



# Westbourne Place

Billing and payment services for heating & hot water

**All you need to know**

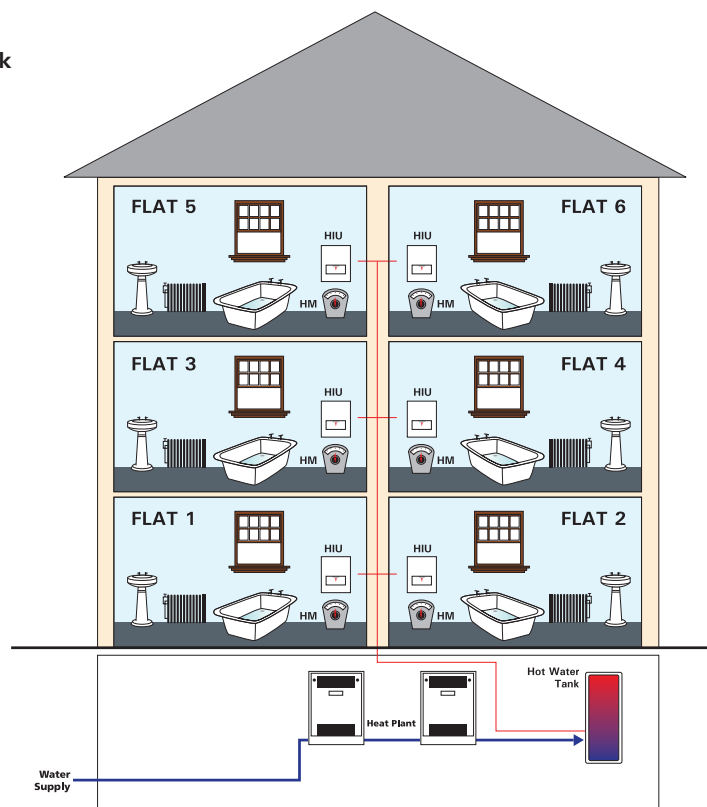


# Introduction

Welcome to Westbourne Place.

Your new home is served by a low carbon heating and hot water district heat network which is generated in a communal plant room, powered by gas boilers. Your heating system is robust, reliable and controllable. You can control the heat level through your thermostat and heating controls in the same way as if you had an individual gas boiler in your property. Your hot water is provided on demand and you only pay for what you use.

## District Heat Network





## What is a District Heat Network?

Rather than have an individual gas boiler in every home, a district heat network uses a centralised communal boiler to provide heat for a whole development or for several homes in a development.

The centralised boiler is usually located in a basement or external plant room. Your heat supplier Westbourne Place Energy Management Company Limited, manages the bulk energy supply to the plant room at your development. The communal boiler turns the energy into hot water and pumps it via an infrastructure of pipes around your development, passing through a heat exchanger or HIU (Hydraulic Interface Unit) at each property to provide residents with their heating and hot water requirements..

This heat exchanger or HIU (Hydraulic Interface Unit) brings the heating and hot water into your home.

Westbourne Place Energy Management Company Limited has appointed Insite as the metering and billing agent. Insite will send monthly bills to your home for your heating and hot water consumption. Your bills will be issued using the remote readings provided by Westbourne Place Energy Management Company Limited, plus a daily standing charge, which is a fixed charge per day for your connection to the heat network. If at any time Westbourne Place Energy Management Company Limited is unable to provide us with actual meter readings, Insite will send you a bill based on estimated consumption.

The amount you pay for your heating and hot water will depend on the amount you use. You can find out more about how your heat tariff and daily standing charge are calculated and when they are updated in the "Understanding Your Heat Charges" information guide.

## Insite and You

Insite is a metering and billing agent for many heat district network suppliers around the UK. We work on behalf of the suppliers such as Westbourne Place Energy Management Company Limited to provide billing and payment services to their residents.

Insite has been appointed by Westbourne Place Energy Management Company Limited to manage your heat payments.

We don't supply the energy used to provide the heating or hot water, nor do we install the heat network at your development or for your home.

We do not supply but maintain:

- Heating
- Hot water

We do not supply nor maintain:

- Electricity
- Gas
- Cold water

The bulk supplies of these utilities are arranged and paid for by Westbourne Place Energy Management Company Limited. They own and operate your Heat Network.

