

Water Code for Adoption Minimum Information and Levels of Service (LoS)

Yorkshire Water



YorkshireWater

Introduction

Complex Site

A “complex” site is defined as follows:

- Number of plots on Site over 500.
- Special Engineering Difficulties identified.
- Mains pressure (where the Site is higher than the reservoir on a gravity fed system).
- Reinforcement that may require more than laying or upsizing a main (e.g. booster pump).
- Highways constraints (e.g. major trunk road/motorways where a site meeting with a highway authority is specifically required).
- Environmental issues in respect of SSSI or other designated sites.
- Site of archaeological interest.
- Third party and Crown Estate land.
- Protected undertakers (e.g. other utilities and Network Rail).
- Schedule 13 Water Industry Act 1991 constraints

Stage 1a – Pre-Planning Enquiry

This stage is intended to support the early engagement between Yorkshire Water (YW) and the Developer necessary to plan for future Network capacity requirements and to enable the Developer to make an informed choice on the delivery route for the water infrastructure to the Site (i.e. YW Requisition, Self-Lay, New Appointment or Variation (NAV)).

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Submit Pre-Planning Enquiry form including:</p> <ol style="list-style-type: none"> 1. Satisfactory completion of the Pre-Planning Enquiry form. 2. Defined Site boundary (the Site boundary plan shall be provided in a format to be electronically accessed by YW. If available at this stage a CAD layout plan should be provided unmarked and with controlled reference and revision numbers and dates). 3. Expected site usage/quantity and types of buildings proposed. 4. Estimated meter supply of water required to first plot. 5. If the customer has a preference, indicate Site entrance i.e. Where the permanent Source of Water (SoW) could be delivered to Site. 6. Estimate of the quantity and types of buildings proposed within the first 5, 10, 15 years to include; commercial supply requirements including; internal 		

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fitments, flow rates, details of storage tanks, process water requirements.		
	Acknowledge receipt of complete and/or incomplete application. Provide YW reference and nominated contact to support future communication.	Water Company (existing Water UK metric) 5 calendar days
	Provide Pre-Planning Enquiry Report including: <ol style="list-style-type: none"> 1. This is to be based on the expected development parameters. 2. The Point of Connection (PoC) on the existing Network is to be identified relative to the Site entrance indicated by the Customer. 3. Any recommendation for an alternative or technically preferred Point of Connection is to be identified with reasons provided (if known at this early stage). If the report highlights multiple options, the rationale for any recommended option should be provided. 4. YW will review and indicate any technical constraints to minimize the impact on development programme. 	Water Company (existing Water UK metric) 21 calendar days

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	<p>5. Specify the validity period of the pre-planning report.</p> <p>Information produced at this stage will be draft and subject to a final review and confirmation in the subsequent stages.</p>	

Stage 1c – Point of Connection (PoC) Application

This stage confirms the point(s) where a Self-Laid Main can be connected to an Existing Main on the Network in order to allow the Customer to estimate costs, determine the scope of the Self-Lay Works and produce a design.

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Submit Point of Connection Application including:</p> <ol style="list-style-type: none"> 1. Satisfactory completion of the Application for Point of Connection form 2. Defined Site boundary and Self-Laid main incoming access / utility routes (the Site layout plan is to be provided in a CAD format able to be electronically accessed by YW, unmarked and with controlled reference and revision numbers and dates). 3. A Point of Connection in accordance with the Design and Construction Specification for Yorkshire Water. 4. Expected Site water consumption. 5. Planning status and reference number for the Site. 6. Land registry reference number for the Site. 7. Source of Water Delivery Date. 8. Site layout plan (approved planning layout) to include topography. 		

