottish Water logo. A search bar is located at the top right. The main navigation bar includes 'Home' and 'Request' tabs, with 'Request' being the active tab. A dropdown menu is open under the 'Request' tab, listing various service types: Trade Effluent, CMA Data Amendment (highlighted in blue), Wholesale Allow, Watering Service, Temporary Disconnection, Reconnection, Enquiry, Bulk Upload, and Verification of service (VOS). Below the navigation bar, there are sections for 'Request' (with search filters for Service Type and Service Reason), 'Manage' (with links for Submissions, Cases, Interactions, SPIDs, and DPIDs), 'Support' (with buttons for Complaint, Escalation, Knowledge Base, and Contact Us), 'News' (with a 'Test Ross Article' link), 'Applications' (with links for Licensed Provider Notification System and Non Eligible Premise Register), and 'My Settings' (with links for My Profile, Account Settings, and Manage LP Users).

2. Click on the spy glass in the **Service Reason** field



Request for Service - CMA Data Amendment

Service *
CMA Data Amendment

Service Reason *
[Search Icon]

Contact Details

LP Own Reference *
[Text Box]

Contact E-mail
delsa.madriral@scottishwater.co.uk

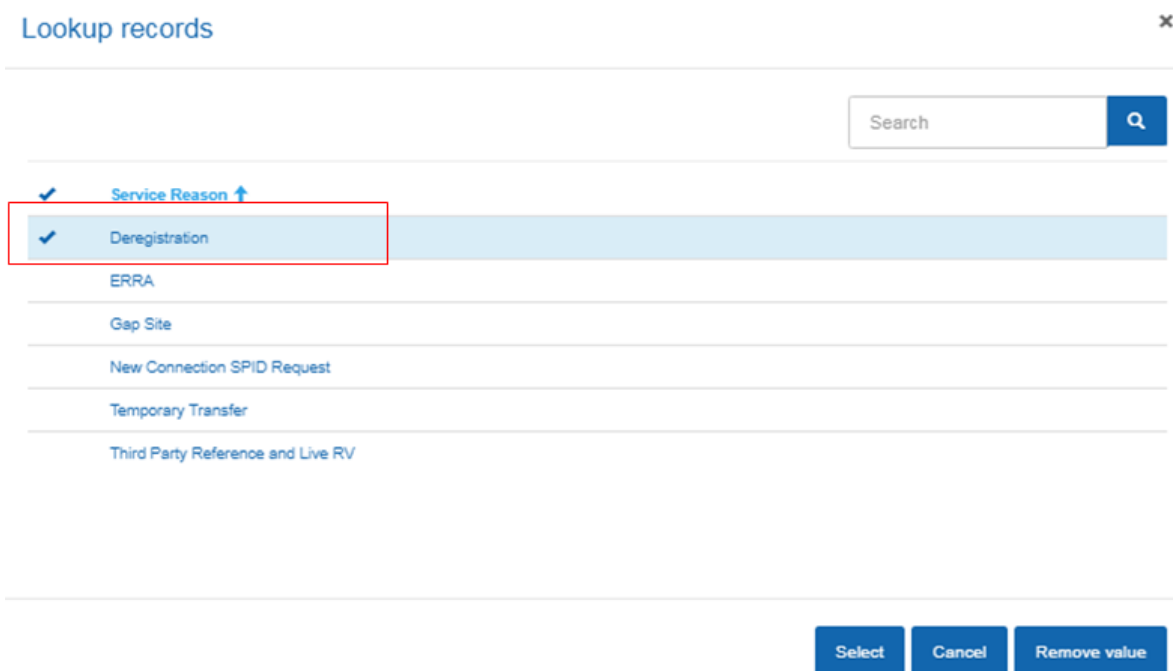
Contact Number
[Text Box]

Contact Number at site (if available)
[Text Box]

Contact Name at site (if Available)
[Text Box]

Save and Continue

3. Choose **Deregistration** and click **Select**



Lookup records ×

Search [Search Icon]

✓ Service Reason ↑

✓ Deregistration

ERRA

Gap Site

New Connection SPID Request

Temporary Transfer

Third Party Reference and Live RV

Select Cancel Remove value

4. Provide the SPID details relevant to your request.

Premise Services

SERVICE AT THE PREMISES TO BE DE-REGISTERED

[Add New](#)

Water SPID	Water SPID Deregistration Effective From	Sewerage SPID	Sewerage SPID Deregistration Effective From	Date Service Element Removed From	Is Property Drainage Removed
↑		100018020252	30/04/2020		No

[Add New](#)

Meter Details

Please provide details of all revenue meters at the SPID to be de-registered.