These are other things that Insite cannot help with:

- Rent
- Maintenance of communal areas and gardens
- Council Tax
- TV License



## Useful contacts:

Westbourne Place Energy Management Company Limited has arranged your electricity supply with Eon

Westbourne Place Energy Management Company Limited has arranged your cold water supply with Thames Water

The Westbourne Place Energy Management Company Limited maintenance contact is: 01189 320 180

## Contacting us

If you have a query regarding your bill or your payments, are moving into or out of the property or if you have any other issue relating to paying for your heat, you can call our Customer Service helpline on 0203 908 8213.

Our opening hours are 0900-1700, Monday to Friday.

You can also email us at [customerservice@insite-energy.co.uk](mailto:customerservice@insite-energy.co.uk). Your email will be read during office hours.

## What to do if you are moving out

If you are moving out of your home, you must ensure that you inform Insite (and your Managing/Letting agent), so that a final bill can be sent to you. You should check your final meter reading and confirm the date that you are leaving the property. You will also be asked to provide a forwarding address so that your final bill can be sent to you.

## Maintenance

Insite Energy is responsible for the maintenance of your heating and hot water system.

**In the event of an emergency, no heat or hot water, between the hours of 09:00 and 17:00 Monday - Friday, please call 0345 873 1151.**

Outside of these hours, please contact Westbourne Place Energy Management Company Limited on 01189 320 180.

## Troubleshooting

If you experience any problems with your heating and hot water supply, please read all of this section before contacting Insite Energy. This will help you inform Insite Energy more clearly about the issues being experienced. If you find both your heating and hot water have stopped working, you should check that you have not accidentally turned off the power supply to your Heat Interface Unit.

Possible issues that the maintenance team will be able to assist you with are as follows:

- I have no heating and/or hot water;
- No-one in the building has any heating or hot water;
- My hot water/heating is not warm enough (note: please check room thermostats before calling us with this enquiry);
- My heating system is making strange noises.

If, after you have completed those checks, you are still without heating and hot water, you should contact Insite Energy, as your HIU may have developed a fault. If you and several of your neighbours all have no heating and hot water, then the issue is most likely to be with the communal boiler.

## If we need to visit your property due to a system problem

- We offer morning or afternoon appointments for maintenance visits, we will try our best to accommodate your schedule.
- We offer you the option of choosing a password for any appointments we make. This password will be used to identify the person visiting so that you know the person who arrives at your home is one of our employees.
- We prioritise response times for vulnerable customers.

Should you need to contact you need to contact us regarding an appointment you can contact us on 0345 241 6413 or email [customerservice@insite-energy.co.uk](mailto:customerservice@insite-energy.co.uk)



## Understanding your heating and hot water bill

Westbourne Place Energy Management Company Limited has instructed Insite to send you a monthly bill to charge you for your actual consumption of heating and hot water. Each month Westbourne Place Energy Management Company Limited provides Insite with remote readings from your heat meter which measures your consumption of heating and hot water. We will use that meter reading to calculate what you owe.

Your bill contains various information to show you what you have consumed, what the charges are and how you can make payments.

Mr & Mrs A.N. Other  
Flat 48 Blank Apartments  
Somer Road  
Town TO1 1WOT

Bill Enquiries and Customer Service

**Customer Helpline: 0203 908 8213**

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Customer Account Number 12345678  
Payment Request 30043  
Bill Period 01/09/2013 - 30/09/2014  
Bill Date 31/10/2014  
VAT Number 111 2222 33

### Your Energy Bill

Summary		
Previous balance	= £	75.76
Payments received with thanks	- £	50.00
<hr/>		
<b>Outstanding balance</b>	= £	<b>25.76</b>

New Charges		
Supply of Heating & Hot Water	£	25.33
Standing Charge	£	9.00
VAT	£	1.72

**TOTAL NOW DUE = £ 61.81**

If you have chosen to pay by direct debit, please keep this bill for your reference only. Your payment will automatically be taken on or just after **14/11/2014**.  
If you would like to pay your bill at the nearest Post Office or by using Payzone, take your bill to your nearest Post Office or Payzone agent who takes 'bill payments'.

Total Charges for Heating & Hot Water, inc. VAT	£	36.05
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98261727100000000000000001

Insite Energy Ltd, 84 Long Lane, London SE1 4AU

Contact number

Customer account number

When DD will be collected

Barcode for post office

Amount



### **'Previous balance'**

This shows you the balance brought forward from the previous month.

