

Notification request for routine Inline Connection and subsequent vesting of self-lay mains and services

Introduction

This form is in two parts.

- The self-lay provider (SLP) should use Part 1 of this form to notify Southern Water of a requirement for a mains connection to it's existing mains network (source main supply to the site, ie non-contestable work) and from this to provide a 'point of connection' that the SLP can then connect to/from (contestable work).

Additionally, this form can be used to notify Southern Water of a requirement for a mains connection to, and between, subsequent phases/sections of self-lay main (contestable work).

- **Part 2 of this form is for the SLP to apply to Southern Water to vest (adopt) the new self-lay asset.**

Prior to any connection being approved and commenced (and also for any vesting to be processed) we need to be satisfied that our Self-lay Policy has been complied with, and that the installation of the new self-lay assets is compliant with the Self-lay Policy and the WRc Code of Practice for the Self-laying of Water Mains and Services – England and Wales: Edition 3.1, May 2017.

See also a guide to the SLP process in the flowchart(s) found on our website at southernwater.co.uk/self-lay.

Please note

Prior to submitting this form notifying us of a request for a Water Main connection, the SLP must notify us that it is ready for a pre-connection inspection of work (see form SLF-G7).

Subject to a satisfactory inspection and Southern Water receipt of all documentation complying with 'Handover and Commissioning arrangements' (see the Self-lay Policy, Appendix 1, forms 1-3) water mains can be connected to our existing water supply distribution mains and/or to preceding self-lay mains commissioned as sections/phases.

Self-lay form

Section A: Request for self-lay routine inline water main(s) connection – notification form for connection

Applicant:

Self-lay provider: (Company Name)

Originator name:

Originator phone no:

Description of work proposed (connection details):

If service connections are to be installed by SLP on self laid site main within a development site detail as per Southern Water's Self-lay Policy using Appendix 1 to this form and UPDATE for PART Two in due course.

In accordance with Southern Water's Self-lay Policy	Requested Connection Date	Material	Dia. Of New Main	Excavation by Southern Water or SLP?
To Southern Water existing source main: non-contestable connection				
New self-lay section to previous commissioned section: contestable connection				
Details of new main(s) to be connected: identification/drawing ref.				
Mains connection location details:				
Newly laid SLP main: pre-connection works inspection jointly completed and faults corrected? (tick to confirm this and provide a copy of the Southern Water confirmation document/email with this form).		Comments:		
Is all supporting documentation required by our Self-lay Policy included with this form? (tick to confirm attach documentation)				

Water undertaker:

Southern Water Services Ltd

Self-lay agreement ref. no:

OS grid reference at site entrance (six figures each):

X	<input type="text"/>	Y	<input type="text"/>
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Mains connection (delete*):

Yes No

Service connection:

Yes No

Section C: Safe control of operation

EUSR No:

Senior Competent Person (SCP)

SCP name:

SCP contact details:

SCP signature:

Competent Person

Southern Water approval / clearance obtained that connection can be made for:

Mains

Service(s)

Name:

Signature:

If submitting your application via email, please attached a copy of your signature and send in with part 2.

Details of any conditions or specific requirements and senior competent person comments:

Section C: Supporting documentation requirements required for a Water Main Connection:

A method statement must be attached to this application for a connection. This is to include as a minimum details of:

- 1. Any preparatory work done by SLP.
- 2. Surface in which connection to be made.
- 3. If SLP or Southern Water is to excavate, backfill, reinstate surface – to be agreed with Southern Water.
- 4. Materials (confirmation compliant with Permissible Material in Self-Lay Policy)
- 5. Plant requirements.
- 6. Safety equipment and checks.
- 7. Sketch of proposed connection.
- 8. Details of thrust and/or anchor blocks or restraints and calculations
- 9. Confirmation of ground conditions (contaminated or non-contaminated).
- 2. Copy of the pressure test for the newly laid mains.
- 3. Swabbing and flushing confirmation/details.
- 4. Copy of the disinfection result for the newly laid mains.
- 5. Copy of the passed sample results following disinfection of the newly laid mains.
- 6. Copy of all butt-fusion (and any specifically approved electro-fusion) joint reports – if PE.
- 7. Copy of Fire Hydrant Adoption Certificate from local fire service
- 8. Copy of pre-connection site works inspection (walk-off) and confirmation that any identified faults have been corrected and signed off by Southern Water assistant project manager.