[Add New](#)

Meter Id	Number of Dials	Meter Serial Number	Physical Meter Size	Meter Installation Date	Most Recent Meter Reading	Reading Date	Location
There are no records to display.							

5. Complete the **Contact Details** section and for **Reason for the Request** select the option for **Reassessment of Property Drainage**.

Contact Details

LP Own Reference *

Contact E-mail

Contact Number

Contact Number at site (if available)

Contact Name at site (if Available)

Reason for the Request

Please indicate the reason for the request and complete the relevant section below.

- Demolished: Property has been demolished and no longer exists.
- Domestic (change of use): Property is no longer trading as a business and is domestic only.
- Duplicate SPID: More than 1 SPID has been identified for the same Supply Point.
- No Water Connection: Property is not connected to the Public Water Supply System.
- No Sewerage Connection: Property is not connected to the Public Sewerage System.
- No Property Drainage: No rainwater from the property drains to the Public Sewerage System.
- Reassessment of Property Drainage: request to base Property Drainage charges on surface area rather than rateable value or to change existing surface area
- Bulk (landlord) Meter: Services to the property are supplied through a bulk/parent meter/landlord.
- Merged Property: A formerly individual property has merged with a neighbouring property and is supplied through a different SPID.
- Other

6. Complete the free-text fields for Scottish Water service request reference number (when available), LP request summary or any additional supporting information relevant to your request, **Save** and **Continue**
7. Choose a Purpose of Request from the dropdown menu.

Request Details

Reassessment of Property Drainage: request to base Property Drainage charges on surface area rather than rateable value or to change existing surface area.

Purpose of Request

Change existing surface area (m2) for Property Drainage ▼

Change Property Drainage charges from rateable value based to area based

Change existing surface area (m2) for Property Drainage

Req

<p>Previous surface area draining to Public Sewerage System (m2): **</p> <input style="width: 90%; height: 20px;" type="text"/> <p>Please provide details of the changes that have been made to drainage arrangements, resulting in a change to the surface area draining to the Public Sewerage System: **</p> <div style="border: 1px solid #ccc; height: 40px; width: 95%; margin-top: 5px;"></div>	<p>New surface area draining to Public Sewerage System (m2): **</p> <input style="width: 90%; height: 20px;" type="text"/> <p>Date of completion of changes to drainage arrangements: **</p> <input style="width: 90%; height: 20px;" type="text"/>
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8. Please note that the Reassessment Request form is Dynamic and will display the following fields depending on your choice above.

a) Request to base Property Drainage charges on surface area rather than rateable value

1. What is the surface area (m2) of the premises (approx)?
2. What surface area of the premises (m2) drains to the Public Sewerage System (approx)?
3. What is the area draining to the Public Sewerage System used for:
4. Details of environmental protection regulations which require this area to drain to the Public Sewerage System:
5. Details of available alternate discharge arrangements which would be used to deal with surface water from this area if environmental protection regulations did not apply:
6. If the Supply Point is part of a multi-tenancy premises, does the occupier of the Supply Point have exclusive access to the area draining to the Public Sewerage System:

b) Request to change existing surface area (m2)

1. Previous surface area draining to Public Sewerage System (m2):
2. New surface area draining to Public Sewerage System (m2):
3. Please provide details of the changes that have been made to drainage arrangements, resulting in a change to the surface area draining to the Public Sewerage System:
4. Date of completion of changes to drainage arrangements:

9. Before you submit the request you can provide any additional supporting information you didn't include before.
10. You'll be required to acknowledge the LP Declaration after which the form is ready for **Submission**.

Additional Information

Please provide any additional information relevant to the request where appropriate. If supporting information is provided separately please indicate here:

TEST

Appointment Booking

If a site visit is required, would you like to book an appointment where feasible?

No Yes

Declaration on behalf of the Licensed Provider

We hereby acknowledge that we have undertaken investigations to confirm the status of Water Services and/or Sewerage Services at this site, and that following these investigations, we believe this Supply Point should be de-registered for the reason stated above. The information provided in this form is correct to the best of our knowledge and up to date at the date of submission. *

Requester Name	Job Title	Date
<input type="text" value="Delsa Colmenares"/> <input type="button" value="x"/> <input type="button" value="Q"/>	<input type="text" value="TEST"/>	<input type="text" value="30/03/2020"/> <input type="button" value="📅"/>