



Dŵr Cymru
Welsh Water

Scheme of Charges

2016-17



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Definition of terms

In this Scheme, unless the context otherwise requires:

'Act' means the Water Industry Act 1991 and amendments thereto.

'Billing Company' for any premises is the company other than Dŵr Cymru Cyfyngedig that supplies the water service to the premises and is responsible for collecting the sewerage charges in respect of those premises on behalf of Dŵr Cymru Cyfyngedig.

'Company' means Dŵr Cymru Cyfyngedig.

'Connection' means a connection regulated by the Act and other relevant legislation by virtue of which the customer receives the benefit of the Company's services.

'Customer or potential customer' means a person receiving a service from the Company or who is liable to pay charges in accordance with the Company's charges scheme, or a person who might become such a person on making an application for the purpose to the Company.

'Domestic sewage' means the content of lavatories, water which has been used for cooking or washing, and surface water but does not include water used for the business of a laundry or for a business of preparing food or drink for consumption otherwise than on the premises (cf Section 117 of the Act).

'Fixed term tenancy' means any tenancy other than a periodic tenancy.

'Household' any building or part of a building which is occupied as a dwelling house, whether or not a private dwelling house, or which, if unoccupied, is likely to be so occupied. (As described in Section 219 of the Act). In particular, a house includes a flat but not a caravan or mobile home which is temporarily situated.

'Measured Charges Notice' means the request from the Customer to the Company to fix charges in respect of the supply by reference to the volume of water supplied. (As described in Section 6 of the Water Industry Act 1999). The Company will accept requests made via our website dwrcymru.com or by calling us on 0800 052 0140.

Meters: A **'screw in' meter** has concentric ports for a single connection to pipework and is the type generally fitted in the Company's standard boundary box. An **'in line' meter** has a pipe connection at both ends.

'Non-household' a premises/customer other than a household premises/customer - for definition of household see above.

'Non potable water' means water not intended to meet the standards of wholesomeness set out in regulations made under the Water Industry Act 1991.

'Occupier' includes in addition to any person in actual occupation of premises any person who maintains premises used or intended for use as a dwelling or as office or commercial premises furnished and ready for letting.

- maintains any newly constructed or converted premises ready for sale or letting
- maintains any other premises in a condition in which they can be put to use for their intended purpose
- maintains premises for multiple occupation with shared facilities or as a holiday or student hostel or other accommodation for short term occupation or letting.

'Potable water' means water intended to meet the standards of wholesomeness set out in regulations made under the Water Industry Act 1991.

'Premises' mean a permanent building, its grounds and appurtenances or any facility for which a supply of water is made available. A building includes a house, a part of a building capable of separate occupation.

'Rateable Value' (RV) means the value shown in the valuation list maintained by a rating authority under Part V of the General Rate Act 1967 on 31 March 1990, and includes rateable values which are proposed at that date and are subsequently directed to become effective from a date on or before 31 March 1990.

'Redevelopment' is a site where connections are changed or their use is changed. Redevelopment includes, for example, replacement of old houses with new houses, alteration of a large house into flats, combining two or more properties into one, replacement of a factory with offices, extension of a factory or offices, and the change of a building water supply to a house connection.

'Renovation' means any work carried out within the property which can be anything from painting and decorating to structural work.

'Service pipe' means the pipe (or part of the pipe) to supply water from the Company's water main to any premises and is defined in section 219 of the Act.

'Single site' refers to premises within one location

'Supply pipe' means any part of a service pipe which the Company could not be, or have been, required to lay under Sections 45 and 46 of the Act.

'Household purposes' generally means a supply for drinking, washing, cooking, central heating and sanitary purposes and is defined in Section 218 of the Act.

'Non-household purposes' refers to a supply for any use except for domestic purposes; for example supplies for manufacturing purposes, to building sites and to field troughs are for non domestic purposes.

'Trade effluent' is any liquid, either with or without particles of matter in suspension therein, which is wholly or in part produced in the course of any trade or industry carried on at trade premises but does not include domestic sewage and is defined in Section 141 of the Act.



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1. Introduction

This booklet contains the Company's 'Charges Scheme' made under the provisions of the Water Industry Act 1991. The charges contained in this booklet will apply for the period 1 April 2016 until 31 March 2017. In accordance with the Company's duty under the Act and its Licence (the Instrument of Appointment) as the water and sewerage undertaker for its area, the Company has taken steps to ensure that the charges do not unduly discriminate against, or show undue preference, to any class of persons.

The Company supplies water, sewerage, and trade effluent services to homes, offices, businesses and factories in the area shown on the map below.

Where the Company supplies only water services and another company provides the sewerage services, Dŵr Cymru Welsh Water will issue a bill on behalf of both service providers. For the areas where only the sewerage service is provided by Welsh Water, the company providing the water service is the billing company.



Customers who are planning to move to a new property can contact the Company on **0800 052 0145** or email water.enquiries@dwrcymru.com in order to ascertain the basis on which they would pay charges for the property.

The Company produces a number of customer information publications about the services it provides. Details of these can be found on our website dwrcymru.com



2. Complaints

We always aim to get things right first time, every time – but we know that occasionally things can go wrong. Our preferred method of dealing with a complaint, is by telephone as this is the quickest way to get it resolved. Customers can call us on one of the following numbers:

Billing and accounts
0800 052 0145

Water services and emergencies
0800 052 0130

Sewerage services and emergencies
0800 085 3968

If you have given us a ring and you still want to make a complaint, you can get in touch by email or letter. To make sure your complaint goes to the right team, please use one of the addresses below. If you are still unhappy with the reply to your complaint, or the way your complaint was handled, you can write to us and ask for one of our Directors to carry out a review. To do this, please contact us again using the relevant address below:

Billing & Accounts
water.enquiries@dwrcymru.com

Billing Customer Services
Dŵr Cymru Welsh Water
PO Box 690, CF3 5WL

Water Services
water.operations.enquiries@dwrcymru.com

Water Customer Services
Dŵr Cymru Welsh Water
PO Box 3118, CF30 0BY

Sewerage Enquiries
sewerage@dwrcymru.com

Sewerage Customer Services
Dŵr Cymru Welsh Water
PO Box 3118, CF30 0BY

If we have fully reviewed your complaint and you believe we could have done more, you can ask the Consumer Council for Water (CCWater) to review your case. This is an independent body which represents customers' interests and investigates complaints. You can visit their website www.ccwater.org.uk, call them on **0300 034 3333**, or write to them at;

Consumer Council for Water
c/o 1st Floor,
Victoria Square House,
Victoria Square,
Birmingham, B2 4AJ

CCWater will normally only investigate complaints that have previously been referred to the Company. When writing to them, it would be helpful to enclose a copy of the response from the Company.

