

Southern Water (South East Water) Charges Scheme 2019-20



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**Southern
Water** 



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Preface

Statement of Board Assurance provided to the Water Services Regulation Authority – 2019-20 Charges

The Company, under the direction of the Board, has undertaken a thorough process of internal and external assurance with regard to the setting of charges for the 2019-20 charging year. As a result of the assurances it has received, the Board has satisfied itself to the best of its ability that:

- a) the Company complies with its legal obligations relating to the charges set out in its charges schemes;
- b) the Board has assessed the effects of the new charges on customers' bills for a range of different customer types, and approves the impact assessments and handling strategies developed in instances where bill increases for particular customer types exceed 5%;
- c) the Company has appropriate systems and processes in place to make sure that the information contained in the charges scheme, and the additional information covered by this annex is accurate; and
- d) the Company has consulted the Consumer Council for Water (CCWater) in a timely and effective manner on its charges schemes.

Ian McAulay
Chief Executive Officer

Paul Sheffield
Senior Independent Non-Executive Director

Part 1 - Introduction and Commencement

1. This Southern Water Services Limited (South East Water CMP) Charges Scheme is made by Southern Water Services Limited under Section 143 of the Water Industry Act 1991 and shall come into operation from 1 April 2019 to 31 March 2020 inclusive.
2. This Charges Scheme sets out the charging principles for household premises within the Customer Metering Programme (CMP) of South East Water (SEW) for water supply, and shall apply to those household premises where the charges for sewerage services provided by the Company are payable under transitional tariffs.
3. The amounts now fixed by the Company in respect of the charges provided for in this Charges Scheme are those shown in the Schedule. The Company's Board has provided assurance to the Water Services Regulation Authority relating to the charges set out in its charges schemes.
4. The Southern Water Services Limited (South East Water CMP) Charges Scheme 2018-19 is hereby revoked with effect from 1 April 2019, without prejudice to the recovery of charges due in accordance with that and other revoked Charges Schemes.

[Note: Charges for water services not provided for in this Charges Scheme are provided for in:

- i. the Southern Water Services Limited Household Charges Scheme 2019-20;*
- ii. the Southern Water Services Limited UMP Charges Scheme 2019-20;*
- iii. the Southern Water Services Limited Wholesale Statement of Principles and Charges 2019-20;*
- iv. the Southern Water Services Limited Charging Arrangements 2019-20, and*
- v. the Southern Water Services Limited Infrastructure Charges Scheme 2019-20.*

These documents can be viewed on our website southernwater.co.uk/information-leaflets.]



Part 2 - Principles for charges

1. Basis of charge under SEW's CMP

- 1.1 Where the basis of charge for water supply services is changed to measured charges under SEW's CMP, the charges for sewerage services shall be measured charges from the switch date.
- 1.2 Where the basis of charge for water supply services is changed to assessed measured charges under the CMP, the charges for sewerage services shall be assessed measured charges from the switch date calculated by reference to the volume of water supplied to the premises as assessed by SEW.

2. CMP Transitional Tariffs

- 2.1 Transitional tariffs under the CMP are
 - (i) The Phase-in Option
 - (ii) The CMP Support tariff
- 2.2 Where SEW calculate the charges for water supply services in accordance with the Phase-in Option, the charges for sewerage services shall be calculated in accordance with the Phase-in Option.
- 2.3 Where SEW calculate the charges for water supply services in accordance with the CMP Support tariff, the charges for sewerage services shall be calculated in accordance with the CMP Support tariff.
- 2.4 Notwithstanding paragraph 2.3, where the basis of charge for sewerage services is assessed measured charges in accordance with paragraph 1.2, the Phase-in Option shall only apply where the assessed measured charges for sewerage services are greater than the unmeasured charges for sewerage services charges that would otherwise have been payable had the consumer's basis of charge remained unmeasured

3. Unoccupied premises

Charges may remain payable if premises are unoccupied, unless the water supply to the premises has been disconnected because the premises are unoccupied. Where the water supply to premises is disconnected because the premises are unoccupied, charges remain payable to the day before the water supply to the premises is disconnected.

4. Charges for surface water drainage

- 4.1 This Charges Scheme provides for a reduction in the charges payable for the provision of sewerage services to any premises where surface water does not drain to a public sewer from those premises.
- 4.2 This Charges Scheme does not provide for a reduction in the charges payable for the provision of sewerage services to any premises where the volume of surface water draining to a public sewer from those premises has been significantly reduced. At the time of making this Charges Scheme, the Company considers that the costs of operating such a scheme of reduced charges outweigh the benefits that would arise.

- 4.3 This Charges Scheme does not provide for reduced charges to community groups in respect of surface water drainage from their property.

5. Retrospective adjustments

While the Company strives to ensure that all consumer bills for charges are correct, in the event of error the Company reserves the right to make retrospective adjustments. The Company will always make an appropriate retrospective adjustment if correcting the error is in the consumer's favour. The Company will not make a retrospective adjustment in its favour that relates wholly to a prior charging year if it is clear that the error is solely due to its failure.

Part 3 – Measured charges – phase-in option

1. Application of measured charges and the phase-in option

This Part applies where the basis of charge for sewerage services is measured charges in accordance with paragraph 1.1 of Part 2 and where the Phase-in Option applies in accordance with paragraph 2.2 of Part 2.

