



Claim Form for loss of Business Profits

(Please complete all sections of this form, otherwise we may need to return it to you)

Section 1 - Claimant Details			
1.1	Claimant Details	Claimant name:	
		Business name:	
		Business address:	
		Post code:	
		Telephone number:	
		Email address:	
		VAT registration Number (if applicable):	
		Bank account name (for business claimants only)	
		If a Limited Company please advise your company registration number	
1.2	Business Details	Type of business:	
		Usual business hours:	Days: To:
			Hours: To:
Financial year end:			
		Last accounts/returns submitted or filed	

1.3	Insurer's Details	Your insurer:	
		Insurer's address:	
		Telephone number:	
		Contact:	
		Policy number:	
		Are loss of business profits from working in the highway recoverable under the policy?	
Section 2 - Financial information			
	<p>Thames Water Utilities Limited requires financial information to accurately assess your claim. Please attach the following documents that you will seek to rely on to demonstrate your loss. If you are unsure about the information that is required below, please contact us.</p> <p>Thames Water Utilities Limited may, on receipt of the documentation referred to below, also seek further information/documentation at a later stage prior to the final determination of your claim.</p> <p>Your claim will not be considered unless you attach to this claim form the information requested</p>		
	Financial documents required below:		
2.1	Turnover details for the business on a weekly or monthly basis starting from two years prior to the interruption up to the current date. Please indicate if the sales figures include VAT or not. If sales details are provided prior to the interruption, we will require you to update these as the streetworks continue.		
2.2	Last 2 sets of annual trading profit and loss accounts balance sheets (including for the period of interruption claimed) as accepted by the Inland Revenue and certified by your accountant.		
2.3	VAT returns for the 2 years prior to the period of interruption, including a copy of VAT registration certificate.		
	The above list is not exhaustive and we may require further details for your claim.		

Section 3 - Signature and Appointment of Agents													
3.1	<p>This form must be signed by the claimant (even if an agent is appointed).</p> <p>Thames Water require that any written statement of claim that is attached as part of the claim presentation is signed by the claimant or an authorised director if the claimant is a limited company.</p> <p>I / We (print name)</p> <p>certify that the above details and all other submissions for this claim are true and correct</p> <p>Signed:</p> <p>Status: (e.g. Company Director / Sole Trader)</p> <p>Date:</p>												
3.2	<p>If compensation is awarded and you have instructed an agent or representative to act on your behalf, we will pay the agent's or representative's reasonable fees, limited to an amount in accordance with the scale set out below:</p> <table border="0"> <thead> <tr> <th>Claim Value</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>Up to £500</td> <td>£600</td> </tr> <tr> <td>£501- £1,000</td> <td>£750</td> </tr> <tr> <td>£1,001-£2,500.00</td> <td>£750 plus 7.5% of settlement in excess of £1,000</td> </tr> <tr> <td>£2,500 - £40,000</td> <td>£862.50 plus 4% of settlement in excess of £2,500</td> </tr> <tr> <td>£40,000 plus</td> <td>To be considered on a time basis with the hourly rates to be agreed in advance</td> </tr> </tbody> </table> <p>VAT on fees is not payable if the claimant is VAT is registered for VAT</p> <p>(Agents or representative's fees will not be payable if compensation is not awarded by Thames Water)</p>	Claim Value	Fee	Up to £500	£600	£501- £1,000	£750	£1,001-£2,500.00	£750 plus 7.5% of settlement in excess of £1,000	£2,500 - £40,000	£862.50 plus 4% of settlement in excess of £2,500	£40,000 plus	To be considered on a time basis with the hourly rates to be agreed in advance
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3.3	<p>Appointment of Agent / Accountant</p> <p>If you wish to appoint an agent or accountant to act for you in this matter please complete the section of this form below.</p> <p>I / We.....confirm that we instruct</p> <p>.....</p> <p>to act on our behalf in connection with this claim. It is understood that I/we are liable for any fees charged by the above and have read the fee scale shown above.</p> <p>Signed:.....</p>												
	<p>Please send this claim form and supporting documentation to: Property Manager Capital Projects 2nd Floor West Clearwater Court Vastern Road Reading RG1 8DB</p> <p>The issuing of this form is not an acceptance of liability by Thames Water.</p>												