If your complaint has been fully reviewed by us and CCWater, and you remain dissatisfied, you can contact WATRS.

WATRS is a free and independent adjudication service which reviews disputes between customers and companies that CCWater have not been able to resolve and has reached a state of deadlock. Their contact details are below; you can make an application on their website or ask for an application form to be sent to you.

WATRS
International Dispute Resolution Centre
70 Fleet Street, London, EC4Y 1EU
Telephone: 0207 123 4567
www.watrs.org

Certain complaints can be referred to Ofwat. These are mentioned in the relevant sections of this booklet. Their contact details are:

The Water Services Regulation Authority (OFWAT)
Centre City Tower
7 Hill Street
Birmingham, B5 4UA
Telephone: 0121 644 7500
Email: mailbox@ofwat.gsi.gov.uk

Any correspondence with Ofwat should enclose copies of correspondence with the Company and CCWater.

Information about our complaints procedure is available in our booklet 'How we handle your complaints and compliments'. This can also be found on our website dwrcymru.com



3. Value Added Tax

VAT will be added to water supply charges (including water for construction) to customers whose industrial activities are defined within divisions 1-5 of the Standard Industrial Classification List 1980 (SIC). VAT will be charged at the rate prevailing at the time the bill is issued. Water supply charges to all other customers are zero rated for VAT purposes.

the various occupiers to arrange the allocation of the overall bill and the collection of the money.

Generally it is the responsibility of the occupier to inform the Company of a change of occupancy. From 1 January 2015 the owner of a residential property also became responsible (under the Water Industry (Undertakers Wholly or Mainly in Wales) (Information about Non-owner Occupiers) Regulations 2014) for informing the Company who is occupying their property.

Landlords must therefore now, having notified the tenants that they are providing this information and that it will be used by the Company for the purposes of all billing requirements including debt collection, tracing and enforcement (where appropriate), provide the Company with:

- the full names of all adults in occupation
- the dates of birth of all adults in occupation (where this information has been provided to the owner)
- the date or dates of occupation.

This information, together with the landlords' details, will form part of the Company's customer records and may be used for other purposes including account administration, tariffs, bill payments, improving services and regulatory requirements.

If an owner fails to inform the Company within 21 days of a customer occupying a property the owner becomes jointly and severally liable for the water and sewerage charges until these details are provided. The easiest way for owners to provide this information is via the Landlord and Tenant Address Portal at www.landlordtap.co.uk.

Alternatively they can contact the Company by telephone, email or post using the contact details shown below:

Telephone - 0800 052 0145

Email - water.enquiries@dwrcymru.com

Post - Dŵr Cymru Welsh Water,
Customer Services,
PO Box 690,
Cardiff, CF3 5WL

A customer receiving a water and sewerage service will continue to be liable for the charges in full whilst the premises contains furnishings and/or fittings, is being renovated or is otherwise occupied. Charges will remain as normal unless a request is made to turn off the water supply, however, surface water drainage charges may still apply.

Charges will be waived where customers can demonstrate that the property is unoccupied for exceptional reasons (e.g. death or long term hospitalisation).

The Company reserves the right to require non household customers

to provide a security deposit in cash or some other form of secured funds. The security deposit will be equivalent to charges over one billing cycle plus three months. Average charges will normally be based on actual consumption in the previous year or in the case of new customers, based on a reasonable estimate of charges to be paid in the current year. The security deposit may be required where the Company considers it reasonably appropriate having regard to the customer's payment history, credit rating (if any) and financial resources and any other material factors relevant to the customer's ability or willingness to pay for services provided. The requirement for security or amount held may be reviewed by the Company or at the request of the customer to reflect changes in the volume of services provided or changes to the credit rating.

The Company reserves the right to make retrospective charging adjustments in cases of error or fraud.



5. How we charge you

MEASURED

Your measured bill is based on the amount of water used, all properties built since 1 April 2000 are metered. If you move into a property that is metered you cannot revert to paying on an unmeasured basis.

The Company reserves the right to meter a property, subject to certain conditions, where we have evidence that there is a significant additional use of water. Properties with a swimming pool that is automatically replenished or use automated watering devices (i.e. not hand held hose pipes) must be metered.

Household measured bills are sent half yearly and are based on the actual usage shown on the meter or an estimate if the meter has not been read. The Company aims to read all meters at least once every six months, however in the event that the meter is not read the Company may ask the customer to provide a reading where it is safe to do so, or may make a convenient appointment with the customer to obtain a reading, or may estimate the usage.

In general terms, the more water you use the higher the bill. Sewerage is normally charged on the assumption that 95% of the water used returns to the sewer. Where a meter bill spans a period before and after 1 April 2016, we will charge

for the water used before 1 April 2016 at 2015/16 rates and water used on or after that date at 2016/17 rates.

We have the right to meter all non-households, including any private supplies which discharge to our sewer.

The measured charge is made up of three elements:

1) Water supply – based on the water used as measured by the meter in cubic metres. All water used is chargeable except that used for fire fighting. Water used for fire tests and drills is chargeable unless 7 days written notice of use is given to the Company at the postal address shown in Section 4.

2) Sewerage – also based on the water used and measured by the meter.

The sewerage charge includes a charge for surface water and highway drainage. This covers the cost of draining, treating and disposing of rainwater. If none of your rainwater drains to the public sewer then you will be exempt from this element of your charges. A Surface Water Drainage Rebate form can be requested on our website dwrcymru.com or by calling **0800 052 0145**. Any rebate will be effected from 1st April 2014 or the date of occupation if later. Where it is evident

that surface water does not return to the sewer, typically flats in a common building, the company may proactively notify customers and adjust their charges accordingly. While we continue to keep under review the option of making partial rebates to customers who have made efforts to reduce their surface water discharges a number of implementation issues would need to be addressed before such a rebate could be offered. For this reason the company can presently only offer full rebates to eligible customers.

