

Form No.: STTO/FOR/009	Form Name: Application for Water Utility Provider's Licence	Revision No.:3	Page 1 of 5
Original Issue Date: 2006-April-10	Approval By: Top Management	Revision Date: 2023-May-19	

*No field **MUST BE** left blank. If not applicable for the completion of this form, insert 'N/A' or 'not applicable' where appropriate*

APPLICATION FOR WATER UTILITY PROVIDER'S LICENCE

THE OFFICE OF UTILITIES REGULATION ACT, 1995
[Relevant Act in Force]

SECTION A - COMPANY INFORMATION

(Applicable to all Applicants)

- Legal Name of Applicant: _____

- Address of Applicant: _____

- Authorized representative to contact about this application:
Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____
- Legal Status (indicate one)
 Limited Liability Company Partnership
 Individual Corporation
 Other _____
- Memorandum of Association
- Copy of Certificate of Incorporation

(Items 5 & 6 should be attached and labeled supporting documentation)
- Structure of Company:
Major shareholders: _____

Departments: _____

Number of Employees: _____
Type of Employees: _____

QUALITY POLICY STATEMENT

OUR RULES: The management and staff of the **OUR** are committed to **R**egulating **U**tility services in accordance with our **L**egislative powers and to the **E**nhancement of customer **S**atisfaction through continual improvement of our quality management system.

ISO 9001:2015 certified

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SECTION B - FINANCIAL INFORMATION

1. Customer Base:
 Total number of customers: _____
 Customers per category: Residential _____ Commercial _____ Industrial _____
 Other _____
 Expected growth: _____

2. Water supply:
 - a. If service is being provided, at least three (3) years data on:
 - (i) Volume of water produced per year _____
 - (ii) Volume of water sold per year _____
 - (iii) Volume of water sold per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (iv) Volume of unmet demand _____

 - b. If new service, three years (3) projected data on:
 - (i) Volume of water to be produced per year _____
 - (ii) Volume of water to be sold per year _____
 - (iii) Volume of water to be sold per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____

3. Tariff structure and billing: (additional information should be attached and labeled supporting documentation)
 - a. If service is being provided, at least three (3) years data on:
 - (i) Rates charged per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (ii) Revenue per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (iii) Total revenue billed per year _____
 - (iv) Total revenue collected per year _____

 - b. If new service, three (3) years projected data on:
 - (i) Rates to be charged per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (ii) Expected revenue per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (iii) Total revenue to be billed per year _____
 - (iv) Total revenue to be collected per year _____

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4. Finance (additional information should be attached and labeled supporting documentation)
- a. if service is being provided, last three (3) years audited:
 - (i) Profit and Loss Statement
 - (ii) Balance Sheet
 - (iii) Income Statement

 - b. If new service, three years projected data on:
 - (i) Operating costs
 - (ii) Employee costs
 - (iii) Operating profit per year

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SECTION C – DETAILS OF SERVICE

1. Supply area (information should be attached and labeled supporting documentation)
 - a. Precise definition of the geographic area supplied
 - (i) Exact location and boundary (in words) _____

 - (ii) Exact size _____

 - b. If service area is specific to a subdivision or similar area:
 Description of subdivision:
 - (i) Number of lots _____
 - (ii) Types of lots:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (ii) Total area per lot type _____
 - (iii) Total serviceable area (excluding roads) _____
2. Approvals (information should be attached and labeled supporting documentation)
 - a. WRA approval for each source
 - b. MOH approval for each source
 - c. NEPA approval for each source
3. Description of major plant _____

4. Number of sources: _____
5. Water quality reports for the last three (3) months on (information should be attached and labeled supporting documentation):
 - a. Residual chlorine (% of sample with)
 - b. Coliform bacteria level (% of sample negative for)
6. Details of maintenance programme (information should be attached an labeled supporting documentation)

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SECTION D - DECLARATION OF APPLICANT

I, _____ declare that:
(Name of Applicant)

- (i) I am not disqualified from being granted a licence by reason of any legal impediment. I possess the technical qualifications to fully perform the obligations imposed by the licence. I satisfy the financial requirements for the construction and operation of the facility or provision of service to which this application relates.
- (ii) I am a fit and proper person to be granted a licence,
- (iii) All information submitted in favour of this application is true and correct. I understand that a recommendation for approval from the Office of Utilities Regulation (OUR) in respect of this application would be based on information as declared herein. I understand that, if I knowingly make any false statement in this application, any licence granted pursuant to this application may be revoked.

Signature of Applicant

Date

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