

Notes:

- The Table of Contents is provided in full and shows the addition of Appendix 2 and its sub-sections.
- Figure 1 in Section 2.5 is to be deleted as shown.
- The text in the Appendix 2 is taken directly from guidance note GN002, except where highlighted in yellow, where a correction or supplement to the information in guidance note GN002 has been made. For the avoidance of doubt, the highlighting DOES NOT form part of the proposed change to the CSDs, and is provided for information only.

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1. Purpose and Scope

2. Settlement Timetable and Reporting Description

2.1 Provision of the Settlement Timetable for each Year

2.2 Provision of the Scottish Water Data

2.3 Estimated Weighted Average (EWA) Unit Rate Production

2.4 Settlement Run Types

2.4.1 Settlement Day Based Settlement Runs (P1, R1, R2 and R3)

2.4.2 Tariff Year Settlement Run (RF)

2.5 Settlement Report Content

2.5.1 Settlement Day Based Settlement Report (P1, R1, R2 and R3)

~~A-The~~ Settlement Report will provide aggregated Settlement Day charges payable in each respective ~~each~~ Invoice Period. Each Settlement Report will contain the following information:

- The Volume supplied by the Licensed Provider for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
- The volumetric charges payable by the Licensed Provider for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
- The total number of Settlement Days Registered for each of the different non-volumetric Service Elements which it provided during the relevant Invoice Period;
- The non-volumetric charges payable by the Licensed Provider for each of the different non-volumetric Service Elements which it provided during the relevant Invoice Period;
- The Volume supplied by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period;
- The total number of Settlement Days Registered for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period; and
- The Trade Effluent Charge payable by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period;

The detail of the Settlement Report is set out in Appendix 2.

2.5.2 Tariff Year Settlement Report (RF)

The Settlement Report will provide aggregated Settlement Day charges payable in each respective each Invoice Period. The RF Settlement Report will contain the following information:

- The Volume supplied by the Licensed Provider for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;

- The volumetric charges payable by the Licensed Provider for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
- The total number of Settlement Days Registered for each of the different non-volumetric Service Elements which it provided during the relevant Invoice Period;
- The non-volumetric charges payable by the Licensed Provider for each of the different non-volumetric Service Elements which it provided during the relevant Invoice Period;
- The Volume supplied by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period;
- The total number of Settlement Days Registered for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period; and
- The Trade Effluent Charge payable by the Licensed Provider for Trade Effluent Service to a Discharge Point which it provided during the relevant Invoice Period.