For most customers we assume that almost all water returns to the sewer except, for example, that used for drinking, cooking or watering the garden. If you believe that less than 95% of your water returns to the sewer and you can prove this by measurement, you can claim a reduction in your sewerage charges. Application forms for a non-return to sewer allowance can be found on our website dwrcymru.com or by calling **0800 052 0145**. The effective date of any claim is 1st April of the charge year in which the claim is received.

3) Service Charge – calculated on a daily basis and based on the size of the meter. The service charge covers the cost of reading and maintaining the meter and replacing it when it becomes necessary.

Redevelopment of premises

Any alterations to existing premises that result in the creation of additional premises or merging of existing premises must be constructed so that each of the premises is separately connected to the Company's water main and can be separately metered. Each customer must meet the costs of appropriate alterations to the pipework. In default, the Company may carry out the necessary work and recover the costs. If metering is not practicable, or until a meter is fitted a charging value or charge may be assessed, based on either a notional rateable value (Uniform Service Charge) or an Assessed Metered Charge subject to the necessary information being available from the customer.

In the case of illegal connection, the Company will pursue all appropriate legal and civil remedies.

Option Metering

Household customers, (except household tenants with fixed term tenancies of less than six months, who may require consent in accordance with the terms of the tenancy agreement) can request a meter to be fitted to their supply. Requests to have a meter installed can be made on our website dwrcymru.com or by calling us on **0800 052 0140**.

An easy to use online calculator is available on our website to help customers forecast if they would benefit from having a meter fitted.

Following receipt of a measured charges notice, the Company will fit a meter, free of charge, providing it is reasonably practicable to do so and doing so will not incur unreasonable expense. Unreasonable expense would include the cost of separating the customer's shared supply pipe, the cost of substantial alterations to existing plumbing to enable the meter to be installed or the cost of additional meters if the customer is served by more than one supply. The Company will fit the meter within 3 months of receiving the request. If the Company fails to meet this standard the customer will receive a payment of £20 for each additional month beyond the target installation date. The payment will not apply when circumstances beyond the control of the Company prevent the meter being installed. The Company's preferred location for the meter is normally outside the premises in a boundary box. The customer may request that the meter be fitted in another location (providing the Company considers it is practicable to do so), however this would incur an additional charge payable by the customer. Details of the charge will be given on request. The charge may

not apply to qualifying customers on our Additional Services Register. The customer will be charged on an unmeasured basis until the meter is fitted. The meter remains the property of the Company.

Non Household customers can also request a meter to be fitted to their supply following the process described above.

Household Customers may be awarded a one off allowance against their water charges in respect of the metered water lost when a leak on the customers' part of the service pipe has been repaired.

For mixed use premises i.e. non-household premises combined with a household, for example, a farm supply including the farm house or pub with flat above, a water allowance will be granted on the household element of the bill only. We calculate the allowance for the household element on the basis of the annual consumption figures we use to calculate our assessed measured tariff. Water allowances are not given to non-household customers.

Household and non household customers may be entitled to a sewerage allowance on the first and subsequent leaks where water lost due to leakage has not returned to the sewer.

Allowances must be applied for within six months of a leak being repaired. No allowances will be given if the leak has been caused through the carelessness of the customer or someone acting on behalf of the customer.

Further details can be found in the Company's publications 'Leakage Code of Practice', 'Water Leaks - What you need to do and 'Your Water Meter'. Copies of these publications can be obtained on our website dwrcymru.com or by telephoning **0800 052 0145**.

If customers have a query or dispute about any aspect of the meter installation they should in the first instance contact us on **0800 052 0145**, alternatively they can refer the query to the Water Services Regulation Authority (Ofwat) at the address on page 9.

Assessed Measured Charge - Household

A household customer may choose the assessed measured charge (AMC) when it is not reasonably practicable to fit a meter, or it is unreasonably expensive to fit a meter. The assessed measured charge is based on the band of the water charge, the number of occupants and the assumption that 95% of the water is discharged to the sewer. On change of occupier the AMC will be recalculated based on the new occupiers with an option

for the customer to revert to an unmeasured basis of charging. The new occupant will have the right to apply for an option meter at which point the feasibility of the premises for metering will be reassessed.

Reverting to Unmeasured charges

Any household customer switching to an option meter or assessed measured charge may, at any time up to one month after the Company has issued bills for 24 months from the date the meter was fitted or the assessed measured charge was applied, make a request to revert back to the previous unmeasured basis of charging providing that the customer has not previously had a meter fitted or been charged on the assessed measured charge and the supply would not be subject to compulsory metering.

Assessed Measured Charge - Non-household

When it is not reasonably practicable to fit a meter, or it is unreasonably expensive to fit a meter the Company may charge on an assessed basis. The assessed measured charge is based on the band of water charge determined by the type of business and the assumption that 95% of the water is discharged to the sewer. On change of occupier the premises will remain on the assessed measured charge however the band may be reassessed

based on the type of business undertaken by the new occupier.

Properties fitted with a Domestic Fire Sprinkler system

Properties fitted with a domestic fire sprinkler system under the Domestic Fire Safety (Wales) Measure 2011 will be charged on a measured basis according to the water used. Water used for fire fighting purposes will not be charged. If an appropriate meter cannot be installed immediately, the property will be charged on an Assessed Measured Charge until a meter is installed.

Industrial Tariff

Where customers use a large volume of water at a single site (50,000 cubic meters/50ML) and/or the discharge of sewage is 100,000 cubic metres (100ML) or more per annum from a single site they may choose one of the industrial tariff bands. The customer must notify the Company in writing, in advance and agree to pay by monthly direct debit. The Company will agree terms and conditions with the customer in each case. Failure to comply with the terms and conditions agreed may result in the tariff being withdrawn, without notice. The customer will be charged based on the band chosen for a minimum period of 12 months. Each band applies to all consumption

and discharges between 1 April 2016 and 31 March 2017 and comprises of:

- A fixed charge for the year (which includes an annual standing charge for the first meter)
- An additional service charge for each additional meter based on the size of the meter
- A volumetric charge

The charge will normally commence from the first day of the month in which the application is received and will continue in future years unless the customer requests, in writing, in advance for a change of band.