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9. Details of Special Engineering Difficulties. 10. Details of any known future Development adjoining the site.		
	<p>Acknowledge receipt of complete and/or incomplete application and provide details of information outstanding still required from the Customer. Provide YW reference and nominated contact to support future communication.</p>	<p>Water Company SLPM – S1/1 – Initial Application Review</p> <p>Within 5 calendar days confirm application form is complete.</p> <p>The SLA will reset each time the application is sent back to the SLP for incomplete information.</p> <p>Category 1.</p>
	<p>Review PoC and provide PoC Report including:</p> <ol style="list-style-type: none"> 1. Confirmation that Point of Connection is viable based on information provided by the Customer 2. If known, status of land at the Point of Connection (i.e. adopted highway, third party). 3. Any Special Engineering Difficulty which may be associated with the Point of Connection 4. Overview of any Network Reinforcement that YW requires in order to make capacity available at the Point of Connection or for future Developments 	<p>Water Company SLPM – S1/2 – Review PoC Proposal</p> <p>Within 14 calendar days (or 28 calendar days for complex sites) as defined earlier in this document in section: Introduction – Complex Site) review PoC proposal and validate / propose PoC.</p> <p>Runs concurrently alongside SLPM 1/1.</p> <p>YW to notify SLP that the site is deemed complex at the earliest opportunity and no later than 14 calendar days after the receipt of the complete application.</p>

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	<p>5. Confirmation of pressure at source</p> <p>6. Overview of any risk to the Network that may require diversion or asset protection work on Site or the land adjacent to Site</p> <p>7. Summary of Contestable / Non-contestable works relative to the Site</p> <p>8. Specify the validity period of the PoC report.</p> <p>If status of land at proposed Point of Connection is third party or unknown or if any special Engineering Difficulty identified, YW may offer an alternate Point of Connection.</p> <p>Point of Connection Reports produced at this stage may be limited relative to the available information provided by the Customer and therefore in this event will need to be reassessed and confirmed when YW has received all required information from the Customer.</p> <p>YW's Point of Connection Reports are compatible with their published Charging Arrangements and Annual Contestability Summary, and provide sufficient information</p>	<p>Category 1.</p>

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	to allow a reasonable estimate of costs to be derived by the Customer / YW.	

Stage 2 – Design Self-Laid Mains (Yorkshire Water)

Applicable to when the Customer instructs Yorkshire Water (YW) to carry out Contestable design work in accordance with a published Local Practice under section 4.7 of the WSG and supplied as a service in accordance with the YW's published Charging Arrangements.

Information provide by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Design request, including confirmation of development parameters:</p> <ol style="list-style-type: none"> 1. Satisfactory completion of the Application for Self-Lay Water Main and Service Connection form 2. Confirmation of YW as the Designer 3. Most recent layout of Site in CAD and PDF format unmarked and controlled with reference number, revision and date including site topography 4. History and details of previous land usage / copies of Geo-Environmental surveys / report 5. Pre or post-remediation Site investigation report where applicable 6. Subject to 4. And 5., quantitative risk assessment, remediation strategy and verification report as appropriate in accordance with Water UK / HBF Guidance for the Selection of Water Pipes to be used in Brownfield Sites 		

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<p>and the Contaminated Land Assessment Guidance.</p> <ol style="list-style-type: none"> 7. Prescribed pipe type based on 6. 8. Identify third-party land which forms part of the access to the Site 9. Legal easement drawing (CAD and PDF) where applicable subject to 8. 10. Temporary water supply required date, location and size. 11. Domestic supply requirements i.e. property type schedule. 12. Multi Occupancy building supply: requirements, pumps, storage internal manifolds. 13. Details of any requirement for water for firefighting. 14. Details of any phasing of the development. 15. Preferred building entry positions. 16. Details of watercourses within the area to be developed / site or adjacent to such. 17. Details of Special Engineering Difficulties e.g. bridges or culverts the new water pipes must cross or other constraints that may impact on the design and construction work. 		

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<p>18. Section 38 drawing detailing the roads and footpaths to be adopted by the Local Authority.</p> <p>19. Details of service strips/service corridors where applicable.</p> <p>20. Details of Principal Designer for the Development (copy of F10) and Principal Contractor.</p> <p>21. Developer’s project health and safety plan.</p> <p>22. Details of any known future Development adjoining the site.</p>		
	<p>Acknowledge in writing receipt of complete and / or incomplete application and provide details of information outstanding still required from the Customer. Provide YW reference and nominated contact to support future communication.</p> <p>Inform Customer of expected response due date based on complexity of Site.</p>	<p>Water Company SLPM - 2/1a – Review Design Application</p> <p>Within 5 calendar days confirm application is complete.</p> <p>Applies only where a valid PoC has been obtained for the site. If one has not been obtained, then revert to Stage 1c.</p> <p>The SLA will reset each time the application is sent back to the SLP for incomplete information.</p> <p>Category 1.</p>

