

Request to Prepare Engrossed Agreements

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

Please note: the fees listed in this form are fixed until **31 March 2027**. 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 have received Technical Acceptance for your design proposals for your site put forward for adoption under Section 104 of the Water Industry Act 1991.

Technical Acceptance confirms that Yorkshire Water are satisfied the design of the prospective public sewers and associated assets will be constructed in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption.

Under the Code for Adoption, the developer can either:

1. Request for Yorkshire Water to prepare the Engrossed Agreements by completing this request form and emailing it to technical.sewerage@yorkshirewater.co.uk, along with the requested supporting information.

If your site has a Cash Bond and / or a pump station, Yorkshire Water must prepare these Agreements (as they differ from the Model Sewer Adoption Agreement)

2. Prepare the Engrossed Agreements yourself. Please download a copy of the Model Sewer Adoption Agreement from our website for sites with a Surety Bond and / or gravity only network proposed.

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.

What happens next?

On receipt of your request form and supporting information, an Adoptions Technician will review all the information within 14 calendar days. If all the necessary information has been provided, the Adoptions Technician will proceed with the preparation of the Engrossed Agreements.

If the information received is not sufficient to complete the preparation of the Engrossed Agreements, the Adoptions Technician will contact you to discuss the outstanding matters.

Completing your request form

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

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

1. About you

Are you the Developer Designer Other (please specify)

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 reference number

Confirmation of construction period

Date of Technical Acceptance issued

| |

3. S104 Agreement Details

Please confirm details of all parties who will be subject to this Agreement:

The Developer

Name

Address

Postcode

Telephone number

E-mail address

The Land Owner

Name

Address

Postcode

Telephone number

E-mail address

The Adjoining Land Owner (if applicable)

Name

Address

Postcode

Telephone number

E-mail address

Please note – we require copies of the land ownership to be provided, if not already done so.

Please confirm the reference numbers of the Technically Accepted drawings to be included in the Agreement:

S104 Site Layout Plan

Manhole Schedule

Typical Manhole details

Special Manhole Details (Flow Control/Large Manhole)

Long Sections

Pumping Station details

Storage Tank details

Sustainable Drainage assets

Please confirm how you would like your Engrossed Agreements to be issued.

Electronic copies (with e-signature) Paper copies

If you have selected 'paper copies', please confirm you have attached (or posted separately) **six** hard copies of the Technically Accepted S104 Site Layout Plan to be included within the Agreements.

Yes No

4. Bond Requirements

Confirmation of bond requirements: Surety Cash Bond

The Surety (in lieu of cash bond)

Name

Address

Postcode

Telephone number

E-mail address

The Solicitor

Name

Address

Postcode

Telephone number

E-mail address

5. Dispute Resolution Details

This information is required to comply with the Fifth Schedule in the Model Sewer Adoption Agreement and refers to the Owner's Representative and Senior Representative.

Developer details

Developer

Representative name

Representative position

Representative phone number / e-mail address

Senior representative name

Senior representative position

Senior representative phone number / e-mail address

Owner

Representative

Name

Position

Telephone number

E-mail address

Senior Representative

Name

Position

Telephone number

E-mail address

6. 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 fee of £872 will be charged for the preparation of the Engrossed Agreements (to include up to three parties in the Agreement). There is also a charge of £303 payable for each additional party to the Agreement. I understand that Yorkshire Water cannot sign the Agreements until all outstanding fees have been paid in full.

I confirm that I would like Yorkshire Water to prepare the Engrossed Agreements for this site and return to us for signing.

By ticking this box I agree to the above declaration

Print name

Date

Form fields for date entry

Position in company

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

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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