

Enquiries on  
**0345 8770030**



**IMPORTANT: ONE FORM SHOULD BE COMPLETED FOR EACH METERED SUPPLY YOU WISH TO BE DISCONNECTED  
PLEASE COMPLETE ALL SECTIONS OF THE FORM IN FULL  
INCOMPLETE/INCORRECT FORMS WILL BE RETURNED**

**SECTION 1: ACCOUNT DETAILS FOR SUPPLY TO BE DISCONNECTED** (all information is available on the water/sewerage bill)

Customer Reference Number

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Property Reference Number

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Name on account

--

Meter Reference Number

--	--	--	--	--	--	--	--

Meter Serial Number

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**SECTION 2: REQUESTOR DETAILS**

Requestor name (if different from name on account)

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Requestor telephone number

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Requestor contact address (full address incl. postcode)

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Requestor mobile telephone number

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Requestor email address

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**SECTION 3: SUPPLY DETAILS**

It is the responsibility of the requestor to confirm that the information in this section is complete and accurate.

The existing supply is used for (PLEASE TICK ONE):

- solely domestic purposes     solely non-domestic purposes     mixed domestic/non-domestic purposes

**YOU MUST HAVE AN ALTERNATIVE WATER SUPPLY IF THERE IS ANY DOMESTIC USE OF THE PROPERTIES SERVED**

I am, or I am requesting a disconnection on behalf of (PLEASE TICK ONE):

- the occupier of a tenanted property supplied by the meter (**PLEASE ENCLOSE A SIGNED STATEMENT FROM THE OWNER, PROVIDING CONTACT DETAILS AND CONFIRMING THAT THEY AUTHORISE THE DISCONNECTION OF THE SUPPLY**)
- the owner of the property supplied by the meter

Is the supply shared with any other property or properties? (PLEASE TICK ONE):

Yes  No

**IF YES, IT IS THE REQUESTOR'S RESPONSIBILITY TO ADVISE THE OWNER/OCCUPIER OF THE OTHER PROPERTY THAT THE SUPPLY WILL BE DISCONNECTED. YOU MAY WISH TO APPOINT A PLUMBER TO CONFIRM WHAT THE METER SUPPLIES. FOR DETAILS OF APPROVED PLUMBERS, REFER TO WWW.WATERSAFE.ORG.UK (0333 2079030) OR WWW.NEEDAPLUMBER.ORG (0845 2240391). PLEASE PROVIDE THE ADDRESS OF ANY PROPERTY SHARING THE SUPPLY:**

#### **SECTION 4: TYPE OF DISCONNECTION**

The supply (PLEASE TICK ONE):

is not being used/has not been needed for some time. Please disconnect as soon as possible.

will not be needed as of:

D

D

M

M

Y

Y

Please disconnect the supply (PLEASE TICK ONE):

**TEMPORARILY**

*The meter will normally be removed, but the pipework between the water main and the Northern Ireland Water stopcock will be left intact. In certain circumstances, the water meter may not be removed. Should you wish to re-establish the connection, a reconnection fee is payable in advance. Details of the fee are published in our Scheme of Charges available at [www.niwater.com](http://www.niwater.com). If for any reason we are unable to reconnect at the stopcock, the reconnection will be made at cost subject to a deposit of £50 payable in advance. We reserve the right to inspect the stopcock periodically to ensure that the supply is not being used.*

**PERMANENTLY**

*The pipework between the water main and the Northern Ireland Water stopcock, as well as the stopcock and meter assembly itself, will be removed. This may involve excavation work in the vicinity of the supply. Should you wish to re-establish the connection, you must apply for a new connection. Details of how to apply for a new connection are available at [www.niwater.com/water](http://www.niwater.com/water).*

#### **SECTION 5: WASTEWATER CONNECTION**

Wastewater is (PLEASE TICK ONE):

no wastewater discharge (e.g. supply is for animal drinking troughs only)

discharged to a septic tank, cesspool, soakaway, private wastewater treatment system etc.

discharged to the public sewer

*If you have alternative water supply arrangements and remain connected to the public sewer, you may remain liable for sewerage charges. Please provide details of any alternative water supplies below:*

#### **SECTION 6: DECLARATION**

I confirm that the water supply detailed above is not required, that the information provided on this application is complete and accurate to the best of my knowledge, and that any other required information has been enclosed.

**SIGNED (requestor):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ONCE THE DISCONNECTION IS COMPLETE, WE MAY NOTIFY LOCAL AUTHORITIES AND OTHER N.I. DEPARTMENTS THAT THE SUPPLY HAS BEEN DISCONNECTED AT YOUR REQUEST**