Information provide by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
	<p>YW carries out the design in accordance with the Design and Construction Specification for Yorkshire Water.</p> <p>Technical design will be provided as indicated in YW’s Charging Arrangements and should be sufficiently developed to allow the Principal Designer to coordinate with other utilities and if appropriate instruct the works to progress to Stage 4 – Construct Mains.</p> <p>Design work will rely on detail about the Development and Site. The relevant detail may have been supplied in earlier stages. The Customer either re-confirms the parameters provided earlier, or updates to suit the latest proposals.</p> <p>Information regarding Principal Designer and Principal Contractor is required under CDM Regulations (2015).</p> <p>Fully defined schedule of Contestable and Non-contestable works.</p> <p>The extent of Contestable work shall be shown on the drawing and detailed in a quotation / quantities document.</p>	<p>Water Company SLPM - 2/2a – Provide Design</p> <p>Within 28 or 42 calendar days depending on the complexity (as defined earlier in this document in section: Introduction - Complex Site) complete design of Self-Lay Works.</p> <p>Runs concurrently alongside SLPM 2/1a.</p> <p>Only applicable where a valid PoC has been identified.</p> <p>Category 1.</p>

Stage 2 – Design Self-Laid Mains (Self-Lay Provider)

Applicable to when the Customer chooses to carry out their own Contestable design work and submit said design to Yorkshire Water (YW) for its approval.

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (Los)
<p>Applications for design acceptance shall include the following:</p> <ol style="list-style-type: none"> 1. Satisfactory completion of the Application for Self-Lay Water Main and Service Connection form. 2. Payment of any fees associated with YW's published Charging Arrangements. 3. Letter of authority from the Developer formally appointing the SLP to the role of Designer. 4. Confirmation of the named SLP Designer (including contact details). Most recent layout of Site in CAD and PDF format unmarked and controlled with reference number, revision and date including Site ownership boundary, layout and topography. Design drawing compliant with the published Design and Construction Specification for Yorkshire Water. 5. Desktop study of history and details of previous land usage (Phase 1 geo-environmental risk assessment). 		

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (Los)
<ul style="list-style-type: none"> 6. A copy of the geo-environmental report where applicable subject to 6. 7. Pre or post-remediation Site investigation report where applicable subject to 6. And 7. 8. Quantitative risk assessment, remediation strategy and verification report as appropriate in accordance with Water UK / HBF Guidance for the Selection of Water Pipes to be used in Brownfield Sites and the Contaminated Land Assessment Guidance where applicable subject to 7., 8. and 9. 9. Legal easement, right of access or wayleave drawing (CAD and PDF format) where applicable. 10. Evidence related to sustainable development as per YW's published Charging Arrangements e.g. where a water efficiency incentive scheme is available. 11. Details of any temporary water supply requirements including date, location and size. 12. Section 38 drawing detailing the roads and footpaths to be adopted by the Local Authority. 		

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (Los)
<p>13. Domestic supply requirements i.e. property type schedule.</p> <p>14. Multi Occupancy building supply: requirements, pumps, storage internal manifolds.</p> <p>15. Details of any requirement for water for firefighting.</p> <p>16. Details of watercourses within the area to be developed / site or adjacent to such.</p> <p>17. Developer's project health and safety plan.</p> <p>18. Details of any known future Development adjoining the site.</p> <p>19. Confirmation of lead Designer for the development (copy of F10) and Main contractor/Developers project health and safety plan.</p> <p>20. Fire authority confirmation, or evidence that a consultation request has been made.</p> <p>Required under CDM 2015.</p> <p>The Fire Authority shall be consulted on new mains proposals and where washouts are proposed (the Fire Authority may adopt a</p>		