Handover and commissioning pack also required (which includes the following):

- 1. 'As-laid' plan showing the mains to be connected – scale 1:500 for connection details or else as otherwise accepted by Southern Water.

Additional requirements (as relevant):

- 1. Proposed service connection programme.
- 2. Any other information detailed that may be applicable from Self-Lay Policy required by us to assess if the work has been constructed compliant with our Self-Lay Policy and the agreement.
- 3. Water Regulations Consent approval

Date connection approved:

Approved by:

To be read in conjunction with this form

The form must be completed in accordance with the following guidance instructions. All fields must be completed or if not relevant please insert N/A.

Please also refer to the Self-lay Policy in completing this form, which is to be scanned once completed and emailed to SW Developer Services (see Self-lay Policy for email and contact address etc.)

1. Originator

This is the name of the person who is to complete the form and provide all required details and information required.

2. Site / Location address of site of proposed work

The site address must be the same as set out in the Agreement (which as a minimum is to state: Town, Road, and Postcode). The exact location should be provided where possible, e.g. Outside No. 56 High Street or at the junction of "x ". If on-site where no postal address has been allocated then the road numbers and plots should be used. The grid reference of where the connection is being made should also be included.

3. Description of proposed works

This should detail the actual work to be done, techniques to be applied and the material, and diameter of existing and new mains. It should also identify lengths of main to be commissioned.

4. Start date

This information is essential for the management of the network and ensuring there is no conflict with other operations. The procedure must not be authorised unless the document is endorsed with the appropriate information. The SCP must be satisfied that the proposed start date is realistic and achievable; to ensure that other proposed works on the water network are not unduly compromised. Note: the end date will be dictated by the location and/or complexity of the connection work but the SLP can provide a requested indicative date in the "Comments" field of Mains Connections.

5. Senior Competent Person (SCP) comments

The SCP must make appropriate comments/checks, which should be understood and acknowledged by the competent person. The final version of the procedure must be authorised by the SCP and then sent to the Water Undertaker's representative for appropriate conflict, assessment and for the latter to then issue approval to proceed.

6. Name of the Senior Competent person, Competent person and Water Network Controller Signatory

The name of the SCO and competent person must be inserted to enable the Water Undertaker to validate the registration of the individuals in relation to the proposed work. The competent person must sign the procedure on receipt and briefing of the procedure to confirm that they fully understand the proposed operation and are in receipt of all appropriate documentation. It should be noted that if the competent person changes, the Water Undertakers' representative should be contacted for the clearance to proceed. Signatures of the SCP and the Water Undertaker's representative are required within this section.

7. Details of any conditions or specific requirements

Include any conditions or site specific requirements that maybe required to relative to undertaking the work, e.g. any specialist equipment that may be required, site conditions etc.

8. Supporting documentation requirements

The method statement must be a step-by-step procedure. It is acceptable for certain aspects of the method statement to refer to specific sections of work procedures where these are available to the Undertaker's management and representative on-site and. To include; a copy of a plan showing the mains to be connected, a copy of the test certificate for the newly laid mains, and a copy of the sample results following disinfection of the newly laid mains should be attached; and other information required by the Water Undertaker to assess the work and possible impact on the existing water supply network (supplies to existing customers, water quality etc.).

Self-lay application for vesting of mains and services

1. **This form is 'Form ACV' Part 2** - which is the form to be used by the Self-Lay Provider ("SLP") to apply for vesting of the new self-lay asset from Southern Water Services Ltd. ("SW") following a successful connection of mains and/or services.

Procedurally, SW's Self-lay Policy requires that SW is satisfied that the new asset(s) have been installed compliant with the Self-lay Policy (i.e. specification and standards) prior to the application for vesting of a self-laid Water Main (in total or in part thereof) and/or a service.

In accordance with the Agreement the Defects Liability Period of 12 months commences from the date of connection. The Vesting Certificate (if SW accepts that the assets have been installed in a manner compliant with the Self-Lay Policy) confirms SW's adoption of the asset from the date of connection (notwithstanding that the Vesting Certificate is after the connection (within *7 days of SW receipt of this Form – Part 2, as notification of successful connection and application to vest).

A separate certificate is to be applied for and hence issued for any main of part (phase) thereof and for each individual service (if more than one service installed on the same day a single Form – Part 2 can be used). The details of the mains and services vested will be added to the Vesting Schedule in the Agreement – hence updating the Agreement with each successful vesting.