Trade Effluent Tariff

Traders are permitted to discharge trade effluent directly or indirectly to a public sewer subject to a trade effluent consent being granted by the Company. A consent will specify the quantity and quality conditions and that the effluent is sampled regularly to ensure compliance with the conditions. Charges apply from the date of issue of a trade effluent consent. Discharges may be made to sewage treatment works or to a sea outfall.

There are two types of effluent charge:

- The standard charge for discharges below 100ML per annum
- The industrial charge for discharges more than 100ML per annum

Trade effluent charges include a fixed charge and variable charges that vary with the volume and sampled strength of the discharged effluent.

Bills will be sent either Monthly, Quarterly or Six Monthly in arrears, depending on the average monthly charge. Charges are payable within 14 days of a bill being sent and can be paid by Direct Debit, BACS or cheque.

A domestic sewerage charge which is calculated, in the main, by taking into account facilities present, headcount and number of days worked is also chargeable and will be billed against a separate account along with any water charges that are billed by the company.

UNMEASURED

If a property was built before 1 April 2000 and the occupier has not asked for a meter to be fitted they will pay unmeasured charges. The charge will not reflect how much water is used. There are two ways to calculate unmeasured charges:

Rateable value charge

a standing charge, plus a charge per pound of rateable value for water and sewerage services

OR

Uniform Service Charge

(for properties built between 1 April 1990 and 31 March 2000) – charges are based on the average rateable value of properties in Wales.

Water charges cover the costs of providing water to the property.

Sewerage charges cover the cost of removing, treating and disposing of the used water including a charge for surface water and highway drainage. This includes the cost of draining, treating and disposing of rainwater. If none of your rainwater drains to the public sewer then you will be exempt from this element of your charges. A Surface Water Drainage Rebate form can be found on our website dwrwymru.com or can be requested by calling us on **0800 052 0145**. Any rebate will be effected from 1 April 2014 or the

date of occupation if later. Where it is evident that surface water does not return to the sewer, typically flats in a common building, the company may proactively notify customers and adjust their charges accordingly.

ASSISTANCE TARIFFS

The Company offers a range of affordability assistance designed to keep bills affordable for low income or vulnerable customers.

HelpU

This four tiered tariff helps the lowest income households in our region.

The total income of the eligible household will be compared to four low income bands to determine which tier of the tariff is charged.

To qualify for this tariff the water supply to the household must be for domestic use only and the total current household income must be less than the published threshold per annum.

Total household income means **all income of everyone living in the household** and should include, but is not limited to, the following:

- All take home pay
- All pensions received (e.g. state pensions, occupational pensions, non occupational private pensions, widows/spousal pensions etc.)
- All unemployment benefits received
- All maintenance payments/child support payments etc.
- Child Tax Credits
- Child Benefit
- Working Tax Credits
- Pension Credits
- Student loans (not grants)
- Interest from savings and investments
- Proceeds from sales of assets

As part of the application process applicants provide their consent for us to verify information provided in the application with third parties (such as the Department for Work and Pensions, HM Revenue and Customs, the relevant local authority, the relevant Registered Social Landlord, Credit Reference Agencies).

Applications can be completed online at dwrcymru.com. Alternatively customers can ring **0800 052 0145** for an application form. Please have your customer account number to hand

along with the names and date of birth of all occupants over the age of 16.

Customers completing an application for HelpU will be required to accept advice on how their household can become more water efficient and will be offered a free water saving gift.

It is important that customers provide accurate details of household income. Information provided will be checked with independent third parties and any false or misleading claims will be rejected and may be regarded as fraud.

Customers should notify the Company if their household income changes. Customers may be required to confirm details of their eligibility on an annual basis.

All applications for HelpU should be addressed to the billing company. Customers who receive their water service from another water company should apply to that company for our HelpU tariff. If eligible they will be placed on the HelpU tariff for their sewerage service only.

For metered HelpU customers, if the charge calculated from actual usage shown on the meter, using the standard measured tariff, is less than the HelpU'

tariff, the bill will be based on the actual reading. Otherwise the bill will be capped at the 'HelpU' level.

Note 1: Properties covered by common billing agreements will not be eligible for HelpU. However, the Company may at its sole discretion consider offering an equivalent arrangement to a domestic customer where there is a clearly discernable household and it can be assured that the household would in practice receive the full benefit of the reduced tariff.

Note 2: The tariff will be applied as a daily charge effected from the date of the last metered bill or date of application if unmetered.

WaterSure Wales

This tariff helps large families and homes where a member of the household has a medical condition that requires them to use a significant additional amount of water. It is aimed at metered customers only.

The tariff is set around the vulnerable groups regulations made by DEFRA for English water companies in the absence of regulations from the Welsh Assembly and is set at the level of the company average metered bill.

To qualify for this tariff the water supplied

to the household must be metered, and not be used for watering a garden with a non handheld appliance such as a sprinkler or domestic irrigation system, or to replenish a pond or swimming pool with a capacity greater than 10,000 litres. An AMC equal to the WaterSure Wales tariff will be applied where it is not reasonably practicable to fit a meter or it is unreasonably expensive to fit a meter. The customer (or another person in occupation) must be in receipt of one of the following benefits or tax credits:

- Universal Credit
- Housing Benefit
- Income Support
- Income related Employment and Support Allowance
- Income based Jobseeker's Allowance
- Working Tax Credit
- Child Tax Credit (other than just the family element)
- Pension Credit

AND, either be in receipt of child benefit for three or more children under the age of 19, who all live at the premises and are in full time education,

or, they or someone living at the property is diagnosed as suffering from one of the following medical conditions which causes them to use a significant additional amount of water (see note 1):

- Renal failure, requiring dialysis at home (except where the health authority contributes to the cost of the dialysis)
- Abdominal stomas
- Desquamation (flaky skin loss)
- Weeping skin disease (eczema, psoriasis, varicose ulceration)
- Incontinence
- Crohn's disease
- Ulcerative colitis

Application forms can be requested on line on dwrcymru.com or by contacting **0800 052 0145**. Supporting documentation will be required and where applicable signed by professional medical practitioner.

