

# Re-design / re-approval request form

5K

## 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 [newmains@yorkshirewater.co.uk](mailto:newmains@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/water/mains](https://yorkshirewater.com/developers/water/mains)



## Your request form for re-design / re-approval of a mains scheme

This is a request form for changes to a Yorkshire Water designed mains scheme or for re-approval of an SLP-designed mains scheme.

### How long will it take to get a response?

| What are you requesting?     | Site complexity* | Response time    |
|------------------------------|------------------|------------------|
| Re-approval of SLP design    | Non-complex      | 14 calendar days |
|                              | Complex          | 28 calendar days |
| Re-design by Yorkshire Water | Non-complex      | 28 calendar days |
|                              | Complex          | 42 calendar days |

\* To understand what constitutes a complex site, please see Appendix E of the Water Sector Guidance: [water.org.uk/water-sector-guidance-approved-documents/](https://www.water.org.uk/water-sector-guidance-approved-documents/)

Please bear in mind that we need a fully completed request form to respond in the relevant timeframe shown above.

### What fee do you need to pay for this request?

| Item                                       | Charge                               | What the charge covers  | When you need to pay                                    |
|--|--------------------------------------|---|---|
| <b>Re-design checking fee (SLP design)</b> | £252 + £50.40 (VAT) = <b>£302.40</b> | The cost of processing your request, checking the re-designed mains scheme and issuing a response | On receipt of the invoice we send you with our response |
| <b>Re-design fee (YW design)</b>           | £289 + £57.80 (VAT) = <b>£346.80</b> | The cost of processing your request, re-designing the mains scheme and issuing a response         |   |

**Please note:** if you are only requesting to change your main laying option, and don't need a re-design of the mains scheme, you will only need to pay a **re-quote fee**. The fee will depend on whether you've already paid your existing quote and whether we need to re-survey the site (a re-survey is generally needed if the original survey was done over 12 months ago).

For more information on re-quote fees, please see page 22 of our New Connection Charging Arrangements 2023/2024: [yorkshirewater.com/developers/developer-services-charges](https://yorkshirewater.com/developers/developer-services-charges)



If you're filling out a paper copy, please complete in **BLOCK CAPITALS** using blue or black ink.

## 1. Your details

Company name

Customer name

Telephone number

Email address

Yorkshire Water Reference

## 2. Your requirements

Do you need to change the customer details?      Yes      No

If yes, please provide details below. Please note, if you are not the applicant, you will need to provide authorisation evidence from them as part of this request for us to make the required changes.

Has the site layout changed?      Yes      No

Are you requesting a change to the layout of the mains proposed?      Yes      No

Please describe what has changed in the box below:

Please provide any additional information regarding this request that we will need to know to successfully make the required changes:

If you have been asked to change your design prior to receiving the initial quote, please submit a **Resubmission of Self-Lay Design Requiring Further Details Form**.



Are you requesting to change the main laying option you have chosen?      Yes      No

If yes, please pick the option you would like to change to below:

## Requisition options:

**Requisition Option A (Lay Only)** – On site, Yorkshire Water will lay the water main in the trench excavated by the developer. The developer will be responsible for backfilling and reinstatement of the trench. Off site (on the public highway), Yorkshire Water will excavate the trench, lay the water main and reinstate the trench. Yorkshire Water will carry out all water mains installation and connection work, including chlorinating and testing the new water mains laid.

**Requisition Option B (Off Site Lay Only)** – Off site only (on the public highway), Yorkshire Water will lay the water main in the trench excavated by the developer. The developer will be responsible for backfilling and reinstatement of the trench and associated traffic management, which will require a street works licence to carry out this work off site. There is no on-site work. Yorkshire Water will carry out all water mains installation and connection work, including chlorinating and testing the new water mains laid.

**Requisition Option C (Excavate & Lay)** – On site, Yorkshire Water will excavate the trench, lay the water main and backfill the trench. The developer will be responsible for the final reinstatement. Off site (on the public highway), Yorkshire Water will excavate the trench, lay the water main and reinstate the trench. Yorkshire Water will carry out all water mains installation and connection work, including chlorinating and testing the new water mains laid.

**NAV Site Option A (All Works by YW)** – Off site (on the public highway), Yorkshire Water will excavate the trench, lay the water main and reinstate the trench. Yorkshire Water will carry out all the water mains installation and connection work, including chlorinating and testing the new water mains laid, and install the NAV metering arrangement.

## Self-lay options:

**Self-lay Option A (Off Site & Branch)** – Developer will employ a self-lay provider to lay, chlorinate and test the water mains on site only. Yorkshire Water will carry out the off-site work and branch connections, including excavation and traffic management. Yorkshire Water will chlorinate and test the off-site water mains.

**Self-lay Option B (Branch Only)** – Developer will employ a self-lay provider to lay, chlorinate and test the water mains on and off site (all excavation and traffic management to be provided by the SLP). Yorkshire Water will carry out the branch connection.

**Self-lay Option C (Chlorination & Branch)** – Same as Self-lay Option B, but Yorkshire Water will carry out the chlorination and testing of the water mains laid (we would only use this option if the SLP is not accredited to do this activity).

**Self-lay Option D (All Works by SLP)** – Developer will employ a self-lay provider to lay, chlorinate and test the water mains on and off site (all excavation and traffic management to be provided by the SLP). The SLP will also carry out the under-pressure water mains connection (UPC).



**NAV Site Option B (Branch Only)** – Off site (on the public highway), the SLP will excavate the trench, lay the water main and reinstate the trench (all excavation and traffic management to be provided by the SLP). The SLP will also install the NAV metering arrangement. Yorkshire Water will carry out the branch connection.

**NAV Site Option C (Branch & Metering)** – Off site (on the public highway), the SLP will excavate the trench, lay the water main and reinstate the trench (all excavation and traffic management to be provided by the SLP). Yorkshire Water will install the NAV metering arrangement and carry out the branch connection.

**NAV Site Option D (All Works by SLP)** – Off site (on the public highway), the SLP will excavate the trench, lay the water main and reinstate the trench (all excavation and traffic management to be provided by the SLP). The SLP will also install the NAV metering arrangement and carry out the branch connection.

**NAV Metering arrangements are contestable work as they are billing meters, not DMA meters.**

## 3. Transfer of payment

If you've paid the original quote, are you happy for us to transfer this payment to your new quote?

Yes      No      N/A (original quote not paid)

## 4. Declaration

I am requesting changes to be made to a Yorkshire Water design, or re-approval of an SLP-designed scheme, and have provided the information needed.

I am confirming that I will pay the administration fee for this request at the point that I receive the invoice.

**By ticking this box I agree to the above declaration**

**Print name**

**Position in company**

**Date**      /      /



**Please email this completed form to:**  
[newmains@yorkshirewater.co.uk](mailto:newmains@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](http://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**

## How much could you save?



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