

## **Adoption Procedures – Coordination Draft (W01)**

**DRAFT**



*These DRAFT Procedures have been created as part of the collaborative Codes Programme with significant input from Customers and Water Companies.*

*The aim is to improve the level of national consistency, facilitate accurate delivery of services between all parties and to enable effective competition.*

*This is the initial proposal for the proposed procedures, which has been created taking into account the consultations and workshop feedback details. This process is mainly focussing on the key areas detailed by customers. The customers detailed that they would support better standardisation of information needed. The LOS measures will need to be added when we are in a position to confirm the acceptance of these by agreement of all parties. A colour coded set of these procedures are included at the end of these slides to track the areas of change compared to the outgoing SLCOP.*

*These procedures remain under-development and welcome further comment from interested parties. If you have any comments about these procedures please contact us: [dstranq@water.org.uk](mailto:dstranq@water.org.uk)*

# ***Adoption Procedures and Levels of Service***



**Stage 1a: Pre-Planning Enquiry (planning liaison)**

**Stage 1b: Pre-Design Strategic Discussion/Assessment – relevant for the larger or complex sites**

**Stage 2: Design of new sewerage system**

**Stage 3: Adoption agreement**

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**Stage 4: Construct gravity sewerage system**

**Stage 5: Maintenance Period**

**Stage 6: Final Inspection and Vesting – gravity system incl. pumping station and/or components**

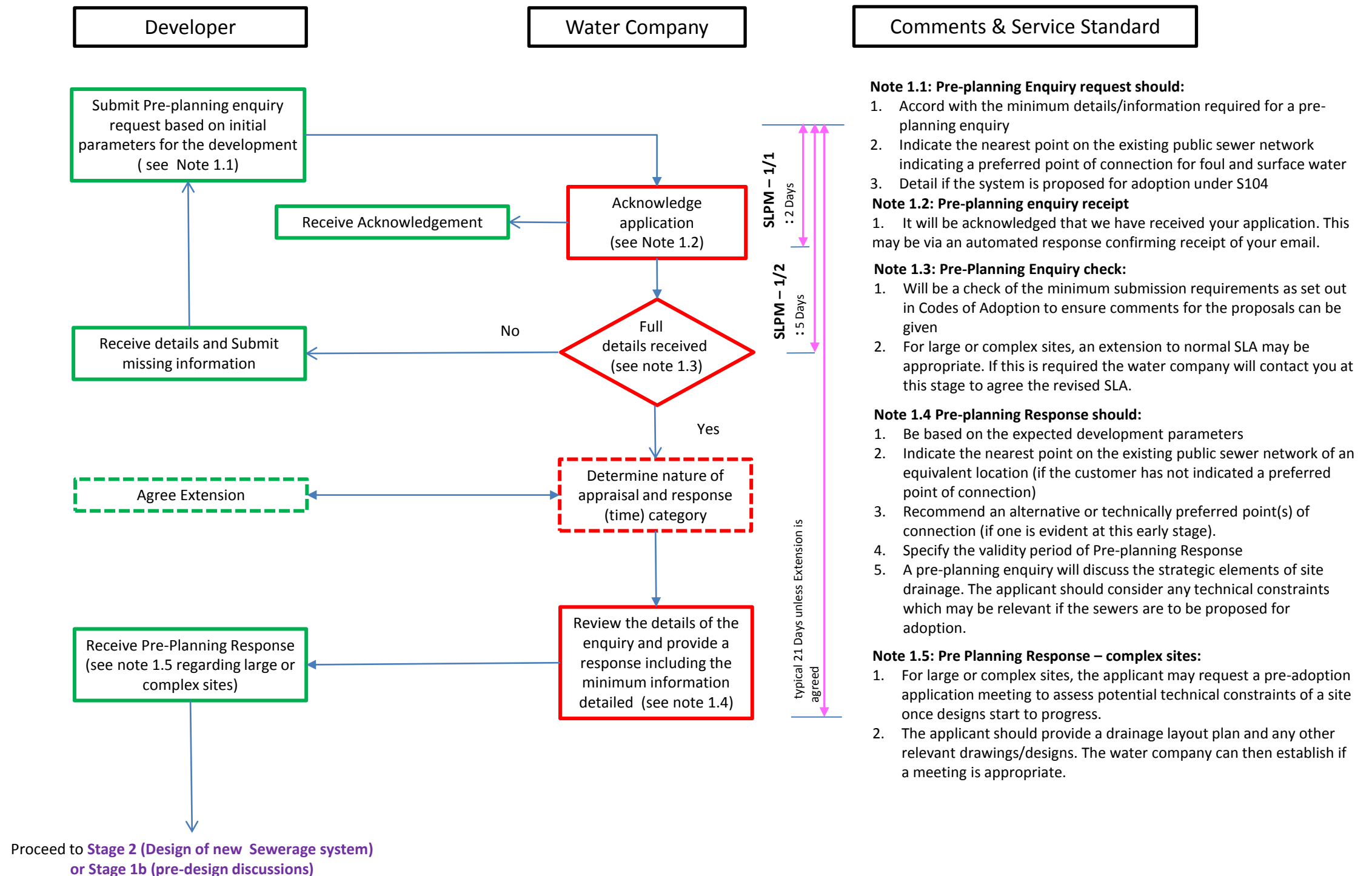
**Stage 7: Variation of new sewerage system**