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proposed washout and/or require additional installations).		
	<p>Acknowledge receipt of complete / incomplete application. Provide YW reference, and nominated contact to support future communication.</p> <p>Inform Customer of expected response due date based on complexity of Site.</p>	<p>Water Company SLPM - 2/1b – Water Company to Review SLP design application</p> <p>Within 5 calendar days confirm application is complete.</p> <p>Applies only where a valid PoC has been obtained for the site. If one has not been obtained, then revert to Stage 1c.</p> <p>The SLA will reset each time the application is sent back to the SLP due to the application been deemed to be incomplete, i.e. there is/are document(s) missing. If a design is submitted and requires changes then this is subject to S2/2b and is not a reason for rejection under S2/1b.</p> <p>Category 1.</p>
	<p>If application is acceptable then formal written notice of design acceptance is issued.</p> <p>If design is deemed unacceptable then a design rejection with an itemized list of rejection grounds is issued.</p>	<p>Water Company SLPM - 2/2b – Water Company to Provide design acceptance</p> <p>Within 14 or 21 calendar days depending on the complexity (as defined earlier in this</p>

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	<p>YW will review the design to confirm compliance with the Design and Construction Specification for Yorkshire Water and ensure that the assets can be accessed / maintained in the long term.</p> <p>Fully define contestable and/or non-contestable works. Outline of any Network risks which may affect the Source of Water Delivery Date or method.</p> <p>The extent of contestable work can be shown on drawings, or in a quotation / quantities document.</p>	<p>document in section: Introduction - Complex Site) provide formal design acceptance.</p> <p>This is a start / stop “chess clock” metric and therefore the design acceptance will sit with the Water Company for no more than the number of days specified in the metric. Water Company rejection of a design will not affect the overall timescale for acceptance.</p> <p>Only applicable where a valid PoC has been identified.</p> <p>Runs concurrently with SLPM – S2/2a.</p> <p>Category 1</p>

Stage 3 – Execute Water Adoption Agreement

Customer and Yorkshire Water (YW) to agree Delivery Date, confirm scope of work and sign contract locking all parties into the delivery of the Self-Lay Works.

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<ol style="list-style-type: none"> 1. Valid design with formal acceptance issued by YW. 2. Proposed Source of Water Delivery Date and formal written request to YW to deliver a Source of Water by that date. 3. List of affected Owners and their appointed legal representatives. 4. Confirm final Fire and Rescue Service requirements where the need for fire hydrant(s) has been identified 5. Return Water Adoption Agreement a minimum of 28 calendar days prior to the proposed Delivery Date signed by all necessary parties other than YW. 		
	<p>Agree proposed Delivery Date or propose new Delivery Date with evidenced rationale.</p> <p>Issue Water Adoption Agreement, containing Delivery Date in Schedule 1, to be signed by all parties (Developer, SLP, Owners and YW).</p>	<p>Water Company SLPM - S3 – Review / revise Water Adoption Agreement</p> <p>Issue the Water Adoption Agreement using the Model Water Adoption Agreement (MWAA) as a template within 7 calendar days of receiving</p>

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	<p>YW shall issue the Site-specific Water Adoption Agreement during Stage 2 if all information is submitted at that stage.</p> <p>The Water Adoption Agreement shall be signed by all parties before Self-Lay Works are to be commenced.</p> <p>The Water Adoption Agreement signed by all parties shall be returned to YW a minimum of 28 days prior to the Delivery Date. In the event that it is returned fewer than 28 days prior to the Delivery Date then the YW representative should amend the Delivery Date in Schedule 1 to be 28 days after receipt of the signed Water Adoption Agreement or a later date by agreement and date and initial prior to signing and sending copies to all parties.</p> <p>YW may provide a form to provide a framework for the Minimum Information required at this stage and publish it on YW's website.</p> <p>Sign Water Adoption Agreement and issue copies to all parties.</p> <p>YW shall sign the Water Adoption Agreement upon receipt of a valid Water Adoption Agreement, signed by all other parties.</p>	<p>the request or a revision to the scope of work in an earlier draft.</p> <p>If all information is provided, then this measure runs concurrently with SLPM – S2 and the WAA can be issued alongside formal design acceptance.</p> <p>Category 2</p>

Stage 4 – Construct Water Mains

Construction of Self-Lay Works and Yorkshire Water (YW) Works.

