



**Form H/05:
Application for gap site incentive
payment**

Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping	25 August 2015	Non-material housekeeping changes	ICP/WRC/CP001	All
20150930	30 September 2015	For post-vendor MAP		
ICP Operational Forms—Consistency Alterations	13 October 2016	Changes to reflect ICP Change Proposal ICP/WRC044	ICP/WRC044	2
20161013	13 October 2016	For 20161013		As per ICP/WRC044

Form H/05: Application for gap site incentive payment

For use by Retailers

To Wholesaler

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To Wholesaler

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This form should be used when the Wholesaler offers an incentive scheme in relation to Gap Sites and the Retailer seeks to claim an incentive in respect of that scheme under Process H6 of the Operational Terms.

Where Water and Sewerage Services at the eligible premises are provided by the same Wholesaler, an application relating any Gap Site incentive payment as set out in the Wholesale Tariff Document may be made to the single Wholesaler. Otherwise separate applications may need to be made to each Wholesaler as applicable.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Eligible premises details
3.	Gap site registration request details
4.	Additional information
5.	Declaration on behalf of the Retailer

Sections 1, 2 and 5 are mandatory. Section 3 is mandatory wherever the Wholesaler's incentive scheme requires the Retailer to be registered in respect of the gap site it is claiming an incentive payment for.

Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

1. Retailer details

Retailer name
Retailer ID
Retailer's own reference
Contact name
Contact number
Contact e-mail

2. Eligible premises details

VOA BA reference, (if not available please provide a reason)
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UPRN, (if not available please provide a reason)
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Secondary Addressable Object
Primary Addressable Object
Address line 1
Address line 2
Address line 3
Address line 4
Address line 5
PAF Address Key (if available)
Postcode
Customer Name
Customer Banner Name
(if different from Customer Name)

3. Gap site registration request details

Please indicate **all** SPIDs that were applied for and registered for the premises by the above named Retailer under the Gap Site process

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Please provide the date of the Gap Site registration request to the Wholesaler

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Please provide the Wholesaler's reference(s) (Service Request number(s)) in relation to the registration of the site

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Please provide the Connection Date(s) for the SPID(s) (date of Data Transaction) for which the incentive is being requested

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4. Additional information

Please provide any additional information relevant to the application where appropriate

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5. Declaration on behalf of the retailer

I hereby acknowledge and declare that the Gap Site for which this incentive application is being made is an eligible Gap Site successfully Registered as a Supply Point in the Supply Point Register and eligible for payment in accordance with the terms of the Gap Site incentive scheme operated by the Wholesaler and set out in its Wholesaler Tariff Document. The information provided in this form is correct and up-to-date at the date of submission.

Signature

Date (dd/mm/yyyy)

Full name (in capitals)

Role in the company or job title