On receipt of the completed application and supporting documentation the Company may carry out validation checks with appropriate bodies. Any false or misleading claims will be rejected and may be regarded as fraud. The effective date of any claim will be the later of the last meter reading date or 1 April 2016. The capped tariff will be applied as a daily charge.

All customers on the Watersure Wales tariff will be subject to an annual audit and maybe required to provide the relevant documents to support their claim.

If the charge calculated from actual usage shown on the meter, using the standard measured tariff, is less than the 'WaterSure Wales' tariff, the bill will be based on the actual reading. Otherwise the bill will be capped at the 'WaterSure Wales' level.

All applications for WaterSure Wales should be addressed to the billing company. Customers who receive their water service from another water company should apply to that company for their WaterSure tariff (the assisted tariff applicable for English Water companies). Customers eligible for that tariff will also be entitled to the WaterSure Wales tariff for their sewerage service.

Note 1: Other medical conditions that cause an excessive use of water may, at the Company's discretion, be considered subject to independent confirmation by a medical practitioner.

Welsh Water Assist

This tariff has been discontinued and no new customers will be accepted onto Welsh Water Assist. During 2016-17 this tariff will only apply to household customers already accepted onto Welsh Water Assist before 31 March 2016 and who remain eligible for that tariff.

In subsequent years these customers will transition to standard published tariffs.

Water Direct

An annual discount will be applied to the account of each customer paying charges by direct deductions from qualifying Department for Work and Pensions benefits (Income Support/Income related Employment and Support Allowance, Income-based Jobseeker's Allowance or Pension Credit). This discount of £25 will be applied for each year the customer continues to pay by this method.

Water Collect

An annual discount will be applied to the account of each customer paying charges via a registered social landlord or local authority that is participating in the scheme. This discount of £10 will be applied for each year the customer continues to pay by this method.



6. How to Pay

Customers may pay online at dwrcymru.com (using Direct Debit or a Credit/Debit card) or use the 24 Hour Automated Payment Line **0800 028 5209**. Please have your customer reference number to hand.

A full list of payment options and where to pay is shown below and can also be found on the reverse of your bill.

Direct debit

Customers can set up a direct debit plan online at dwrcymru.com or can contact us on **0800 052 5604**. Direct debits can be paid annually, bi annually, monthly or weekly. Metered customers can pay on any day of the month if paying monthly, or by a date agreed with the customer if paying bi annually. Payment will be claimed 14 days after the bill is issued which will be determined by the date the meter was read. Unmeasured customers can pay on any day of the month if paying monthly, or on 1 April and 1 October if paying bi annually, or 1 April if paying annually.

Credit / Debit Cards

Customers can pay by using their debit/credit cards, at any time, either online at dwrcymru.com, or by telephoning our automated payment line on **0800 028 5209**. Customers can pay by using most major credit/debit cards

either in full or by instalments when the payment is due. Please have your customer reference number to hand.

Payment book

Metered customers paying using a payment book can pay monthly, unmeasured customers can pay monthly or fortnightly. Payments can be made at a post office, bank, PayPoint outlet or local authority.

Payment card

Customers paying using a payment card can pay monthly, fortnightly or weekly at a post office or by using a PayPoint outlet.

Cash Payments

Customers can pay by cash either in full or by instalments using the payment stub on the bill/payment book or payment card at:

- a post office or bank (free at any branch of NatWest or the customers own bank)
- a PayPoint outlet
- local authority (only some local authorities accept payments)

Cheque Payments

Customers can pay by cheque either in full or by instalments. The customer reference number must be written on the back of the cheque, and crossed 'A/C Payee'.

The customer must use the payment stub on the bill/payment book or payment card, and can pay at:

- a bank (free at any branch of NatWest or the customers own bank)
- a PayPoint outlet
- local authority (only some local authorities accept payments)
- or customers can send a cheque made payable to 'Dŵr Cymru Cyf' to:

Dŵr Cymru Welsh Water
Customer Services
PO Box 690
Cardiff, CF3 5WL

Unmeasured bills are normally sent out in February/March each year and are payable on 1 April, unless an alternative payment arrangement has been made with the Company. Where the unmeasured charges are paid, in full, by 1 April 2016, the Company will discount the annual bill by 1.5%.

Measured bills are normally sent to households, six monthly, in arrears and are due on demand unless an alternative payment arrangement has been made with the Company.

The Company reserves the right to set the billing frequency of Non-household customers. In general, however, Non-household customers will be billed

quarterly where the combined water and sewerage charges exceed £750 per quarter, or monthly where combined water and sewerage charges exceed £2,000 per month. Bills are due for payment within 14 days. Industrial tariff customers are billed monthly.

Payment by instalments is available to all household customers and those non-household customers who do not pay VAT on the charges and are not in arrears at the time of the request. Failure to pay any instalment by the due date will result in the instalment plan being withdrawn without notice and the balance of the outstanding charges becoming due and payable immediately.

Details of payment options and where to pay can also be found on the reverse of your bill.

Having difficulty paying?

We recognise that our customers can be affected by circumstances that are sometimes beyond their control which cause them temporary or long term financial difficulty. Whatever the situation it is important that customers should contact us by calling **0800 052 0145**. We may be able to arrange for payments to be made weekly, fortnightly or by monthly instalments.

We may also be able to reduce customer's charges if their household is eligible for one of the Affordability Assistance tariffs described above.

We also operate a Customer Assistance Fund that can offer financial assistance for customers who meet the qualification criteria and have arrears. For more information customers can visit our website dwrcymru.com or call us on **0800 052 0145**.

We would also encourage all customers who are struggling with debt, or low incomes to consider contacting a free debt advice company. These organisations can help ensure customers maximise their budget and benefits and negotiate with creditors.

