



HOUSEHOLD SCHEME OF CHARGES

Castle Hill 2024/2025

Produced Feb 2024 by Neil Hughes

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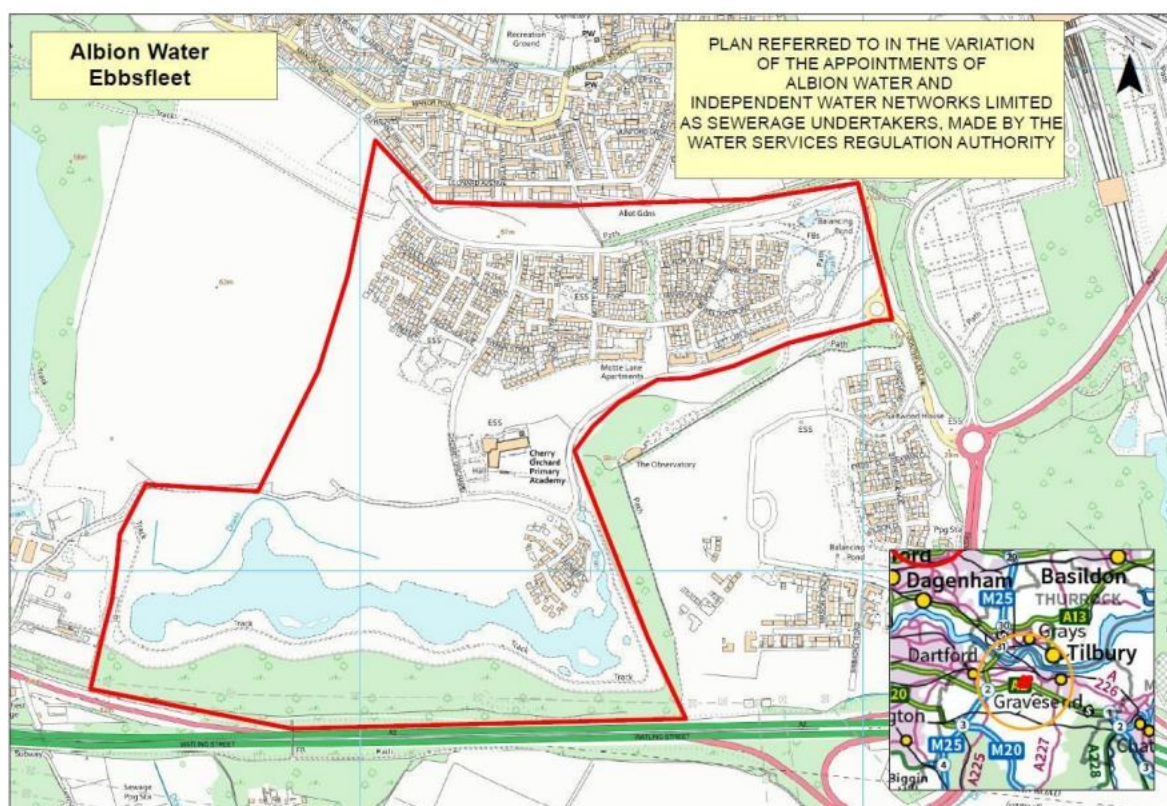
Charging Scheme – Sewerage Services

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1.0 Introduction

Albion Water is the appointed sewerage undertaker for Castle Hill, Ebbsfleet (see map reproduced below). This Household Scheme of Charges has been published as required under the provisions of the Water Industry Act 1991 and a Statement of Assurance has been approved by Ofwat, the independent economic regulator of the water industry. Thames Water or Independent Water Networks Limited (IWNL) remain your water supplier and will bill separately for this service. The area surrounding Albion Water's boundary is serviced by Southern Water for sewerage services.

This document constitutes Albion Water's complete charging scheme for household customers. Charges for non-household customers are available on request.



2.0 How to use this guide.

Our sewerage charges are set out in Section 10 for those domestic properties within Albion Water's area receiving metered water supplies from Thames Water and IWNL. Sections 3 through to 9 detail Albion Water's approach to billing, payments and help for vulnerable customers.