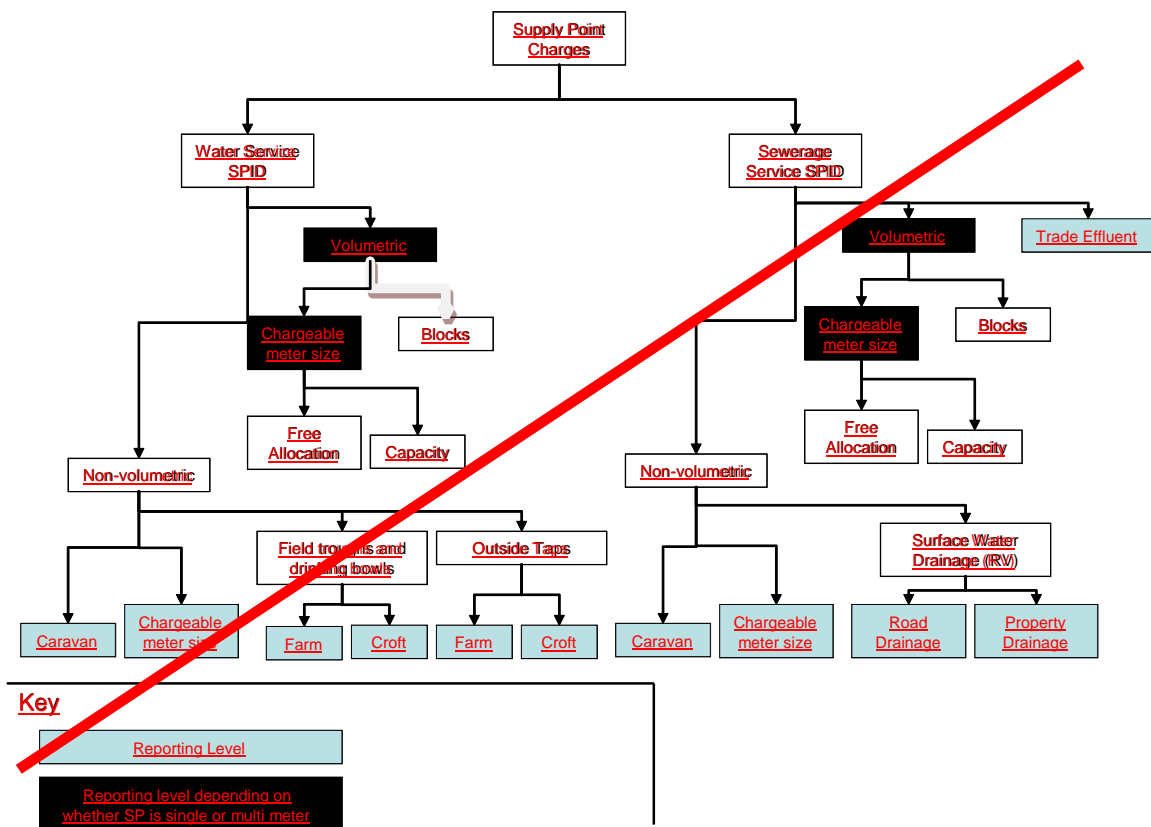


Figure 1. Service Element Charge breakdown structure.

Figure 1 illustrates the various Service Elements in relation to which the CMA will show the Wholesale Charges payable by each Licensed Provider in the Settlement Reports.

3. Process Diagrams

4. Interface and Timetable Requirements

Appendix 1 – Example Settlement Timetable

Appendix 2 – Aggregated Settlement Report

This appendix sets out the format and detailed content of the Settlement Report for the Settlement Runs (P1-R3):

- Section APP2.1 defines the Comma Separated Variable record layout by the use of an example report;
- Section APP2.2 defines the various header and trailer records contained within a file; and
- Sections APP2.3 to APP2.7 provide a description of the data and its numerical derivation.

APP2.1 Record Layout

The output file is a CSV with four columns and is structured as follows:

- Each file has 5 header rows shown in the example below as H1=>H5. The date format in H4 is as shown in the example;
- There is a separate block of rows for each Licensed Provider
- The block for each Licensed Provider commences with three header rows shown in the example below as LPH1=>LPH3;
- Water and Sewerage charges are shown in repeating blocks. The rows SE1, SE2 and SE3 are always at the start of each block. Service Elements are listed in the rows SE4a=>Se4z. These rows are data driven. For instance if there is no 15mm meter then there is no 15mm meter row. The block ends with a sub-total line SE5;
- Trade Effluent is shown in a unique block. The rows TE1, TE2 and TE3 are always at the start of the block. Each DPID is specifically listed in rows TE4a=>Te4z. These rows are data driven to provide a row for each DPID. The block ends with a sub-total line TE5;
- The block for each Licensed Provider ends with two trailer rows shown in the example below as LPT1 and LPTH2.

Note: It is a matter of fact that some of the text fields have trailing spaces (for example in row H4, column 1 below). Also, some of the numeric fields have more than two decimal places (for example in the rows SE5 and TE5 below).

For the avoidance of doubt, the total charges in pence are shown in the header line row LPH3, column 2. In every other line which shows a charge, whether it is a detail line (SE4a, SE4b... SE4z, TE4a, TE4b... TE4z) or a subtotal line (SE5 or TE5), the charges in pence are shown in column 4.

Negative values can occur in respect of both volumes and charges. They are shown using a minus sign ("-").