# Stage 1a: Pre-Planning Enquiry (planning liaison)

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This stage is designed to confirm the allowable rates of discharge to the point(s) on the existing network where a connection to public sewers is required. It also allows the developer to determine reasonable cost of the works "at the outset" for the sewerage system(s). It will also inform if the sites will need a Strategic Assessment



SLPM – 1/1 : 2 Days  
 SLPM – 1/2 : 5 Days  
 typical 21 Days unless Extension is agreed

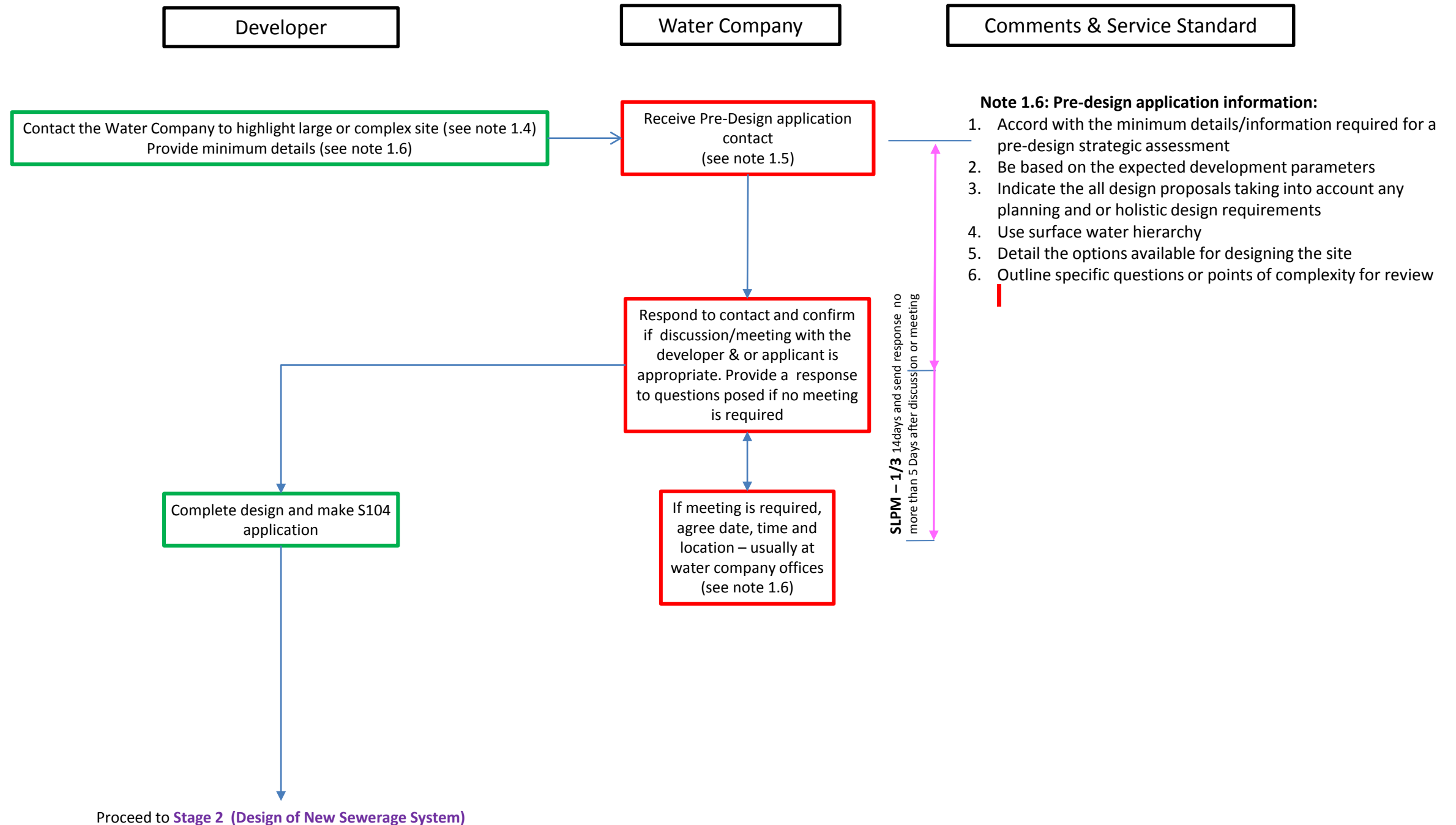
Service Level Process Measure : All levels of service will begin on the first working day following receipt.