3.0 General Principles

Our charges scheme is made under section 143 of the Water Industry Act 1991, charges being set to ensure the current and future deliverability of sustainable

sewerage services for the 4 Castle Hill inset area. We match or better those of the incumbent sewerage company Southern Water; this charging principle has the approval of Ofwat.

Charges will be made up of two elements - fixed standing charges and a variable or assessed charge to reflect system usage. System usage charges will be based on Thames Water or IWNL's supply meter readings where these are available or, alternatively, on an assessed charge if no supply meter has been installed to serve your property. If a property is served by more than one supply pipe, charges will apply to all measured or assessed supply connections.

4.0 Customers with a Metered Water Supply

Standing charges are based on supply meter size, including fixed components for surface (rain) water conveyance and disposal and highway drainage. Volumetric charges are based on 92.5% of water supplied by Thames Water or IWNL, to consider non-return volumes (water not entering the sewerage system). Greater percentage reductions might be applicable in certain commercial circumstances or in temporary situations in which supply pipe leakage has been acknowledged and rebated by Thames Water or IWNL (who separately raise charges for your water supply service). All such cases would need to be assessed and verified by Albion Water personnel (please call us on 03300 242020 if you believe that a reduced percentage is appropriate). If meter readings are not available, for any reason, your charge will be based on an estimated or assessed value.

5.0 Customers without a Metered Water Supply

All properties at Castle Hill are fitted with a water meter.

6.0 Help for Vulnerable Customers

Qualifying customers (those on specified benefits or with certain medical conditions) can get help with their sewerage bills if these are based on supply meter readings. This scheme (known as 'WaterSure'), detailed in section 8.4 of our Code of Practice, is reproduced below for your convenience. An application form can be obtained by calling us on 03300 242020. Eligible customers will benefit from the start of the billing period in which an application is made until the end of the billing period in which eligibility ceases. Annual evidence of eligibility will be necessary; this evidence may require third party verification.

The Government has decided that certain metered customers should receive help with their bills so that they do not reduce water use below the levels they need (the WaterSure scheme).

To qualify for help, in addition to paying metered charges, you must also be in receipt of one or more of the following benefits (or have someone else living in your household in receipt of the benefit):

- (a) under Part VII of the Social Security Contributions and Benefits Act 1992 – **universal credit, council tax benefit, housing benefit, income support** (and its successor, the income related employment support allowance).

- (b) under section 1(4) of the jobseekers Act 1995 – income-based **jobseeker's allowance**.
- (c) under section 8 of the Tax Credit Act 2002 – **the Working Tax Credit**.
- (d) under sections 10 and 11 of the Tax Credit Act 2002 - **the Child Tax Credit** (except for families in receipt of the family element only).
- (e) under the State Pension Credit Act 2002 - **Pension Credit**.

The person in receipt of the benefit must then have either:

- (a) three or more dependent children under the age of 19 normally living with them; or (b) be diagnosed as having one of the following medical conditions (or any member of the household has been diagnosed as having the condition):

- desquamation (flaky skin loss)
- weeping skin disease (eczema, psoriasis, varicose ulceration)
- incontinence
- Crohn's disease
- ulcerative colitis
- abdominal stomas
- kidney failure requiring home dialysis (unless your health authority provides financial

assistance towards water used in the dialysis process) and, because of that condition, the person concerned is obliged to use a significant additional volume of water.

In addition to the groups set out above, Albion Water will consider requests for assistance from customers in receipt of benefit who have other medical conditions which involve significant extra use of water.

Proof of a relevant medical condition would be required, such as a medical certificate from a registered medical practitioner which states:

- the name and address of the person with the illness,
- the illness which requires a significant extra amount of water to be used,
- the date on which the certificate is issued,
- the name and address of the registered medical practitioner.

You will have to pay any charge the medical practitioner makes for issuing such a certificate.

Where a person qualifies for help, they will pay an annual amount equivalent to the average household sewerage bill in Albion Water's area (or their actual metered charges if these are lower).

