

# Developers Guide to the Adoption and Vesting of New Sewers (S104)

April 2020

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# Introduction

# Introduction

**The purpose of this document is to provide developers with a guide on how to apply for the adoption of new sewers and to put a drainage system on a development site forward to be formally vested in Yorkshire Water as a public sewerage system.**

**This guide details the adoption requirements under Section 104 (S104) of the Water Industry Act 1991. Sewerage assets offered for adoption, should be designed and constructed in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption (2020).**

The Sewer Adoption, Diversion and Requisition Team is responsible for undertaking technical assessments on all sites put forward for adoption, through to the issue of Conditional and Technical Acceptance, undertaking of site inspections during construction and issuing the Final Certificate and the Vesting Declaration on adoption of the assets put forward within the S104 Agreement.

**The structure of this document mirrors the Sewerage Sector Guidance procedures:**

## **Stage 1a**

**Pre Planning Enquiry** – to submit an application, you can either download a form or make an application online

[www.yorkshirewater.com/developers](http://www.yorkshirewater.com/developers)

## **Stage 1b**

**Pre Design Discussion for Large/Complex Sites** – to request a pre design discussion with us, please download, complete and return a Request Form to us all with all supporting information.

## **Stage 2**

**Design of New Sewerage System** – to submit an application, you can either download a form or make an application online

[www.yorkshirewater.com/developers](http://www.yorkshirewater.com/developers)

## **Stage 3**

**Adoption Agreement** – on your instruction we will prepare the Model Sewer Adoption Agreement for your site. However, if you wish to prepare the Model Sewer Adoption Agreement yourself and return it to us for signing, please download a copy from [www.yorkshirewater.com/developers](http://www.yorkshirewater.com/developers)

## **Stage 4**

**Construct Gravity Sewerage System** – on receipt of Conditional and/or Technical Acceptance for your site, you may request a Pre Start Inspection Meeting by downloading, completing and returning a Request Form to us with all the supporting information.

## **Stage 5**

**Maintenance Period** – if you would like to request a Pre Maintenance Inspection of your site, please download, complete and return a Request Form to us along with the supporting information.

## **Stage 6**

**Final Inspection and Vesting** – if you would like to request a Final Inspection of your site, please download, complete and return a Request Form to us along with the supporting information.

## **Stage 7**

**Variation of New Sewerage System** – if you would like to request a variation to the Technically Accepted drawings contained within the signed S104 Agreement for your site, please download, complete and return a Request Form to us with the supporting information.

## Sewer Adoption, Diversion and Requisition Team Structure

### Sewer Adoption, Diversion and Requisition Team Leader

Natalie Drake

#### SEWER ADOPTIONS/MINOR DIVERSIONS

**Senior Engineer**

Wendy Mullaney

**Technician**

Imtiyaz Nadat  
Linda Lancaster  
Chris Long  
Chris McMahon  
Umar Hussain  
Emma Gill

**Agent**

Barbara Davis  
Sarah Riley  
Reuben Thornton

#### MAJOR DIVERSIONS/REQUISITIONS

**Senior Engineer**

Martin Ineson

**Technician**

Hollie Hansell

#### Developer Services Inspections (Sewerage)

**Team Leader - Michelle Shackleton**

Jack Gilmartin Tom Swierzynski  
Bill Medlock Daniel Tunnacliffe  
Oliver Escreet Richard Battye  
Nicholas Brown Daniel Kearney

Please email all enquiries to [technical.sewerage@yorkshirewater.co.uk](mailto:technical.sewerage@yorkshirewater.co.uk), quoting the site reference number in the subject box (if you have one).

# **Part 1 – Design of New Sewers (S104)**

# Adoption of New Sewers (S104)

**All submissions for new sewers being offered for adoption should be made, via an application form, in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption (2020).**

## Adoption Requirements

### Sewer Connections

If you are offering new sewers for adoption, you are still required to complete the *'Application for a new connection to the public sewer network'* form and submit this alongside your *'Application for Sewer Adoption including Lateral Drains and Sewers'* form.

For information on how to connect to the public sewer network, please refer to our *'Making a New Connection to Public Sewer'* guidance document and the *'Application for a new connection to the public sewer network'* form on our website. You can also apply online for a sewer connection.

The S106 Sewer Connection application will be assessed and approved separately from the S104 application, providing the criteria for the S106 has been adhered to i.e. planning is approved, type of connection and materials are satisfactory. The payment for the S106 application will be included in the S104 fees which will be invoiced to the developer with the S104 application is issued Conditional and/or Technical Acceptance.

Work cannot be carried out on the public sewer network without written approval from Yorkshire Water for your contractor to do so. Our Developer Services Inspector will monitor the work as it takes place. We highly recommend that you use a suitable qualified and experienced contractor to undertake the works.

### Land and Highway Drainage

Yorkshire Water has no legal duty to accept highway drainage from new developments into the public sewer network.

However, we may consider highway drainage as part of the overall surface water drainage strategy for the site. All applications will be considered by the Developer Services Pre-Development team on a site specific basis.

We will not consider land drainage discharges to the public sewer network.