2. Duration and cessation of the phase-in option

- 2.1 The Phase-in Option shall normally operate during the 24 months following the switch date, following which charges for sewerage services shall be based on the Company's normal measured tariff as shown in the Schedule.
- 2.2 Notwithstanding paragraph 2.1, the commencement date of the Phase-in Option for the calculation of charges for sewerage services shall be the commencement date of the Phase-in Option for the calculation of charges for water supply services.
- 2.3 Notwithstanding paragraph 2.1, the cessation date of the Phase-in Option for the calculation of charges for sewerage services shall be the cessation date of the Phase-in Option for the calculation of charges for water supply services.
- 2.4 Where the consumer ends his occupation of the premises within 24 months of the switch date, the basis of charge for sewerage services for the premises shall be the Company's normal measured tariff as shown in the Schedule with effect from the day after the consumer's occupation ends.

3. Phase-in option

- 3.1 In accordance with paragraph 2.1, the Phase-in Option shall normally operate during the 24 months following the switch date, and where measured charges apply this period shall normally comprise four cyclic billing periods.
- 3.2 During the operation of the Phase-in Option
- (i) the measured sewerage charges for the premises are calculated based on the Company's normal measured tariff as shown in the Schedule, and
 - (ii) the unmeasured sewerage charges for the premises that would otherwise have been payable had the consumer's basis of charge remained unmeasured are calculated based on the Company's normal unmeasured tariff as shown in the Schedule.

- 3.3 The unmeasured sewerage charges shall comprise
- (i) a standing charge, and
 - (ii) a rateable value charge calculated on the rateable value of the premises receiving the sewerage service or for which the sewerage service is made available.
- 3.4 The measured sewerage charges shall comprise
- (i) a standing charge, and
 - (ii) a volume charge.
- 3.5 For the first cyclic billing period following the switch date, charges for sewerage services under the Phase-in Option shall be the lower of the measured charges and the unmeasured charges.
- 3.6 For the second cyclic billing period following the switch date, charges for sewerage services under the Phase-in Option shall be
- (i) the measured charges where these are lower than the unmeasured charges, otherwise
 - (ii) the sum of the unmeasured charges and 25% of the difference between the measured charges and the unmeasured charges.
- 3.7 For the third cyclic billing period following the switch date, charges for sewerage services under the Phase-in Option shall be
- (i) the measured charges where these are lower than the unmeasured charges, otherwise
 - (ii) the sum of the unmeasured charges and 50% of the difference between the measured charges and the unmeasured charges.
- 3.8 For the fourth cyclic billing period following the switch date, charges for sewerage services under the Phase-in Option shall be
- (i) the measured charges where these are lower than the unmeasured charges, otherwise
 - (ii) the sum of the unmeasured charges and 75% of the difference between the measured charges and the unmeasured charges.
- 3.9 For the fifth and all subsequent cyclic billing periods following the switch date, charges for sewerage services shall be the measured charges.
- 3.10 Notwithstanding the preceding provisions of this Part, where the Phase-in Option is applied from a date other than the switch date in accordance with paragraph 2.2, the charges payable for the period from the switch date to the day before the commencement of the Phase-in Option shall be measured charges based on the Company's normal measured charges for the premises.
- 3.11 Where prior to the CMP charges in respect of the premises were assessed measured charges, the unmeasured charges in paragraphs 3.5, 3.6, 3.7 and 3.8 shall comprise an assessed charge calculated by reference to the volume of water supplied to the premises as assessed by SEW and the Company's normal measured tariff as shown in the Schedule.

4. Sewerage charges

- 4.1 The unmeasured and measured sewerage standing charges may include fixed amounts in respect of surface water drainage from the connected premises and general highway drainage. In the event that the consumer has established at any time after 1 April 2000 (and the circumstances have not changed), or establishes to the Company's reasonable satisfaction (under the arrangements referred

to in paragraph 7.2 of Part 9) that the connected premises are connected for the drainage of foul water only, and not for surface water, the standing charge shall be reduced by the fixed amount in respect of surface water drainage for the period from 1 April 2015 or the date when the consumer became the occupier or the premises became connected for the drainage of foul water only, if later.

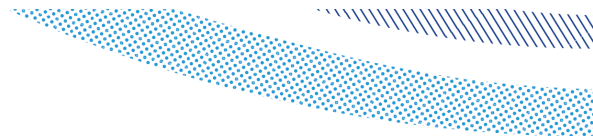
- 4.2 The measured wastewater charge shall be an assessed charge, determined by reference to 92.5% of the volume of water recorded by the water meter, or estimated or assessed by SEW, as having been supplied to the premises.
- 4.3 Where the person chargeable claims and shows to the satisfaction of the Company that the volume of wastewater discharged from household premises to a public sewer is consistently significantly less than 92.5% of the volume of water supplied to the premises, wastewater charges from the date of the last demand for payment preceding receipt of the claim by the Company shall be determined by reference to such percentage, or at the Company's discretion to such volume, as the Company may specify from time to time. Where the Company has allowed such an adjustment to the wastewater charge, the person chargeable is responsible for notifying the Company of any subsequent change in circumstances which may affect the calculation of the adjusted charge. Where the person chargeable notifies the Company of any such subsequent change in circumstances, or where the Company establishes that there has been such a subsequent change in circumstances, any adjustment to the wastewater charge shall be made from the date that the change became effective.

5. Time of payment

5A Where charges are billed by the Company

Part 5A applies where charges are billed by the Company.

