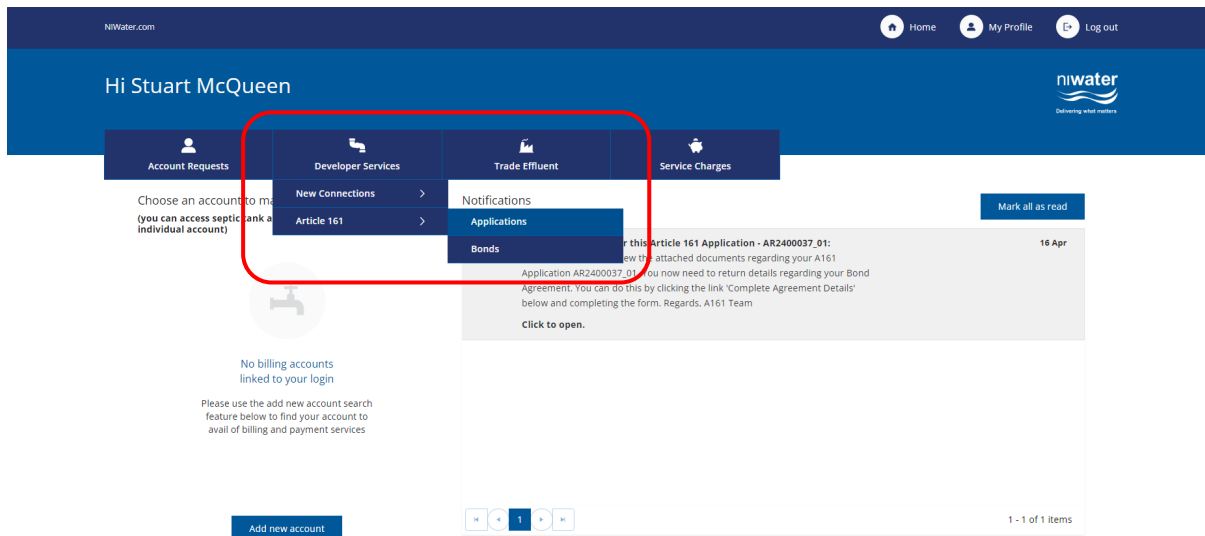
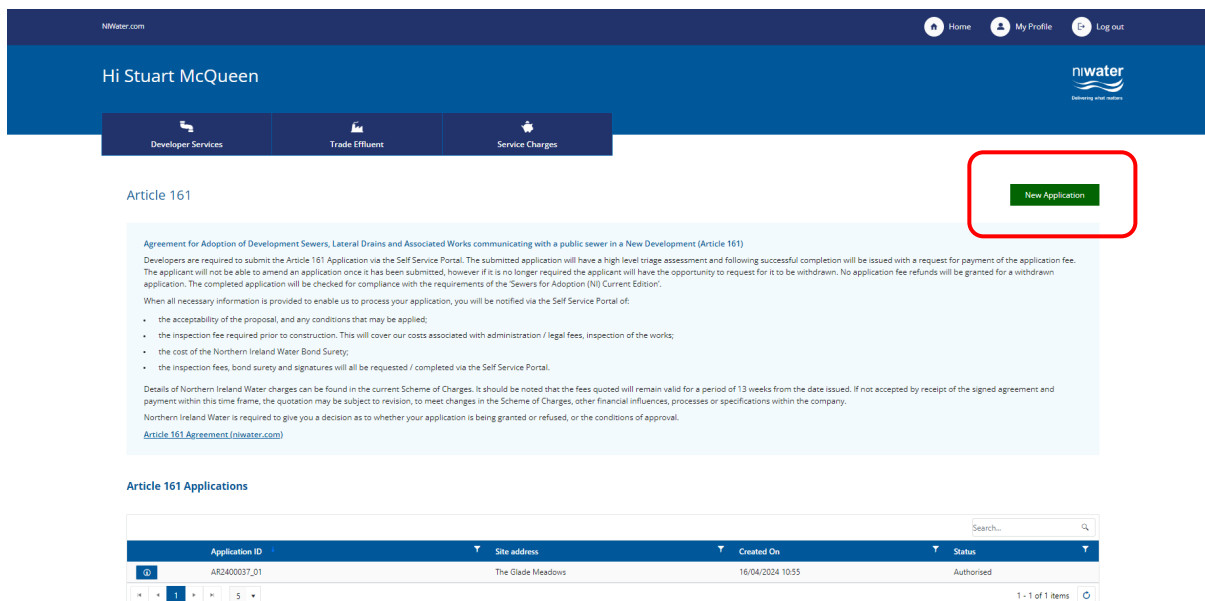