### **'Payments received with thanks'**

This shows you the payments that Insite received from you on the date that this new bill was issued. If you made a payment after this current bill was produced, it will not show as a payment received. It will however be shown on the next bill.

### **'Outstanding balance'**

This shows you what is still owed from previous bills that you have not paid. As this amount still needs to be paid, it is added to the total owed – shown again as 'Outstanding Balance' at the bottom of the bill.

### **'New Charges'**

This section shows the charges for the month being billed. It is a summary of the charges shown on the back page of the bill.

### **'Total Now Due'**

This is the total amount that you must pay. It includes any balance brought forward plus the total of your new charges for the month being billed.

### **'Heating Charges'**

The back page of the bill shows you what you have consumed and how you will be charged. It shows you the period that is being billed (usually the first day of a month to the last day of a month) and your meter identification number.

Your smart meter read will usually be annotated with an 'A', to illustrate that it is an actual remote reading from your heat meter and is therefore an accurate record of what you have consumed.

The back page of the bill also shows you how many units of heat you have consumed and what the pence per kwh charge is, as set by Westbourne Place Energy Management Company Limited.

### **'Price Per Day Charge'**

This states the daily standing charge as set by Westbourne Place Energy Management Company Limited, which is a fixed charge per day for your connection to the heat network.

### **'Total charges for Heating & Hot Water'**

This is the total owed by you for the period billed, including VAT. This amount is shown on the front page as 'New Charges'.



Customer Helpline: 0203 908 8213

Customer Account Number 12345678  
 Payment Request 30043  
 Bill Period 01/09/2013 - 30/09/2014  
 Bill Date 31/10/2014  
 VAT Number "111 2222 33"

### Heating & Hot Water Statement

Mr & Mrs A.N. Other  
 Flat 48 Blank Apartments  
**Heating Charges for period 01/09/2013 - 30/09/2014 - for Supply 98765432**

Meter Readings	Period	Start Read	End Read	Units Used
Smart meter read	01/09/2013 - 30/09/2014	3001.00 A	3299.00 A	298.00 kwh

A - Actual Read    C - Customer Read    D - Deemed Read    E - Estimated Read

#### Charges

Cost of Heating & Hot Water	Units Used	Pence per kwh		
	298.00 kwh	£0.0850	£	25.33
Price Per Day Charge @ £0.3000			£	9
VAT @ 5%			£	1.72
<b>Total charges for Heating &amp; Hot Water</b>			£	<b>36.05</b>



To make a bill payment:  
 You can pay your bill online at:  
[www.insite-energy.co.uk](http://www.insite-energy.co.uk)



[customerservice@insite-energy.co.uk](mailto:customerservice@insite-energy.co.uk)



To set up a payment by Direct Debit or to change your bank details, simply call us.  
 Customer Service: 01322 623 XXX



By post:  
 Insite Energy Ltd  
 84 Long Lane  
 London  
 SE1 4AU

#### Questions about your bill:

Please contact us if you have any questions or concerns about your bill. If you believe you may have difficulty paying your bill then please contact us immediately - we may be able to help.

#### Our commitment to you:

We are committed to providing you the highest standards of customer service. Copies of our Code of Practice, which sets out our full commitment to you, are available to download from our website. Paper copies are also available by calling our customer service team, however please do consider our environment before requesting a paper copy.

If for any reason you are not satisfied with our service then please contact us immediately. We have a comprehensive in-house complaints process which we hope will be able to solve any problems you may have.

Please include your Insite Energy account number on all correspondence (as shown in the top right hand corner of your bill.)

## How to pay your bill

There are a number of ways in which you can pay your bill:

1. Payment by Direct Debit, where we will automatically take a payment each month of the amount owed, as shown on your bill. Please find the direct debit form within this brochure and send the completed version to Insite.
2. Payment by telephone. To pay your bill each month, please call 0203 908 8213 during the office hours of 0900-1700 Monday to Friday. Our Customer Service team can take payment from debit and credit cards.
3. Payment on-line. Log on to [www.insite-energy.co.uk](http://www.insite-energy.co.uk). Once you have input your customer account number (as shown on each bill), you will be linked to a secure website which will take payment via debit or credit card.
4. Payment at any Post Office. Take your bill to any Post Office to make a payment on to your account. You will need the barcode printed on your bill.