2. **This Form AVC Part 2** requires that the connection(s), further to Part 1 notification request for such, has been made and are accepted by SW as satisfactory.

This form constitutes the formal process of notifying SW that a connection has been made and requests that SW as the Water Undertaker in which the site is located vest the main (adopt the main) and/or service; in accordance with the SW Self-Lay Policy.

3. **Form AVC – Parts 1 and 2** are to be completed and issued for each and every phase of Self-lay Water Main that is to be the subject of a vesting request from the SLP and additionally for each and every service (connected to a Self-lay main – including any such where the water main was not installed by a SLP but by SW pursuant to a requisition for such).

In the event that more than one service is connected on a single day only one form is necessary provided that individual services are identified and recorded etc. as required by the Self-lay Policy.

*** SLP is to scan and email ACV Form – Part 2 to SW within 24hrs of successful connection date**

Self-lay provider application for vesting details

Please quote the Southern Water Agreement reference previously detailed on the front of the Agreement document that relates to your site. This form is to be emailed to Southern Water FAO Project Manager notified as responsible for this development.

All Parts of this form and details required are mandatory

Agreement Reference No:

Company Name (if applicable):

Mains to be vested: Yes No

Request for mains vesting: Yes No

If no and services only use Appendix 1 to provide details

Total number of properties to be served by below lengths of mains:

Length	Diameter	Material	Date main(s) were connected to undertakers supply main. Effective date of adoption:	For services request for vesting use Appendix 1 attached to this form and send in with declaration. In the table below, show which plot numbers relate to the mains request for vesting when services also relative to a self-lay main.

Details of the contractor who installed the water mains and services:

Contact name:

Company Name:

Phone:

Address:

Mobile:

Postcode:

Checklist:

The following checklist details the supporting documentation required to progress your application to vest your water mains and any related services. If documentation is either not provided, or provided in a format not compliant with the Self-lay Policy, this will delay the process of vesting (adoption of mains/services) and any related payments.

The following lists are not exhaustive and the Self-Lay Policy is to be referred to for all required information.

1. Water mains

- As-built drawings in electronic format (please refer to Self-lay Policy)
- Health and Safety file
- Handover Pack – completion of mains (chlorination and testing certificates etc)
- Final walk-off pack – details relating to subsequent occupancy and water quality monitoring programme required as necessary
- Confirmation of fire hydrant acceptance by fire authority

2. By reference to individual properties

- Land title transfer details and/or any easement details and related (please refer to Self-lay Policy)
- Meter details: position of meter, pipework identification, service strip or other etc.

Declaration:

I/We hereby make application to Southern Water Service Ltd to vest my [Water Mains] and/or [Water Services].

I/We confirm that the Water Mains have been constructed to the most recent approved drawing(s) and in accordance with Southern Water Services Ltd.'s Self-lay Policy and good industry practice; and have been inspected and tested to the standards set out in the Self-lay Policy.

I/We have filled in all parts of this form (all mandatory) and the details I/we have given with this application are accurate.

I/We have enclosed all the necessary supporting documentation.

Signature:

Date:

Full name (in capitals):

Position:

Phone:

Company name:

Company address:

Postcode:

Email:

Details of services connected to self-lay mains

Details provided as part of request for vesting of assets installed and as required by our Self-lay Policy.

This form can be copied as necessary for additional plot numbers

	Plot number:	Plot number:	Plot number:	Plot number:	Plot number:	Plot number:
Southern Water reference number						
Proposed postal address						
Date the plots pipe are ready for inspection/ connection						
Confirmation of pipe size						
Confirmation of meter type						
Confirmation of meter size						
Confirmation of domestic (DOM) or non-domestic (NHH)						
Confirmation of connection to be to an off-site main (Yes / No)						
Confirmation of connection to an on-site main (Yes / No)						
The date the meter was installed and connection made*						
The meter location						
The meter serial number						
The meter reading						

* This date will be the date that will be taken as commencement of the defects liability period for the associated communication pipe and meter/chamber.

The meter ‘sticker’ is to be attached to a separate sheet of paper (write plot number on the sticker) and then return this completed form (Appendix 1) to us, together with scanned ‘stickers’ via email.

If services-only agreement and hence services only are to be vested (no self-lay mains), please tick box