- A5.1 Charges shall be due and payable on demand, provided that payment may be made, by prior agreement with the Company, by instalments which shall be due with such frequency and payable on such dates as the Company shall agree.
- A5.2 The Company will agree to payment by regular monthly, fortnightly or weekly instalments, provided that the amounts of such instalments are anticipated to pay all charges that will accrue in the year from 1 April 2019.
- A5.3 If payment of any instalment is not made on the due date, any arrangement for payment by instalments may be withdrawn by the Company and the whole of the charges then unpaid shall become due and payable.
- A5.4 Charges shall be calculated at such intervals and for such periods as the Company shall determine, which may be altered from time to time.
- A5.5 The amounts of the standing, unit and rateable value charges shown in the Schedule shall apply from 1 April 2019. For the determination of charges for a period ending on or after that date, standing charges and rateable value charges shall be apportioned on a daily basis, and the volume of water supplied shall be deemed to have been supplied at the average daily rate for the period concerned unless a reading on the meter has been obtained on 31 March 2019.



5B Where charges are billed by South East Water Limited

Part 5B applies where charges are billed on behalf of the Company by South East Water Limited.

Charges shall be due in accordance with South East Water Limited's Household Charges Scheme 2019-20.

Part 4 – Assessed measured charges – phase-in option

1. Application of assessed measured charges and the phase-in option

This Part applies where the basis of charge for sewerage services is assessed measured charges in accordance with paragraph 1.2 of Part 2 and where the Phase-in Option applies in accordance with paragraph 2.2 of Part 2.

2. Duration and cessation of the phase-in option

- 2.1 The Phase-in Option shall normally operate during the 24 months following the switch date, following which charges for sewerage services shall be assessed measured charges calculated by reference to the volume of water supplied to the premises as assessed by SEW and the Company's normal measured tariff as shown in the Schedule.
- 2.2 Notwithstanding paragraph 2.1, the commencement date of the Phase-in Option for the calculation of charges for sewerage services shall be the commencement date of the Phase-in Option for the calculation of charges for water supply services.
- 2.3 Notwithstanding paragraph 2.1, the cessation date of the Phase-in Option for the calculation of charges for sewerage services shall be the cessation date of the Phase-in Option for the calculation of charges for water supply services.
- 2.4 Where the consumer ends his occupation of the premises within 24 months of the switch date, the basis of charge for sewerage services for the premises shall be assessed measured charges, with effect from the day after the consumer's occupation ends, calculated by reference to the volume of water supplied to the premises as assessed by SEW and the Company's normal measured tariff as shown in the Schedule.

3. Phase-in option

- 3.1 In accordance with paragraph 2.1, the Phase-in Option shall normally operate during the 24 months following the switch date.
- 3.2 During the operation of the Phase-in Option

- (i) the assessed measured sewerage charges for the premises are calculated based on the volume of water supplied to the premises as assessed by SEW and the Company's normal measured tariff as shown in the Schedule, and
- (ii) the unmeasured sewerage charges for the premises that would otherwise have been payable had the consumer's basis of charge remained unmeasured are calculated based on the Company's normal unmeasured tariff as shown in the Schedule.

3.3 The unmeasured sewerage charges shall comprise

- (i) a standing charge, and
- (ii) a rateable value charge calculated on the rateable value of the premises receiving the sewerage service or for which the sewerage service is made available.

3.4 The assessed sewerage charges shall comprise

- (i) a standing charge, and
- (ii) a volume charge.

3.5 For the first twelve-month period following the switch date, charges for sewerage services under the Phase-in Option shall be the sum of the unmeasured charges and 12.5% of the difference between the assessed measured charges and the unmeasured charges.

3.6 For the second twelve-month period following the switch date, charges for sewerage services under the Phase-in Option shall be the sum of the unmeasured charges and 62.5% of the difference between the assessed measured charges and the unmeasured charges.

3.7 With effect from the day following the cessation of the Phase-in Option, charges for sewerage services shall be the assessed measured charges calculated by reference to the volume of water supplied to the premises as assessed by SEW.

4. Sewerage charges

4.1 The unmeasured and assessed sewerage standing charges may include fixed amounts in respect of surface water drainage from the connected premises and general highway drainage. In the event that the consumer has established at any time after 1 April 2000 (and the circumstances have not changed), or establishes to the Company's reasonable satisfaction (under the arrangements referred to in paragraph 7.2 of Part 9) that the connected premises are connected for the drainage of foul water only, and not for surface water, the standing charge shall be reduced by the fixed amount in respect of surface water drainage for the period from 1 April 2015 or the date when the consumer became the occupier or the premises became connected for the drainage of foul water only, if later.

4.2 The assessed wastewater charge shall be determined by reference to 92.5% of the volume of water assessed by SEW as having been supplied to the premises.

5. Time of payment

5A Where charges are billed by the Company

Part 5A applies where charges are billed by the Company.

A5.1 The charges shall be calculated for the year from 1 April 2019 and shall be due and payable in advance on that date, provided that payment may be accepted by prior agreement with the



Company, by instalments which shall be due with such frequency and payable on such dates as the Company shall agree.

- A5.2 The Company will agree to payment by regular monthly, fortnightly or weekly instalments, provided that the amounts of such instalments are anticipated to pay all charges that will accrue in the year from 1 April 2019.
- A5.3 If payment of any instalment is not made on the due date, or there is any change in circumstances (which includes a change from an unmeasured to a measured water supply) requiring apportionment of charges payable, any arrangement for payment by instalments may be withdrawn by the Company and the whole of the charges for the year or for any part thereof shall become due and payable.

5B Where charges are billed by South East Water Limited

Part 5B applies where charges are billed on behalf of the Company by South East Water Limited.

Charges shall be due in accordance with South East Water Limited's Household Charges Scheme 2019-20.