# Stage 1b: Pre-Design Strategic Discussion/assessment (relevant for some larger or complex sites)

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This stage is designed to capture the early engagement for the design of a site. To enable the proposals for maintaining a sewerage system for its lifetime to be considered by the Water Company. It also allows the developer to confirm the owner and maintainer of the sewerage system “at the outset” to use as part of their planning application.



Service Level Process Measure : All levels of service will begin on the first working day following receipt.

# Stage 2: Design of new sewerage system

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Developer

Water Company

Comments & Service Standard

This stage is designed to confirm with the developer that the system conforms to the Codes of Adoption to enable a S104 Agreement to be entered into. It will confirm the technical acceptance of the design and the point(s) on the existing network where a connection (S106) can be made in relation to the proposed design. It also allows the developer to determine reasonable cost of the works "at the outset" for the sewerage system(s).

Define the Lead Designer role in accordance with the CDM 2015 regulations and design the system for the site

Make S104 application to Water Company utilising Pre-Design details (see Sector Guidance for information required) See Note 2.1 Provide full suite of detailed drawings, parameters for the development, any preferred connection location.

Receive Acknowledgement

Receive S104 application (see note 2.2)

Acknowledge application and determine nature of appraisal and response (time) category also confirm reference number

Full S104 application (see Note 2.3)

Check records for previous pre-planning / Pre-Design assessments

Complete a Technical Assessment of the details supplied (See Note 2.4a) Resubmission of details will be assessed if full details supplied

Provide response clearly detailing strategic and/or technical review points (see note 2.4b)

Provide Technical acceptance. Refer customers to published charges and provide confirmation of the supervision fees and the relevant bond money required. (See note 2.5 for confirmation details)

Submit missing information

Re submit designs with clear reference to each point detailed on water company response. (See note 2.4c)

Address all strategic & technical review points and amend design

Receive Technical Acceptance. Provide requisite drawings and request Agreement (see Note 2.6)

- Note 2.1: New S104 Submission**
- The submission will be based on the expected development parameters as the Pre-Planning response and any planning conditions
  - The submission will be to the sector guidance for the design and specifications of a system.
  - Accord with the minimum details/information required for a S104 Application

- Note 2.2: Application receipt**
- It will be acknowledged that we have received your application
  - The submission will then be checked to ensure that the details in the sector guidance for the design and specifications of a system has been provided

- Note 2.3: Full set of data for Application**
- If a full set of data for the assessment has not been received the full details will be requested
  - Once a full set of details have been received then it will be passed for a technical assessment

- Note 2.4a: Technical Assessment**  
The technical Assessment will be used to check:-
- The design is in accordance with the sector guidance
  - Request an extension dependant upon the site complexity
  - Request confirmation of any legal requirements
  - Request manufacturers details
  - Request risk assessments/ method statements where connection to existing public sewers are needed
  - Request health & Safety details
  - Request the agreed information for entering into the S104 Agreement

**Note 2.4b:** If a design is not to specification, water company to provide point by point information on strategic and or technical shortfall. It may be appropriate for the water company to comment only on strategic matters in the first instance before detailed technical aspects can be reviewed.

