

# Health & Safety File Request Form Sewer Adoption (S104)

## 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 [technical.sewerage@yorkshirewater.co.uk](mailto:technical.sewerage@yorkshirewater.co.uk)

# Health & Safety File Request Form (S104)

## File reference

## Application reference

Further to changes that were made to the Health and Safety regulations in April 2015, it is now a requirement for Yorkshire Water to receive information contained within your Health and Safety file for each site that you have put forward for adoption.

We need these details to be completed so Yorkshire Water are aware of any risks associated with the future operation and maintenance of the adopted assets and any potential site-based health and safety hazards.

**We only need the information relevant to the drainage system and associated assets that have been put forward for adoption and have been constructed.**

**Please only complete, sign and return this form – do not send in copies of the Health and Safety file for the development site.**

**Please ensure that the form below is completed by the Principal Designer and is signed and dated.**

**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.**

## 1. Site and contact details

Site address

Postcode

Grid reference: Easting

Northing

Developer name

Completion date

### Client details

Name

Address

Postcode

Telephone number

E-mail address

### Designer details

Name

Address

Postcode

Telephone number

E-mail address

# Health & Safety File Request Form (S104)

## Contractor details

Name

Address

Postcode

Telephone number

E-mail address

## Principal Contractor details

Name

Address

Postcode

Telephone number

E-mail address

## Principal Designer details

Name

Address

Postcode

Telephone number

E-mail address

## Supplier details

Name

Address

Postcode

Telephone number

E-mail address

# Health & Safety File Request Form (S104)

## 2. Health and safety details

Please complete all boxes marked with an asterisk (\*).

**Description of works and associated assets / structures\***

**Design criteria\***

**Health and Safety information contained in the design, construction or as-laid drawings\***

**Ground conditions** N/A

**Information about assets / structures\***

**Contaminated land** N/A

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**Noise and vibration** N/A

**Hazardous area classification** N/A

**Hazardous materials** N/A

**Asbestos details** N/A

**Health risks** N/A

**Information about fire** N/A

# Health & Safety File Request Form (S104)

**Reference to other / previous health & safety files** N/A

**O & M manual details for pump stations** N/A

**As-built drawings (drawing title & numbers)\***

**Future alteration and demolition** N/A

**New and existing environment details** N/A

**Maintenance requirements** N/A

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Further information

N/A

## 3. 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 myself as the Principal Designer and that the sewerage system and associated assets put forward for adoption have been constructed to the relevant standards applicable to the approved design.

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

**The following is to be completed and signed by the Principal Designer:**

**Print name**

**Signature**

**Date** | |

**Please email this completed form to:**  
[technical.sewerage@yorkshirewater.co.uk](mailto: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/](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?



**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.