

Application form

Water in is not Equal to Water Out (WIWO)

Under legislation the amount of wastewater discharged from a premise is deemed to be equal to the amount of water supplied to a premise, unless Uisce Éireann and the customer agree otherwise.

You should fill in this form if you wish Uisce Éireann to consider entry into an agreement with you. This form must be completed to provide Uisce Éireann with adequate information and appropriate evidence to enable Uisce Éireann to assess the application and consider whether entry into an agreement might be appropriate. No agreement exists between a customer and Uisce Éireann until such time as a written agreement is entered into.

An application can only be made in respect of one premise at a time.

To assist there is a **guide to completing this application form** on page 7 of this document

If completing this form by hand, please use **BLOCK CAPITALS** and black ink.

Section A: Application and Applicant Details

A.1 Registered company name (If you do not have a registered company name, please provide the name of the Applicant).

A.2 Trading name (this may not be applicable for all Applicants).

A.3 CRO number (If applicable)

A.4 Correspondence Address

A.5 Eircode

Principal Point of Contact

A.6 Contact Name

A.7 Telephone

A.8 Email

A.9 Describe the business activity undertaken at the premise to be assessed for a WIWO variance.

Section B: WIWO Premise and Operation Details (If different from above)

Use Part B of this form to provide us with specific details of the premise which you would like Uisce Éireann to consider entering into a 'WIWO' agreement in respect of. You need only fill out B1, B2 and B3 to the extent that they differ from the details provided in Part A of this form.

B.1 Premise name (if it has a specific name).

B.2 Please provide the address of the premise to be assessed for a WIWO agreement.

B.3 Eircode

B.4 Premise location map (Google Map)

B.5 Uisce Éireann account number. This may be different to the Uisce Éireann account number for the entity identified at A.1 above (if multiple provide all).

B.6 Uisce Éireann waste water account number. This may be different to the Uisce Éireann account number for the entity identified at A.1 above (where available, if multiple provide all).

B.7 WPRN number (where available, if multiple provide all).

B.8 Provide details of the average number of days worked per week and weeks per year.

B.9 Provide details of the number of full time equivalent employees working at the premise.

Section C: Trade Effluent

C.1 Is there a trade effluent discharge authorisation in place in respect of the discharge from the premise to which this application relates? Yes No

C.2 If yes, please provide a copy of the Trade effluent authorisation number (Trade effluent licence number or IPPC/ IED/ Waste licence issued by the EPA).

C.3 For further details, visit our webpage about trade effluent section - <https://www.water.ie/business/trade-effluent/>.

C.4 Provide details of the site activities and specify how in your view there is a difference between the volume of water supplied and wastewater returned to sewer. Provide details on additional pages if the text box below is not sufficient.

Section D: Details of Claim

Calculation of volume of water in supplied that is not discharged to sewer

D.1 Is there a water in meter(s) onsite? Yes No

D.2 If yes provide meter installation date, if this information is available to you / /
 / /
 / /

D.3 Is there a wastewater discharge meter(s) onsite? Yes No

D.4 Do you believe that you are the beneficiary of an historical agreement in relation to the volume of water discharged to sewer. If such a historical agreement does exist then Uisce Éireann will consider whether it is legally bound by it. Yes No

D.5 If you answered 'Yes' above then please provide us with all the details you have in relation to the agreement, including reference numbers, end dates and copies of any relevant documents.

D.6	Water Used (supplied by Uisce Éireann)	Cubic metre (m ³) per annum	Main or sub meter	Serial number, if main meter	Meter reading if main meter
D.7	Meter 1				
D.8	Meter 2				
D.9	Meter 3				
D.10	Meter 4				
D.11	Other				
D.12	Total water supplied by Uisce Éireann (A)				
D.13	Water from other sources	Cubic metre (m ³) per annum	Main or sub meter	Serial number, if main meter	Meter reading if main meter
D.14	Rainwater Harvesting				
D.15	Borehole				
D.16	River/lake abstraction				
D.17	If applicable, indicate the volume of stormwater discharging from the premise to the sewer				
D.18	Other (please state) <input type="text"/>				
D.19	Total water supplied from other sources (B)				
D.20	Water or wastewater not returned to sewer	Cubic metre (m ³) per annum			
D.21	Water used in production				
D.22	Evaporation losses				
D.23	Irrigation				
D.24	Wastewater removed from site (e.g. tankered to treatment works)				
D.25	Wastewater discharged to the environment				
D.26	Other (please state) <input type="text"/>				
D.27	Total wastewater not returned to sewer (C):				
D.28	Total Water supplied by Uisce Éireann (A) + Total Water from other sources (B) – Total water losses (C) = volume of water returned to sewer (D)				

