

## Application Form

### What is this Application for?

This application form is for customers to bring a claim against a water and/or sewerage company

The application form will ask you for the details needed to understand what you would like the company to do and decide your dispute

### What do I need to do?

- Read the [Guidance for Customers](#) fact sheet. If you are unsure of how to answer a question please contact WATRS for guidance
- Fill in the application form giving as much information as you can. If you are claiming for things that have been lost or damaged remember to include any receipts you have
- It may take you some time to go through the application form and get all your facts together but having all the information will help WATRS assess your case fairly.

**You must have already complained to the company and have a WATRS Notification Letter or Option Letter from CCWater. This is important as you cannot make an application to WATRS without this**

Please let us know if you have any practical needs where we could help – for example with information in another format (e.g. larger print, Braille etc) or in another language. If you require assistance in completing this form please contact WATRS:

By telephone: 0207 520 3801

By email [applications@watrs.org](mailto:applications@watrs.org)

Visit the website [www.watrs.org](http://www.watrs.org)

WATRS opening hours: 9:00am to 5:00pm, Monday to Friday

### 1. About you

Please give us your details. If you are complaining on behalf of a business please provide its name.

CCWater Notification Letter Reference:

Please enclose a copy with your application

Full name:

Business:

If applicable

Street Address:

Town:

County:

Postcode:

Tel:

Daytime number

E-mail address:

If you provide an e-mail address we will normally send you information by e-mail only.

## 2. Managing your complaint

If someone is complaining on your behalf please provide their details here and sign the declaration on this page.

Full name:	<input type="text"/>		
Organisation:	<input type="text"/>		
Street Address:	<input type="text"/>		
Town:	<input type="text"/>	County:	<input type="text"/>
Postcode:	<input type="text"/>	Tel:	<input type="text" value="Daytime number"/>
E-mail address:	<input type="text"/>		

### To be signed by the customer

I hereby give my authority for the above named person to represent me:

Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Date: \_\_\_\_\_

## 3. Company details

Please provide the following details about the water or sewerage company involved in your dispute.

Company name:	<input type="text"/>
Account name:	<input type="text" value="The name under which the account is held"/>
Your account number:	<input type="text"/>

## 4. Raising your concerns

What type of property does your complaint relate to?

Your home     Commercial premises     Other (please specify below)

Date you first complained to the company:	<input type="text" value="DD/MM/YY"/>
Complaint reference number (if known):	<input type="text"/>
Date you first complained to CCWater:	<input type="text" value="DD/MM/YY"/>
CCWater reference number (if known):	<input type="text" value="EG: 160123-000051"/>

## 5. Your complaint

Please tell us what your complaint is about and why you are unhappy with the company. This information will be sent to the WATRS Adjudicator assigned to your case so it is important that you provide clear information about the issues you have experienced. Please use additional sheets and attach to back of your application if required.

### 5.1 What service does it relate to?

Please tell us which service, provide or not provided, that this dispute relates to.

- |  |   |
|--|---|
| <input type="checkbox"/> Bills, payments, collections and/or debt recovery | <input type="checkbox"/> Water supply services          |
| <input type="checkbox"/> Development and / or new services                 | <input type="checkbox"/> Wastewater / sewerage services |
| <input type="checkbox"/> Metering  | <input type="checkbox"/> Other (please specify below):  |

### 5.2 About your complaint

Please tell us what your complaint is about by providing details of the problems that have led to the dispute with the company. You will be asked what you would like the company to do in another section so please limit your response in this section to explaining the nature of the problems that have occurred.

- the events leading to your complaint
- the relevant dates for the service issues
- any steps already taken to attempt to reach a resolution with the company

## 6. Evidence

Please send us any documents that support your claim such as correspondence to and from the company, receipts for anything that has been damaged or that you have had to replace.

Please tick the boxes below and ensure your submit the evidence with your application form.