If customers want independent advice, they can contact a local advice agency such as:

National Debtline

Freephone - 0808 808 4000
www.nationaldebtline.org

Step Change

Freephone - 0800 138 1111
www.stepchange.org

Citizens Advice Bureau

Check your local yellow pages or Thomson local directory for addresses and telephone numbers
www.citizensadvice.org.uk

Civil Legal Advice

Telephone - 0345 345 4345
www.gov.uk/civil-legal-advice

Shelter Cymru

Telephone - 0345 075 5005
www.sheltercymru.org.uk

Whatever the situation, it's important that customers contact the Company right away.

Customers entering into any formal insolvency procedure

Where a Customer enters into any formal insolvency procedure the Company will apportion any charges on a daily basis up to the date immediately before the date the relevant insolvency procedure becomes effective ('the insolvency date'). Any apportioned charges after the insolvency date will be payable by the occupier of the property in question and apply from the next day of occupation after the insolvency date. Any such apportioned charges will not fall within the insolvency procedure. The charges will be payable by the occupier on the same payment terms as would apply if the property had been newly connected on that day.



7. Other charging schedules

Welsh Water also publishes the following additional charging schedules;

Developer Services Schedule of Charges

Charges for new connections and other activities to support Developers.

Wholesale Schedule of Charges

Wholesale elements of Welsh Water's water and sewerage charges for information only.

Other charges

Other charges for activities not listed in the documents above.



8. Household Charges

Standard unmeasured charges - household

Unmeasured Water services	(£)
Standing Charge	123.89
RV based charge - per poundage of RV	0.7800
Uniform Service Charge	225.21

Unmeasured Sewerage services	(£)
Standing Charge	171.36
Standing Charge - Surface Water rebated	121.36
RV based charge - per poundage of RV	1.1260
Uniform Service Charge	317.70
Uniform Service Charge - Surface Water rebated	267.70
Surface Water only - includes highway drainage (for properties with a rateable value of £25 or less, no charge will be made)	119.00

Standard measured charges - household

	Water (£)	Sewerage (£)
Standard volumetric rate per cubic metre	1.2809	1.6494
Sewerage volumetric rate - Surface water rebated per cubic metre		1.3051

Service Charge	Water (£)	Sewerage (£)
Up to 20mm	34.45	81.37
25mm	99.75	257.97
30mm	171.15	370.27
40mm	316.25	549.97

Assessed measured charges - household

Water	Band A - Average use		Band B - Low use	
	Based on loading units/ appliances in property		Based on loading units/ appliances in property	
No of occupants	Annual charge (£)	Consumption (m ³ /year)	Annual charge (£)	Consumption (m ³ /year)
1	116.65	64	101.43	52
2	157.23	96	134.40	78
3 and above	204.15	133	171.18	107

Sewerage	Band A - Average use		Band B - Low use	
	Based on loading units/ appliances in property		Based on loading units/ appliances in property	
No of occupants	Annual charge Full (£)	Annual charge SW rebated (£)	Annual charge Full (£)	Annual charge SW rebated (£)
1	181.93	160.99	163.35	146.34
2	231.45	200.05	203.59	178.08
3 and above	288.72	245.22	248.48	213.48

Affordability support

HelpU

Annual charge by household income band	Water (£)	Sewerage (£)
Band 1	77.77	110.09
Band 2	107.06	151.50
Band 3	135.34	188.87
Band 4	159.58	225.23

Further information on customer eligibility for individual HelpU bands can be found at dwrcymru.com

WaterSure Wales (Measured customers only)

	Water (£)	Sewerage (£)
Annual charge	139.00	200.00

Welsh Water Assist - Transition

	Water (£)	Sewerage (£)
Annual charge	152.50	152.50

Note: This is the transition tariff for customers moving to WaterSure Wales

Welsh Water Assist - Unmeasured Transition

	Water (£)	Sewerage (£)
Annual charge	189.00	189.00

Note: This is the transition tariff for customers moving to standard (RV) charges



9. Non Household Charges

Standard unmeasured charges - non-household

Unmeasured Water services

	(£)
Standing Charge	113.91
RV based charge - per poundage of RV	0.8280
Uniform Service Charge	225.51

Unmeasured Sewerage services

	(£)
Standing Charge	161.23
Standing Charge - Surface Water rebated	111.23
RV based charge - per poundage of RV	1.1680
Uniform Service Charge	317.18
Uniform Service Charge - Surface Water rebated	267.18
Surface Water only - includes highway drainage (for properties with a rateable value of £25 or less, no charge will be made)	118.48

Standard measured charges - non household

	Water (£)	Sewerage (£)
Standard volumetric rate per cubic metre	1.3184	1.6908
Sewerage volumetric rate - Surface water rebated per cubic metre		1.3465

Service Charge	Water (£)	Sewerage (£)
Up to 20mm	31.63	78.75
25mm	96.93	255.35
30mm	168.33	367.65
40mm	313.43	547.35
50mm	473.23	954.05
65mm	633.53	1,530.95
80mm	839.73	2,215.95
100mm	1,000.03	3,891.25
150mm	1,292.93	8,805.95
200mm and over	1,292.93	15,577.55

Assessed measured charges - non household

Water

Band (based on type of business)	Consumption (m ³ /year)	Annual charge (£)
Band 1	Less than 500	552.67
Band 2	501-1,000	1,073.67
Band 3	1,001-2,000	2,246.67
Band 4	2,001-4,000	4,070.67

Sewerage

Band (based on type of business)	Consumption (m ³ /year)	Annual charge Full (£)	Annual charge Foul only (£)
Band 1	Less than 500	714.45	580.45
Band 2	501-1,000	1,350.45	1,081.45
Band 3	1,001-2,000	2,782.45	2,210.45
Band 4	2,001-4,000	5,008.45	3,966.45

Industrial tariffs

Potable water

Band	Indicative consumption (ML/year)	Fixed charge (£)	Volumetric charge (£/m ³)
Standard	<50	*	1.3184
1	50 - 99	17,058.73	0.9533
2	100 - 249	25,484.77	0.8635
3	250 - 499	34,283.34	0.8273
4	500 - 999	88,432.66	0.7170
5	>1,000	117,732.66	0.6872

* See standard measured service charge

Non potable water

Band	Indicative consumption (ML/year)	Fixed charge (£)	Partial treatment Volumetric charge (£/m ³)	Raw water Volumetric charge (£/m ³)
A	<50	*	1.2391	1.1502
B	>50	39,690.61	0.4201	0.3290

* See standard measured service charge

Sewerage

(For discharged sewerage > 100,000 cubic metres per year)	(£)
Fixed charge	6,485.62
Volumetric charge - Full service per cubic metre	1.6037
Volumetric charge - Foul only service per cubic metre	1.2721



10. Trade Effluent Charges

New application for consent to discharge trade effluent (zero rated for VAT)	£321.00
Revision of existing consent at customer's request (zero rated for VAT)	£321.00
Copy of single consent to discharge trade effluent to sewer (Any additional research or data analysis is charged at cost)	£23.00

Trade effluent charges include a fixed charge and variable charges that vary with the volume and sampled strength of the discharged effluent.