Section E: Documentation

- E.1** Tick to confirm the following documentation is submitted as part of the application:
- E.2** Fully completed, signed and dated application form and all associated documentation emailed to wiwo@water.ie.
- E.3** Site location map: A site location map to a scale of 1:1000, which clearly identifies the land or structure in respect of which the agreement is sought. An image from google maps or similar will suffice.
- E.4** Any other information that might help Uisce Éireann assess this application form.

Section F: Declaration & Signatures

- F.1** Disclosure of Information: The European Communities (Access to Information on the Environment) Regulations 2007, as amended, state that every person has a right to access environmental information held by a public authority (subject to certain exemptions). The Freedom of Information Act 2014 as amended, enables members of the public to obtain access to records in the possession of public bodies (subject to certain exemptions). The Applicant is requested to identify all information submitted with the Application which is to be treated as confidential or commercially sensitive and is requested to identify the grounds on which the information may be categorised as such. Uisce Éireann shall, at its discretion, make the final determination on whether any aspect of the Application is to be regarded as confidential or commercially sensitive.
- F.2** Any personal data you provide will be treated in accordance with GDPR requirements. For more information on how and why Uisce Éireann processes personal data, please visit www.water.ie/privacy-notice/
- F.3** Declaration and Consent: The details provided here are full and correct to the best of my knowledge.
- F.4** I/We hereby make this application to Uisce Éireann for a WIWO allowance as detailed on this form.
- F.5** I/We understand that if Uisce Éireann enters into an agreement with us on the basis of the information contained in this application form that I/we will immediately inform Uisce Éireann of any changes to the information that has been provided.
- F.6** The details that I/we have given with this application are accurate.
- F.7** I/we have enclosed all the necessary supporting documentation.
- F.8** Applicant Signature
- F.9** Full name in BLOCK CAPITALS
- F.10** Date / /
- F.11** This form must be completed to provide Uisce Éireann with adequate information and appropriate evidence to enable Uisce Éireann to assess the application and consider whether entry into an agreement might be appropriate.
- F.12** In order to make a valid application, you must have no outstanding arrears on your account before submitting an application. Once this has been verified, the application will be processed and a detailed assessment will be carried out. No water in is not equal to water out agreement will exist between you and Uisce Éireann until such time as a written agreement is entered into between you and Uisce Éireann.
- F.13** All applications will vary and each one will be assessed on its own merits. In processing an application, Uisce Éireann will apply assessment criteria, including a requirement that the difference between water supplied and wastewater discharged is greater than 15%. This threshold will enable Uisce Éireann to efficiently process priority applications in the initial phase of operation. Uisce Éireann will keep this threshold under review as further information is gathered over the coming year.

- F.14** *Note: Uisce Éireann intends to seek Commission for Regulation of Utilities (CRU) approval for harmonised national trade effluent charges. Uisce Éireann will not enter into a water in is not equal to water out agreement with a customer who has or whom Uisce Éireann considers ought to have, a trade effluent discharge authorisation [1] until the CRU has published a final decision on harmonised trade effluent charges.*
- F.15** [1] "Trade Effluent Discharge Authorisation" means a licence or consent issued by Uisce Éireann under Section 16 of the Local Government (Water Pollution) Act, 1977, as amended, or a consent issued by Uisce Éireann under Section 99(e) of the Environmental Protection Agency Act 1992, or Section 52 of the Waste Management Act 1996, as amended.
- F.16** Your completed application accompanied by all relevant information is to be emailed to wiwo@water.ie.