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<p>Prepare Method Statement and Risk Assessment documents.</p> <p>Plan provision of Self-Lay Works.</p> <p>Update WeeklyWhereabouts and issue to YW. All Self-Lay Works are notified by the SLP to the Water Company by the issuing of a Weekly Whereabouts in accordance with WIRS.</p> <p>Construct Self-Lay Works. Self-Lay Works should be carried out in accordance with the accepted design, Design and Construction Specification for Yorkshire Water and the Water Adoption Agreement.</p>		
	<p>Confirm availability of Source of Water for Testing before contractual Delivery Date.</p> <p>Plan provision of YW Works installation of a new branch connection relative to the agreed Point of Connection and liaise with Customer of date **via email.</p>	<p>Water Company SLPM – S4/1 – Source of Water Delivery Date</p> <p>Right day metric – agreed date when the Water Company will provide Source of Water for testing purposes, contractually binding in the Water Adoption Agreement.</p>

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
	<p>YW Works should be coordinated with the customer and third-party stakeholders where it is sensible to do so in order ensure that the Delivery Date is achieved.</p>	<p>Water Company performance measured on a right day basis against the agreed date written into the Water Adoption Agreement. The internal between the receipt of a complete signed Water Adoption Agreement and the Delivery Date is subject to a minimum of 28 calendar days.</p> <p>If the valid signed Water Adoption Agreement is less than 28 calendar days prior to the Delivery Date, then this will move the Delivery Date to 28 calendar days after receipt of the signed Water Adoption Agreement.</p> <p>Category 2.</p>
<p>Written notification to YW of an intention to carry out Testing of the Self-Laid Main.</p> <ol style="list-style-type: none"> 1. Satisfactory completion of the relevant YW form. 2. Proposed date of Testing to be carried out. 3. Scope of Testing (which Self-Laid Main is to be tested). <p>All Testing is notified in accordance with the Design and Construction Specification for Yorkshire Water and WIRS via the Weekly Whereabouts to allow witness and audit by YW at its discretion.</p>		

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Pressure testing and all aspects of the commissioning of Self-Lay Works shall be in accordance with the Design and Construction Specification for Yorkshire Water and the Water Adoption Agreement.</p>		
<p>Inform YW of the valid results including evidence / data evidencing the validity following Testing of the Self-Laid Main.</p> <ol style="list-style-type: none"> 1. Pressure test certificate. 2. Pressure test backing data. 3. Bacteriological sample pass certificate. 4. UKAS laboratory details. 5. Construction records indicating which mains have been tested electronically in CAD and PDF format or as otherwise agreed with YW. 6. Photographs of Self-Lay Works. <p>Bacteriological test results shall be provided in accordance with the Design and Construction Specification for Yorkshire Water and include the UKAS laboratory details and required ref. number(s).</p> <p>Construction records should be submitted in</p>		<p>Self Lay Provider SLPM - 4/2 - Provide sample results and submit construction records</p> <p>Within 1 day of receipt of valid test results SLP must provide evidence of said bacteriological sample and pressure test pass.</p> <p>If there is a delay in submitting the sample results this could render them invalid due to time limits imposed for water quality and public health purposes.</p>

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>accordance with the Design and Construction Specification for Yorkshire Water in electronic format.</p> <p>Photographic requirements shall be broadly equivalent to those records required from YW's own supply chain.</p>		
	<p>Carry out Site coordination and compliance visits to support design and construction coordination and alignment with the Design and Construction Specification for Yorkshire Water and the Water Adoption Agreement.</p> <p>Where a defect is discovered, in accordance with the relevant clause within the Water Adoption Agreement, YW should inform the Customer in writing and request that the Defect be rectified.</p> <p>Any changes made to the Self-Lay or YW Works should be made in accordance with the Water Adoption Agreement clause relating to Variations.</p> <p>Any Site inspections, audits or compliance visits are at YW's cost risk and shall not impinge on the SLP's ability to plan or undertake its Self-Lay Work.</p>	

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
	Outstanding Defects should be resolved prior to the Final Connection or Adoption of the Self-Laid Main.	
Plan and remedy any identified Defects in accordance with the relevant clause within the Water Adoption Agreement or request that YW remedy the Defect.	Review provided information and carry out final Site audit if the Site is complete.	
	<p>YW to issue approval of Self-Laid works.</p> <p>If minor outstanding Defects are accepted by YW that will not impact on end-user customer supply or water quality etc., the Self-Laid Main can move forward to Final Connection and Adoption.</p>	

Stage 5 – Connect Mains (SLP to make the Final Connection)

