

DATA CATEGORY	SW DATA REQUIREMENTS & DESCRIPTION	FIELD DESCRIPTION NAME	DATA TYPE	MINIMUM FIELD SIZE	MAXIMUM FIELD SIZE	SUPPORTING COMMENTS	Process 1B Form A	Process 3B Form C	Process 5B2 Form J	Process 8B Form F	Process 9B Form F	Process 10B Form F	Process 11B1 Form F	Process 11B2 Form F	Temporary Disconnection	Permanent Disconnection
The following information is required to be submitted to Scottish Water various forms as listed in the operational code, those forms being Form A, C, J, F. In addition this information is required to be submitted to Scottish Water in relation to any Temporary Disconnection, subsequent Reconnection or Permanent Disconnection as per the Disconnection Document							Installing a new meter on a new connection	Installing a new meter on a new connection	Installing a new meter on a temporary building supply	Installing a new meter on an existing unmetered supply	Exchanging a meter for a meter accuracy test	Exchanging or repairing a meter for a fault	Exchanging a meter and changing the meters size or location	Exchanging a meter	Temporary Disconnection	Permanent Disconnection
ADDRESS DETAILS	Supply Point Identifier	SPID	Numeric	12	12	This is the unique market Supply Point ID which the Licensed Provider must use in correspondence with Scottish Water. Its use is optional for UCP / LP communications.	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Company Name	Name of Business / Company at Address	Alpha	1	60	This is an optional data item but may be useful in confirmation of address.	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Building Name (1)	Sub Building Name	Alpha Numeric	1	30	Whilst the fields relating to the address are optional this is primarily due to the fact that the encapsulate the whole postal address structure and, dependent on the address data items already populated, may or may not be required	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Building Name (2)	Building Name	Alpha Numeric	1	50		Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Building Number	Building Number	Numeric	1	4		Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Address of premises to be visited line 1	Dependant Thoroughfare Name	Alpha Numeric	1	60		Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Address of premises to be visited line 2	Dependant Thoroughfare Descriptor	Alpha Numeric	1	20	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Address of premises to be visited line 3	Thoroughfare Name	Alpha Numeric	1	60	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Address of premises to be visited line 4	Thoroughfare Name Descriptor	Alpha Numeric	1	20	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Address of premises to be visited line 5	Double Dependant Locality	Alpha Numeric	1	35	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Address of premises to be visited line 6	Dependant Locality	Alpha Numeric	1	35	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Town	Post Town	Alpha	1	30	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	County	County	Alpha	1	30	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
ADDRESS DETAILS	Post Code of premises to be visited	Royal Mail Postcode	Alpha Numeric	2	8	Royal Mail accepted formats	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Date of meter removal and final meter read date	Meter Read Date	Numeric	8	8	Date to be supplied as "DDMMYYYY"	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Confirmation of meter read type	Meter Read Type	Alpha	1	1	Relevant codes are defined as: E End Read F Final Read X Temporary Disconnection Read Y Reconnection Read	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Meter Serial number	Manufacturer Meter Serial Number	Alpha Numeric	1	32	Manufacturers serial number that will be ready supplied on the meter at manufacture stage.	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Meter Make	Meter Make	Alpha	1	32	Meter Manufacturers name only	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Physical size of meter	Physical Meter Size	Numeric	1	4	Size should be entered in meter manufacturers corresponding size i.e. 15mm = "15"	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Number of major Dials on meter	Nr Digits	Numeric	5	13	Only major dials should be included in the response and not minor dials	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Closing meter read	Meter Read	Numeric	1	7	leading zeros should be included on the read	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Photograph of meter	Photographs Included	Alpha	1	1	"Y" or "N" to indicate whether photographs have been taken in accordance with code requirements Photograph Filenames are defined in Appendix 5 of this code	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
