

# Request for a Pre Start Inspection

78

## 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)

**This request form should only be used if you have received Conditional and / or Technical Acceptance for your design proposals for your site put forward for adoption under Section 104 of the Water Industry Act 1991.**

Conditional and / or 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.

Please note, where a site has a diversion incorporated within the S104 application, no works on the diversion should take place until the Legal Agreement has been drawn up and signed by all parties.

Prior to any construction works in relation to the proposed adoptable network starting on site, a pre start inspection meeting must be held. If works have already started prior to the meeting being held, then that is done so at entirely the developers own risk and cost.

Please note that there is a risk that because of the partial nature of a site approval (Conditional Acceptance), changes may be required in order to reach Technical Acceptance, resulting in laid sewers needing to be altered to meet the requirements of the Technically Accepted system. Any alterations required will be at the developers own risk and cost.

To arrange a pre start inspection meeting with one of the team, please complete this request form and email it to [technical.sewerage@yorkshirewater.co.uk](mailto: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 Technician will review all the information. If all the necessary information has been provided, the Adoptions Technician will instruct our scheduler to contact you within 7 calendar days to confirm a convenient date and time of your meeting with a Developer Services Inspector. They will also confirm who should be present at the pre-start meeting.

If the information received is not sufficient, 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.

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

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)

Site reference number

Date of Conditional Acceptance issued

|    |

Date of Technical Acceptance issued (if applicable)

|    |

Confirmation of required Start on Site Date

|    |

### 3. Pre Start Inspection Requirements

**Please confirm you have provided the following documentation with this request form:**

|   |     |    |
|---|-----|----|
| <b>S104 Site Layout Plan</b><br><i>(coloured showing all proposed sewers and associated assets for adoption requiring inspection)</i> | Yes | No |
| <b>F10 Notice</b>   | Yes | No |
| <b>Programme of Works</b>   | Yes | No |
| <b>Confirmation that all outstanding fees have been paid</b>  | Yes | No |
| <b>Any site specific information</b>  | Yes | No |

**Is this pre-start meeting for:**

|                                  |     |    |
|----------------------------------|-----|----|
| gravity network only             | Yes | No |
| pump station only                | Yes | No |
| gravity network and pump station | Yes | No |

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 start inspection meeting for this site.

By ticking this box I agree to the above declaration

Print name

Date

Form fields for date (vertical lines)

Position in company

**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?



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78