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Row/Col	1	2	3	4
H1	Type:	RUN_ONE	-	-
H2	Tariff Year:	2008	-	-
H3	Invoice Period:	2: 01/05/2008 – 31/05/2008	-	-
H4	Scheduled Run Date:	01/06/2008	-	-
H5			-	-
LPH1	LP:	WorldWideWaterCompany		-
LPH2				-
LPH3	Total Charge=	84083950	Total Volume=	536320.3424

<u>Row/Col</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>SE1</u>	-	-	-	-
<u>SE2</u>	<u>Water Volumetric Charges</u>	-	-	-
<u>SE3</u>	<u>Service Element</u>	<u>Number of registered days</u>	<u>Volume / m3</u>	<u>Charge / pence</u>
<u>SE4a</u>	<u>15mm</u>	<u>146</u>	<u>730.85</u>	<u>50383.38</u>
<u>SE4b</u>	<u>20mm</u>	<u>202</u>	<u>402.8</u>	<u>14708.42</u>
-	<u>25mm</u>	<u>168</u>	<u>1345.67</u>	<u>102375.52</u>
-	<u>50mm</u>	<u>31</u>	<u>4506.8</u>	<u>317357.91</u>
-	<u>200mm</u>	<u>62</u>	<u>49662.45</u>	<u>8038889.66</u>
-	<u>250mm</u>	<u>62</u>	<u>556.3</u>	<u>124309.43</u>
<u>SE4z</u>	<u>20mm (unmeasurable)</u>	<u>365</u>	<u>1348.162</u>	<u>74720.44</u>
<u>SE5</u>	<u>Sub Total</u>	-	<u>58553.03</u>	<u>8722744.76</u> 16002
<u>SE1</u>	-	-	-	-
<u>SE2</u>	<u>Water Non Volumetric Charges</u>	-	-	-
<u>SE3</u>	<u>Service Element</u>	<u>Number of registered days</u>	-	<u>Charge / pence</u>
<u>SE4a</u>	<u>15mm</u>	<u>146</u>	-	<u>1541.92</u>
<u>SE4b</u>	<u>20mm</u>	<u>202</u>	-	<u>513.97</u>
-	<u>25mm</u>	<u>168</u>	-	<u>5937.53</u>
-	<u>50mm</u>	<u>31</u>	-	<u>7822.19</u>
-	<u>200mm</u>	<u>279</u>	-	<u>12084015.34</u>
-	<u>250mm</u>	<u>93</u>	-	<u>9084015.34</u>
<u>SE4z</u>	<u>20mm (unmeasurable)</u>	<u>365</u>	-	<u>5011.23</u>
<u>SE5</u>	<u>Sub Total</u>	-	-	<u>21188857.52</u> 87729
<u>SE1</u>	-	-	-	-
<u>SE2</u>	<u>Sewerage Volumetric Charges</u>	-	-	-
<u>SE3</u>	<u>Service Element</u>	<u>Number of registered days</u>	<u>Volume / m3</u>	<u>Charge / pence</u>
<u>SE4a</u>	<u>15mm</u>	<u>87</u>	<u>346.97</u>	<u>42578.73</u>
<u>SE4b</u>	<u>20mm</u>	<u>27</u>	<u>189.37</u>	<u>23260.5</u>
-	<u>25mm</u>	<u>81</u>	<u>520.49</u>	<u>68491.91</u>
-	<u>50mm</u>	<u>30</u>	<u>250.19</u>	<u>42168.89</u>
-	<u>200mm</u>	<u>2604</u>	<u>267880.5</u>	<u>36862383.79</u>
-	<u>250mm</u>	<u>806</u>	<u>204599.7</u>	<u>16109522.68</u>
<u>SE4z</u>	<u>20mm (unmeasurable)</u>	<u>254</u>	<u>947.1009</u>	<u>76598.79</u>
<u>SE5</u>	<u>Sub Total</u>	-	<u>474734.35</u> 2554	<u>53225005.29</u> 3123
<u>SE1</u>	-	-	-	-
<u>SE2</u>	<u>Sewerage Non Volumetric Charges</u>	-	-	-
<u>SE3</u>	<u>Service Element</u>	<u>Number of registered days</u>	-	<u>Charge / pence</u>
<u>SE4a</u>	<u>15mm</u>	<u>87</u>	-	<u>369.59</u>
<u>SE4b</u>	<u>20mm</u>	<u>27</u>	-	<u>369.59</u>
-	<u>25mm</u>	<u>81</u>	-	<u>3395.34</u>
-	<u>50mm</u>	<u>30</u>	-	<u>7397.26</u>

