## **Application form**

## **Annual quantity change request form**



This form should be completed by a person or organisation who wishes to apply for a change to their Annual Quantity as set out by Uisce Éireann for their Non-Domestic water and/or wastewater connection. The Annual Quantity (AQ) is based on the water consumption over a 12 month period, and is used to determine the applicable tariff band for each connection. For more detailed information on the Annual Quantity process please visit **www.water.ie/businessaq** 

This form is only to be used for a **single business premise/connection**. If completing this form by hand, please use BLOCK CAPITALS and black ink.

\* Denotes mandatory/required field. Please note, if mandatory fields are not completed the application will be returned.

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Property type	Sel	ect	Property type	Select	Property type	Select					
Office			School		Retail unit						
Residential care home			Institution (e.g hospital/university)		Industrial unit						
Hotel			Factory		Other						
Other (please spec	ify type)										

## Section C | Application for change to Annual Quantity

6 7 8 9	Water and waste Water only Wastewater only *Please indicate *Please indicate	ewater  y (if different to  the Annual Qua  the new Annua	antity you wish to challenge:  water)  antity issued to you by Uisce Éireann:  Il Quantity you are applying for:  re applying for a change to your Annua	M3 per year M3 per year M3 per year I Quantity usage:											
	Description	Select	tion												
Esti	mated Meter Reads		Select if there is a poor history of Actual Meter Reads over a 12 month period.												
Cha	nge in Water Usage		Select if you expect a significant change in water usage (e.g. a significant increase or decrease in production or extension or demolition of premises).  Please provide reasons in the space below for expected change in water use.												
	Water leak		Select if the premise had a leak during the Annual Quantity calculation period. Please include supporting documentation such as a Plumbers report.												
Cł	nange of Business Type		Please select if the premise has had a significant change of use, which will result in a change to the water usage. Please provide details in the space below of the change in use at the premise.												
	Faulty Meter		Please select if you suspect inaccurate or faulty meter reads.												
()	Other please specify type)		Please provide any relevant information that could support your application in the additional comments section below.												
10	Additional comm	nents to suppor	t your AQ change request:												

## Section D | Declaration

I/We hereby make this application to Uisce Éireann to change the Annual Quantity as detailed on this form.

I/We understand that any alterations made to this application must be declared to Uisce Éireann.

The details that I/we have given with this application are accurate. I/We have enclosed all the necessary supporting documentation.

Signature:										D	ate:		/[		/[				
Your full nar	me (in	BLO	CK	CAF	PITA	LS)	:												

Uisce Éireann will review your application and may contact you for more information.

Please note that Uisce Éireann reserves the right to reject your request.

We will contact you in relation to your application in due course.

Please submit the completed form to **aqquery@water.ie** or alternatively, post to:

Uisce Éireann PO Box 448 South City Delivery Office Cork City

Please note, if mandatory fields are not completed the application will be returned.

**Disclosure of Information:** The European Communities (Access to Information on the Environment) Regulations 2007, as amended, state that every person has a right to access environmental information held by a public authority (subject to certain exemptions). The Freedom of Information Act 2014 as amended, enables members of the public to obtain access to records in the possession of public bodies (subject to certain exemptions). The Applicant is requested to identify all information submitted with the Application which is to be treated as confidential or commercially sensitive and is requested to identify the grounds on which the information may be categorised as such. Uisce Éireann shall, at its discretion, make the final determination on whether any aspect of the Application is to be regarded as confidential or commercially sensitive. Uisce Éireann accepts no responsibility for any loss or damage arising as a result of its processing of freedom of information/access to information on the environment requests.

Any personal data you provide will be processed by Uisce Éireann in accordance with its Privacy Notice, please see https://www.water.ie/privacy-notice/. Our legal basis for collecting and using this information is set out in our Privacy Policy and includes (i) processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract; and (ii) it is necessary for the performance of tasks that we carry out in the public interest or in the exercise of official authority vested in us by law (including the Water Services Acts 2007 to 2018). If you have any questions regarding the use of your personal data, please contact dataprotection@water.ie