**Note 2.4b:** An applicant must provide a complete response addressing each point raised by the water company so a design can be progressed to technical acceptance.

- Note 2.5: Technical Acceptance**
- Will be granted where full details have been provided and meets sector guidance.
  - Will specify the details needed for the Agreement
  - Will specify the validity period of the technical Acceptance
  - Will specify the associated charges

- Note 2.6:**
- After Technical Acceptance has been granted an Agreement can be completed
  - Early inspections can be requested see Note 3.2
  - The details should then be provided by the developer as detailed as part of the sector guidance

SLPM - 2/1: 2 Days

SLPM - 2/2: 7 Days

SLPM - 2/3 : 28 Days unless Extension is agreed. Resubmissions 14 days

SLPM - 2/4 : 14 Days

Proceed to **Stage 3 (Adoption Agreement)**

Service Level Process Measure : All levels of service will begin on the first working day following receipt.

# Stage 3: Adoption agreement

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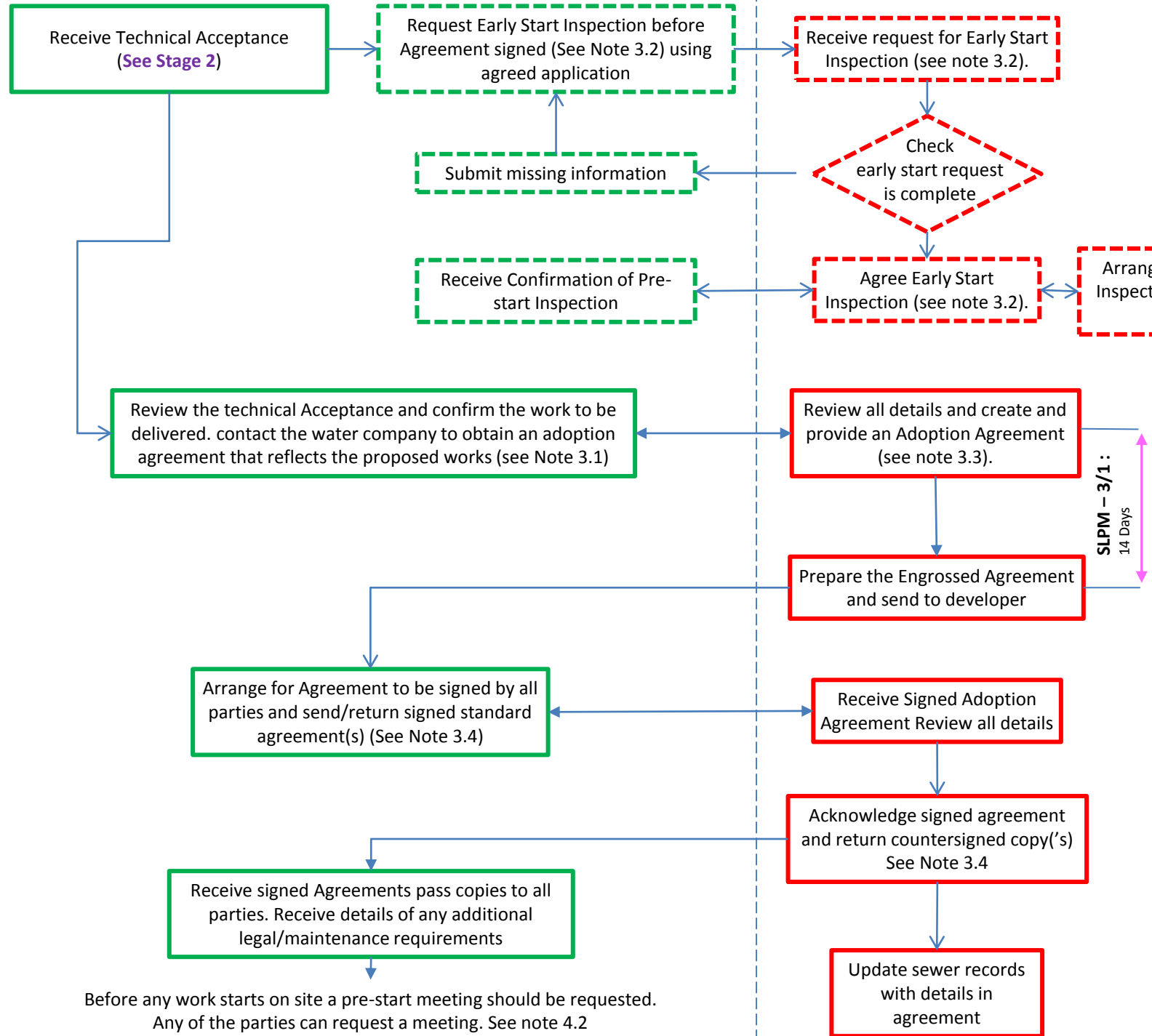