<u>Row/Col</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
-	200mm	31	-	117783.01
-	250mm	62	-	535566.03
-	20mm (unmeasurable)	254	-	3417.53
-	Road Drainage	582	-	202264.39
SE4z	Property Drainage RV	582	-	76717.75
SE5	Sub Total	-	-	947280.49
TEH1	-	-	-	-
TEH2	Trade Effluent Charges	-	-	-
TEH3	Service Element	Number of registered days	Volume / m3	Charge / pence
TE4a	Trade Effluent x1234	30	1354.39	777115.37
TE4b	Trade Effluent 783A01	31	451.88	19807.89
-	Trade Effluent 0005A02	31	466.15	18688.29
TE4z	Trade Effluent 0003B01	31	760.55	85176.77
TE5	Sub Total	-	3032.9739580	900788.3266178
LPT1	-	-	-	-
LPT2	END LP:	WorldWideWaterCompany	-	-

APP2.2 Header and Generic Data Items

<u>Report Header</u>	
<u>Type:</u>	<u>States which Settlement Run Type has been performed, as defined in CSD0201.</u>
<u>Tariff Year:</u>	<u>States the Financial Year which the Settlement Report belongs to and quotes the calendar year in which it begins.</u>
<u>Invoice Period (IP):</u>	<u>Provides the numerical value and date range that apply for that IP. This is a calendar month.</u>
<u>Scheduled Run Date:</u>	<u>The date that the Settlement Report was produced. This occurs at the beginning of the clock day (i.e. occurs before the start of the Business day if run on a Business Day).</u>
<u>Gap Line:</u>	<u>Provided before the first LP</u>
<u>Header for Each LP</u>	
<u>LP:</u>	<u>The name of the Licensed Provider who's Charges follow.</u>
<u>Gap Line:</u>	<u>Provided after the LP name</u>
<u>LPH3 Total Charge</u>	<u>The total charge for the LP named in the header. Includes all Service Elements relating to Water, Sewerage and Trade Effluent.</u>
<u>LPH3Total Volume</u>	<u>The total volume associated to both Water and Sewerage Service Volumetric Charges. It excludes Trade Effluent Volume</u>
<u>Trailer for each LP</u>	
<u>Gap Line:</u>	<u>Provided before the "End LP"</u>

<u>End LP</u>	<u>The name of the LP that has been reported in the detailed lines above.</u>
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APP2.3 Water Volumetric Charges

These exclude the fixed charge based elements of meter based charges. SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

<p><u>Service Elements</u></p>	<p><u>The column labelled Service Element provides the level of Reporting in Aggregate for each “Chargeable Meter Size” (CMS) that has been notified or derived. Meter and Unmeasureable CMS are reported separately. Unmeasureable CMS includes all RV derived Supply Points (i.e. Unmeasureable and Transition Arrangement SPIDs).</u></p>
<p><u>Number of registered days</u></p>	<p><u>The Number of registered days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. This value is unaffected by the Vacancy or Temporary Disconnected status. It is also unaffected by any Transition percentage that is being applied. There are two counts for Transition SPIDs with meters, the physical based CMS and the RV based CMS (reported as an Unmeasureable Service Element e.g. 20mm Unmeasurable).</u></p>
<p><u>Volume (m³)</u></p>	<p><u>The volume reported is the volume associated to either the meter or the RV (for Unmeasureable CMS). It is the sum of Daily Volumes for each day the LP is registered to each SPID summed up for that Service Element CMS. The volume figure is calculated as follows:</u></p> <ul style="list-style-type: none"> ▪ <u>Transition Volume (meter): full volume based on meter reads;</u> ▪ <u>Transition Volume (RV): full volume based on RV calculations;</u> ▪ <u>Schedule 3, 29e or SEES Exempt Customers: full volume ;</u> ▪ <u>Vacant: based on the last Meter Advance; and</u> ▪ <u>Temporary Disconnection: the volume for the period spanning a temporary disconnection is set to zero.</u>
<p><u>Charge (pence)</u></p>	<p><u>The charge displayed is the Volumetric Charge associated to each SPID that falls under the Service Element CMS for the LP (the sum for all SPIDs under that CMS). The charge is calculated as follows:</u></p> <ul style="list-style-type: none"> ▪ <u>Transition Charge (meter and RV): the relevant % discount to the full charge is applied;</u> ▪ <u>Schedule 3, 29e: the relevant % discount to the full charge is applied;</u> ▪ <u>SEES (Exempt Customers): no charge, apply proportion of the SEES Credit to each of the Service Elements for this SPID;</u> ▪ <u>Vacant: zero charge for the period spanning the vacancy; and</u> ▪ <u>Temporary Disconnection: zero charge for the period spanning the temporary disconnection.</u>