- |   |  |
|---|--|
| <input type="checkbox"/> Bills and / or statements              | <input type="checkbox"/> CCWater documentation               |
| <input type="checkbox"/> Correspondence to and from the company | <input type="checkbox"/> Letters to and from debt collectors |
| <input type="checkbox"/> Photographs                            | <input type="checkbox"/> Price schedules                     |
| <input type="checkbox"/> Product guides                         | <input type="checkbox"/> Receipts                            |
| <input type="checkbox"/> Recordings (audio)                     | <input type="checkbox"/> Service agreements                  |
| <input type="checkbox"/> Video evidence                         | <input type="checkbox"/> WATRS Notification Letter           |

Other evidence (please specify)

## 7. What would you like the company to do?

Please provide details of the services or other actions that you would like the adjudicator to direct the company to provide in their written decision. This is your only opportunity to give as much information as you wish about the issues.

Tell us below what you would like the adjudicator to tell the company to do and why– for example:

- Provide a service
- Give you an apology
- Do something about your bill
- Pay you compensation

Please remember that the adjudicator can only tell the company to do something if you have asked for it. You may leave the sections that do not apply to your complaint blank.

### 7.1 Provide a service

Now please tell us what service(s) you would like the company to provide.

### 7.2 Give you an apology

Now please provide the reasons for requesting an apology:

### 7.3 Do something about your bill

What would you like done about your bill?

**7.4. Pay you compensation**

Money claims for domestic properties are limited to £10,000 per claim and £25,000 per claim for commercial properties. You must fully explain and prove all money claims.

You must specify the total amount claimed in this section if you are asking the adjudicator to direct the company to pay you in compensation.

If you have asked for compensation for damage to property or for other costs you have incurred you will have need to produce evidence to support your claim and you will need to fill in the table below with as much detail and evidence as possible:

Item	Receipt proof of purchase / cost of item	Amount Claimed (£)

Please continue on a separate sheet if required but ensure that the total amount you are claiming is completed in the next box below.

**Total Claimed:**

Money claims for domestic properties are limited to £10,000 per claim and £25,000 per claim for commercial properties. Claims made in excess of these amounts will only be assessed up to the maximum thresholds.

## 8. Declarations

### Data Protection Act

By signing this application you are providing your consent for CCWater and the company to provide information and documentation about you to WATRS.

Please read these declarations and tick **all three boxes** to confirm you understand them before signing this form.

- I have read and understood the guidance notes provided with the application form.
- I have not previously referred this dispute to a court of law.
- I understand that CCWater and the company will provide information about me to WATRS.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

How did you first hear about WATRS?

CCWater    Ofwat    Online forums    Water/Sewerage Company    Social Media

Other (please specify): \_\_\_\_\_

### Scheme Evaluation

We want to make sure that the WATRS scheme works for you. Your experience and feedback matters to us – it's your scheme and therefore, the Independent Oversight Panel, the organisation that monitors the WATRS scheme performance, conducts regular research (e.g. surveys) amongst those who have used the service. Any research conducted would be via a third party market research organisation fully in accordance with the UK's Market Research Society Code of Conduct ([www.mrs.org.uk](http://www.mrs.org.uk)) and all relevant data protection legislation. No personally identifying information or responses would be passed on to either WATRS or any other organisation. All data collected would be used solely for research purposes to help improve the way WATRS helps water and/or sewerage company customers.

- You are under no obligation to take part in any research as part of WATRS
- If you choose to take part in research you have the right to withdraw from that research at any time.
- Opting in or out of research will have no bearing on your case.

Not ticking the box below simply means that you are happy to be possibly contacted about any forthcoming research related to WATRS only, it does not indicate any consent or commitment on your part.

Research opt-out:

I do not wish to be considered or contacted about any research related to WATRS.

### Submitting your application

Now please submit your application and supporting evidence to us:

By post:

Water Industry Adjudication Scheme (WATRS)  
4<sup>th</sup> Floor  
70 Fleet Street  
London  
EC4Y 1EU

By email:

[applications@watrs.org](mailto:applications@watrs.org)

By fax:

0845 1308 117