Developer

Water Company

Comments & Service Standard

This stage is designed to confirm the items needed to enter into the S104 Agreement. The agreement will be a standard Agreement. On some occasions the developer may need to start on site before the S104 Agreement is formally signed this process allows for the Early start on site to be requested.



- Note 3.1:**
1. The request for the Agreement must include all the details as specified in the sector guidance
  2. Relevant copies of the technically accepted drawings must be provided for incorporation within the S104 Agreement
  3. If an Early start Agreement is entered into the developer is expected to complete the S104 Agreement within a timely manner
  4. See sector guidance for full details required

Before any work starts on site a pre-start meeting should be requested. Any of the parties can request a meeting. (See note 4.2) and Proceed to **(Stage 4) Construct Sewerage System**

- Note 3.2 Early start Inspection request**
- Once the Technical Acceptance has been issued the developer may request an Early start on site before the Agreement is signed
1. The developer will need to provide full details for the inspections in accordance with sector guidance
  2. The developer must sign and send the Early start request form
  3. Full health & safety documents must be provided
  4. The charges for the site must be paid
  5. The Early start agreement must be signed before the request for a Pre-start inspection. At least 5 working days must be allowed to enable a pre-start inspection to be arranged
  6. A Pre-start inspection must be arranged
  7. Also See Notes 4.2

- Note 3.3: Engross Adoption agreement**
1. A full suite of drawings will be required
  2. The standard Agreement will be prepared
  3. An agreement for each party will be prepared

- Note 3.3: Signing Adoption agreement**
1. The developer will arrange for all of the parties to sign all agreements
  2. Return signed agreements with relevant bond monies
  3. The agreements will be returned back in a timely manner

- Note 3.4 Signed agreement**
1. If the agreement is signed correctly by all parties and the relevant bond money/surety is in place the agreements will be signed by the Water Company.
  2. The sewer records will be updated
  3. Written confirmation of inspections provided
  4. Written confirmation of Legal requirements provided