### Discharging to a Water Course

If the surface water is discharging to a watercourse, it is the developer's responsibility to obtain permission to discharge, at an agreed rate, from the relevant Authorising Body.

Written confirmation from the landowner with regards to the location for the outfall will be required.

The landowner will need to be party to the S104 Agreement.

### Hierarchy of Connection for Surface Water

The guidance to local authorities includes a hierarchy of connection for surface water, which can be summarised as follows:

1. Surface water runoff is collected for use
2. Discharge into the ground via infiltration
3. Discharge to a watercourse or other surface water body
4. Discharge to a surface water sewer, highway drain or other drainage system, discharging to a watercourse or other surface water body
5. Discharge to a combined sewer.

Where a developer proposes to connect surface water to the existing sewer system they should submit evidence to show how the surface water hierarchy has been applied to the site and why the connection to the sewer is the most practical solution. They should also show that this has been accepted by the Local Planning Authority and in the cases of major developments, they should also show that this has been reviewed by the Lead Local Flood Authority.

The location of adoptable drainage components should take account of the need to provide appropriate access to each component for maintenance.

# Stage 1a – Pre Planning Enquiry

**To minimise delays in having your S104 application progressed, it is highly recommended that the developer for a site submits a Pre Planning Enquiry to Yorkshire Water.**

We will provide you written observation on:

- the existing public sewer network,
- the restrictions on discharge,
- points of discharge; and
- building near to a public sewer network.

The response also outlines what you need to do to complete your design proposal and highlights any complexities surrounding your site.

On more complex sites, you might also need a hydraulic model check. We'll advise if you need this when we receive your enquiry. There may be extra costs if we need to provide more technical analysis, but we'll let you know an estimate and agree it with you before any extra work is carried out.

You can either apply online or download a form to complete from our website [www.yorkshirewater.com/developers](http://www.yorkshirewater.com/developers)

The Pre Development Technician will acknowledge receipt of your application and provide a full response to your enquiry.

For further information on the requirements of a Pre Planning Enquiry, please contact the Pre Development team.



# Stage 1b: Pre Design Discussion

**For all large and complex sites, a pre design discussion in relation to prospective S104 applications is required under the Code for Adoption.**

You can complete and return a **Request Form for a Pre Design Discussion**, alongside the required information, to us and we will arrange a meeting.

The form can be download from our website [www.yorkshirewater.com/developers/sewerage/sewer-adoptions](http://www.yorkshirewater.com/developers/sewerage/sewer-adoptions)

A developer who is planning to construct a sewer and associated assets which will be adopted by Yorkshire Water should ensure that the prospective public sewers are designed and constructed in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption (2020).

We are happy to offer you technical advice on any prospective sites that you would like to put forward for adoption, prior to submission of your S104 application form. We will discuss your design proposals and any site specific requirements.

We will provide a copy of the notes and main points discussed to you after the meeting.

# Stage 2: Design of New Sewerage System

## Submission of an S104 Application

You are required to submit a 'complete application' for all sewers being offered for adoption in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption (2020).

The '*Application for Sewer Adoption including Lateral Drains and Sewers*' form must be completed in full and submitted to Developer Services along with all the required supporting information and copies of the relevant drawings, hydraulic calculations and technical specifications detailed on the application form. You are also able to apply online at [www.yorkshirewater.com/developers/apply-online](http://www.yorkshirewater.com/developers/apply-online) and upload all supporting information through our portal.

## Acknowledgement of S104 Application

On receipt of your application (by paper or online), your submission will be reviewed by the Adoptions Senior Engineer who will provide you with an 'acknowledgement letter' to advise you if your submission is 'complete', 'substantially complete' or 'incomplete'.

If your submission is deemed to be 'incomplete', we will provide you with a list of missing information. The application will not be assessed until the outstanding information has been provided.

If your submission is deemed to be 'complete' or 'substantially complete' we will provide confirmation of this and pass your submission to an Adoptions Technician to undertake a technical assessment. The acknowledgement letter will also advise which Adoptions Technician will be dealing with the site and the associated timescales for response.

## Technical Assessment

The Adoptions Technician will commence their technical assessment of the design of the adoptable sewers and associated assets for the site by using our standard checklist as a guide.

Please note that each site is considered on its own merits and site specific detailed requirements are excluded from our standard checklist. These additional requirements, outside the scope of our standard checklist, will be discussed with you either at a pre design meeting held prior to submission of the application form or following receipt of an application.

## Planning

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Confirmation that Planning Approval has been granted:

- we require confirmation of permission to discharge surface water, the flow rate and the point of connection
- we require confirmation of point of connection for foul sewerage
- we require confirmation that Highway Drainage to proposed adoptable sewer has been 'agreed'
- we require confirmation of Surety Details, Landowner/Adjacent Landowner details have been received as part of the application.

## Developer Programme of Works

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We require confirmation of the estimated construction start date and estimated costs of constructing the adoptable sewer network.

