

\* completion is mandatory

# Record Request Form

Please attach documents to this form with paper clips; **do not** use staples.

Please ensure completion of all mandatory sections in order to avoid delay / return of your application. Please refer to our guidance notes before completing your application where the associated fees are detailed.

\* Type of Plans  
Required

Size	Number of copies required	
	Charge is for electronic / printed copies	Electronic Copy
A4	£17.45 + VAT = £20.94	
A3	£19.60 + VAT = £23.52	
A0/A1	£32.70 + VAT = £39.24	
Larger Area as per location map	Quotation	
Additional copies	£4.90 + VAT = £5.88	

Please note that the applicant is required to submit a Site Location Plan 1:1250 / 1:2500 map, (LPS ACE map will suffice), with the site boundary clearly indicated in red and relative to an existing feature. **Applications which are submitted with unsuitable maps, including Google maps, will be rejected and you will be asked to resubmit it with an appropriate map.**

In general most of the Record Requests processed allow for a suitable amount of detail when printed on A4. However if you select a size above that does not provide a suitable amount of detail, a larger map will be required, you will be notified of any additional costs that should be paid prior to the Record Request being issued.

## \* 1. Applicant's Details

Company Name

Contact Name

Address

Town

Tel

County

Mobile

Postcode

Email

## \* 2. Site Details

Site Name / House Number

Address

Town

County

District Council Area

Postcode (if available)

OS Grid Ref

(mid point) (12 fig) (if available eg. Belfast City Hall 333835, 373984)

Please find herewith my payment in respect of £

**Please Note: Cheques should be made payable to Northern Ireland Water Ltd.**

**BACS payment - submit your application by email and we will issue instructions for payment**

**No Cash should be sent through the postal system.**

**Emailed applications will not speed up the process as there is a charge for this service.**

\* Signed

Name (Block Capitals)

Date

**Please return this completed form and application fee to:**

Developer Services - Servicing Team, Northern Ireland Water, Westland House, 40 Old Westland Road, Belfast, BT14 6TE

**Tel:** 03458 770 003 **Email:** developerservices@niwater.com

Date reply due:

Date rec:

Customer Ref:

Payment Rec Amount:

Office Use