Annex 01

Instructions for Completing the Application for a Water Connection

A. Instructions for Completing Form NC-01
B. Instructions for Obtaining the Water Connection After Submitting the Application

A. The following instructions should be followed when completing **Form NC-01**.

Item	Instructions
1	Clearly write the applicant's full name as stated on the National Identity Card in the relevant boxes.
2	If it is an institution, clearly enter the designation/title or business name as stated in the institution's registration certificate and as required to appear on the bill.
3	Write the name with initials in English CAPITAL letters, leaving one blank box between each name.
4	Write the applicant's National Identity Card (NIC) number or passport number clearly, one digit per box (attach a photocopy of it with this application).
5	If the address on the National Identity Card is the same as the location where water is requested, submit a copy of the NIC. If the address differs, submit one of the following: • Grama Niladhari certificate • Relevant year's assessment/rates notice; or • Electricity bill issued in the applicant's name.
9	If you are not residing at the location where the water connection is needed and are permanently residing at another location, please state that address. (Leave a blank box between each name.)
10	Provide: • Mobile telephone number; • Home telephone number; • Office telephone number; and • Email address, where applicable.
12	If the requested location is in an area operated in association with a community-based organization, state this and submit a letter confirming the organization's consent to obtain an NWSDB water connection.
13	Clearly state whether the applicant will excavate and close the required trenches to the specified depth and length. If the applicant does not undertake this work, the cost will be considered as work to be carried out by the NWSDB and the relevant amount will be included in the estimate.
16	Draw a clear sketch here to help identify the location where the water connection is required. Attach separate sketches if necessary. If there is a water supply at a neighboring house, stating its account number will help in identifying your location. Please enter the coordinates (GPS Coordinates) in the relevant table to confirm the location where the water supply is to be provided. Instructions on how to obtain these coordinates are attached herewith. (See Annex 03 and Annex 04.)
18	If a water supply connection was previously obtained for this location, the relevant details must be provided. For a second water connection, a certificate confirming that all outstanding amounts relating to the existing water supply connections have been fully settled must be obtained.

Complete the application, submit it to the National Water Supply & Drainage Board, and obtain the receipt.