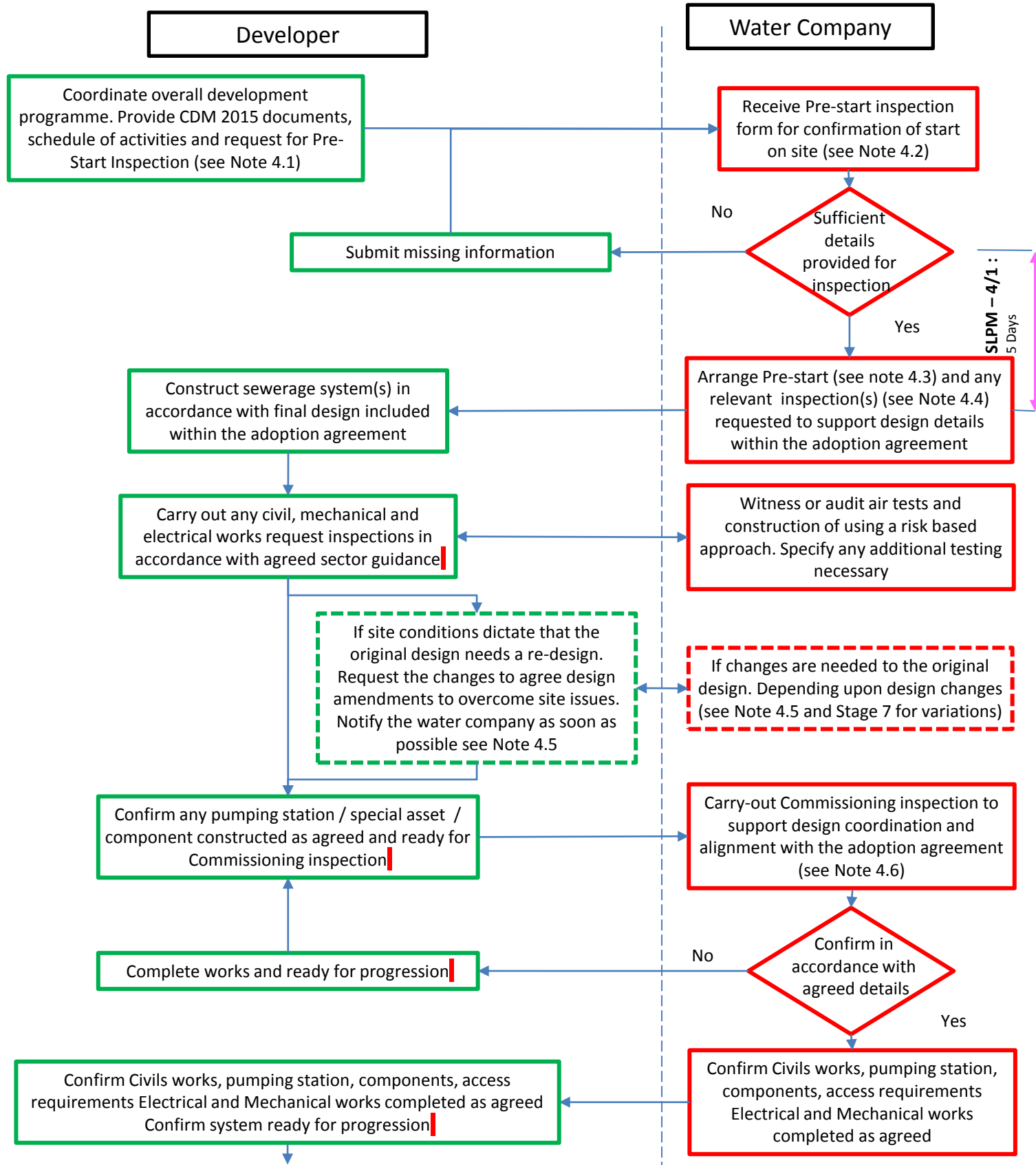
Before any work starts on site a pre-start meeting should be requested. Any of the parties can request a meeting. See note 4.2

Proceed to **(Stage 4) Construct Sewerage System**

Service Level Process Measure : All levels of service will begin on the first working day following receipt.

# Stage 4: Construct sewerage system

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## Comments & Service Standard