**Please note - no sewer works to start on site until Conditional and/or Technical Acceptance has been issued. If the developer opts to start works on site prior to this, they do so at entirely their own risk and cost.**

## Site Location Plan

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Site location plan details must be:

- at a minimum scale of 1:2500
- showing the site boundary edged in green with the location and value of the OS Benchmark used and the OS map reference for the site.

## Site Layout Plan

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Site layout plan must show:

- the North Point
- site contours
- direction of flow, pipe material, pipe size and gradient on all main drains and sewers
- the proposed sewerage layout is consistent with any agreed Drainage Strategy for the area
- any existing public sewerage assets affected
- that there is no possibility of back flooding from sewers. We require confirmation of private drainage drawing with cover levels shown
- layout drawing drawn at minimum of 1:500 scale
- connections to existing (public) sewers, have the existing invert/soffit level detailed and verified on site
- that manholes are located correctly. Manholes are required at every change in direction, change in pipe size, change in gradient and located to facilitate connection with a public sewer
- the maximum distance between manholes is typically 150 metres
- a 3 metre wide vehicular access to any chambers containing a flow control device and headwall on any detention basins, to within 5 metres of the maintainable asset. This should be to highway construction and surfaced with bitmac or concrete
- a turning area to avoid a 4,000 gallon tanker reversing more than 20 metres
- a protected strip if any of the prospectively adoptable sewerage is located outside the highway and through plots that are to be sold, in accordance with the Code for Adoption, and shown yellow on the plan
- kerb lines and service strips/margins are at least 1 metre away from the centreline of the prospectively adoptable sewer and at least 0.5 metre from the outside edge of prospectively adoptable manholes
- any prospectively adoptable sewer is located at least 5 metres away from any proposed planting and is positioned at least 3 metres from an existing tree

- the minimum size and gradient of the gravity sewers to provide a self cleansing regime. This is site dependant but where fall is available we would look for this to be utilised, where it isn't then the 1 in 150 rule would become applicable. Obviously 1 in 120 is better than 1 in 150, but 1 in 80 is even better still
- a manhole being built at every junction of a public/adoptable with a private sewer, serving more than six properties.

**Please note** - we will not accept ground water, land drainage and/or filter drains connected (directly or indirectly) to the (prospective) public sewer network.

**Please note - a Right in Perpetuity** will be required for vehicular access to the maintainable asset.

**Please note - a Deed of Grant of Easement** will be required for any on site prospectively adoptable sewerage located outside the highway and through plots that are not to be sold AND/OR if any of the off site prospectively adoptable sewerage is located outside the highway.

**Please note** - the pipelines which only serve the adoptable highway cannot be adopted under Section 104 of the Water Industry Act. The applicant will need to discuss these pipelines with the Highway Authority and incorporate it into the road adoption agreement. These pipelines must be labelled as 'Highway Drain' on the site layout plan submitted to Yorkshire Water.

**Please note** - a separate Section 116 and/or Section 185 Agreement will be required for work on existing live public sewers within the site boundary.

#### Highway Gully Connections

- where there are two separate road gullies into a manhole, remove one of the gullies from the manhole and connect it via a junction pipe to the other gully leg
- road gullies should connect via junction pipes to the existing/adoptable sewers and not directly to manholes (except where they are at a head of a system).

### Longitudinal Sections

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Longitudinal sections must:

- be drawn at Scales 1 : 100 vertical and 1 : 500 horizontal
- show existing ground level
- show proposed cover and invert levels
- show pipe material, pipe strength, pipe diameter and type S bedding
- have approximately 400mm difference between manholes foul and surface water sewer invert levels (to provide 150mm clearance between sockets at crossovers).
- show gravity sewers connected soffit to soffit, where there is a change in pipe size
- show offline surface water storage laid invert to invert
- show where the depth of cover to top of sewer is less than 1.2 metres in highways and verges (or less than 900mm in none vehicular access areas), a 150mm reinforced concrete slab should be provided above granular bed and surround
- show foundation of plots in relation to the proposed sewers
- eliminate unnecessary crossovers
- show filled ground that has been back filled and consolidated under the supervision prior to any works on the sewer starting.

## Manhole Schedule

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Adoptable manhole details/schedule must:

- should be constructed in accordance with the Design and Construction Guidance contained within the Code for Adoption
- show kitemarked cover slab
- show the opening in the cover slab, in accordance with Concrete Pipe Systems Association (2004)
- show manhole covers with a clear opening of 600mm and be Class D400 to BS EN 124 with 150mm deep frames in highways
- backdrops should typically be brought up to the top of the benching to avoid silting
- show manholes over 6 metres deep to invert with an intermediate landing with handrails and safety chains fitted around the opening. Two double rung step irons should be set vertically in the chamber walls to act as hand grips when stepping off the ladder onto the landing.