Where Final Connection of the Self-Laid Main to the Network is to be carried out by the Self-Lay Provider

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Provide details of Self-Lay Works to be connected to the Network:</p> <ol style="list-style-type: none"> 1. Submit CRMC paperwork according to WIRS. 2. Date of proposed connection. 3. Construction records indicating self-Laid Mains to be connected electronically in CAD and PDF format or as otherwise agreed with YW. 4. Contact details of responsible competent person. 5. Prepare method statements and risk assessment documents compliant as a minimum with the Design and Construction Specification for Yorkshire Water. <p>Update Weekly Whereabouts with Final Connection date (by email or as otherwise agreed by YW).</p> <p>Comply with the Design and Construction Specification for Yorkshire Water, the Annual Contestability Summary and the Water</p>		

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Adoption Agreement (CDM and HSE requirements and specific YW authorisation and approvals procedures i.e. “safe control of operations”).</p> <p>CRMC paperwork provided by WIRS as part of accreditation.</p> <p>Flushing may be necessary if likely demand on the new Self-laid Main is insufficient to maintain a suitable level of turnover. YW and Customer discuss the anticipated programme and activities and a flushing programme shall be agreed prior to consenting the Self-lay Works connection if deemed necessary by YW.</p>		
	<p>Review documents provided by the SLP in Stage 4 and agree proposed Final Connection date by written response in accordance with the published DCS and ACS.</p> <p>A part of its review of the supporting documents to determine SLP evidence of competency for activities relative to WIRS, the SLP and YW coordinates any requirements regarding connection method, standby resources, or material etc. as agreed at design acceptance (Stage 2).</p>	<p>Water Company SLPM – S5/1b – Review application and agree date of Final Connection</p> <p>Within 5 Days review the application, test results, as-laid information and agree the connection date with SLP and issue authorisation.</p> <p>Following submission of Testing results in SLPM 4/2 or concurrently if date of Final Connection is known.</p>

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
		<p>To be used when the SLP is to propose to make the Final Connection. Water Company to reconfirm date with SLP. All information should be submitted by the SLP at the same time, a minimum of 5 Days prior to the proposed connection date:</p> <ul style="list-style-type: none"> • Valid pressure test result. • Valid bacteriological sample result. • As-laid drawing of mains to be connected. • CRMC paperwork as per WIRS accreditation.
<p>Following an agreed Final Connection, completion notification shall be issued by the SLP to YW within 24 hours.</p> <ol style="list-style-type: none"> 1. Completed Certificate of Vesting. 2. Construction records indicating Self-Laid Mains that have been connected electronically in CAD and PDF format or as otherwise agreed with YW. <p>Industry standard Certificate of Vesting should be used, as defined in the Water Adoption Agreement.</p>		<p>Self Lay Provider SLPM - S5/2 – Complete connection and provide required information to the Water Company</p> <p>Within 1 Day of completing the Final Connection SLP to confirm that connection took place.</p> <p>To be used when the SLP has made the Final Connection.</p> <p>Completed vesting certification should be provided at this stage.</p>

Stage 5 – Connect Mains (Yorkshire Water to make the Final Connection)

Where Final Connection of the Self-Laid Main to the Network is to be carried out by Yorkshire Water (YW).

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Provide details of Self-Lay Works to be connected to the Network:</p> <ol style="list-style-type: none"> 1. Submit completed relevant YW form formally requesting work to be carried out. 2. Date of proposed connection. 3. Construction records indicating Self-Laid Mains to be connected electronically in CAD and PDF format or as otherwise agreed with YW. 4. Contact details of Site contact. 5. Payment for requested YW Works if applicable. <p>Comply with the Design and Construction Specification for Yorkshire Water, the Annual Contestability Summary and the Water Adoption Agreement (in particular CDM and HSE requirements and specific YW authorisation and approvals procedures i.e. “safe control of operations”).</p>		

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
The relevant YW form should provide a framework for the Minimum Information required and is published on the YW website.		
	<p>Provide a date within 14 days when Final Connection will take place.</p>	<p>Water Company SLPM 5/1a – Review request to carry out Final Connection</p> <p>Within 14 calendar days from receipt of all valid test results and paperwork complete the Final Connection.</p> <p>To be used when the SLP request that the Water Company make the Final Connection to reconfirm date with SLP. All information should be submitted at the same time:</p> <ul style="list-style-type: none"> • Valid pressure test result. • Valid bacteriological sample result. • As-laid drawing of mains to be connected. • Formal request for works to be carried out by the Water company.
	<p>Carry out Final Connection on agreed date, not more than 14 days from receipt of formal request.</p>	
	<p>Arrange for YW asset records to be updated showing Final Connection.</p>	

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
Payment for YW works if applicable, in accordance with YW's Charging Arrangements .	Issue invoice for YW Works if not already done so, in accordance with YW's Charging Arrangements .	