APP2.4 Water Non-Volumetric Charges

SPIDs subject to Transitional charges will appear twice: once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

<p><u>Service Elements</u></p>	<p><u>The column labelled Service Element provides the level of Reporting in Aggregate for each "Chargeable Meter Size" (CMS) that has been notified or derived. In addition, other types of Service Elements are also provided here for Miscellaneous Water Services (this includes Outside Taps and Field Troughs for both Farms and Crofts). Meter and Unmeasurable CMS are reported separately. Unmeasurable CMS includes all RV derived Supply Points (i.e. Unmeasurable and Transition Arrangement SPIDs).</u></p>
<p><u>Number of registered days</u></p>	<p><u>The Number of Registered Days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. This applies regardless of whether the SPID is registered as Vacant, Temporary Disconnected or whether a Transition percentage is being applied. There are two counts for Transition SPIDs with meters, the physical based CMS and the RV based CMS.</u></p>
<p><u>Charge (pence)</u></p>	<p><u>The charge displayed is the fixed charge associated to each SPID that falls under the Service Element (CMS or Miscellaneous Service type) for the LP (the sum for all SPIDs under that Service Element). The charge is calculated as follows:</u></p> <ul style="list-style-type: none"> ▪ <u>Transition Charge (meter and RV): the relevant % discount to the full charge is applied;</u> ▪ <u>Schedule 3, 29e: the relevant % discount to the full charge is applied;</u> ▪ <u>SEES (Exempt Customers): no charge, apply proportion of the SEES credit to each of the Service Elements for this SPID;</u> ▪ <u>Vacant: zero charge for period they are vacant; and</u> ▪ <u>Temporary Disconnection: fixed charges are unaffected by temporary disconnection.</u>

APP2.5 Sewerage Volumetric Charges

These exclude the fixed charge based elements of sewerage meter based charges. SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

<p><u>Service Elements</u></p>	<p><u>The column labelled Service Element provides the level of Reporting in Aggregate for each Sewerage “Chargeable Meter Size” (CMS) that has been notified or derived. Meter and Unmeasurable CMS are reported separately. Unmeasurable CMS includes all RV derived Supply Points (i.e. Unmeasurable and Transition Arrangement SPIDs).</u></p>
<p><u>Number of registered days</u></p>	<p><u>The Number of Registered Days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. Regardless of whether the SPID is registered as Vacant, Temporary Disconnected or a Transition percentage is being applied. There are two counts for Transition SPIDs with meters, the physical based CMS and the RV based CMS.</u></p> <p><u>The Meter associated to the SPID is counted even if the Return to Sewer allowance is zero and/or a Non Domestic Allowance exists for Trade Effluent.</u></p>
<p><u>Volume (m³)</u></p>	<p><u>The volume is either a) the volume associated to the meter or the RV (for Unmeasurable CMS) adjusted for the Non-Return to Sewer allowance or b) the Non Domestic Allowance (NDA) where the SPID has associated Trade Effluent Discharge Point(s). It is the sum of Daily Volumes for each day the LP is registered to each SPID summed up for that Service Element CMS. The volume figure is calculated as follows:</u></p> <ul style="list-style-type: none"> ▪ <u>Transition Volume (meter): full volume based on meter reads;</u> ▪ <u>Transition Volume (RV): full volume based on RV calculations;</u> ▪ <u>Schedule 3, 29e or SEES Exempt Customers: full volume</u> ▪ <u>Vacant: based on the last Meter Advance; and</u> ▪ <u>Temporary Disconnection: the volume for the any period spanning a temporary disconnection is set to zero.</u>
<p><u>Charge (pence)</u></p>	<p><u>The charge displayed is the charge associated to each SPID that falls under the Service Element CMS for the LP (the sum for all SPIDs under that CMS). The charge is calculated as follows:</u></p> <ul style="list-style-type: none"> ▪ <u>Transition Charge (meter and RV): the relevant % discount is applied to the full charge;</u> ▪ <u>Schedule 3, 29e: the relevant % discount is applied to the full charge;</u> ▪ <u>SEES (Exempt Customers): no charge, apply proportion of the SEES Credit to each of the Service Elements for this SPID;</u> ▪ <u>Vacant: zero charge is applied for period of the vacancy; and</u> ▪ <u>Temporary Disconnection: zero charge is applied for the period of temporary disconnection.</u>