7.0 Paying Your Bill

The person(s) living in a property is responsible for payment for sewerage services. If you are a tenant who pays for sewerage services through rental payments to a landlord, then you must provide the landlord's contact details so that payments can be requested directly from the landlord. Failure to provide such details may result in Albion Water instigating debt recovery proceedings against you (described in Appendix 1 of our Code of Practice and reproduced below for your convenience).

Our wastewater disposal services must be paid for. We will pursue charges where they are not being paid.

If after we have sent you a bill, we do not receive payment or any contact from you to discuss payment, we will send you a reminder. We will also send you a reminder if you miss paying instalments.

If we do not hear from you or receive payment after sending you a reminder, we will send you notice of our intention to ask the County Court to issue a Claim for non-payment. If you had been paying by instalments and not

responded to a reminder, you will receive a combined notice of cancellation of your instalment plan and intention to issue a Claim.

If you do not respond to this notice, depending on your payment history, we may:

- ask the Court to issue a Court Claim; or
- contact you again ourselves; or
- ask a Debt Collection Agency to recover the outstanding money.

If a Court Claim is issued it will add to the debt you owe us as you will have to pay Court and Solicitors' Costs.

If you receive a Court Claim you can ask the Court to decide how you should pay off the debt but if you do, you may have to pay additional Court costs. You can also dispute the Court Claim if you believe you do not owe the money claimed.

If you do not respond to the Court Claim, the Court will make an Order against you for the full debt. Further legal action, such as the issue of Warrant for the seizure of goods, can be taken against you once an Order has been made. A Court Order for payment may affect your ability to obtain credit.

Where an Order for payment has been made by the Court and there is still no agreement with a customer to pay a debt, depending on the circumstances we may take one or all the following actions:

- ask a Debt Collection agency to recover the outstanding money,
- visit a customer ourselves to try and agree a payment plan,
- ask the Court to issue an enforcement process such as: o a Warrant to allow a Court Bailiff to seize your goods.

- an Attachment of Earnings Order requiring your employer to pay money from your wages directly to us.
- a Charging Order if you own your home. This will mean that you must settle the debt before you can complete the sale of your home.

Unless other arrangements have been agreed, bills are sent to occupants twice every year and should be paid in full within 28 days of the bill date. Sections 8.2, 8.3 and 8.6 of Albion Water's Code of Practice detail the various frequency and methods of payment available; these are reproduced below for ease of reference.

7.1 Paying Water Service Charges – Unmetered Properties

Unless a customer has agreed a different payment arrangement with the Company, unmetered charges are payable in advance in two equal instalments, on 1st April and 1st October.

The Company offers regular payment plans for unmetered charges:

- a) the standard plan is for payment by 12 instalments, with payment being due on a set day of each month.
- (b) Payment by a maximum of 10 instalments between April and January is also possible (if you ask to use this option after April, the charges due will be apportioned on a monthly basis 7 so that they are settled by January). Payment is due on a set day of the month.
- (c) If you need to pay more frequently, alternative plans may be available on request.

7.2 Metered Charges

The annual standing charge element of metered charges and the volumetric part (based on meter readings) are both payable in arrears and, unless you have agreed a different payment arrangement with us, they are payable within 28 days of a bill being issued.

Metered bills are usually issued around 1 April and, thereafter, every six months (or quarterly in the case of some commercial properties) and on moving out. We aim to base every bill on meter readings, but estimates may need to be used on occasions. It is recommended that a meter reading is taken and sent to us when moving into or out of a property, otherwise closing or opening bills may include assessed usage.

We reserve the right to take meter readings and issue bills on a more regular basis.

We operate a special payment plan for metered customers. Under the plan you agree to pay a fixed amount each month (which will be based on an estimate for your usage). At the end of each year, we will review the account and make any adjustments to the required monthly payment if water use (on which discharge volumes are based) has changed and the amount being paid is too high or too low.

If the account is in credit, you can choose to have the over-payment refunded or carried forward to reduce next year's payments. If the fixed amount was set too low, the debt will be added to the following year's bill and monthly payments re-set to repay the outstanding balance and that year's charges over the next 12 months. Alternative plans for paying metered charges, or repaying any arrears, are available on request.

