



Guidance for completion of applications

The following information has been created to give aid and clarity in the completion of application forms in respect of the Water Label Scheme.

All forms can be downloaded from the Scheme website. Company Registration and Declaration of Conformity can be downloaded but have to be received with payment. Product listings can be undertaken electronically once the qualifying company registration has been accepted and a Scheme registration number has been issued. A company invoice will be raised for product listings.

Alternatively all forms can be downloaded, completed and forwarded to the Scheme Administrator at The Water Label Company Limited, Innovation Centre 1, Keele Science & Business Park, Newcastle-under-Lyme, Staffs. ST5 5NB. UK

If you require additional help in the completion of any of the forms please contact Water Label Scheme Administrator on Telephone number 00 44 (0)1782 631619 or e-mail info@europeanwaterlabel.eu.

All information received will be stored in compliance with Data Protection.

Company Application for Registration (Water Label/2013/REGISTRATION)

Registration on the Scheme is open to all companies who sell bathroom products in the EU that meets the elements of eligibility as defined within the Water Label Scheme. The form must be completed and signed by an authorised company representative. Successful applications will be issued with a Scheme Registration number this number must be used on subsequent product listing applications.

All company registration application forms must be received together with relevant payment and the Declaration of Conformity.

Registration forms that are not correctly signed and accompanied by relevant payment and Declaration of Conformity will be returned to the company.

Declaration of Conformity (Water Label/2013/DOC)

The Declaration of Conformity confirms that all products which are to be listed on the Scheme comply with all relevant EU regulatory requirements and/or applicable National requirements and meet the criteria of the Water Label Scheme.

A qualifying business applying for registration will only be required to submit one Declaration of Conformity, unless modifications are made to an existing listed product, in which case a new Declaration of Conformity will be required.

The Declaration of Conformity also confirms that the qualifying business operates a documented system of factory production control and that all measuring devices are calibrated to National Standards.

Applications for the Listing of Water Efficient Product

All products to be listed must meet the relevant Scheme criteria and be tested to the requirements in 'The Complete Guide to the Scheme & Testing Criteria' booklet.
All modifications to the product are to be notified to the Scheme Administrator.
A product listing will commence on receipt of payment and will last for a one year period.

Principle Product (Water Label/2013/0001)

A principle product is defined as the main product that can be listed under various brand names (not the original manufacturer name).

Brand Product (Water Label/2013/0002)

A brand product is a product that carries a different name to that of the original registered manufacturer. A brand product can be listed many times under many different names, as long as the principle product has already been registered.

Notification of Modification (Water Label/2013/0005)

All modifications to existing listed products shall be notified to the Scheme Administrator. Several modifications can be notified at the same time, a separate sheet is required which should carry the company Scheme registration number.

Notification of Withdrawal (Water Label/2013/0006)

All withdrawals to existing listed products shall be notified to the Scheme Administrator. Several withdrawals can be notified at the same time, a separate sheet is required which should carry the company Scheme registration number.

Costings (Water Label/2013/COSTINGS)

Costings for registration and product listings (product and brands) are identified on above form and from time to time this will be amended.

General Information

The Water Label Company Limited will be responsible for the strategy of the Scheme and will from time to time recommend changes to the Scheme. All registered companies will be advised of amendments/changes to the Scheme.