Guide to completing the Water In is not Equal to Water Out (WIWO) application form

Section A: Application and Applicant Details

- A.1** If applicable, please enter the registered company name of the Applicant seeking to enter into a WIWO agreement with Uisce Éireann. If you do not have a registered company name, please provide the name of the Applicant.
- A.2** If applicable, please enter the Applicant's trading name (this may not be applicable for all Applicants).
- A.3** If applicable, please enter the CRO number related to the entity set out at A.1.
- A.4** This question requires the Applicant to provide their correspondence postal address. This address could be different to the address of the premise in respect of which the WIWO agreement is sought.
- A.5** This is the Eircode relating to the address provided in response to question A.5. You can use the Eircode Finder on www.eircode.ie to obtain an eircode.

Principal Point of Contact

- A.6** This question requires the Applicant to identify the Principal Point of Contact. Any personal data you provide will be treated in accordance with GDPR requirements. For more information on how and why Uisce Éireann processes personal data, please visit www.water.ie/privacy-notice/.
- A.7** This question requires the Applicant to provide the contact telephone number for the Principal Point of Contact.
- A.8** This question requires the Applicant to provide an email address for the Principal Point of Contact.
- A.9** Please provide details of the activities undertaken at the premise to be assessed for a WIWO agreement. This overview should include a schematic process flow diagram and description of water use at the premise. The Applicant should identify all elements where there may be a variation in the volume of water supplied to the premise and the volume of wastewater returned to the sewer and the reasons for this.

Section B: WIWO Premise and Operations Details

Use Part B of this form to provide us with specific details of the premise to which this application relates. You need only fill out B1, B2 and B3 to the extent that they differ from the details provided in Part A of this form.

- B.1** Please provide the name of the premise to be assessed for a WIWO agreement if applicable.
- B.2** Please provide the premise address to be assessed for a WIWO agreement.
- B.3** Please provide the Eircode of the premise to be assessed for a WIWO agreement. You can use the Eircode Finder on www.eircode.ie to obtain an eircode.
- B.4** Please provide a premise location map in respect of the the premise identified at B1-B3 above. An image from Google Maps or similar will suffice.
- B.5** Please enter the Uisce Éireann account number related to the premise to be assessed for a WIWO agreement. This may be different to the Uisce Éireann account number for the entity identified at A.1 above. If there are multiple account numbers, please provide all.
- B.6** Please enter the Uisce Éireann waste water account number related to the premise to be assessed for a WIWO agreement. This may be different to the Uisce Éireann account number for the entity identified at A.1 above. If there are multiple account numbers, please provide all.

- B.7** “Water Point Reference Number (WPRN)” is a unique number assigned to every single water services connection in the country. The WPRN is prominently displayed on correspondence received from Uisce Éireann, and can be found on water bills, previous connection offers, or previous enquiries in relation to the site. Please provide the WPRN number for the premise for which the WIWO agreement is proposed.
- B.8** Please indicate the number of days worked per week and the number of weeks worked per year. This information will give Uisce Éireann a better understanding of the hours where employees are onsite and are using water supplied and returning wastewater to the public sewer. Additionally it will identify if there is seasonality in employment.
- B.9** Please indicate the number of full time employees working at the premise.

Section C: Effluent Details

- C.1** Tick the box to indicate whether there is a trade effluent discharge authorisation in place in respect of the discharge from the premise to which this application relates.
- C.2** Please enter the trade effluent authorisation number related to your premise at which the WIWO allowance is proposed.
- C.3** For further details on trade effluent visit our Trade Effluent section on the website.
- C.4** Please provide details of the activities carried out on the premise site through a visual representation and specify how in your view there is a difference between the volume of water supplied by Uisce Éireann and the volume of water discharged to sewer. This overview should include a schematic process flow diagram of water use at the premise. Identify all elements where there may be a variation in the volume of water supplied to the premise and the volume of wastewater returned to the sewer. The information provided will help Uisce Éireann to decide what type of assessment measurements need to be in place e.g. metering out, sub-metering processes etc. It will also help to identify if there are water out points that are not considered in the application form.