## Flow Control Manhole

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The flow control manhole details must show:

- the model, the make, the head and the flow rate
- the minimum orifice for a vortex flow control is 75mm
- the penstock details and the manufacturers details
- an emergency drain down galvanised steel penstock must be provided to enable manual drain down of the flow control chamber. The drain down pipe being the same diameter as the outlet pipe
- the minimum diameter of the flow control chamber is 1800mm.
- the width of the sump being a minimum of 450mm from the base ramp to the front of the flow control unit
- the invert level of the outlet/drain down pipe being 50mm lower than that of the inlet pipe (to ensure no standing water over the landing area within the manhole)
- show all cover and invert levels
- the minimum size of opening for an orifice plate is 100mm
- the clear opening of the access point over this access way should be a minimum of 1220mm x 675mm with lockable fall arrest grille and fitted with a double twin D400 cover
- for maintenance purposes, vehicle access to the chamber (including a tanker) will be required
- flow control chambers located some distance from the highway, a 3 metre wide bitumen macadam or concrete access way with turning head will be required to within 5 metres of the flow control chamber
- Yorkshire Water will shall require a right of vehicle access in perpetuity over this access way.

## Hydraulic Calculations

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The hydraulic design calculations submitted must include:

- foul water (where required)
- surface water
- 1 in 1 or 1 in 2 showing no surcharge
- 1 in 30 showing no flooding
- Impermeable area plan (including key)
- Design parameters used
- Model submitted in electronic format (MDX file).

## Pump Station Details

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Pump station details must include as a minimum:

- General arrangement details
- Wet well capacity/storage/time to spillage
- Rising main capacity
- Surge calculations
- Storage calculations (must provide 4hrs emergency for foul)
- Flotation check
- Pump manufacturers design
- Pump head discharge curve.

Please refer to our Local Practice for the Design Specification for the Adoption of Pump Stations for further details.

## Underground Surface Water Storage Details

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Underground surface water storage details must include:

- For **large diameter surface water storage pipes**, with a diameter of 900mm or greater, the access point must be suitably sized for man access via a winch. The access point should have a clear opening of 1200mm x 600mm and a lockable fall arrest grille with a double twin 600mm x 600mm D400 cover fitted. Ladders/step irons will not be required
- For **surface water storage tanks**, Yorkshire Water requires access points over each inlet and outlet. If the surface water tank is less than 1.8 metres in depth, an access point on each lane is required (this can include the access point over an inlet/outlet). If the surface water tank is equal to or greater than 1.8 metres in depth, four access points are required, one at each corner (this can include the access point over an inlet/outlet). Ladders/step irons will not be required.

## Sewerage Treatment Plant Details

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These are specialist assets and as such all detailed requirements must be discussed with the Adoptions team in Developer Services.

## Adoptable Surface Water Components

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There are many types of SUDS components, which means that sustainable drainage can be delivered anywhere. A developer can choose a number of different SUDS components and tailor the overall composition of an adoptable surface water scheme to the local context.

We require the following information if you are proposing a of an adoptable surface water scheme as part of the adoptable network:

- Design Characteristics
  - i) Type of SUD
  - ii) Size of SUD
  - iii) Materials
  - iv) Geotechnical/hydrogeology characteristics
  - v) Construction details
  - vi) Risk assessments

- Ownership Details
  - i) Land ownership
  - ii) Body responsible for amenity maintenance
  - iii) Body responsible for flood risk management
- Asset Details
  - i) Location and boundary details
  - ii) Connectivity
  - iii) Long sections
- Hydraulic design parameters and model
- Escapable volume
- Water quality design criteria
- Amenity and environmental criteria
- Operational and maintenance plan

### **Further Information Requested and Conditional Acceptance**

Once the Adoptions Technician has completed their Technical Assessment, they will issue an Initial Assessment Letter that will detail any further information that may be required for them to complete their assessment.

They will also clarify any aspects of the proposed system that has achieved 'Conditional Acceptance'. Once Conditional Acceptance has been issued, the developer can now start the construction of those aspects contained within the approval. Please note, that there is a risk to starting on site because of the partial nature of a site approval (Conditional Acceptance) as changes may be required to the design in order to reach Technical Acceptance, resulting in laid sewers needing to be altered to meet the requirements of the Technically Approved system.

### **Technical Acceptance**

Once all 'further information' has been resubmitted and assessed by the Adoptions Technician, and deemed to be satisfactory, the Technician will provide full Technical Acceptance for the site.

The developer is now able to request a pre-start inspection (Stage 4) and confirm a start on site date. The developer may now also start the preparations around the Engrossed Agreement for the site (Stage 3).

# Stage 3: Adoption Agreement

**Upon receipt of Technical Acceptance for the site, the developer can now proceed to obtaining an Adoption Agreement. The developer can either:**

## **1. Prepare the Engrossed Agreement themselves; or**

If a developer wishes to prepare the Engrossed Agreement themselves, and return it to Yorkshire Water for signing, a copy of the Model Sewer Adoption Agreement can be downloaded from [www.yorkshirewater.com/developers/sewerage/sewer-adoptions](http://www.yorkshirewater.com/developers/sewerage/sewer-adoptions)

The developer must seek confirmation of all the relevant information that needs to be detailed in the Agreement from Yorkshire Water prior to completion.