Part 5 – Measured charges - CMP Support Tariff

1. Application of measured charges and the CMP Support tariff

This Part applies where the basis of charge for sewerage services is measured charges in accordance with paragraph 1.1 of Part 2 and where the CMP Support tariff applies in accordance with paragraph 2.3 of Part 2.

2. Entitlement to assistance with charges

Entitlement to assistance with water services charges under the CMP Support tariff shall be determined by SEW, not by the Company.

3. Assistance to be provided

- 3.1 Subject to the provisions of paragraph 3.2, the charges for sewerage services shall be calculated based on the Company's normal measured tariff as shown in the Schedule, and comprise
- (i) a standing charge, and
 - (ii) a volume charge.
- 3.2 Where SEW has determined that the consumer is entitled to assistance with water services charges under the CMP Support tariff, the measured charges for sewerage services shall not exceed the amount of the Company's normal unmeasured charges for sewerage services that would otherwise have been payable for that period.

- 3.3 Where the consumer's measured charges for sewerage services exceed the unmeasured charges for sewerage services that would otherwise have been payable, the Company shall adjust the total measured charges payable so that they are equal to the unmeasured charges that would otherwise have been payable.
- 3.4 The period of a consumer's entitlement to assistance shall be determined by SEW.
- 3.5 Where the consumer ends his occupation of the premises, the basis of charge for sewerage services for the premises shall be measured, calculated by reference to the Company's normal measured tariff as shown in the Schedule, with effect from the day after the consumer's occupation ends.

4. Sewerage charges

- 4.1 The sewerage standing charge may include fixed amounts in respect of surface water drainage from the connected premises and general highway drainage. In the event that the consumer has established at any time after 1 April 2000 (and the circumstances have not changed), or establishes to the Company's reasonable satisfaction (under the arrangements referred to in paragraph 7.2 of Part 9) that the connected premises are connected for the drainage of foul water only, and not for surface water, the standing charge shall be reduced by the fixed amount in respect of surface water drainage for the period from 1 April 2015 or the date when the consumer became the occupier or the premises became connected for the drainage of foul water only, if later.
- 4.2 Subject to the provisions of paragraph 3.2, the measured wastewater charge shall be an assessed charge, determined by reference to 92.5% of the volume of water recorded by the water meter, or estimated or assessed by SEW, as having been supplied to the premises.
- 4.3 Where the person chargeable claims and shows to the satisfaction of the Company that the volume of wastewater discharged from household premises to a public sewer is consistently significantly less than 92.5% of the volume of water supplied to the premises, wastewater charges from the date of the last demand for payment preceding receipt of the claim by the Company shall be determined by reference to such percentage, or at the Company's discretion to such volume, as the Company may specify from time to time. Where the Company has allowed such an adjustment to the wastewater charge, the person chargeable is responsible for notifying the Company of any subsequent change in circumstances which may affect the calculation of the adjusted charge. Where the person chargeable notifies the Company of any such subsequent change in circumstances, or where the Company establishes that there has been such a subsequent change in circumstances, any adjustment to the wastewater charge shall be made from the date that the change became effective.

5. Time of payment

5A Where charges are billed by the Company

Part 5A applies where charges are billed by the Company.

- A5.1 Charges shall be due and payable on demand, provided that payment may be made, by prior agreement with the Company, by instalments which shall be due with such frequency and payable on such dates as the Company shall agree.

- A5.2 The Company will agree to payment by regular monthly, fortnightly or weekly instalments, provided that the amounts of such instalments are anticipated to pay all charges that will accrue in the year from 1 April 2019.
- A5.3 If payment of any instalment is not made on the due date, any arrangement for payment by instalments may be withdrawn by the Company and the whole of the charges then unpaid shall become due and payable.
- A5.4 Charges shall be calculated at such intervals and for such periods as the Company shall determine, which may be altered from time to time.
- A5.6 The amounts of the standing and unit charges shown in the Schedule shall apply from 1 April 2019. For the determination of charges for a period ending on or after that date, standing charges shall be apportioned on a daily basis, and the volume of water supplied shall be deemed to have been supplied at the average daily rate for the period concerned unless a reading on the meter has been obtained on 31 March 2019.

5B Where charges are billed by South East Water Limited

Part 5B applies where charges are billed on behalf of the Company by South East Water Limited.

Charges shall be due in accordance with South East Water Limited's Household Charges Scheme 2019-20.

Part 6 – Assessed measured charges - CMP Support Tariff

1. Application of assessed measured charges and the CMP Support Tariff

This Part applies where the basis of charge for sewerage services is assessed measured charges in accordance with paragraph 1.2 of Part 2 and where the CMP Support tariff applies in accordance with paragraph 2.3 of Part 2.

2. Entitlement to assistance with charges

Entitlement to assistance with water services charges under the CMP Support tariff shall be determined by SEW, not by the Company.

3. Assistance to be provided

- 3.1 Subject to the provisions of paragraph 3.2, the charges for sewerage services shall be assessed measured charges calculated based on the volume of water supplied to the premises as assessed by SEW and the Company's normal measured tariff as shown in the Schedule, and comprise
- (i) a standing charge, and
 - (ii) a volume charge.

