

THE HIGHLAND COUNCIL – ENVIRONMENTAL HEALTH

PRIVATE WATER SUPPLY QUESTIONNAIRE

This form should be completed when registering and/or updating your private water supply details with the Council. The Council is required to maintain a register of all private water supplies in the Highland area.

Part A – Your Details

Your name, address and postcode	
Your telephone number/s	
Your email address	
Planning Reference (if applicable and anticipated start or completion date)	
Landlord Registration Number (if applicable)	
Name of Property(s) that you own/occupy on the supply.	

Part B – Private Water Supply Information – Whole Supply

Name of Supply (if known)	
Source location and Grid Reference (if known and map may be attached)	
Type of supply (please ✓)	Loch Stream/Burn Well Borehole Spring Rainwater Unknown Other (please detail)
Total number of properties using the supply (all those abstracting from the same source at the same location)	
Number of people using the supply daily (Max number of people residing or using each of the properties – approx.)	
Estimated average daily volume of water provided by the supply in litres per day (assume 5 people = 1000 litres approx.)	

<p>Is the supply communally treated in any way? (If so please specify treatment type and properties treated, if individual treatment please provide later with property details)</p>	<p>Yes No</p>
<p>Monitoring of Supply. Have you had any water samples taken for chemical or microbiological testing in the last 12 months?</p>	<p>Yes No</p> <p>If yes were they taken by the Highland Council? Yes No</p> <p>If No please provide copies of results if possible.</p>
<p>Responsibility for the Supply</p>	
<p>Function/Responsibility</p>	<p>Name(s) and Address(es) of Responsible person/people</p>
<p>Provision of the water supply (who owns the land where the source is located? Who owns the property/s that you are registering?)</p>	<p>Landowner:</p> <p>Property Owners:</p>
<p>Management of the water supply (who manages the supply? An individual or a group etc If no one formally manages the supply this will default to the property owner/s.) If there is a management group please attach governing document where possible.</p>	
<p>Occupation of land where source and/or supply is/are located (any occupiers or land users – this may be covered with properties later in the form)</p>	
<p>Any additional functions/responsibilities undertaken by anyone for the supply? (Please specify the function or responsibility) e.g. annual maintenance contract with a water treatment firm</p>	

Part C – Private Water Supply Information – Domestic Property Information

Please list all properties served by the supply (irrespective of your ownership) in the relevant section below based on their use. Continue additional sheets if required.

Examples of treatment include: Ultra violet sterilisation, Chemical filtration, PH correction

Domestic Residence/s – Owner Occupied (or 2nd Homes)				
Property Address (inc. Postcode)	Owner's Name	Property Use	Max No. of people property can accommodate	Treatment (Yes/No and if yes details)

Part C - Private Water Supply Information – Regulated - Commercial Property Information

Please list all properties on the supply in the relevant section below based on their use – continue additional sheets if required).

Holiday let, B&B/Hotel , Campsite, Café, Private Rented Long Term Let				
Property Address (inc. Postcode)	Owner/Manager's/Landlord Name and Address	Property Use	Max. No.of people property can accommodate	Treatment (Yes/No and if yes details)

a) Commercial Industrial Premises (Including producing food/drink for sale/use off premises, Dairy Farming, washing crops (post-harvest) and any other use)				
Property Address	Owners and Managers (if applicable) Name and Address	Property Use	Number of people normally working on premises	Treatment (Yes/No and if yes details)

Part D – Further Information

Further information regarding private water supplies, their operation, maintenance, testing, and Regulation is available from the websites shown below.

<https://www.mygov.scot/browse/housing-local-services/water-supplies-sewerage/private-water-supplies>

<https://www.mygov.scot/private-water-rights-responsibilities>

<https://dwqr.scot/private-water-supplies>

Information about no means tested grants from improvement of private water supplies is also available from. You can also contact envhealth@highland.gov.uk.

<https://www.mygov.scot/apply-private-water-supply-grant>

Further questions?

If you have any further questions or queries registering your private water supply, please add them here and we will get back in touch as soon as possible

Signed:..... **Print Name:**.....

Date:.....

Thank you for completing this form. Please return to:
Environmental Health, Highland Council, 38 Harbour Road, Inverness, IV1 1UF
Or email to: envhealth@highland.gov.uk