## **2. Request for the Engrossed Agreement to be prepared and issued by Yorkshire Water**

If a developer wishes Yorkshire Water to prepare the Engrossed Agreements, they must complete and return a Request Form to Prepare Engrossed Agreement, alongside all required information to us. The form can be downloaded from our website [www.yorkshirewater.com/developers/sewerage/sewer-adoptions](http://www.yorkshirewater.com/developers/sewerage/sewer-adoptions)

**With either option, all parties subject to the Agreement must:**

- have signed all copies of the documents,
- ensure all copies of the Agreement contain the Technically Accepted drawings;
- ensure all relevant information required is contained within the Agreement; and
- all outstanding fees must have been paid.

Yorkshire Water will retain one copy of the signed S104 Agreement for the site for our records.



# **Part 2 – Construction of New Sewers (S104)**

# Stage 4: Construct Gravity Sewerage System

As a developer, you are in control of the development site and are best placed to advise Yorkshire Water when the site is ready to be progressed towards formal adoption.

**Please do not start any construction works on site until you have received Conditional and/or Technical Acceptance of your design proposals from us. If you do, the works are undertaken entirely at your own risk and cost. You cannot have an inspection from us until Conditional and/or Technical Acceptance has been issued for the site and we are in receipt of a copy of the F10 Notice.**

Conditional and/or Technical Acceptance is the confirmation that the works meet the criteria of the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption and that Yorkshire Water will consider the system to be included within a S104 Agreement.

A signed S104 Agreement is the formal confirmation that if a developer constructs the sewers in accordance with the details in the signed Agreement, then Yorkshire Water will adopt the agreed systems.

During the construction phase, at the request of the developer or the contractor, our Developer Services Inspector will undertake a number of inspections to ensure compliance against the Conditionally and/or Technically Accepted drawings and in accordance with the S104 Agreement.

Any changes to the Conditionally and/or Technically Accepted design, during the construction phase, must be brought to the attention of the Developer Services Inspector. These must be agreed in writing and the Conditionally and/or Technically Accepted drawings must be amended where necessary. If the Agreement has been signed, a Deed of Variation may be required (refer to Stage 7).

## Pre Start Inspection Meeting

A pre start inspection meeting can be requested once Conditional and/or Technical Acceptance has been issued. Inspections on a site will not commence until Conditional and/or Technical Acceptance has been issued. If any construction works have started on site in relation to the proposed adoptable network, then this is done at entirely the developers risk and cost.

The developer must request a meeting with a Developer Services Inspector to discuss the site proposals and Yorkshire Water's requirements during the construction phase. Once the request has been received, we will arrange the meeting.

Topics discussed will include the relevant standards, design details included on the Conditional and/or Technically Accepted Drawings (to be included within the S104 Agreement), the status of the site, compliance with CDM Regulations 2015, sewer connection details, when further inspections will be required and contact details.

The Developer Services Inspector will also need to see the F10 Notice for the site and ensure they are safely inducted onto the site before any site inspections commence.

Following the Pre Start Inspection Meeting, the developer will receive a copy of the meeting notes outlining the main discussion points agreed.

## Commission Inspection (Sites with Pump Stations Only)

The commissioning inspection is required at the point that there are enough properties connected to the public sewer network (51% occupancy of the site).

This is an inspection where all of the necessary parties meet to understand if the asset that has been constructed is in accordance with the Conditionally and/or Technically Accepted Drawings and also that the system is operating how it is intended to.

## General Inspection

During the length of the construction phase, we require you to remain in contact with us and actively request 'general inspections' of the development site by our Developer Services Inspectors. They will come out to the development site to visually inspect the system being installed and discuss any on site issues.

During the 'general inspections', the Developer Services Inspector will be able to air test the system, view the 'bed and surround' and ensure that the drainage system is being laid in accordance with Conditionally and/or Technically Accepted drawings to be incorporated within the S104 Agreement for the development site.

If the development site has not had any inspections carried out on it during the construction phase, we will request 'trial pit excavations' to be undertaken, at the developers cost, to confirm the 'bed and surround' used. We will require a full camera survey of the adoptable system and water tests may also be requested, all at the developers cost.

# **Part 3 – Vesting of New Sewers (S104)**

# Vesting of a Drainage System

## **All submissions for new sewers being offered for adoption should be made in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption (2020).**

As a developer you have already signed up to constructing the drainage system on a development site, in accordance with the Conditionally and/or Technically Accepted drawings and specific site details. The site layout plans will also be included within the signed legally binding S104 Agreement.

By doing so, you have also committed to ensuring that you have sought and agreed all consents and legal requirements for the development site.

### **Vesting Requirements - General**

As part of the formal adoption process, Yorkshire Water need to ensure that developers have provided us with the relevant information we require to progress the adoption of a drainage system on a development site and that you have requested Yorkshire Water to inspect the drainage system during the construction period, allowing us to formally take ownership of the agreed system and assets.

