

Application form



Premises reclassification

Apply to register a Premises as a Dwelling

You should fill in this form if you wish to apply to Uisce Éireann to register a Premises as a Dwelling. You must fill out this application form completely, truthfully and to the best of your knowledge. If completing this form by hand, please use BLOCK CAPITALS and black ink.

Note: We can only accept this application if you complete all sections of this form. When you sign at the end, you will need a witness when you sign and they need to sign too.

When we receive your completed and signed application form, we will review the information you have given us. We have the right to carry out site investigations, or ask you for more information, or both, so we can verify any of the information you have given us.

We will let you know if your application has been successful as soon as we can.

We have the right to change the type of water meter installed in a premises.

If we approve and accept your application but then, at a later date, decide that the Premises is not a Dwelling, we may change the classification. This would mean we could send invoices (and collect payment) for providing our services to the Premises during the time that they were incorrectly registered as a Dwelling.

In this form we have used capital letters for the following terms.

- **Premises** mean the building where we are providing water services
- **Dwelling** means a Premises a person lives in as their place of Private Residence (whether or not it is their Principal Private Residence)
- **Private Residence** means a Premises where the occupiers live and have the right to exclude others
- **Non-Domestic Premises** means any Premises that is not a Dwelling.

We will review your application and may contact you for more information. We will contact you in relation to your application in due course.

Where to send form

Please email or post the form to us.

Email: business@water.ie

Address: Uisce Éireann
PO Box 448
South City Delivery Office
Cork City, Cork

Section C: Premises status – historical position

Historical position

9. To the best of your knowledge, was the Premises (or part of the Premises) ever a Non-Domestic Premises (that is, not a Dwelling)?

Please tick one

- | | |
|---------------------------------------------------------------------------------------|--------------------------------------|
| a. Yes, all of the Premises was a Non-Domestic Premises | All <input type="checkbox"/> |
| b. Yes, part of the Premises was a Non-Domestic Premises | Part <input type="checkbox"/> |
| c. No , the Premises or part of the Premises was never a Non-Domestic Premises | No <input type="checkbox"/> |

If you answered 'Yes' to a. or b. above, please give us details of the type of Non-Domestic Premises.

If you answered 'Yes' to a. or b. above, to the best of your knowledge was the Non-Domestic Premises billed for water services received?

Yes

No

Section C: Premises status – current position

Current position

10. Is all or part of the Premises now occupied some, or all of the time, as a Dwelling?

- | | |
|---------------------------------------------------------------------------------------|--------------------------------------|
| a. Yes, all of the Premises is now occupied as a Dwelling | All <input type="checkbox"/> |
| b. Yes, part of the Premises is now occupied as a Dwelling | Part <input type="checkbox"/> |
| c. No , the Premises or part of the Premises is not now occupied as a Dwelling | No <input type="checkbox"/> |

If you answered 'Yes' to a. or b. above, please include copies of all relevant supporting documents to back up your answer.

These documents may include the following, and other documents.

Revenue correspondence

A copy of any correspondence with the Revenue about a business closing that may have operated from the Premises.

Companies Registration Office correspondence

If a business was operated from the Non-Domestic Premises, a copy of any correspondence with the Companies Registration Office about the business closing.

Other documents

A copy of any other document you feel would back up your application. This could be a solicitor's or an accountant's letter:

- about the business closure
- showing that the business was no longer registered for VAT.

Photos and utility bill

- A photograph of your property and grounds, including any work area.
- A utility bill if you are saying your address was never a Non-Domestic Premises.

Evidence from large property

If you have extensive land or grounds associated with the property, please give us evidence showing where water is used on the property.

11. The date on which the Premises (or part of the Premises) stopped being a Non-Domestic Premises.

If you haven't already given us this information when answering another question on this form, please give us copies of all relevant material to show the date when the Premises stopped being a Non-Domestic Premises.

If you cannot provide us with this date, then please give us details about why you cannot do so here.

12. Details if part-occupied as a Dwelling

If only part of the Premises is now occupied as a Dwelling, please give us details of that part of the Premises that is not occupied as a Dwelling. For example, details of the type of activity that takes place in the part of the Premises that is not a Dwelling.

Details about part of Premises not occupied as a Dwelling

13. Right of entry

Does anyone who does not live at the Premises have rights of entry to the Premises or parts of the Premises? For example, for the purposes of providing care, supervision or otherwise, like professional medical or nursing services.

Yes No

If 'Yes', please give us more details here.

14. Do you or any other person carry out a business or other economic activity at the Premises (or part of the Premises)?

Yes No

If 'Yes', please give us more details here. Include whether or not a specific part of the Premises is dedicated to this activity.

16. Extra information

Please give us any more information that you believe is relevant to your application and that you wish us to consider. Please attach copies of all other supporting documents that you wish us to consider as part of your application.

Please give us any relevant extra information

Please list documents included with your application

If you are sending your application by post, please send us copies of supporting documents rather than originals.

