

OCCP030 - Deregistration Process Annex 4 v1.0

Process Pointer

Query Category	Specific Request / Instruction	Process
Demolished	Building has been demolished and no longer exists.	Deregistration
Domestic (change of use)	Property is no longer trading as a business and is domestic only.	Deregistration
Duplicate	More than 1 SPID has been identified for the same site.	Deregistration
No Services: Waste (septic tank / soakaway)	Property not connected to the public sewer. Sewerage discharged to private septic tank.	Deregistration
No Services: Waste (property/roads drainage)	Property not connected to the public sewer. All waste and surface drainage goes to soakaway.	Deregistration
No Services: Water (no connection/private supply)	Property is not connected to the water or sewerage network.	Deregistration
No Services: Water (Bulk Meter)	Water usage at this property is provided through a bulk meter. Charges for this property are applied to the bulk meter/SPID.	Deregistration
Merged	Formerly individual property has merged with a neighbouring property and is supplied through a single supply/SPID.	Deregistration
Confirm Meter	More than one meter on site. Confirm which meter serves this property.	Verification of Supply
Duplicate Meter	This meter serial number exists against more than one site / SPID.	Verification of Supply
Can't read Serial No.	Meter reader unable to read or identify meter serial number (NOT due to ACCESS).	Verification of Supply
Different Serial No.	A serial number different from that provided has been found on site.	Verification of Supply
Confirm Serial No.	The meter serial provided is invalid, incomplete or inaccurate, please provide valid serial number.	Verification of Supply
Confirm No Dials	Number of dials relating to this meter different from central records.	Verification of Supply
Can't read Dials	Unable to read dials due to issue such as damage to dials / meter facing wall (NOT due to Access).	Verification of Supply
Meter Removed	No meter to be found at the property / location specified. E.g. chamber located with no meter.	Verification of Supply
Meter Location	Unable to locate the meter / meter location.	Verification of Supply
Location Update	Meter location is different from that specified.	Verification of Supply