For a 'Full Provisional Certificate' or a 'Provisional Certificate with Defects' to be issued we therefore require the following information to be submitted for review:

- **Formal Agreement** – we require a formal Agreement to be in place to allow Yorkshire Water to take ownership of the drainage system and assets. This should be a signed S104 Agreement.
- **Record of Inspections by Yorkshire Water** – during the period of construction, you need to request a number of inspections. Our Developer Services Inspector, will be able to ensure that the system being constructed is in accordance with the Conditionally and/or Technically Accepted plans included within the S104 Agreement during the construction period.
- **Assets to be Operated and Maintained** – if you are proposing to put forward any assets that will require Yorkshire Water to operate and maintain them following adoption, we need to understand what these are and how they work. As such, we require copies of the Operating Manuals, Product Details and any Telemetry information as well as any specific detailed drawings provided at the Technical Acceptance stage. We will require this information for pump stations and sewerage treatment works.

## Vesting Requirements - As Built Drawings

There are a number of drawings that we require to ensure we can understand what we are taking ownership of and what we need to ensure the safe operation and maintenance of the proposed system in the future. These should be the same set of drawings, updated to reflect what is exactly on site and clearly marked as 'as built', as the set provided for gaining Technical Acceptance and listed within the signed S104 Agreement.

It is your responsibility to provide us with two paper copies and PDF versions of all the 'As Built' drawings required.

### Requirements - As Built Site Layout Plan

The following information must be shown on the drawing which reflects what has been constructed on site:

- Sewers and laterals coloured (to denote function)
- Line types
- Direction of flow
- Sewer lengths (in metres)
- Manhole numbers
- Sewer diameter
- Sewer materials
- Sewer gradients
- Confirmation that the drawings are marked as 'as built'
- Confirmation that the sewers shown on the Site Layout Plan reflect those included within the S104 Agreement plan
- All laterals should be coloured from demarcation chamber to demarcation chamber or demarcation chamber to manhole
- Flow control details - flow rate, head flow characteristics and model number.

On the Site Layout Plan, please do not:

- Colour the existing sewers which are already public sewers
- Colour gullies
- Colour sewer lengths serving highway drainage only
- Colour watercourses.

### Requirements - As Built Manhole Schedule

The following information must be shown on the drawing which reflects what has been constructed on site:

- Manhole cover type
- Manhole cover size
- Chamber type
- Chamber size (diameter)
- Chamber depth
- Chamber material
- Cover level
- Invert level
- Confirmation that all the manholes are shown on the drawing.

### Requirements - As Built Flow Control Device

These details provided must reflect those that were issued Technical Acceptance for the site and you must ensure these specific devices are installed. If a different device is installed, to that which was issued Technical Acceptance, we must receive a copy of the Micro Drainage calculations so checks can be made that the asset installed is fit for purpose. Each model works in different ways and will have different head flow characteristics (and minimum orifice) which will need checking.

You will be responsible for additional time spent in assessing the changes. If the product is not sufficient then you will be responsible for changing the system to the previously agreed system.

### Requirements - As Built Manufacturer Details for an Asset

We require the manufacturers details for the following maintainable assets:

- Flow control devices
- Penstock details
- Flap valves
- Outfall structures
- Storage systems.

In addition to the drawing requirements above, we also require site specific as built drawings containing:

- Detention basin details
- Storage details
- Pumping station details
- Rising main details
- Sewerage treatment works details
- Outfall structures.

## Vesting Requirements – Pump Stations

Prior to the **Pre Maintenance Inspection**, Yorkshire Water must be in receipt of the following information:

- As Built pumping station compound layout
- General arrangement of the pumping station
- Operating and Manufacturers Manuals (Yorkshire Water requires three paper copies and a PDF copy)
- Mechanical and Electrical details
- Yorkshire Water’s Mechanical and Electrical form completed by the pump manufacturer (to be provided by Yorkshire Water)
- Original copy of the Chain Certificate.

Prior to the **Final Inspection**, Yorkshire Water must also be in receipt of the following information:

- Lifting Certificate for the chains, davit and davit arm (in date)
- NICEIC Electrical Certificate (in date)
- Confirmation telemetry has been installed
- 3 months of clear telemetry data (ROD Report) from within the maintenance period
- Confirmation on the number of locks required for bollards, gates, wet well, valve chamber and kiosk
- Electricity supplier details and MPAN number
- Telephone supplier details (to be transferred).

## Vesting Requirements - Health and Safety

Following the changes that were made to the Health and Safety Regulations (CDM Regulations 2015), it is a requirement of the adoption process that we receive a completed Yorkshire Water Health and Safety document for each site that we are looking to vest into the company. This can be completed based on information contained within the full Health and Safety file for the development site. We require this information to ensure the safe operation and maintenance of the adopted assets in the future.

We also require you to make us aware of any issues that may have occurred on site during the construction phase and how these have been mitigated.

You will be sent a Yorkshire Water Health and Safety form to complete around nine months into the maintenance period for your site, for completion and return prior to the Final Inspection being arranged. The Health and Safety form must be completed by the Principal Designer and signed by all parties.

## Vesting Requirements - Legal

There are a number of legal requirements that are needed by Yorkshire Water during the progression of a development site and it is the developer’s responsibility to ensure these are provided in a timely manner.

All legal requirements will be site specific but could include the following:

- Land Transfer
- Deed of Grant of Easement
- Protected Strip (TP1 details)
- Deed of Variation
- Right of Access
- Right in Perpetuity to Discharge
- Discharge Confirmation from Authorising Body
- Confirmation of Landowner for Headwall Location.