# MAKING A PRELIMINARY ADOPTION APPLICATION



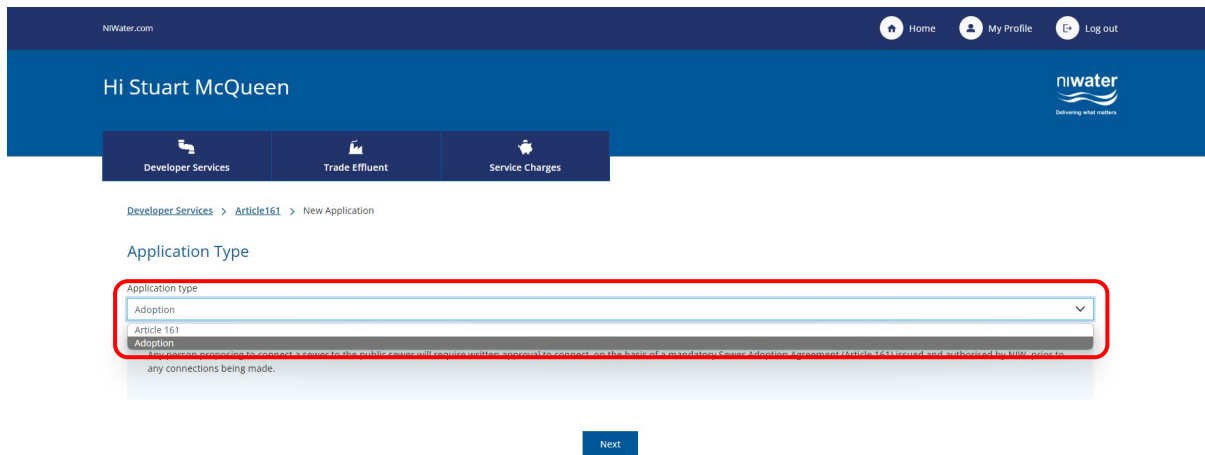
Log into the NI Water Self Service Portal and ensure you are on the homepage by clicking the 'Home' button in the top right corner of the screen.

From this screen, navigate to the 'Developer Services' tile, followed by 'Article 161' and then click 'Applications'.