It is important that you pay your bills promptly each month. Westbourne Place Energy Management Company Limited has instructed Insite to issue demand letters to you if you do not pay.

If you are having difficulty paying your bills please contact Insite immediately. You might be eligible to set up a payment plan whereby Westbourne Place Energy Management Company Limited agree that you can pay off your debt in manageable instalments over a set period by Direct Debit.

## What you can do to help us help you:

- Please have your customer account number to hand when you contact us.
- Please confirm your telephone number to us when you contact us so that we have up-to-date details for you.
- Do not wilfully damage any part of the heating system within your property or outside your property.
- Please ensure prompt payment of your bills.
- Please remember that Insite has been appointed to meter and send bills for your heating and hot water only. We cannot help you with any other queries.



## Customers with additional needs

Westbourne Place Energy Management Company Limited has provided us with the details of any residents at your development who have additional needs - such as being hard of hearing or visually impaired. Please feel free to let us know if you have additional requirements in communicating with us. We will do our best to help you.

You may wish to nominate another person, such as a carer, friend or relative to contact us on your behalf about your account. Please let us know if you would like this to be set up. We will not share your account and payment details with anyone else unless you explicitly ask us to do so.

Sometimes we may need to visit your home in order to carry out routine maintenance on your payment system or meter. We want you to be sure of the identity of the person visiting your home, therefore for your peace of mind we can quote a password whenever we visit. You can choose your own password and change it whenever you like. All our engineers have photo identification, which they wear at all times.

## Quality of Service and Complaint Handling

Customer service is really important to us and we want to ensure that we handle any customer queries or complaints quickly and effectively. We keep a record of telephone calls and waiting times so that we can constantly check and improve our performance.

We will acknowledge your query or complaint on the same working day it is received and we will aim to resolve it within ten working days. If your issue requires liaison with Westbourne Place Energy Management Company Limited or other parties, this may take longer.

Please let us know if you should want to nominate a third party to speak for you about your account.



## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the highlighted boxes in **BLOCK CAPITALS** including official use box using a black ball point pen and send to:

Reference Number – Office use only

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Originator's Identification Number

2	5	0	4	9	8
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<b>To:</b> Insite Energy Ltd 8th Floor, Block 2 Elizabeth House 39 York Road London SE1 7NQ
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Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society
<b>To:</b> The Manager Bank/Building Society
Address
Postcode

<b>Name of Payer and address of Property</b>
Name _____
Address _____
_____
<b>Tel:</b>
<b>Email:</b>

### Instruction to your Bank or Building Society

Please pay Insite Energy Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Insite Energy and, if so details will be passed electronically to my Bank/Building Society.

Signature	Date
Signature	Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

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### The Direct Debit Guarantee

- ❖ This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- ❖ If the amounts to be paid or the payment dates change Insite Energy will notify you within 10 working days in advance of your account being debited or as otherwise agreed.
- ❖ If an error is made by Insite Energy or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- ❖ You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

This guarantee should be detailed and retained by the payer



## Contacting us for queries, complaints and feedback

We'd like to hear from you if our service does not meet your expectations or if you have received good service that you would like to bring to our attention.

You can email our customer service team at [customerservice@insite-energy.co.uk](mailto:customerservice@insite-energy.co.uk). They will acknowledge receipt of your email and refer your query to the right department or answer it themselves.

You can call our customer service team on 0203 908 8213 during our office hours on 0900-1700 Monday to Friday.

You may wish to escalate your query to our Customer Service Manager. Please write to us at:

Customer Service Manager  
Insite Energy Ltd  
8th Floor, Block 2  
Elizabeth House  
39 York Road  
London  
SE1 7NQ

When contacting us, please provide your name and address to help us deal with your query more efficiently.

**Please note that we do not have a customer counter service and so we cannot accept payments or investigate queries at our office.**



## Contact and information

To learn more about how we can help you call

**0203 908 8213**

Or email **[customerservice@insite-energy.co.uk](mailto:customerservice@insite-energy.co.uk)**

Insite Energy Ltd  
8th Floor, Block 2  
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SE1 7NQ

**[www.insite-energy.co.uk](http://www.insite-energy.co.uk)**

Printed August 2018