- 3.2 Where SEW has determined that the consumer is entitled to assistance with water services charges under the CMP Support tariff, the assessed measured charges for sewerage services shall not exceed the amount of the Company's normal unmeasured charges for sewerage services that would otherwise have been payable for that period.
- 3.3 Where the consumer's assessed measured charges for sewerage services exceed the unmeasured charges for sewerage services that would otherwise have been payable, the Company shall adjust the total assessed measured charges payable so that they are equal to the unmeasured charges that would otherwise have been payable.
- 3.4 The period of a consumer's entitlement to assistance shall be determined by SEW.
- 3.5 Where the consumer ends his occupation of the premises, the basis of charge for the premises shall be assessed measured charges, with effect from the day after the consumer's occupation ends, calculated based on the volume of water supplied to the premises as assessed by SEW and the Company's normal measured tariff as shown in the Schedule.

4. Sewerage charges

- 4.1 The sewerage standing charge may include fixed amounts in respect of surface water drainage from the connected premises and general highway drainage. In the event that the consumer has established at any time after 1 April 2000 (and the circumstances have not changed), or establishes to the Company's reasonable satisfaction (under the arrangements referred to in paragraph 7.2 of Part 9) that the connected premises are connected for the drainage of foul water only, and not for surface water, the standing charge shall be reduced by the fixed amount in respect of surface water drainage for the period from 1 April 2015 or the date when the consumer became the occupier or the premises became connected for the drainage of foul water only, if later.
- 4.2 Subject to the provisions of paragraph 3.2, the assessed wastewater charge shall be determined by reference to 92.5% of the volume of water assessed by SEW, as having been supplied to the premises.

5. Time of payment

5A Where charges are billed by the Company

Part 5A applies where charges are billed by the Company.

- A5.1 The charges shall be calculated for the year from 1 April 2019 and shall be due and payable in advance on that date, provided that payment may be accepted by prior agreement with the Company, by instalments which shall be due with such frequency and payable on such dates as the Company shall agree.
- A5.2 The Company will agree to payment by regular monthly, fortnightly or weekly instalments, provided that the amounts of such instalments are anticipated to pay all charges that will accrue in the year from 1 April 2019.
- A5.3 If payment of any instalment is not made on the due date, or there is any change in circumstances (which includes a change from an unmeasured to a measured water supply) requiring apportionment of charges payable, any arrangement for payment by instalments may be withdrawn by the

Company and the whole of the charges for the year or for any part thereof shall become due and payable.

5B Where charges are billed by South East Water Limited

Part 5B applies where charges are billed on behalf of the Company by South East Water Limited.

Charges shall be due in accordance with South East Water Limited's Household Charges Scheme 2019-20.

Part 7 – WaterSure: Special provision for vulnerable groups and Essentials Tariff

1. Entitlement to assistance with charges

- 1.1 Parts 6 and 7 of the Company's Household Charges Scheme make special provision for providing assistance with water services charges in relation to household premises for prescribed classes of consumer meeting prescribed conditions.
- 1.2 Where a meter has been installed for charging purposes under the CMP, nothing in this Charges Scheme shall prevent the consumer from applying for assistance in accordance with Parts 6 and 7 of the Company's Household Charges Scheme.

Part 8 - Methods of payment and persons chargeable

1. Methods of payment

1A Where charges are billed by the Company

Paragraph 1A applies where charges are billed by the Company.

- 1.1 Payment may be made by the following methods:
 - (i) Direct Debit – Provided that direct debit will be agreed only for instalments due monthly or less frequently.
 - (ii) Debit and credit cards – Online at southernwater.co.uk, or by dialling the 24-hour automated line on 0330 303 1263.
 - (iii) PayPoint – Cash payments can be made at any shop with a PayPoint terminal using the plastic payment card or the payment slip provided on the bill.
 - (iv) At a bank or post office – Cash and cheque payments can be made at most banks or post office branches using the payment slip provided on the bill. This service is free of charge if paid at the post office or at a branch of NatWest. Cash payments using the plastic payment card can be made free of charge at the post office. Cash and cheque payments may also be made at any branch of a clearing bank, provided that any transaction charges that may be payable to that bank are payable by the payer.

- (v) Home or telephone banking – Quoting Southern Water’s bank sort code 57-70-63, bank account number 00000000, and the payment reference number.
 - (vi) By post – Payments may be made by cheque made payable to Southern Water to PO Box 564, Darlington, DL1 9ZG, accompanied by the completed payment slip provided on the bill.
 - (vii) Standing order – Quoting Southern Water’s bank sort code 57-70-63, bank account number 00000000, and the payment reference number.
- 1.2 The Company will accept payments deducted from State Benefits and remitted under the Direct Payment Scheme.
- 1.3 The Company reserves the right to recover bank charges and administrative costs resulting from invalid or dishonoured cheques, standing orders or direct debits.
- 1.4 The Company shall be entitled to recover its costs where a third party debt collection agency is appointed to recover outstanding water services charges.

1B Where charges are billed by South East Water Limited

Paragraph 1B applies where charges are billed on behalf of the Company by South East Water Limited.

Payment may be made in accordance with South East Water Limited’s Household Charges Scheme 2019-20.

2. Persons chargeable

- 2.1 The charges for sewerage services shall be payable by the occupier for the time being of the connected premises.
- 2.2 A person who is not the occupier of premises may be liable to pay sewerage charges in relation to those premises instead of the occupier by or under any enactment or by agreement with the Company.
- 2.3 A former occupier of premises may be liable to pay sewerage charges in relation to those premises in the circumstances set out in paragraph 3 of Part 9.

