

Source of water confirmation form

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
3. Save the completed version
4. Email it to us at SLP_Mailin@yorkshirewater.co.uk

Please note: the fee listed in this form is fixed until **31 March 2027**. You can find the most up-to-date version of this form at yorkshirewater.com/developers/water/self-lay/

This form is for confirming the source of water (SOW) delivery date when returning a signed model water adoption agreement under Codes for Adoption. We have left the SOW delivery date in the agreement blank so we can add it once you have returned this form. Please don't add this date to the agreement yourself.

If Yorkshire Water is carrying out the branch connection, please complete **section 1** of this form only.

If the SLP is carrying out the branch connection, please complete **section 2** of this form only.

Once you've completed this form, please send it to SLP_mailin@yorkshirewater.co.uk, along with the signed agreement. Please make sure you have also arranged payment of the quote.

The information you provide will be used solely in accordance with Yorkshire Water's [Privacy Policy](#). Please be aware, we may contact you to seek feedback on your experience with this service.

Section 1: Yorkshire Water to carry out the branch connection

Please complete this section if you've selected one of the following main laying delivery methods: Self-lay Option A (Off Site & Branch), Self-lay Option B (Branch Only), Self-lay Option C (Chlorination & Branch), NAV Site Option B (Branch Only) or NAV Site Option C (Branch & Metering).

When we receive all the information required, we will confirm the source of water delivery date and issue the works we are required to carry out to our delivery team. This work order comes with an administration fee of £622 + £124.40 (VAT) = **£746.40**, which we will invoice to you shortly. We'll return the signed agreement to you within **7 days**.

1.1 Your details

Are you the SLP Developer Landowner NAV Consultant Other

If other, please specify

Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

Self-lay application reference

1.2 Confirmation checklist

Source of water delivery date | |

Have all parties signed the model water adoption agreement? Yes No

Has payment of the quote been made? Yes No

If you have paid by BACS, please give the reference here

Have you proposed a source of water delivery date allowing a minimum of 28 days from receipt of this form and agreement? Yes No

Have you completed Schedules 5 and 6 of the agreement? Yes No

Have you left the source of water delivery date blank in the agreement? Yes No

If you're applying for a NAV site:

Has the NAV signed and returned the bulk supply agreement? Yes No

If you have requested that we install the bulk metering arrangement, we will send the work order for this to our delivery team along with the request to provide your source of water. Please ensure that your site is ready for the bulk meter to be installed at the same time the source of water is provided.

I have read and understood

Please note: if you have answered 'No' to any of the above questions or payment is missing, the agreement cannot be completed. We may need to change the SOW delivery date if we don't have enough information to provide a SOW delivery date in 28 days. If this is the case, we will contact you to discuss this further.

If you have any other comments, or there are any incorrect details in the agreement, please share here:

1.3 NAV sites

Please only complete this subsection if you are a new appointee or variant (NAV), or acting on behalf of a NAV. Otherwise, please go straight to section 1.4. A NAV is a company appointed by Ofwat to provide water and/or wastewater services in an area previously served by one water company.

Who is / will be responsible for the clean water network? Yorkshire Water NAV

If Yorkshire Water, we will invoice the relevant clean water infrastructure charges to the NAV. If you are not the NAV, please provide the NAV's details below, and attach **written authorisation** (letter or email) from the NAV confirming their liability for payment. We will not be able to proceed without this authorisation.

Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

Who is / will be responsible for the foul water network? Yorkshire Water NAV

If Yorkshire Water, we will invoice the relevant foul water infrastructure charges to the NAV. If you are not the NAV, please provide the NAV's details below, and attach **written authorisation** (letter or email) from the NAV confirming their liability for payment. We will not be able to proceed without this authorisation.

Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

Who is / will be responsible for the surface water network? Yorkshire Water NAV

If Yorkshire Water, we will invoice the relevant surface water infrastructure charges to the NAV. If you are not the NAV, please provide the NAV's details below, and attach **written authorisation** (letter or email) from the NAV confirming their liability for payment. We will not be able to proceed without this authorisation.

Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

1.4 Further instructions

Weekly whereabouts

We need you to complete and send us a [weekly whereabouts form](#) each Thursday detailing the work you are carrying out in our area the following week.

Please email your weekly whereabouts form to SLP_mailin@yorkshirewater.co.uk with a subject line that begins with "SLP" followed by the location of the scheme.

Please email your notification of a successful job or aborted job to SLP_mailin@yorkshirewater.co.uk within 24 hours of the connection/abort.