Stage 6 – Vest New Mains and Correct Any Defects

Information provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>All information relative to Vesting should have been submitted by the SLP in Stage 5.</p>		
	<p>Declare the Self-Laid Main vested from the date of Final Connection.</p> <p>Take responsibility for the maintenance of the Adopted Self-Laid Main, which now forms part of the Network.</p> <p>Update asset records internally to reflect transfer of ownership and responsibility.</p> <p>Written declaration via e-mail should be provided to the SLP.</p> <p>The vesting process legally transfers appropriately constructed Self-Laid Mains to the ownership of YW as part of the adoption process.</p> <p>Legal transfer via vesting can only occur when a Declaration is made by YW. These processes assume that will be done in writing by YW as a result of it becoming aware that the conditions of the Water Adoption Agreement have been</p>	<p>Water Company SLPM - S6 – Issue Vesting Certificate</p> <p>Once each Section of main(s) has successfully entered service, declare the Self-Laid Main vested. Vesting certificate should be issued within 5 Days of notification of the Final Connection being given.</p> <p>Category 2.</p>

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	satisfied, and that the asset has entered service successfully and back-dated to whenever the Final Connection was made by the SLP or YW in Stage 5.	
If designed by SLP – Notify Fire Authority of connected hydrants and copy in YW.		
<p>Arrange joint Site walk-off to confirm that the final installation complies with the Water Adoption Agreement.</p> <p>In accordance with Design and Construction Specification for Yorkshire Water and the Water Adoption Agreement.</p>	<p>Attend joint Site walk-off with Customer.</p> <p>YW to notify SLP if follow up work is necessary at this stage or as part of the final Site walk-off (end of maintenance period).</p> <p>In accordance with Design and Construction Specification for Yorkshire Water and the Water Adoption Agreement.</p>	
<p>SLP and YW to agree who is carrying out the works in accordance with the Water Adoption Agreement and notify the Developer accordingly.</p>	<p>Identify any Defects and inform the SLP where it is to rectify.</p> <p>SLP and YW to agree who is carrying out the works in accordance with the Water Adoption Agreement and notify the Developer accordingly.</p>	

Stage 7 – Make Service Connections

Information Provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>SLP notifies YW of its intention to connect a Service Pipe to an Adopted Self-Laid Main via its Weekly Whereabouts.</p> <p>All Service Pipe connections are to be notified by the SLP in accordance with the WIRS requirements and relative to Water Regulation inspections to allow witness and / or audit by YW at its discretion or alternatively submit paperwork according to an Approved Plumbers Scheme.</p>		
	<p>Issue consent, plot reference information and costings associated with connections.</p>	<p>Water Company SLPM - S7/1 – Validate notification and provide consent to progress with connection</p> <p>Issue consent, plot reference information, and costing details within 5 calendar days commencing on the day following written notification of connection call-off by the SLP.</p> <p>Process payment for admin fees.</p> <p>Category 1.</p>

Information Provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>Once a Self-Laid Main has been connected (Stage 5) and Vested (Stage 6), the Service Pipe connections can be made following submission of all requisite information:</p> <ol style="list-style-type: none"> 1. All documentation and permissions relating to the Adoption of the Self-Laid Main in Stages 4 and 5. 2. Postal addresses for all plots to be connected. 3. Approved Plumbers Scheme certificate or YW Water Regulations inspection pass. 4. Notification of date of intent to connect Service Pipe via Weekly Whereabouts. 5. Any associated fees (if applicable). <p>Service Pipe connections can only be made to an Adopted Self-Laid Main or Existing Main, and for this reason the physical work to make Service Pipe connections will normally follow the issuing of notification of Final Connection and the subsequent Declaration of Vesting. Where this is not possible (e.g. where an SLP plans to connect a Service Pipe on the same day as the Final Connection is made) then this should not hold up the works as the Water Main</p>		

