

Request for a Pre Maintenance Inspection

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 technical.sewerage@yorkshirewater.co.uk



This request form should only be used if your development site has either:

- **achieved the desired discharge rate; or**
- **reached 51% occupancy**
- **and has a signed S104 Agreement in place.**

A pre maintenance inspection confirms that the public sewers and associated assets put forward for adoption have been designed and constructed in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption.

To arrange a pre maintenance inspection with one of the team, please complete this request form and email it to technical.sewerage@yorkshirewater.co.uk, along with the requested supporting information.

What happens next?

On receipt of your request form and supporting information, an Adoptions Agent will review all the information within 14 calendar days and provide a response.

If all the necessary information has been provided, the Adoptions Agent will instruct our scheduler to contact you to confirm a date and time for the pre maintenance inspection with a Developer Services Inspector. They will also confirm who should be present on site during the inspection.

If the information received is not sufficient, the Adoptions Agent 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.

This form must only be completed, signed and submitted by the developer for the site.

Please ensure all outstanding fees owing to Yorkshire Water have been paid prior to submitting this form.

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

1. About you

I confirm I am the developer for this site Yes No

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)

H or D Site reference number

Date Agreement signed

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Date the works were completed on site

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Any site hazards found during construction (in relation to the sewer network and associated assets)

Contact details of authorised site people on site to sign off the works:

Name

Company

Position

Telephone number

E-mail address

3. Pre Maintenance Inspection Requirements

By completing this request form, you are requesting for your development site to be placed onto an agreed maintenance period. To allow this to happen, you must provide the following information:

- a full set of as built drawings compliant with the list of Technically Accepted drawings contained within the S104 Agreement for the development site
- a full set of any ancillary or asset information where maintenance and operational requirements are needed.

As the developer for the site, you must confirm that you have checked on site that all works have been satisfactorily completed in accordance with the S104 Technically Accepted drawings and you are satisfied that the proposed adoptable system and associated assets are ready for inspection.

Yes Print name

As the developer for the site, you understand that if the downstream system, which your system is connected to, is not yet part of the public sewer network, this will delay the final vesting and adoption of your site until the downstream system is vested.

Yes Print name



Please confirm what has been constructed on site:

Constructed as per technically accepted drawings with no changes NB – if everything was constructed in accordance with the accepted drawings, please submit these in as built format.	Yes	No
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Constructed as per technically accepted drawings with minor variations NB – any minor variations to the approved drawings must be agreed on site with the inspector and confirmed in writing before changing the construction methods. These changes must be shown on the as built drawings submitted.	Yes	No
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Constructed as per technically accepted drawings with major alterations (Deed of Variation required) NB – any major variations to the accepted drawings must be put forward under a Deed of Variation and agreed before changing the construction methods. These changes must be shown on the as built drawings submitted.	Yes	No
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Please confirm you have completed and provided the following documentation with this request form:

S104 Site Layout Plan coloured showing:	Yes	No	Drawing Number
• all proposed sewers and associated assets for adoption requiring inspection			

Manhole Schedule showing	Yes	No	Drawing Number
• Manhole type and size			
• Cover type and size			
• Any backdrop manholes			

Discharge Rights	Yes	No
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Manufacturers Details for all assets requiring operation and maintenance plans	Yes	No
• Flow Control Devices	Drawing Number	
• Headwall / Inlet Structure	Drawing Number	
• Headwall / Outlet Structure	Drawing Number	
• Storage Tank	Drawing Number	
• Sustainable Drainage assets	Drawing Number	

Details of any site specific access requirements	Yes	No	Drawing Number
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Private Storage Facilities	Yes	No	Drawing Number
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For Pump Stations (Foul / Surface Water / Dual)	Yes	No	Drawing Number
• General Arrangement Drawing			
• Compound Layout Drawing			
• O&M Manuals (1 PDF copy, 1 paper copy)			
• Completed Electrical & Mechanical/Asset Integrity form issued by Developer Services			
• Rising Main Test Certificate			
• Confirmation of Security Rating of Kiosk			

Once the as-built drawings have been accepted, you will be required to submit two paper copies to us (one for use during the inspection and one for the office file).



4. 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 confirm that I would like Yorkshire Water to arrange a pre maintenance inspection for this site.

By ticking this box I agree to the above declaration

Print name

Date

| |

Position in company



YorkshireWater

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

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