

COMPLETING ARTICLE 161 AGREEMENT DETAILS



Log into the NI Water Self Service Portal and navigate to your notifications by clicking the 'Home' button in the top right corner of the screen.

Locate the Portal Notification titled 'Review Documents for this Article 161 Application' and click to open. You may have to scroll back through the notifications until you find it.

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From the Portal Notification you will be able to download a copy of the Approval Letter and a Draft Copy of the Article 161 Agreement. <u>These are for information purposes only</u>.



Hard copy signatures are no longer required. To initiate the electronic signature process, click the 'Complete Agreement Details' button and provide the landowner details, period of construction, bond details & signatory details. Where possible, personal emails should be provided.

Water.com					Home	A My Profile	Ð
li Stuart McQueen							
تے Developer Services	تي Trade Effluent	Service Charges					
Home > Bond Agreement Details							
Bond Agreement Details							
Application Details							
Application ID AR2400037_01		① Details of adjoining landowners are only required when proposed drainage is to be laid across associated land. If there is more than 1 land owner or more than 2 adjoining land owners please upload a document specifying land owners details.					
Site Name		Landowner Details					
		Land Owner Same as developer 🛛	Adjoining Owner 1		Adjoining Owne	r 2	
Site address		First Name *	First Name		First Name		
Town		Last Name *	Last Name		Last Name		
County							
,		Email *	Email		Email		
Postcode							
Total Bond Cost		Period of Construction					
£41,043.15		Construction Period (Months)		Construction Period (Years)		
		Bond Details Bond Type *					
			•				
		Signatory Details					
		Signatory 1		Signatory 2			
		First Name *		First Name *			
		Last Name *		Last Name *			
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Complete the required fields and click the 'Submit' button at the bottom of the screen.

Once submitted, the information will be reviewed by NI Water and when all is in order, the Adobe Sign version of the Article 161 Agreement will be issued for electronic signature.

If you encounter any issues throughout the process, please take a screenshot and email it along with a short description of the problem to <u>customerengagementteam@niwater.com</u> and they ensure it is pass on to the relevant team.