Section D: Details of the Claim

- D.1** Please indicate in the box whether there is a water ‘in’ (or water supply) meter(s) onsite for the premise where the WIWO agreement is proposed.
- D.2** If known, please provide the installation date(s) of the water ‘in’ (or water supply) meter(s) for the site where the WIWO agreement is proposed.
- D.3** Please indicate in the box whether there is a wastewater discharge meter(s) onsite for the premise where the WIWO agreement is proposed.
- D.4** Please declare in the box provided if it is alleged that the Applicant has any existing agreements with the Local Authority in relation to the volume of water discharged to sewer from the premise. If you answered ‘Yes’ then please provide us with all the details you have in relation to the alleged agreement, including reference numbers, end dates and copies of any relevant documents. You should also let us know if you believe that Uisce Éireann is bound by the agreement and, if so, why.
- D.7** Under the Non-Domestic Tariff Framework (NDTFR) each non-domestic customer receives an Annual Quantity (AQ) letter each year from Uisce Éireann. You will be able to refer to this letter to provide specific cubic meter measurements per meter per annum which can be used for the purposes of this section of the application form.
- D.8** Under the Non-Domestic Tariff Framework (NDTFR) each non-domestic customer receives an Annual Quantity (AQ) letter each year from Uisce Éireann. You will be able to refer to this letter to provide specific cubic meter measurements per meter per annum which can be used for the purposes of this section of the application form.

- D.9** Under the Non-Domestic Tariff Framework (NDTFR) each non-domestic customer receives an Annual Quantity (AQ) letter each year from Uisce Éireann. You will be able to refer to this letter to provide specific cubic meter measurements per meter per annum which can be used for the purposes of this section of the application form.
- D.10** Under the Non-Domestic Tariff Framework (NDTFR) each non-domestic customer will get an Annual Quantity (AQ) letter each year. Applicants will be able to refer to this letter to provide specific cubic meter measurements per meter per annum which can be used for the purposes of this section of the application form.
- D.14** Provide details of the volume of water per cubic meter per annum obtained through rainwater harvesting.
- D.15** Provide details of the volume of water per cubic meter per annum obtained through a borehole.
- D.16** Provide details of the volume of water per cubic meter per annum obtained through a river or lake abstraction.
- D.17** If applicable, indicate the volume of stormwater per cubic meter per annum discharging from the premise to the sewer.
- D.18** If applicable, indicate the volume of water per cubic meter per annum discharging from other sources from the premise to the sewer.
- D.19** To calculate the total volume of water supplied to the premise. Add up the total of water used (supplied by Uisce Éireann) and the total the volume of water from other sources e.g. rainwater harvesting. Once you have these two figures, add them up to get the total water used (A).
- D.21** Provide details of the volume of water per cubic metre used in production per annum.
- D.22** Provide details of the volume of water per cubic metre lost through evaporation per annum.
- D.23** Provide details of the volume of water per cubic metre lost through irrigation per annum.
- D.24** Provide details of the volume of wastewater per cubic metre removed from the site through tankers or other processes per annum.
- D.25** Provide details of the volume of wastewater per cubic metre discharged to the environment per annum.
- D.26** If applicable, indicate the volume of wastewater discharging from other sources from the premise to the sewer.
- D.27** To calculate the total wastewater not returned to sewer, add up all of the volumes of wastewater not returned to sewer (C).
- D.28** Total Water supplied by Uisce Éireann (A) + Total Water from other sources (B) - Total water losses (C) = volume of water returned to sewer (D). Allowance = $(C/(A+B))\%$.

Section E: Documentation

- E.1** Please ensure you have supplied all required documentation in your application.
- E.2** Tick the box to declare that you have fully completed, signed and dated application form and all associated documentation emailed to wowo@water.ie
- E.3** Tick the box to declare you have included a site location map for the premise for which the WIWO agreement is sought.
- E.4** Tick the box to declare if you have included any additional information that may be helpful in the assessment of the WIWO variance.

Section F: Declaration and Signatures

- F.5** Tick the box to declare that the Applicant agrees to enter into an agreement with Uisce Éireann on the basis of the information supplied in the form and if there are any changes the Applicant must make Uisce Éireann aware of said changes.
- F.6** Tick the box to declare that the information provided is correct.
- F.7** Tick the box to declare you have provided the necessary supporting documentation.
- F.8** Please provide a signature.
- F.9** Please provide name in BLOCK CAPITALS in black ink.
- F.10** Provide the date the application form was completed.
- F.16** Once you have included all documentation and signed the WIWO application form email it to wiwo@water.ie.