Information Provided by Customer	Information provided by Yorkshire Water	Level of Service (LoS)
<p>is considered to have vested as from the Final Connection Date and the MWAA provides that Service Pipes will Vest in YW automatically.</p> <p>The SLP will make YW aware of this intention via the Weekly Whereabouts. Fees may be applicable prior to or after making Service Pipe connections in accordance with YW's Charging Arrangements.</p>		
<p>SLP makes connection, fits meter and sends connection notification to YW with the meter serial number, meter size, meter location, current meter reading, full postal address of the premises served and, where it has the right to do so, the name and address of the owner and occupier where known and the date that that person became (or will become) the owner and/or occupier, together with any other information specified by YW.</p> <p>In accordance with the Design and Construction Specification for Yorkshire Water and relevant YW forms published on its website.</p>		<p>Self Lay Provider SLPM - S7/2 – SLP to notify Water Company that the connection is made</p> <p>The SLP to provide this information to the Water Company within 1 Day of completing the connection for non-household and 5 calendar days for household.</p> <p>Non-household connections must be notified to YW within 1 working day of connection due to Retail Market rules.</p> <p>If the SLP is fitting the meters, then they must provide meter details at the same time as notifying the Water Company of the Service Pipe Connection.</p>
	<p>Issue invoice for any charges associated with Service Pipe connections.</p>	

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	YW verifies data received and arranges any follow-on meter validation.	
<p>Request YW fits meter if applicable.</p> <p>The split of work should be agreed during Stage 2.</p>		
	Attend Site to fit meters as requested.	<p>Water Company SLPM - S7/3 - Install 'screw in' meter and record details</p> <p>If requested, Water Company technician visits site to fit meter and records meter details. The SLA for this metric should be defined by those companies which offer this service.</p> <p>All companies offering a screw-in meter fitting service must measure their performance using this metric.</p> <p>Category 1.</p>
<p>Make payment within required period, in accordance with YW's Charging Arrangements.</p>		

Reporting Requirements

Process / Document Name	Description	Location of Publication	Frequency of Publication
Water Sector Guidance and Model Water Adoption Agreement	Most recent versions with indications of changes from previous versions.	Water UK or a central website	As needed
Delivery options	Water Company to publish their connection options process so the Customer can make an informed choice about who they could get to provide the new connection services they require, for example where they need to use the local Water Company and where they can use an alternative provider.	Water Company website	Minimum annually
Annual Contestability Summary (ACS)	Document outlining services and/or works that can be provided either by the YW or by an alternative provider.	Template version on Water UK's website. YW's version on YW's Website	Minimum annually
Levels of Service	A set of metrics produced to measure Water Company service levels	Water UK's website	Minimum quarterly
Local Practices	Where a Water Company wishes to rely on a Local Practice permitted by the WSG	YW's website	Annually
Local Practices	Annual report setting out any deviations from the Water Sector Guidance or the Model Water Adoption Agreement, for the preceding twelve-month period (from 1 st April – 31 st March). The annual report must, as a minimum, include details of the number of deviation agreements entered into under paragraphs 5.1.2 and 5.2.2. of the Code; the nature and categories of deviations agreed; and	YW's website	Minimum annually

Process / Document Name	Description	Location of Publication	Frequency of Publication
	any other detail as may be specified by Ofwat from time to time.		
Procedures	Process flowcharts (Stages 1-8) for Mains and Services	YW's website	Minimum annually
Minimum Information	The minimum information requirements of each party at each stage of the procedure, and which may include template forms if necessary	YW's website	Minimum annually
Design and Construction Specification (DCS) for Yorkshire Water	A document produced at least annually and based on the industry model DCS showing the areas where the individual water company's' design principles, permissible materials, construction standards etc. vary from that model. This shall include variations to CESWI and Service connection call-off requirements.	YW's website	Minimum annually
Complaints and redress processes	All Water Companies will publish complaints and redress process information	YW's website	Minimum annually
Named Contact information details	Company email addresses or phone numbers to allow questions to be raised	YW's website	As required