Part 9 - Interpretation and supplemental provisions

1. Interpretation

1.1 In this Charges Scheme,

"South East Water" and "SEW" mean South East Water Limited;

"Customer Metering Programme" and "CMP" mean South East Water's programme for the fixing of charges by reference to volume specified in its Water Resources Management Plan;

"transitional tariffs" means the tariff structure put in place by South East Water under its Customer Metering Programme;

"the Company" means Southern Water Services Limited;

"switch date", in respect of any premises to which this Charges Scheme applies, means the date on which South East Water changed the basis of its charges for those premises under the Customer Metering Programme;

"cyclic billing period" is the normal interval between meter readings that have been obtained by or estimated by South East Water for billing purposes;

"Phase-in Option" is the tariff structure set out in paragraph 1, 2, and 3 in Parts 3 and 4;

"CMP Support tariff" is the tariff structure set out in paragraph 1, 2, and 3 in Parts 5 and 6;

"connected premises" are any premises which

- (i) are drained by a sewer or drain connecting, either directly or through an intermediate sewer or drain, with a public sewer of the Company, or
- (ii) are premises the occupiers of which have, in respect of the premises, the benefit of facilities which drain to a sewer or drain so connecting;

"household premises" are any premises in which, or in any part of which, a person has his home;

"measured charges" means those charges in Parts 3 to 6 inclusive in respect of sewerage services; the basis of measured charges is that they are fixed by reference to the volume of water supplied or of wastewater removed, or deemed or assessed to be supplied or removed respectively, and include any associated standing or fixed charge and any charge assessed by reference to a factor other than that used for unmeasured charges, as a surrogate for a measured volume;

"sewerage services" exclude services carried out in the course of trade effluent functions;



"notice" means notice in writing, in a form specified by the Company or, at its discretion, reasonably equivalent thereto.

1.2 For the purposes of this Charges Scheme,

"rateable value" in relation to any premises shall be construed in accordance with the following provisions:-

- (i) Where the premises comprise property which was a hereditament within the meaning assigned by section 115 (1) of the General Rate Act 1967 the rateable value shall be the value of the hereditament as appearing in the valuation list maintained under that Act in force on 31 March 1990.
- (ii) If in the opinion of the Company, unmeasured water supply or sewerage services are provided to part only of a hereditament inserted in the valuation list, charges may be calculated on an appropriate part of the rateable value of the hereditament as determined by the Company.
- (iii) Where there is communication, otherwise than by a highway, between buildings or parts of buildings in the occupation of the same person but in separate hereditaments, they will, if the Company so decide, be treated as forming one hereditament having a rateable value equal to the aggregate of their rateable values.
- (iv) Where the premises comprise property which could have been shown in the valuation list in force on 31 March 1989, charges may be calculated on the notional rateable value as determined by the Company, having regard to the rateable value of similar premises in the area.
- (v) Where the premises comprise property which was a hereditament, but the rateable value in the valuation list is no longer representative, charges may be calculated on the notional rateable value as determined by the Company, having regard to the rateable value of similar premises in the area.

1.3 Reference herein to a Part or paragraph is a reference to that Part or paragraph of this Charges Scheme or of the Company's Household Charges Scheme as appropriate.

1.4 Reference herein to a Section is a reference to that section of the Water Industry Act 1991, unless the reference expressly provides otherwise.

1.5 Without prejudice to the foregoing, the Interpretation Act 1978 shall apply to this Charges Scheme as it applies to an Act of Parliament, and words used shall bear any meaning ascribed to them by the Water Industry Act 1991, unless the context otherwise requires.

2. Abatement of charges

2.1 The Company may at its discretion abate charges which would otherwise be payable where the total amount so payable is less than a specified amount.

2.2 The Company may agree to accept reduced charges (including by alteration of the basis of charge) in any case where such action is considered by the Company to be justified by relevant circumstances.



3. Notice of vacation of property

- 3.1 Where, under this Charges Scheme, any charges are fixed in relation to any premises by reference to volume, the person made chargeable in relation to those premises as occupier shall be liable to pay such charges after he has ceased to be the occupier of the premises where he fails to inform the Company of the ending of his occupation of the premises at least two working days before he ceases to occupy them.
- 3.2 The charges for which a person shall be liable under paragraph 3.1 above shall be those for a period ending with whichever of the following first occurs after he ceases to occupy the premises, that is to say,
- (i) where he informs the Company of the ending of his occupation of the premises less than two working days before, or at any time after, he ceases to occupy them, the twenty-eighth day after he so informs the Company;
 - (ii) any day on which any meter would normally have been read in order for the amount of the charges to be determined;
 - (iii) any day on which any other person informs the Company that he has become the new occupier of the premises.
- 3.3 References to two working days in paragraphs 3.1 and 3.2 above are references to a period of forty-eight hours calculated after disregarding any time falling on a Saturday or Sunday or on Christmas Day, Good Friday or any day which is a bank holiday in England or Wales.

4. Formal Insolvency Procedures

Where a consumer enters into any formal insolvency procedure (to include but not limited to liquidation, administration, receivership, bankruptcy, company or individual voluntary arrangement or equivalent procedure) any charges for the current financial year to be included in any such procedure, will be calculated on a daily basis to the date of the relevant insolvency procedure ('the insolvency date') and shall not include any charges for the remainder of the financial year after the insolvency date.

5. Legislation

The application, assessment and recovery of charges under this Charges Scheme are subject to the provisions of relevant Acts of Parliament and subordinate legislation made or issued thereunder; the provisions of this Scheme shall be construed so as not to conflict therewith.

6. Value Added Tax

Water services charges are within the scope of VAT. The charges in the Schedule are shown exclusive of VAT, which will be charged in addition if applicable. At the time of the making of this Charges Scheme, supplies of water services to household premises are zero-rated.