Bills will be sent either Monthly, Quarterly or Six Monthly in arrears, depending on the average monthly charge. Charges are payable within 14 days of a bill being sent and can be paid by Direct Debit, BACS or cheque.

Payment must be made within 14 days by cheque, BACS or direct debit.

A domestic sewerage charge which is calculated, in the main, by taking into account facilities present, headcount and number of days worked is also chargeable and will be billed against a separate account along with any water charges that are billed by the company.

Trade effluent may be billed on the basis of incoming water supplies subject to an allowance depending upon the

nature of the trade undertaken on site. Where the customer claims that the volume of effluent discharged is less than the volume of water supplied and the Company agrees this, the adjustment to charges will take effect from the start of the billing period in which the claim is made.

Alternatively, charges may be calculated using flow data supplied by the discharger when so agreed by the Company. Where the daily discharge is in excess of 100 cubic metres flow measurement apparatus should be installed by the trader on all the trade effluent discharges. When daily discharges are in excess of 250 cubic metres traders must install flow measurement apparatus and it is their duty to operate and maintain the equipment to the satisfaction of the Company. The apparatus is to be tested and maintained in accordance with the Company's requirements as notified periodically in writing to the discharger.

Discharge to Sewage Treatment Works

Formula is either

$$C = R + V + S \frac{S_t}{S_s} \quad (\text{discharge to primary treatment only})$$

Or

$$C = R + V + V_b + B \frac{O_t}{O_s} + S \frac{S_t}{S_s} \quad (\text{discharge to full secondary treatment only})$$

Where:

C = charge/m³ of effluent

R = sewerage costs/m³

V = primary settlement treatment costs/m³

V_b = secondary volume-related treatment costs/m³

B = secondary strength-related treatment costs/m³

O_t = settled COD of the effluent in mg/l

O_s = settled COD of domestic sewage - 500mg/l

S = sludge treatment costs/m³

S_t = suspended solids of the effluent in mg/l

S_s = suspended solids in domestic sewage - 350mg/l

Discharge to Sea Outfalls

For traders discharging to long sea outfalls

$$C = R + M$$

For traders discharging to all other outfalls

$$C = R \quad \text{or} \quad C = R + V_m$$

Where:

C = charge/m³

R = sewerage costs/m³

M = marine treatment costs/m³

V_m = pumping, preliminary treatment costs/m³

Standard Tariff

Trade Effluent Fixed Charge		£23.70
The standard unit charges per cubic metre are:		
R	The average cost for receiving a cubic metre of foul water into the sewer, including conveyance to the treatment works or outfall	0.3200
V	The average cost for preliminary and primary treatment	0.3668
V_b	The average cost for the pumping and settlement elements of biological treatment	0.1524
B	The average cost of biological treatment, excluding pumping and settlement	0.2382
S	The average cost of treatment and disposal of primary sludge at the Company's larger sewage treatment works	0.1724
M	The average cost of marine treatment using a long sea outfall	0.2195
V_m	The average cost of pumping, preliminary treatment and discharge through outfalls	0.1566

Industrial Tariff

Customers may choose this tariff where the discharge of trade effluent from a single site is 100ML or more per annum.

Fixed Charge		£231.82
R	The average cost for receiving a cubic metre of foul water into the sewer, including conveyance to the treatment works or outfall	0.2113

Excess licence charge

A limited number of discharges contain complex organic substances in such concentration that Natural Resources Wales or Environment Agency consider it necessary to control them by including concentration limits in discharge consents. Effluents with such limits attract a higher

licence fee than normal. Where the increase in this fee is attributable to an individual trade effluent or effluents that are consented to discharge these substances the additional fee will be added to the trade effluent charge of the discharger.

Use of Outfall

Charge for use of Welsh Water sea outfall where customer holds their own NRW/EA discharge consent and discharges treated effluent directly into our outfall.

Fixed Charge	£231.82
Volumetric Charge	£0.0590

Disputes

Any dispute regarding the discharge of trade effluent may be referred to

the Water Services Regulation Authority (Ofwat) at the address shown on page 9.



11. Other charges for Meters

Install meter logger - available for meters 20-25mm

A logger, which measures demand in 15 minute intervals, may help customers to understand their consumption patterns and identify if there are any leaks on the supply. The charge will be refunded in the event excessive consumption is due to leakage from Welsh Water's pipes.	£60.00 inclusive of VAT
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Testing - Household (charges include VAT)

Meter removed for testing Invoice will be issued to customer in the event the test results show meter is recording within permitted parameters. If the meter is found to be faulty then there will be no charge for the test.	Reasonable expenses up to a maximum of £70.00
Any other case	£20.00

Testing - Non-household (VAT to be added)

If the meter is found to be faulty then there will be no charge for the test otherwise the charge will be as per 'Change of Meter' (see table opposite) plus the actual cost of the meter test.