APP2.6 Sewerage Non-Volumetric Charges

SPIDs subject to Transitional charges will appear twice; once for the physical based Chargeable Meter Size (CMS) and once for the Rateable Value based CMS.

<p><u>Service Elements</u></p>	<p><u>The column labelled Service Element provides the level of Reporting in Aggregate for each Sewerage “Chargeable Meter Size” (CMS) that has been notified or derived. In addition, other types of Service Elements are also provided here for Miscellaneous Sewerage Services (Property Drainage, Road Drainage and Caravans). Meter and Unmeasureable CMS are reported separately. Unmeasureable CMS includes all RV derived Supply Points (i.e. Unmeasureable and Transition Arrangement SPIDs).</u></p>
<p><u>Number of registered days</u></p>	<p><u>The Number of Registered Days describes how many days the LP has been registered to each SPID that is aggregated for the Service Element being reported. Regardless of whether the SPID is registered as Vacant, Temporary Disconnected or a Transition percentage is being applied. There are two Counts for Transition SPIDs with meters, the physical based CMS and the RV Based CMS.</u></p> <p><u>Note: Where the Non-Return to Sewerage Allowance (NRSA) is set to zero, the SPID will not be counted. However, where there is a Trade Effluent Non Domestic Allowance associated to a meter then registered days are counted because there will be a volume that over rides any zero NRSA on the meter</u></p>
<p><u>Charge (pence)</u></p>	<p><u>The charge displayed is the charge associated to each SPID that falls under the Service Element (CMS or Miscellaneous service type) for the LP (the sum for all SPIDs under that Service Element). The charge is calculated as follows:</u></p> <ul style="list-style-type: none"> ▪ <u>Transition Charge (meter and RV): the relevant % discount to the full charge is applied;</u> ▪ <u>Schedule 3, 29e: the relevant % discount to the full charge is applied;</u> ▪ <u>SEES (Exempt Customers): no charge, apply proportion of the SEES credit to each of the Service Elements for this SPID;</u> ▪ <u>Vacant: zero charge is applied for vacant periods; and</u> ▪ <u>Temporary Disconnection: fixed charges are unaffected by temporary disconnection.</u>

APP2.7 Trade Effluent Charges

<u>Service Elements</u>	<u>The column labelled Service Element provides Discharge Point (DPID) level reporting.</u>
<u>Number of registered days</u>	<u>The Number of Registered Days describes how many days the LP has been registered to each DPID for the Invoice Period.</u>
<u>Volume (m³)</u>	<u>The volume is the Daily Actual Volume Discharged (DAVD) for the period or the last DAVD used as an estimate where a TE Volume submission does not cover the period.</u>
<u>Charge (pence)</u>	<u>The charge displayed is the charge associated to each DPID. The percentage discount will be applied to DPIDs with Schedule 3 arrangements on them.</u>