7. Customer information

- 7.1 Customers planning to move to a new or other property within the Company's area will be provided on request with information on the basis of charge for that property, subject to any consent that may be required from the current consumer at the property. Information will also be provided on any options and alternatives for charges that may be available.



- 7.2 A request by a consumer for a surface water drainage rebate, on the basis that his property is connected for the drainage of foul water only, and not for surface water, must be made by calling the Company's 24-hour message line at 0330 303 1266 or by completing and submitting the Company's online form (website southernwater.co.uk). On receipt of a request, the Company will check the connection status of the property and where it is established that the property is not connected for surface water drainage an amended bill will be issued. Rebates will take effect from 1 April 2015.
- 7.3 In the event that a consumer has any complaint about the Company's application of this Charges Scheme to the supply of services to his property, the Company will deal with such complaint in accordance with the Complaints Procedure agreed with the Water Services Regulation Authority. The complaint will be dealt with at an appropriate level in the Company and, if the consumer remains dissatisfied, he may refer the matter to the Consumer Council for Water London & South East, whose contact details are provided in paragraph 7.5. Further information will be provided on request. Under the Water Industry Act 1991 and The Water (Meters) Regulations 1988, some complaints can be referred to an independent arbitrator. Details of this process are set out in the Company's Code of Practice for Customers, a copy of which can be obtained by writing to us at the address in paragraph 7.5.
- 7.4 Information regarding works that may affect water meters, the availability of, facilities for, and amounts payable in respect of testing water meters, the method of proof and effect of a meter reading, liability for charges after ceasing to occupy metered premises, and offences of tampering with meters are set out in the Company's Code of Practice for Customers, a copy of which can be obtained by writing to us at the address in paragraph 7.5.
- 7.5 Any request for information must be made to the Company at the telephone number or address specified by it for the purpose. Where charges are billed on behalf of the Company by South East Water Limited, and the consumer has an enquiry regarding those charges, the consumer should contact South East Water Limited.

Note: At the time of the making of this Charges Scheme, the contact details are as follows:-

By phone:	
<i>General charges enquiries and requests for information</i>	0330 303 0277
<i>Enquiries concerning water and wastewater services</i>	0330 303 0368
<i>Surface water drainage rebate request</i>	0330 303 1266
<i>Enquiries concerning assistance with charges for Vulnerable Groups</i>	0800 027 0363

Online: southernwater.co.uk

The form for the surface water drainage rebate is available on the Company's website

By post:
Customer Services Centre
Southern Water
PO Box 564
Darlington
DL1 9ZG





Consumer Council for Water London & South East

By post:
Consumer Council for Water - London & South East Region
c/o 1st Floor
Victoria Square House
Victoria Square
Birmingham
B2 4AJ

By phone: **0300 034 2222**
Fax: **0121 345 1010**
Email: enquiries@ccwater.org.uk
Online: www.ccwater.org.uk

South East Water Limited

By post:
South East Water Limited
Rocfort Road
Snodland
ME6 5AH

By phone: **0333 000 0001**
Email: customerservices@southeastwater.co.uk
Online: <https://southeastwater.co.uk/>

8. Responsibilities of Landlords

Section 144C of the Water Industry Act (when it is brought into force and subject to any transitional provisions) will require the owner of residential premises which are occupied by one or more persons other than the owner, and not by the owner, to arrange for water and/or sewerage undertakers to be given information about the occupiers. If the owner fails to supply the required information they become jointly and severally liable for water services charges. In preparation for the legislation coming into force, landlords are requested to use the water industry's tenant address portal (www.landlordtap.com) to register details of new tenancies and those liable for water services charges at their properties.

9. Use of personal information

The Company's full Privacy Statement is available on its website (southernwater.co.uk) or on written request. A summary of the full Privacy Statement is provided below.

9.1 The Company may use the consumer's information to do the following:

- (i) Provide the consumer with water and sewerage services (where licensed to do so in the consumer's area).
- (ii) Help run, and contact the consumer about improving the way the Company runs, any accounts and services that the Company has provided before, now or in the future.



- (iii) Create statistics, analyse consumer information, create profiles (including using information about what services the Company supplies to the consumer and how the consumer pays for them).
- (iv) Help prevent and detect debt, fraud and loss.
- (v) Help train the Company's staff.
- (vi) Contact the consumer in any way (including by e-mail, phone, text or multimedia message or other forms of electronic communications or by visiting the consumer) about the Company's services.
- (vii) Provide the consumer with information on water-related goods or services that the Company believes may be of benefit (unless the consumer has notified the Company of an objection).
- (viii) Make automated decisions.

9.2 The Company may monitor and record any communications it has with the consumer, including phone conversations and e-mails, to make sure the Company is providing a good quality and efficient service and meeting its regulatory and legal responsibilities.

9.3 The Company may allow other people and organisations to use information it holds about the consumer:

- (i) to provide services the consumer has requested, which may include providing information to members of the consumer's family or household, anyone acting on the consumer's behalf or other people who may be interested (such as landlords or letting agents);
- (ii) to help to prevent and detect debt, fraud, or loss (for example by giving this information to a credit-reference agency), which is described in more detail in paragraphs 9.4 and 9.6 below;
- (iii) if the consumer does not pay their outstanding water services charges, the Company may transfer the consumer's debt to another organisation and give them details about the consumer and that debt;
- (iv) if the Company has been asked (for example by the Water Services Regulation Authority or a lawyer) to provide information for legal or regulatory purposes;
- (v) as part of current or future legal action;
- (vi) as part of data-sharing initiatives, for example, those designed to identify and assist vulnerable groups of consumers;
- (vii) to provide the consumer with information on water-related goods or services offered by trusted third parties (unless the consumer has notified the Company of an objection);
- (viii) where the consumer's water supply and sewerage services are provided by the Company and another undertaker, in order that the records of the Company and the other undertaker are kept up to date.

