

Records Requests

Guidance Notes

An extract of data can be obtained from NI Water's Graphical Information System (which incorporates sewer/watermain infrastructure) by applying for a Record Request. This involves processing applications of the specified area to include the location of our infrastructure and the provision of same by means of electronic or printed copies.

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 to allow for the specified area to be easily identified. The area where information is required must be covered in full by the site boundary outlined in red on the site location plan, failure to indicate the full area of interest will result in an application fee for an additional map.

In general most of the Record Requests processed allow for a suitable amount of detail when printed on A4 . However if you request a size 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. Additional copies of our records will incur an additional cost per copy. There is a cost for this service in accordance with our current Scheme of Charges.

Standard Charges for routine requests:

- £16.00 + VAT per A4 electronic / printed copy
- £18.00 + VAT per A3 electronic / printed copy
- £30.00 + VAT per A0/A1 electronic / printed copy
- £4.50 + VAT for each additional electronic / printed copy
- Requests for electronic copies for larger areas, these will be based on the number of A0/A1 equivalent sheets to cover the area requested.

We will endeavour to issue maps in electronic format rather than issuing printed copies, so please ensure your email address is included on all correspondence.

The position and attributes of NI Water infrastructure shown on the map should be regarded as approximate and should not be relied upon. NI Water does not accept any liability for loss or damage to any person or property caused as a result of any inaccuracy in the information. For health and safety reasons it is your responsibility to determine the exact location of NI Water infrastructure, prior to any excavation work being undertaken and it is recommended that hand dug trial holes are used to determine the precise location.

You may apply in writing using **Application Form RR1 – A257/8**

Alternatively the records can be viewed free of charge at the address below **by appointment only** (Mon - Fri 1000 - 1200 or 1400 - 1600 excluding Bank / Public Holidays). **Appointments may last only 30 minutes max, as they are scheduled on a 30 minute basis.**

- **This is a viewing service only.**
- **If you require an electronic or hard copy at this stage you will be advised to make a formal application as in the process identified above, where the relevant charges will apply.**

Enquiries should be addressed to:

**Developer Services Coordination Team
Northern Ireland Water
Ballykeel Office
188 Larne Road
Ballykeel
Ballymena
Co Antrim BT42 3HA
Tel: 03458 770002**