



## Guidance

Refer to this guidance when filling out the form.

### Return details

The return shows your licence number, return reference and site description. If you need to modify the site description call us on **03708 506 506**. The combination of the licence number and return reference make a return unique.

#### 1. Who is the contact for this return?

Enter the details for the person who should be contacted if we have any queries about this return.

#### 2. Did you abstract water?

Even if you did not abstract any water you must still report that to us. This is known as 'submitting a nil return'.

#### 3. Unit of measurement

Tell us what units have been used to measure your abstraction.

#### 4. and 5. Meter details

If you have used multiple meters tell us how many. You only need to give us the manufacturer and serial number for one of them.

If your meter is marked with a x10 use the number on the display. You do not need to add an extra '0' to the reading.

#### 6. and 7. Start and end meter readings

If you are reporting continuous run meter readings you need to enter 'start' and 'end' meter readings. You also need to add the individual entries.

The **start reading** is taken immediately before the start of the period of abstraction but within the reporting period.

The **end reading** is taken at the end of the abstraction period. We treat all readings in between the start and end dates as if they were taken at the end of each month.

#### 8. and 9. How are you reporting your return?

Enter either:

- continuous meter readings, or
- the actual quantity on the months you abstracted water and '0' when you did not

If you used more than one meter you need to enter your abstracted quantities as volumes, not meter readings.

A decimal point should only be used to indicate a fraction of a whole unit. For example, 0.5 will be taken to mean half a gallon.

#### 10. Total volume of water abstracted

This is the total volume of water abstracted in the return period.

#### 11. Reporting without a meter

Complete this section if you are not required to use a water meter to measure your abstracted quantities. For example, you may have used pump rate capacity multiplied by hours pumped.

#### 13. Declaration

You must sign the declaration before sending your return to us, even if it is a 'nil' return.