From time to time these other people or organisations may be outside the European Economic Area (EEA), and as a result the Company may use the consumer's information in countries that do not have the same standards or protection for personal information as the United Kingdom. Where such transfer occurs, the Company will put in place appropriate measures to safeguard the data.

9.4 If the Company suspects that the consumer has committed fraud or stolen water by tampering with the meter or diverting the water supply, or has negligently damaged and/or allowed unauthorised interference with the Company's equipment, it will record these details on the consumer's account record and may share this information with the Water Services Regulation Authority and other people who are interested (such as landlords, housing associations, police or other authorities). The Company may use this information to make decisions about the consumer, the consumer's character, and how likely the consumer is able to pay for the services provided by the Company.



This may include recording sensitive personal information such as criminal offences the consumer has been accused of.

- 9.5 In limited circumstances where the consumer informs the Company, or the Company believes, that the consumer (or a member of the consumer's household) needs extra care (for example, because of the consumer's age, health, disability or financial circumstances), the Company may record this in the information it holds about the consumer. The Company may share the consumer's information with social services, charities, health-care and other support organisations, if it believes that this is warranted and that these organisations may be able to help the consumer.
- 9.6 The Company will check the consumer's details with one or more credit-reference and fraud-prevention agencies to help it make decisions about the consumer's ability to make payments and the payment arrangements which it may offer the consumer. The Company, the credit-reference and fraud-prevention agencies will use the consumer's information in the following ways:
- (i) The Company will search at credit-reference and fraud-prevention agencies for information about the consumer. If the consumer is providing information about other people who receive the Company's services on a joint basis, the consumer must make sure they agree that the Company can use their information to do this. If the consumer gives the Company false or inaccurate information and it suspects fraud, the Company will pass the consumer's details to credit-reference and fraud-prevention agencies. Law-enforcement agencies (such as the police and HM Revenue & Customs) may receive and use this information.
 - (ii) The Company and other organisations may also access and use information about the consumer provided by credit-reference and fraud-prevention agencies, for example to:
 - a. check details on applications the consumer makes for credit and credit-related services;
 - b. check the consumer's identity;
 - c. prevent and detect fraud and money laundering;
 - d. manage credit and credit-related accounts or services;
 - e. recover debt;
 - f. check details on proposals and claims for all types of insurance; and
 - g. check details of employees and people applying for jobs with the Company.
 - (iii) When credit-reference agencies receive a search from the Company, they will record this on the consumer's credit file.
 - (iv) The Company will send information on the consumer's account to credit-reference agencies and they will record it. If the consumer has an account with the Company, the Company will give details of it and how the consumer manages it to credit-reference agencies. If the consumer has an account and does not repay money owed in full or on time, credit-reference agencies will record this debt. They may give this information to other organisations and fraud-prevention agencies to carry out similar checks, find out the consumer's whereabouts and deal with any money the consumer owes. The credit-reference agencies keep records for six years after the consumer's account has been closed, the consumer has paid the debt or action has been taken against the consumer to recover the debt.
 - (v) The company and other organisations may access and use, from other countries, information recorded by fraud-prevention agencies.
 - (vi) The consumer may see the information credit-reference and fraud-prevention agencies hold about them by contacting the following agencies currently working in the United Kingdom. These agencies will charge the consumer a small fee.



Call Credit
Consumer Services Team
PO Box 491
Leeds
LS3 1WZ
Phone: 0870 060 1414
Website: www.callcredit.co.uk

Experian
Consumer Help Service
PO Box 8000
Nottingham
NG80 7WF
Phone: 0870 241 6212
Website: www.experian.co.uk

Equifax Plc
Credit File Advice Centre
PO Box 1140
Bradford
BD1 5US
Phone: 0870 010 0583
Website: www.myequifax.co.uk

- 9.7 If the consumer gives the Company information on behalf of someone else, the consumer confirms that they have given permission for the Company to use their personal information in the way described earlier in this Part and in the way described in the Company's full Privacy Statement. If the consumer gives the Company sensitive information about themselves or other people (such as health details or details of any criminal convictions of members of their household), the consumer agrees (and confirms that the person the information is about has agreed) that the Company can use this information in the way described in this Part and in the way described in the Company's full Privacy Statement.
- 9.8 The consumer is entitled to have a copy of the information the Company holds on them, and to have any inaccurate information corrected. The Company may charge the consumer a small fee for providing a copy of any information it holds about the consumer. Any request for more information in respect of this paragraph, or any other aspect of the Company's use of personal information, should be made as follows:

By post:
Data Protection Officer
Southern Water
Southern House
Yeoman Road
Worthing
BN13 3NX

Email:
dataprotection@southernwater.co.uk



Part 10 - Schedule of charges 2019-20

Charges are shown exclusive of VAT where this is payable	
A. Sewerage services - measured water	£
(a) Standing charge - per year	23.93
(b) Highway drainage charge - per year	12.96
(c) Surface water drainage charge - per year	25.90
(d) Unit volume charge – per cubic metre	2.456
B. Sewerage Services – unmeasured water	£
(a) Standing charge - per year	19.78
(b) Highway drainage charge - per year	12.96
(c) Surface water drainage charge - per year	25.90
(d) Rateable value charge - per £ rateable value	1.484