Chlorination of pipework

If you're installing a new water main – and/or service pipes that are **over 50mm in diameter and 6m or above in length** – and are accredited to carry out chlorination, you are required to chlorinate the relevant pipework to standards BS 8558 and BS EN 806 and submit a chlorination certificate. You must also ensure that appropriate samples are collected and UKAS-accredited analysis is carried out.

Once you've completed the chlorination and obtained the analysis, please email your chlorination certificate and UKAS-approved analytical results, to SLP_mailin@yorkshirewater.co.uk within one day of receiving your results. Please include your application reference number when you send these details.

We cannot consent to you connecting self-laid mains to our water network until your chlorination certificate, UKAS-approved analytical results and as-laid drawings have been checked and approved.

Please bear in mind that chlorination certificates have a 2-week validity period.

Yorkshire Water reserves the right, should the need arise, to contact directly any analytical service provider or chlorination company used by a developer or SLP in order to verify any documentation provided to us prior to any approval being granted for connection to the YW distribution network.

Re-design / re-approval requests

If you require a change to your design, you will need to complete the [re-design / re-approval request form](#) and a new source of water delivery date will need to be agreed.

Minor variation requests

If you need to make a minor variation to the model water adoption agreement – such as a change to the source of water delivery date or the party/ies liable for payment – you will need to complete a [minor variation request form](#) and we will respond within 7 days.

I have read and understood all of the above

1.5 Declaration

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

I confirm that I will pay the administration fee of £622 + £124.40 (VAT) = **£746.40**, which covers the processing and issuing of the work order, at the point that I receive the invoice.

By ticking this box I agree to the above declaration

Print name

Position in company

Date / /

Section 2: SLP to carry out the branch connection

Please complete this section if you've selected Self-lay Option D or NAV Site Option D (All Works by SLP) as your main laying delivery method.

We'll return the signed agreement to you within **7 days**.

Before completing this section, please confirm you will provide the following documents with your application:

A scanned copy of the competent person's EUSR card

A plan of the proposed works showing the exact location of the under-pressure connection (UPC)

A risk assessment method statement (RAMS) for the UPC

2.1 Your details

Are you the SLP Developer Landowner NAV Consultant Other

If other, please specify

Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

Self-lay application reference

2.2 Self-lay provider details (if different from the above)

Contact name

Company name

Company registration number

Phonenumber

Email address

Address

Town/City

Post code

I can confirm that I have the correct certification, as provided by Lloyds Accreditation, to carry out the proposed under-pressure connection.

Yes

Certification reference

Certification valid until

2.3 Work details

This information is essential for the management of the network and ensuring there is no conflict with other operations. As part of the requirements of the UPC you will have liaised with us at the point of connection (POC) stage and your model water adoption agreement must be in place and signed by all parties. All UPC works must be recorded in your weekly whereabouts sheets and provided at least 14 days prior to requesting the making of the UPC connection.

When are you planning to carry out the work? – Start and end dates

The procedure must not be authorised unless the document is endorsed with the appropriate information. The Senior Competent Person must be satisfied that the proposed start/end dates and times are realistic and achievable, to ensure that other proposed works on the network are not unduly affected.

Proposed start date

Proposed start time

Proposed end date

Proposed end time

If you need to change the proposed start date, please confirm the new start date for the works via the **weekly whereabouts form** and send to SLP_mailin@yorkshirewater.co.uk.

Actual UPC location

Grid reference: Easting (6 figures)

Northing (6 figures)

Work description

Description of proposed work (actual work to be done and techniques to be applied). A risk assessment method statement will be required to support the work in addition to this description along with a plan showing the location of the UPC.

SLP Authoriser – Senior Competent Person (SCP)

SLP (SCP) authoriser contact name

SLP (SCP) contact number

SLP (SCP) EUSR number

The Senior Competent Person must make appropriate comments/checks that should be understood and acknowledged by the Competent Person. The final version of the procedure must be authorised by the SCP.

Senior Competent Person Comments

Competent Person undertaking the work

The name of the Competent Person undertaking the work must be provided to enable the water network controller to validate the registration of the individual in relation to the proposed work.

Please note that if the Competent Person changes, you'll need to inform us of the change via email – SLP_mailin@yorkshirewater.co.uk – for clearance to proceed.