Extraordinary Meter Reading charges

In accordance with our Code of Practice for Meter Reading, we reserve the right to recover any additional meter reading costs incurred as a result of persistent unreasonable customer behaviour. These include but are not limited to the following:

Abortive meter read visit	£20.00 inclusive of VAT
Check reads requested following estimated reads	£20.00 inclusive of VAT
Notice of Entry/Warrant of Entry	At actual cost
Other legal or specialist costs	At actual cost

Change of Meter

Fit a new 'screw in' meter	£100.00
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Where the Company is able to fit a new 'screw in' meter in existing boundary box without further work the charge is as stated above, otherwise the charge made is shown in the table below. (If the meter no longer records flow correctly, it will be replaced free of charge)

Existing meter size	Charge without excavation*	Charge with excavation*
Up to 25mm	£128.00	£453.00
40mm	£189.00	£563.00
50mm	£333.00	£704.00
65mm	£653.00	£1,157.00
80mm	£714.00	£1,256.00
100mm	£843.00	£1,417.00
150mm	£1,052.00	£1,503.00
200mm	£1,333.00	£2,056.00
Above 200mm	Actual cost	Actual cost

*VAT to be added

Re-position a meter

Requests in writing to Customer Services Department, giving reasons. Customer may be charged reasonable expenses.

In the event your charges need to be adjusted this will be done in accordance with Section 8 & 9 of the Water (Meters) Regulations 1988.



12. Miscellaneous Charges

Charges are payable in advance unless otherwise stated.

Item	Charge	Additional Information
Reconnection following temporary disconnection Note - It may not be possible to temporarily disconnect a joint supply.	£35.00	To request telephone 0800 052 0130. Surface water drainage charge may still apply. There is no charge for temporary disconnection.
Disconnection – permanent	No charge	Requests in writing to Customer Services Department
Reconnection – following permanent disconnection	New connection charges will apply	See Developer Services Schedule of charges
Disconnection – non-payment of charges	See Reconnection following payment of unpaid charges	
Reconnection – following payment of unpaid charges Note - we cannot disconnect household only premises for non payment of charges	£80.00	The charge will cover the costs incurred for disconnection and reconnection. We may require a security deposit from non-household customers (i.e. one billing cycle + 3 months charges).
Information & copy documents (including legal documents)	£49.00 + VAT	Standard charge for any routine information not provided free of charge. Other enquiries will be charged at cost. Information requested under the Environmental Information Regulations will be charged in accordance with our EIR charging policy (available on our website).
Copy billing stationery	£23.00 + VAT (up to A3 size)	Per bill or similar document. Normally waived for first request.

Other Charges

Operational Non-emergencies	Reasonable costs	Charge will be invoiced following the incident.
Dishonoured Cheques	£20.00	For each cheque. Charge will be invoiced following each occurrence.

Ships Water (customer will be invoiced)

During office hours (9.00am – 5.00pm)	£39.54 + £5.39	per cubic metre supplied
Outside office hours	£77.22 + £6.35	per cubic metre supplied



13. Infrastructure Charges

When new connections are made there is an increased burden on both the water and sewerage systems that can ultimately require work to be carried out. Therefore in addition to any water or sewerage connection charge and/or requisition charge, there is also an infrastructure charge for a new water connection and an infrastructure charge for a new sewerage connection. These charges may also be payable where a site has been redeveloped and

the redevelopment results in a greater demand from the site than in the previous 5 years. These charges are normally billed at the same time as the connection charge. Infrastructure charges are not subject to VAT.

The charges below are for a standard household property:

Water	£357.00
Sewerage	£357.00

Charges for non-households are calculated by multiplying the standard charge by the relevant multiplier. The relevant multiplier is calculated using the total loading units

for all water fittings in the premises supplied and dividing by 24. The resulting number or 1 (whichever is greater) is the relevant multiplier.

Type of Property	Type of Use	Charges for New Connections	Credit Available if Abandoned < 5 Years
		Relevant Multiplier	Relevant Multiplier
Household	Domestic	1	1
Non-Household	Domestic	Based on loading units	Refer to multiplier table
Non-Household	Commercial	Negotiated but refer to table below as a guide to the minimum	Refer to multiplier table

Guide to Relevant Multipliers

Charges for non-household supplies will be determined by agreement however, as a guide, the relevant multiplier applicable

for each size of connection will normally not be less than the following:

Internal Diameter		External Diameter	Relevant Multiplier
Imperial	Metric	Metric	
½"	15 mm		1
¾"	22 mm	25 mm	1
1"	25 mm	32 mm	4
1¼"	30 mm	40 mm	6
1½"	40 mm	50 mm	9
2"	50 mm	63 mm	16
2½"	65 mm	80 mm	25
3"	80 mm	90 mm	36
4"	100 mm	125 mm	64
6"	150 mm	180 mm	144
8"	200 mm	250 mm	256

Loading units are determined by reference to the following table and notes.

Water fitting	Loading Units	Water fitting	Loading Units
WC Flushing Cistern	2	Spray tap	0.5
Wash basin in a house	1.5	Bidet	1.5
Wash basin elsewhere	3	Domestic appliance (subject to a minimum of six loading units per house)	3
Bath with nominal size 20mm taps	10	Communal or commercial appliance	10
Bath with taps larger than 20mm	22	Any other water fitting or outlet (including a tap but excluding a urinal or water softener)	3
Shower	3		
Sink with nominal 15mm taps	3		
Sink with taps larger than 15mm	5		

Notes

- References to any fitting includes reference to any plumbing, outlet, dedicated space or planning or other provision for that fitting.
- A bath includes a whirlpool bath and a Jacuzzi.
- Domestic appliance means an appliance (including a dishwasher, washing machine and waste disposal unit) in a house.
- Communal or commercial appliance means an appliance (including a dishwasher, washing machine and a waste disposal unit) elsewhere than in a house (including communal facilities).

Where a site is a redevelopment and connections existed on the site within five years before the new connection is made, the total amount of water infrastructure charges for the site will be reduced. The maximum number of premises with water connections on the site at any time in

the previous five years is deducted from the total of the relevant multipliers for the connections resulting from the redevelopment. The revised total multiplied by the standard charge gives the total water infrastructure charge for the site. A similar reduction is made in respect of sewerage connections previously on the site.

If a disconnection is made within two years of the connection being made and no further connections are made to the site, then 80% of the charge made will be refunded.

Interest at the current rate may be added to any charges outstanding after the connection is made.

If there is any dispute between the Company and the person on whom any infrastructure charge has been levied it may be referred to the Water Services Regulation Authority (Ofwat) at the address on page 9.