OLD OR EXISTING METER OR TEMPORARY DISCONNECTION	Photographs sent to SW	Photograph Codes	Alpha Numeric	1	32	Codes to be added for each photograph taken and the relating code as defined in Appendix 5 of the Code of practice: Photograph Filenames are defined in Appendix 5 of this code	No	No	No	No	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Date of Meter Install	Meter Read Date	Numeric	8	8	Date to be supplied as "DDMMYYYY"	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Meter Serial number	Manufacturer Meter Serial Number	Alpha Numeric	1	32	Manufacturers serial number that will be ready supplied on the meter at manufacture stage.	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Meter Make	Meter Make	Alpha	1	32	Meter Manufacturers name only	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Physical size of meter	Physical Meter Size	Numeric	1	4	Size should be entered in meter manufacturers corresponding size i.e. 15mm = "15"	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Number of major Dials on meter	Nr Digits	Numeric	5	13	Only major dials should be included in the response and not minor dials	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Opening read of meter	Meter Read	Numeric	1	7	leading zeros should be included on the read	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Confirmation of meter read type	Meter Read Type	Alpha	1	1	Relevant codes are defined as: O Opening Read I Initial Read Y Reconnection Read	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Photograph of meter	Photographs Included	Alpha	1	1	"Y" or "N" to indicate whether photographs have been taken in accordance with code requirements	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Photographs sent to SW	Photograph Codes	Alpha Numeric	1	32	Codes to be added for each photograph taken and the relating code as defined in Appendix 5 of the Code of practice: Photograph Filenames are defined in Appendix 5 of this code	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Location of the meter	Indicated against Scottish Waters preferred location guides	Alpha Numeric	2	2	Relevant codes are defined as: M1 Outside the premises/property boundary M2 Outside the property/building but within the premises/property boundary close to the boundary M3 Outside the property/building but within the premises/property boundary close to the property M4 Inside the property/building	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Meter Location Description Notes	GISZfreeDescriptor	Alpha Numeric	1	255	Must be sufficient to allow someone with no knowledge of the premises to locate the meter.	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	X,Y Coordinates - Easting	GISX	Numeric	6	9	Minimum requirement is 6 digits	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	X,Y Coordinates - Northing	GISY	Numeric	6	9	Minimum requirement is 6 digits and 7 digits where applicable in Northern Scotland and Islands	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
NEW METER INSTALLED OR RECONNECTION OF A TEMPORARY DISCONNECTION	Byelaws Certificate	Byelaw Certificate Required	Alpha	1	1	"Y" or "N" to identify whether a byelaws certificate is required to be issued. Where "Y" is selected then the byelaws certificate will be issued to Scottish Water in PDF format with the following filename for individual certificates Filename = "SPID" "METER MANUFACTURER SERIAL NUMBER" "METER READ DATE"	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	Yes - Required	No
REMOVED DATA LOGGER INFORMATION	Date Datalogger Removed	Datalogger Removal Date	Numeric	8	8	Date to be supplied as "DDMMYYYY"	No	No	No	No	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
REMOVED DATA LOGGER INFORMATION	SW Datalogger Removed	Datalogger_SW	Alpha	1	1	Scottish Water Data logger = "Y" or leave blank	No	No	No	No	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
REMOVED DATA LOGGER INFORMATION	Non-SW Datalogger Removed	Datalogger_NonSW	Alpha	1	1	Non-Scottish Water Data logger = "Y" or leave blank	No	No	No	No	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
REMOVED DATA LOGGER INFORMATION	Datalogger Owner when not Scottish Water	Datalogger Owner	Alpha Numeric	1	32	Name of owner as identified on the datalogger Owner Tag - if not stated then "unspecified"	No	No	No	No	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
REMOVED DATA LOGGER INFORMATION	Datalogger Serial Number	Datalogger Unique ID	Alpha Numeric	1	32	Serial number specific to installed datalogger.	No	No	No	No	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
INSTALLED DATA LOGGER INFORMATION	Date Datalogger Installed	Datalogger Installation Date	Numeric	8	8	Date to be supplied as "DDMMYYYY"	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional
INSTALLED DATA LOGGER INFORMATION	SW Datalogger Installed	Datalogger_SW	Alpha	1	1	Scottish Water Data logger = "Y" or leave blank	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	No
INSTALLED DATA LOGGER INFORMATION	Non-SW Datalogger Installed	Datalogger_NonSW	Alpha	1	1	Non-Scottish Water Data logger = "Y" or leave blank	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	No
INSTALLED DATA LOGGER INFORMATION	Datalogger Owner when not Scottish Water	Datalogger Owner	Alpha Numeric	1	32	Name of owner as identified on the datalogger Owner Tag - if not stated then "unspecified"	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	No
INSTALLED DATA LOGGER INFORMATION	Datalogger Serial Number	Datalogger Unique ID	Alpha Numeric	1	32	Serial number specific to installed datalogger.	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	Yes - Optional	No
METER FAULT REPAIR	Information relating to the meter fault	Meter Fault Code	Alpha	1	32	One of the following comments to be populated "Stopped Recording" "Slowed" "Running Backwards" "Burst / Leak" "Buried / tarred over in situ" "Not readable - Smashed Dials" "Not readable - condensation" "Other" - free text description required	No	No	No	No	No	Yes - Required	No	No	No	No
METER FAULT REPAIR	Repair action taken	Repair Action	Alpha	1	32	One of the following comments to be populated "Cleaned out mechanism" "Replaced dials / mechanism" "Replaced Batteries" "Fixed Leak at Joint" "Meter (direction) turned around" "Meter Dug up / Exposed" "Meter Height Raised" "Other" - free text description required	No	No	No	No	No	Yes - Optional	No	No	No	No