I have read and understood SLP

SLP Competent Person's name

SLP Competent Person's contact number

SLP Competent Person's EUSR number

2.4 Confirmation checklist

Have all parties signed the model water adoption agreement?	Yes	No
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Has payment of the quote been made?	Yes	No
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If you have paid by BACS, please give the reference here

Have you proposed a start date allowing a minimum of 14 days from receipt of this form and agreement?	Yes	No
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Have you completed Schedules 5 and 6 of the agreement?	Yes	No
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Have you left the source of water delivery date blank in the agreement?	Yes	No
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If you're applying for a NAV site:

Has the NAV signed and returned the bulk supply agreement?	Yes	No
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Please note: if you have answered 'No' to any of the above questions or payment is missing, the agreement cannot be completed. Please also be aware that you cannot carry out the under-pressure connection until the agreement has been completed.

If you have any other comments, or there are any incorrect details in the agreement, please share here:

2.5 NAV sites

Please only complete this subsection if you are a new appointee or variant (NAV), or acting on behalf of a NAV. Otherwise, please go straight to section 2.6. A NAV is a company appointed by Ofwat to provide water and/or wastewater services in an area previously served by one water company.

Who is / will be responsible for the clean water network? Yorkshire Water NAV

If Yorkshire Water, we will invoice the relevant clean water infrastructure charges to the NAV. If you are not the NAV, please provide the NAV's details below, and attach **written authorisation** (letter or email) from the NAV confirming their liability for payment. We will not be able to proceed without this authorisation.

Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

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Full name

Company name

Company registration number

Phone number

Email address

Address

Town/City

Post code

2.6 Further instructions

Advanced notification of your under-pressure connection (UPC)

Before making the under-pressure connection, please call our control room on **0844 9 02 29 98**, quoting your job reference number, to notify us that the UPC is about to proceed and what the estimated timescale is. You'll also need to make a further call once the UPC is complete.

Please email your notification of a successful job or aborted job to SLP_mailin@yorkshirewater.co.uk within 24 hours of the connection/abort.

Weekly whereabouts

We need you to complete and send us a [weekly whereabouts form](#) each Thursday detailing the work you are carrying out in our area the following week.

Please email your weekly whereabouts form to SLP_mailin@yorkshirewater.co.uk with a subject line that begins with "SLP" followed by the location of the scheme.

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If you're installing a new water main – and/or service pipes that are **over 50mm in diameter and 6m or above in length** – and are accredited to carry out chlorination, you are required to chlorinate the relevant pipework to standards BS 8558 and BS EN 806 and submit a chlorination certificate. You must also ensure that appropriate samples are collected and UKAS-accredited analysis is carried out.

Once you've completed the chlorination and obtained the analysis, please email your chlorination certificate and UKAS-approved analytical results, to SLP_mailin@yorkshirewater.co.uk within one day of receiving your results. Please include your application reference number when you send these details.

We cannot consent to you connecting self-laid mains to our water network until your chlorination certificate, UKAS-approved analytical results and as-laid drawings have been checked and approved.

Please bear in mind that chlorination certificates have a 2-week validity period.

Yorkshire Water reserves the right, should the need arise, to contact directly any analytical service provider or chlorination company used by a developer or SLP in order to verify any documentation provided to us prior to any approval being granted for connection to the YW distribution network.

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If you require a change to your design, you will need to complete the [re-design / re-approval request form](#) and a new source of water delivery date will need to be agreed.

Minor variation requests

If you need to make a minor variation to the model water adoption agreement – such as a change to the source of water delivery date or the party/ies liable for payment – you will need to complete the [minor variation request form](#) and we will respond within 7 days.

I have read and understood all of the above

2.7 Declaration

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

I understand that if I have not got a model water adoption agreement in place which incorporates and agrees to the UPC being completed that I will not be able to proceed with this application.

I understand that the certification for completing the under-pressure connection will need to be valid at the point that the connection will be made and if the validity changes I will need to inform Yorkshire Water at the point that this changes.

I agree that Yorkshire Water may use the supporting information provided for any purpose connected with this application and with the company's statutory Sewerage and Water undertakings, including sharing information with its service partner.

I am aware that I will be responsible for informing the Network Controller if anything goes wrong as soon as the issues are encountered.

I am applying as the applicant or their representative and by doing so agree that I will be liable for the payment of any cost associated with this application.

By ticking this box I agree to the above declaration

Print name

Position in company

Date / /

Please email this completed form to:
SLP_mailin@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



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?



Use our online calculator

See how you could save water and energy around the home.



Buy discounted water saving gadgets

Water butts, shower heads and more – on our website.

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