### Land Transfer/Rights of Access Details

If any area of land needs to transfer ownership to Yorkshire Water or Rights of Access are required to operate and maintain an asset following adoption, we require these details as soon as possible for the process to be completed. These details are generally required for pumping stations, SUDS components and/or access roads. We require the developer’s details, coloured drawings of the proposals, landowners details and solicitor details and these will need to be formally binding before we can issue the vesting certificate and take ownership.

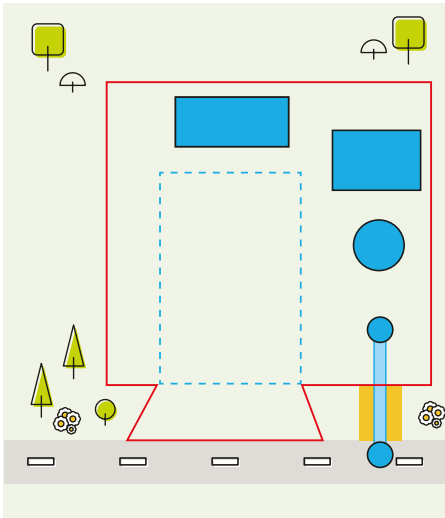
### Land Ownership

For pump stations, we will require the land that the compound sits on.

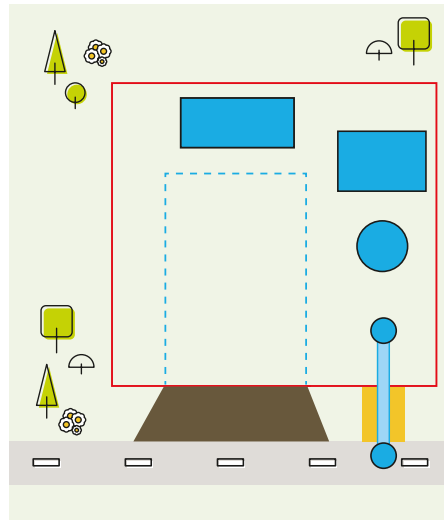
For SUDS features, we will require the channel, the wetted area and the access strip.

Dependant on what is required, the following must be shown on the drawings:

- a Land Transfer – area must be edged in red
- a Right of Access – area must be edged in brown or orange
- a Deed of Grant of Easement – area must be shaded yellow.



**All land to be transferred**



**Compound Land to be transferred with Right of Access from the Public Highway**

### Land Registry Plans

Many of the property transactions which Yorkshire Water Legal Services are instructed to request are required as part of the registration process at the Land Registry. Land Registry has issued guidelines for plans and will reject plans which do not meet these standards.

In summary, all plans should:

- Be based on an OS map extract
- Include the OS map number
- Show sufficient detail to be identified on the OS map
- Show the general location by showing roads, road junctions and other landmarks
- Show the extent of the land, edged, hatched or coloured
- Be drawn to, and show, an accurate metric scale
- Indicate the north point
- Show undefined boundaries accurately and where necessary by reference to measurements.

Land Registry will reject plans which:

- Have been reduced in size, but bear the original scale
- Are marked 'for identification only'
- Have thick edging obscuring detail (e.g. due to repeated photocopying)
- Are distorted by repeated photocopying
- Do not have sufficient detail to relate them to the OS map.

Where very large scale plans are used which cannot be related to the OS plan, they should conform in all other respects to the Land Registry Guidelines. In such a case, you must ensure you provide Yorkshire Water Legal Services with a location plan which meets all the eight criteria.

### Surface Water Discharge Permissions

If the surface water system does not discharge directly to a public sewer but to a watercourse, river, canal etc., we will require the correct permissions to be in place prior to Yorkshire Water taking ownership.

As a developer, you should have sought the correct rights (written confirmation) from the landowner for the location of the outfall, as well as receiving written confirmation from the Authorising Body for the Allowable Rates of Discharge. We will require these written permission's to be sent to us.



# Stage 5: Maintenance Period

## Pre Maintenance Inspection

A Pre Maintenance Inspection can be requested by the developer once the development site is 51% occupied or has achieved the desired discharge rate and has a signed S104 Agreement in place. The area of 51% refers to the properties included within the green boundary coloured on the Conditionally and/or Technically Accepted Site Layout Drawings included within the S104 Agreement. The Developer Services Inspector will need to inspect all the of the system coloured on the Conditionally and/or Technically Accepted Site Layout Drawings.

The developer must submit a completed Request Form for a Pre Maintenance Inspection alongside the minimum information required such as copies of the 'as built' drawings, details of the constructed manholes, sewer lengths and details of any ancillaries (such as flow control devices) to be submitted, alongside the Operation and Maintenance Manuals (if there is a pump station on the site).

Once this information has been received, it will be reviewed by our Adoption Agents. If we have all the necessary information, we will arrange for pre maintenance inspection.