Monthly or more frequent plans are available for re-paying any arrears of metered charges, or the assessed volume charge or any other tariff system.

7.3 Paying Charges

Payment can be made by:

- (a) Direct Debit (please contact our customer service team for a form or, alternatively, download one from our website, complete it and return it to us)
- (b) Internet banking (please use details provided on the back of your bill, remembering to include your unique customer reference number)
- (c) Cheque (with your address and customer reference number written on the back) by post to: Customer Accounts, Albion Water, Clearwater House, Castlemills, Biddisham, BS26 2RE (please do not send cash through the post)
- (d) credit or debit card via Albion Water's customer helpline or our website. Please refer to our charges scheme for your area for further information on charges and tariffs.

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8.0 Applying for a Meter

Owners of unmeasured domestic properties have the right to request the installation of a meter free of charge and can revert to paying by unmetered bills if they should choose to do so within twelve months of meter installation. If you wish to install a water supply meter, arrangements should be made directly with your water supply company (either Thames Water or IWNL) who can also provide more detailed information on the free metering scheme. Their contact details are in Section 11. Thames Water or IWNL will then be responsible for meter readings, maintenance, and testing. If you are unsure who your water supplier is, please refer to your water bill or contact us on 03300 242020.

9.0 Further Information

9.1 Moving home.

Whether you are moving in or vacating a property within Albion Water's statutory sewerage area, you must notify our customer services team on **03300 242020**. If you are leaving a metered property you will need to give us and Portsmouth Water at least two days' notice so that a final reading can be arranged; failure to do so could result in continuing liability for sewerage payment (up to a maximum of 28 days). New occupants should similarly notify Portsmouth Water and Albion Water (within 2 days of moving in) so that billing details can be appropriately adjusted.

9.2 Surface (rain) water drainage rebate

To avoid flooding, rainwater falling on hard (impervious) surfaces is channelled to dedicated surface water drains and sewers so that it can be safely removed. A fixed fee to pay for surface water management is included within your standing charge. If you can prove to Albion Water's satisfaction (e.g. a surveyor's report) that your property does not have any surface water discharge connected to the sewerage system, then a lower standing charge

will be payable. Please check your bill to identify whether surface drainage has been charged prior to claiming a rebate - properties without surface drainage managed by Albion Water should already benefit.

from a reduced standing charge. If grounds for a rebate are proven, Albion Water will reduce the standing charge in line with the fixed surface water element for the current and future charging years.

9.3 Single occupancy

To qualify for the single occupancy tariff for unmeasured charges you must provide Albion Water with evidence of your single occupancy status in the form of your current Council Tax bill displaying your single occupancy discount. You must be a single occupier (one person only), a single parent with children at the same address will not be classed as single occupancy.

9.4 Complaints

Albion Water has an established three step complaints process which can be found on our website. The process is as follows.

We always strive to get things right for you, But, from time-to-time things may go wrong, and you may feel that you need to make a complaint. We want to make this process as easy for you as possible. Follow the steps below to make a complaint.

Step 1 – Just call a member of our team on 0330 024 2020 or email complaints@albionwater.co.uk or by writing to Albion water Clear Water House Castlemills Biddisham BS26 2RE, explaining that you would like to make a complaint and give us the reasons for your complaint. We will try to resolve your complaint for you as quickly as possible. If we are unable to resolve your complaint there and then we will aim to come back to you within 10 working days. Sometimes, due to reasons outside of our control it may take a little longer to resolve your complaint, but we will keep you updated every step of the way.

Step 2 – Once we have investigated your complaint, we will come back to you offering a resolution. We will ask you if you are happy with the resolution, we have provided you with. If you are, we will close your complaint. If you are not, your complaint will be escalated to a senior member of our team to carry a review of your complaint and offer a resolution.

