

Request for a Variation to the S104 Agreement

Filling out this form

This form can't be filled out online, so before you start to complete it, please make sure you follow these steps:

1. Download the PDF to your PC (Save it locally, for example on your desktop)
2. Open it using Adobe Acrobat Reader, and fill it out
(if you don't have Adobe Acrobat PDF Reader you can download it [here](#))
3. Save the completed version
4. Email it to us at technical.sewerage@yorkshirewater.co.uk

Please note: the fees listed in this form are fixed until **31 March 2024**. You can find the most up-to-date version of this form at yorkshirewater.com/developers/sewerage/sewer-adoptions



This request form should only be used if you require a variation to the signed S104 Agreement for your site under Section 104 of the Water Industry Act 1991.

A S104 Agreement is entered into by the relevant parties and once signed is legally binding until the system has been formally vested by Yorkshire Water. The site layout drawing incorporated within the S104 Agreement shows the sewers and associated assets proposed for adoption by Yorkshire Water.

Should a developer wish to amend the proposed adoptable sewer and associated assets within the S104 Agreement, a variation can be requested. Yorkshire Water shall determine whether this can be done by correspondence, by a Deed of Variation or whether the S104 Agreement needs to be terminated and a new Agreement put in place.

For any variations that directly impact on the hydraulics of the proposed network, a formal resubmission must be made. For any variations that do not impact on the hydraulics of the network, these can be approved by the Developer Services Inspector and confirmed on the as built drawings.

To request a variation, please complete this request form and email it to technical.sewerage@yorkshirewater.co.uk, along with the requested supporting information.

What happens next?

On receipt of your request form and supporting information, an Adoptions Technician will review all the information and acknowledge your request within 7 calendar days. The Adoptions Technician will respond to you, confirming the type of variation required.

If all the necessary information has been provided, the Adoptions Technician will complete their assessment of the variation within 14 calendar days.

If the information received is not sufficient to complete their assessment, the Adoptions Technician will contact you to discuss the outstanding matters within 14 calendar days.

Once the details of the variation have been confirmed by all parties, the variation will be drawn up and acceptance provided within 7 calendar days.

Completing your request form

This request form and supporting information can be submitted in paper copies by post, delivered by hand or sent electronically.

This form must only be completed, signed and submitted by the developer for the site.

Please complete in **BLOCK CAPITALS** using blue or black ink or enter your details below electronically.



1. About you

I confirm I am the developer for this site Yes No

Your name

Your company's name

Your company's address

Postcode

Telephone number

E-mail address

2. Details of the site

Site Name

Site Address

Postcode (nearest)

Site H reference number

Date of Signed S104 Agreement

Confirmation that all parties to the signed S104 Agreement have consented to the variation request?

Yes No

3. Variation Requirements

Please confirm you have provided the following documentation with this request form:

S104 Site Layout Plan (coloured showing all existing (Technically Accepted) and proposed changes to the Accepted sewer network and associated assets)	Yes	No
Manhole Schedule (if affected)	Yes	No
Long Sections (if affected)	Yes	No
Changes to the S104 Agreement (if applicable)	Yes	No
Any other relevant drawing showing the existing (Technically Accepted) and proposed changes to the Accepted sewer network and associated assets	Yes	No



4. Declaration

I request that Yorkshire Water process my request based on the information I have provided and confirm all information is correct to the best of my knowledge.

I agree that Yorkshire Water may use the supporting information provided for any purpose connected with this request and with the company's statutory Sewerage and Water undertakings.

I can confirm that this request form has been checked by ourselves as the Developer, is complete and complies with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption.

I understand that the minimum fee of £339 will be charged for the preparation of the documentation to support the variation in line with our Charging Arrangements 2023/2024.

I confirm that I would like Yorkshire Water to prepare a variation agreement for this site.

By ticking this box I agree to the above declaration

Print name

Date

| |

Position in company



YorkshireWater

Please email this completed form to:
technical.sewerage@yorkshirewater.co.uk

Or you can post it to:
Developer Services
Yorkshire Water Services Ltd
PO Box 52
Bradford BD3 7YD

If you need to get in touch



Call the Developer Services team on 0345 1 20 84 82

Our Developer Services office is open Monday to Friday 8am–5pm.



Visit our website yorkshirewater.com/developers



Tweet us [@YWHelp](https://twitter.com/YWHelp)



Write to us

Yorkshire Water Services Ltd, PO Box 52, Bradford, BD3 7YD

Other useful numbers

Contact centre

0345 1 24 24 24

(billing enquiries)

Asian language

0345 1 24 24 21

Text telephone/minicom

0345 1 24 24 23

24 hour automated services

0345 1 24 72 47

(meter readings and payments)

Fax number

01274 372 800

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