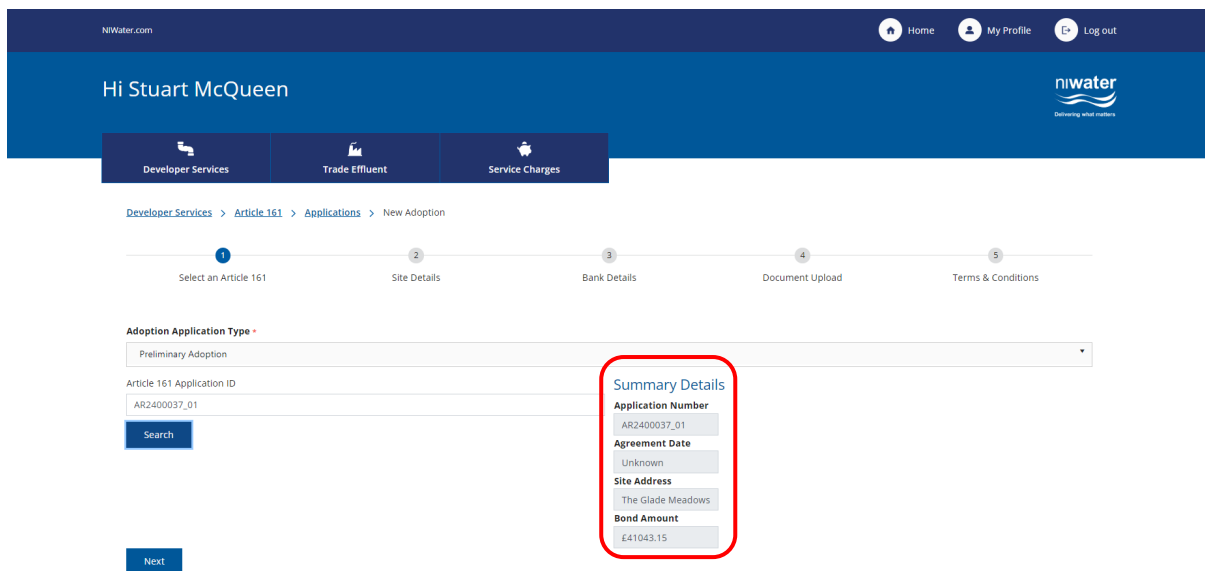


The Article 161 will show all Approval Applications in the first table and all Adoption Applications in the second table.

To make an Adoption Application, click the green 'New Application' button in the top right corner (same as making an Approval Application).



Select 'Adoption' from the 'Application Type' dropdown and click next at the bottom of the screen.

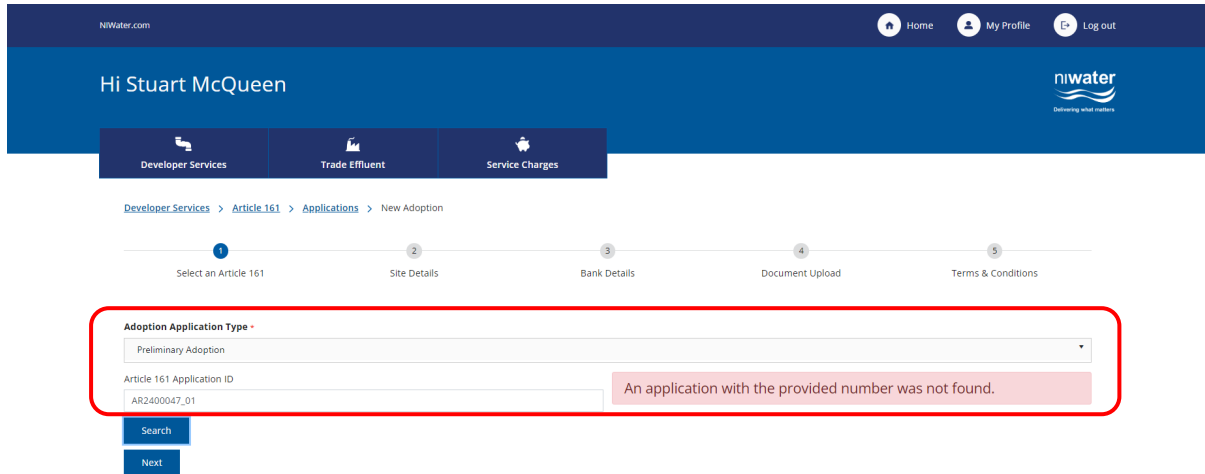


Select whether you are applying for 50% reduction or Preliminary Adoption from the 'Adoption Application Type' dropdown.

Please note, you no longer need to make a Final Adoption application. The Final Adoption process will be automatically initiated 11 months after Preliminary Certification is received.

Populate the 'Article 161 Application ID' and click 'Search'. A summary of the Article 161, including the Agreement Date, Site Address and Bond Amount will be shown.

After confirming the correct 'Article 161 Application ID' has been entered, click the 'Next' button and complete the remainder of the Adoption Application.



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Hi Stuart McQueen

Developer Services Trade Effluent Service Charges

Developer Services > Article 161 > Applications > New Adoption

1 Select an Article 161 2 Site Details 3 Bank Details 4 Document Upload 5 Terms & Conditions

**Adoption Application Type**  
Preliminary Adoption

Article 161 Application ID  
AR2400047\_01

An application with the provided number was not found.

Search

Next

If you encounter any issues throughout the process, please take a screenshot and email it along with a short description of the problem to [customerengagementteam@niwater.com](mailto:customerengagementteam@niwater.com) and they ensure it is pass on to the relevant team.