It is the developer's responsibility to ensure that the system is ready for inspection and they are responsible for all Health and Safety matters and must ensure traffic management is in place (if required), prior to the pre maintenance inspection. The developer must ensure that the covers are freed to easily lift prior to the inspection by one of their trained contractors and the channel needs to be free flowing. If not, the Developer Services Inspector can abort the visit and aborted visit charges will be made to the developer.

At the time of the pre maintenance inspection, the developer must ensure they bring a copy of all the 'As Built' drawings to site ready for the Developer Service Inspector to use.

Our Inspector will then inspect all sewer lengths and associated assets being offered for adoption, against the 'as built' drawings. This could be either a camera survey or a Light Line survey, depending on the pipe material. All remedial works that are highlighted at the inspection will need to be remedied by, and at the cost of, the developer in a good timely manner. Another camera survey will need to be submitted as evidence the remedial works have been carried out satisfactorily. The developer will be responsible for confirming that the remedial works have all been completed and arranging a re-visit to site, if necessary.

## Provisional Certificate

A 'Full Provisional Certificate' or a 'Provisional Certificate with Defects' for the site may be issued following a pre maintenance inspection.

### Full Provisional Certificate

For a Full Provisional Certificate to be issued, the site must:

- be at least 51% occupied
- have no outstanding remedial works; and
- Yorkshire Water must have paper and PDF copies of the 'As Built' drawings for the site (including manhole schedules, site layout plan, operating manuals and any additional site specific asset drawings).

Once we are in receipt of all this information, we will issue a Full Provisional Certificate confirming that the site has been placed on maintenance.

### Provisional Certificate with Defects

A Provisional Certificate with Defects may be issued when the following applies to the site:

- when the site is 51% occupied
- Yorkshire Water are in receipt of the paper copies and PDF copies of the 'As Built' drawings for the site (including manhole schedules, site layout plan, operating manuals and any additional site specific asset drawings); and
- where minor defects exist on the proposed adoptable network (these must be agreed in writing at the time of the Pre Maintenance Inspection).

Once you have received your Provisional Certificate with Defects and the maintenance period for your site has commenced, any scheduled minor defects must be completed, re-inspected and approved by Yorkshire Water within six months.

Once either type of Provisional Certificate has been issued, we will update our sewer records to confirm the site is now on maintenance.

The site will be put on a 12 month maintenance period. During the maintenance period, the developer is still responsible for the operation and maintenance of the private system.

### **Bond Arrangements**

For signed S104 Agreements (under Sewers for Adoption 6th Edition), Yorkshire Water will then arrange for any cash bond on the site to be released or confirm the surety can be released from their obligation.

For sites issued a 'Full Provisional Certificate' under the Code for Adoption, the bond monies will be reduced/released. A retention will be applicable for sites with pumping stations and diversions.

For sites issued a 'Provisional Certificate with Defects' under the Code for Adoption, the bond monies will be retained until the defects have been satisfactorily completed.

# Stage 6: Final Inspection and Vesting

## Final Inspection

The final inspection of a site is typically the last inspection required to ensure that the system is operating how it was designed to and that there are no further remedial works required before Yorkshire Water formally take ownership. This inspection will typically take place 12 months after the site has been put on maintenance.

We will contact you around 9 months into the maintenance period as a courtesy to remind you that the site is approaching the end of its maintenance period and what the next steps are.

The developer must then submit a completed Request Form for a Final Inspection, along with the required information to us. Once this information has been received, it will be reviewed by our Adoption Agents. If we have all the necessary information, we will arrange for a final inspection.

During this inspection, we will re-inspect the whole system that is shown within the green boundary and shown coloured on the Site Layout Drawing within the S104 Agreement and advise the developer of any remedial works that may be required.

## Handover Meeting

The handover meeting date is one where Yorkshire Water formally takes ownership of the asset.

The Developer Services Inspector, Yorkshire Water Network Engineer, Yorkshire Water Operator and the Developer will be required to attend these meetings.

Handover meetings are only required for when pumping stations, detention basins, screens and sewerage treatment works have been put forward for adoption.

## Vesting Declaration

The Vesting Declaration is the formal documentation issued by Yorkshire Water which confirms in writing that we have now taken ownership of the system(s). The developer will receive written confirmation from Yorkshire Water.

All legal matters must have been finalised prior to the issue of the Vesting Certificate.

At this point we will pass the details onto the Asset Integration section of Yorkshire Water to ensure the Statutory Sewer Records are updated and any necessary maintenance regimes are set up.

This will conclude the developer's obligation under the S104 Agreement.

# Stage 7: Variation of New Sewerage System

**This stage is designed to confirm any variations to the signed S104 Agreement for a site.**

Should a developer wish to amend the Technically Accepted drawings incorporated within the S104 Agreement, a variation can be requested and Yorkshire Water shall determine whether this can be done by correspondence, by a Deed of Variation or whether the S104 Agreement needs to be terminated and a new Agreement put in place.

If a developer wishes to make an alteration to the accepted site layout plan, contained within the signed S104 Agreement, they must submit drawings highlighting the proposed changes. We will review these alterations through a formal assessment.

We will determine which method of variation is required on a case by case basis and have the right to refuse any variation request received.



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