Step 3 - If:

- You are not happy with the final resolution, or
- Your issue is over eight weeks old, or
- You just want some free, trusted, independent advice

You can call the Consumer Council for Water (CCW) the independent voice for water consumers in England and Wales by calling 0300 034 2222 (England) or use its online form at www.ccw.org.uk/contact-us

9.5 Empty Properties

Unfurnished unoccupied properties that are not using any water will be charged for sewerage services based on either the annual sewerage minimum charge (see Section 10) for unmetered properties (this includes the standing charge and verification costs), or the standing charge for metered properties. These charges would be apportioned to the vacant period. To be eligible for this rate you must provide written evidence (e.g. correspondence from your water supplier, Council Tax rebate).

If a property is unoccupied for a continuous period of four weeks or more and you can demonstrate to Albion Water's reasonable satisfaction that the customer is hospitalised, living in a care home or nursing home or if the property is empty due to the death of the customer, then:

- Unmetered properties will not be liable for charges.
- Metered properties will not be liable for the standing charge.

Empty properties that are physically disconnected from the supply system (with adequate evidence provided) and do not receive a water supply from any alternative source, will only be charged for surface water drainage.

9.6 Problems paying

Should you find yourself in financial difficulty, requiring assistance to cover sewerage bills, Albion Water recommends that you contact us on 03300 242020 to notify us without delay. Temporary arrangements could be made to spread payments; these are set out in Appendix 1 of the Code Practice.

10.0 Our Charges 2024/25¹

| Household Wastewater Charges | |
|--|------------|
| Metered supply sewerage charges | £.p |
| Standing charge | 66.73 |
| Standing charge (no surface drainage) | 40.75 |
| Charge per m ³ | 2.461 |
| WaterSure* | 278.00 |
| Miscellaneous charges | |
| CON29DW Search (combined sewerage/water) | 51.12 |
| Water Mains or Sewer Map (A4) | 15.00 |
| Surface water drainage only | 25.98 |

* Includes standing charge, highway drainage and surface water drainage

11.0 Contact Details

Albion Water Limited

¹To minimise the environmental costs of printing and postage, details of relevant future charges will be available on our website.

Emergency Helpline **0800 917 5819**

Customer Service Helpline **03300 242020**

Our Customer Service Helpline is open Monday to Friday from 8.30am until 5.30pm. Please call it if you want information on:

1. the sewers to which your house's drains connect; smells from sewers or sewage treatment works; or any other area of our wastewater disposal services. If we need to get somebody to come out and see you, we will do our best to agree a fixed time appointment convenient to you for our visit. We will also ask you whether you wish to give us a password to use when we call so that you know we are who we say we are when we arrive.
2. your account for our sewerage services; if you want to set up a payment plan or need to discuss changing an existing one because you are having difficulty paying; or if you are moving house.

Contacting us in writing:

If you want to write to us about any customer service or billing issue, please use:

Albion Water Limited,
Customer Services,
Clearwater House,
Castlemills,
Biddisham,
BS26 2RE

Albion Water on-line:

For general enquiries – customer.services@albionwater.co.uk

Our website - albionwater.co.uk - contains customer information and alternative email addresses if you wish to contact us electronically.

Registered Office:

Clearwater House
Castlemills
Biddisham
BS26 2RE

CCW – The voice for water consumers

CCW
23 Stephenson Street
Birmingham
B2 4BH
Telephone: 0300 034 2222
online form: Contact Us About a Complaint or Enquiry (custhelp.com)
e-mail: enquiries@ccwater.org.uk
Website: www.cewater.org.uk
Office hours: Mon to Fri 8:30 to 17:00

Thames Water

Clearwater Court
Vastern Road
Reading
Berkshire
RG1 8DB
Telephone: 0800 316 9800
website: www.thameswater.co.uk

Independent Water Networks

Driscoll 2
Ellen Street
Cardiff

CF10 4BP
Telephone: 02920 028711
website: www.iwnl.co.uk

Local Advisory Services

Citizens Advice Bureau

Ground Floor
Civic Centre
Windmill Street
Gravesend
Kent DA12 1AU Telephone: 0808 278 7810
website: www.citizensadvice.org.uk