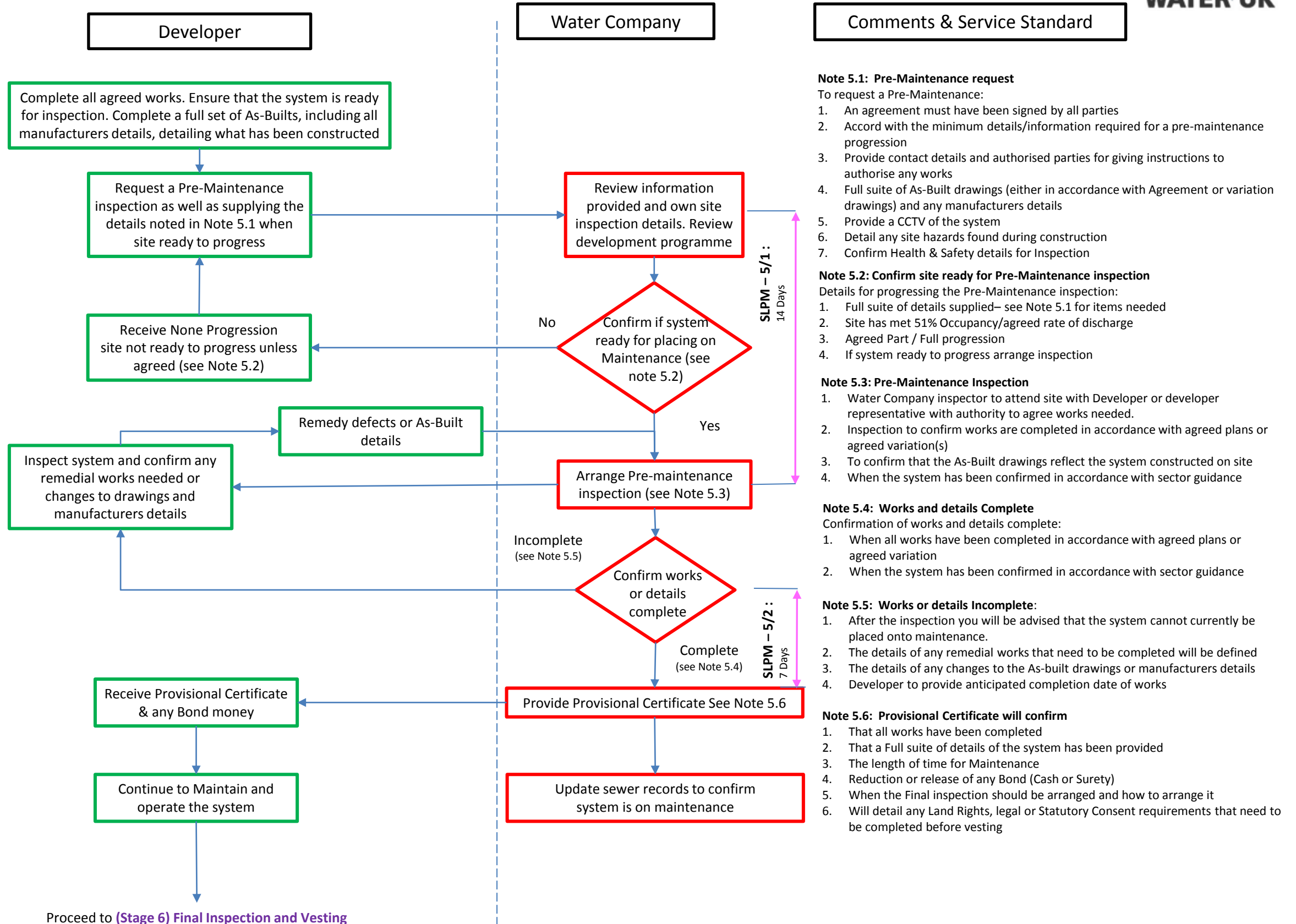
- Note 4.1: Pre-start inspection**
- To assist all parties to coordinate activities, developer to provide water companies with a schedule of activity and request for Pre-Start Inspection
  - Provide copy of F10 Notice in accordance with CDM Requirements.
  - At least 5 working days must be allowed to enable a pre-start inspection to be arranged
- Note 4.2: Pre-start inspection check**
- The early –start check and /or the Pre-start check will be completed to ensure provision of minimum information required as detailed in sector guidance
  - Confirmation will be detailed If insufficient information has been provided
- Note 4.3: Pre-start Inspection**  
Pre-start meeting will comprise as a minimum:
- Overview of arrangements for **CDM 2015 Regulations** and H&S welfare requirements
  - Future contact arrangements and authorised parties for giving instructions, requesting inspections, making variations, making Novation’s and exchanging information regarding progress of the works.
  - Overview of technically accepted drawings and current status of Agreement.
  - Overview for adherence to national and local design requirements
  - Overview of process for dealing with variations / drawing revision / design co-ordination
  - Overview for connection incl. line and level & location and date of connection and method statement to also be provided.
  - Overview process for confirming the completion of works and placing full or part site onto Maintenance
  - Details for submitting as-laid drawings prior to carrying out the Pre-maintenance inspection
  - Overview of Land Rights and Third Party Consents
  - Health & Safety details for Maintenance and Final inspections
- Note 4.4: Inspections**
- Developer to ensure that the Water Company is contacted to arrange the necessary inspections as part of their progression plan.
  - It is the developers responsibility to arrange the inspections at each relevant point in the construction process.
  - The Undertaker may also arrange random coordination and compliance visits during the construction period
  - For the list of inspection types please refer to the Sector Guidance
- Note 4.5: Variation to technically accepted drawings**
- The developer will need to provide full details for any variations to the agreed design drawings in accordance with sector guidance
  - Progress in accordance with Stage 7 Variations
- Note 4.6: Commissioning inspection**
- Provide a set of detailed drawings and request the inspection

SLPM – 4/1 : 5 Days

Proceed to (Stage 5) Maintenance Service Level Process Measure : All levels of service will begin on the first working day following receipt.

# Stage 5: Maintenance Period

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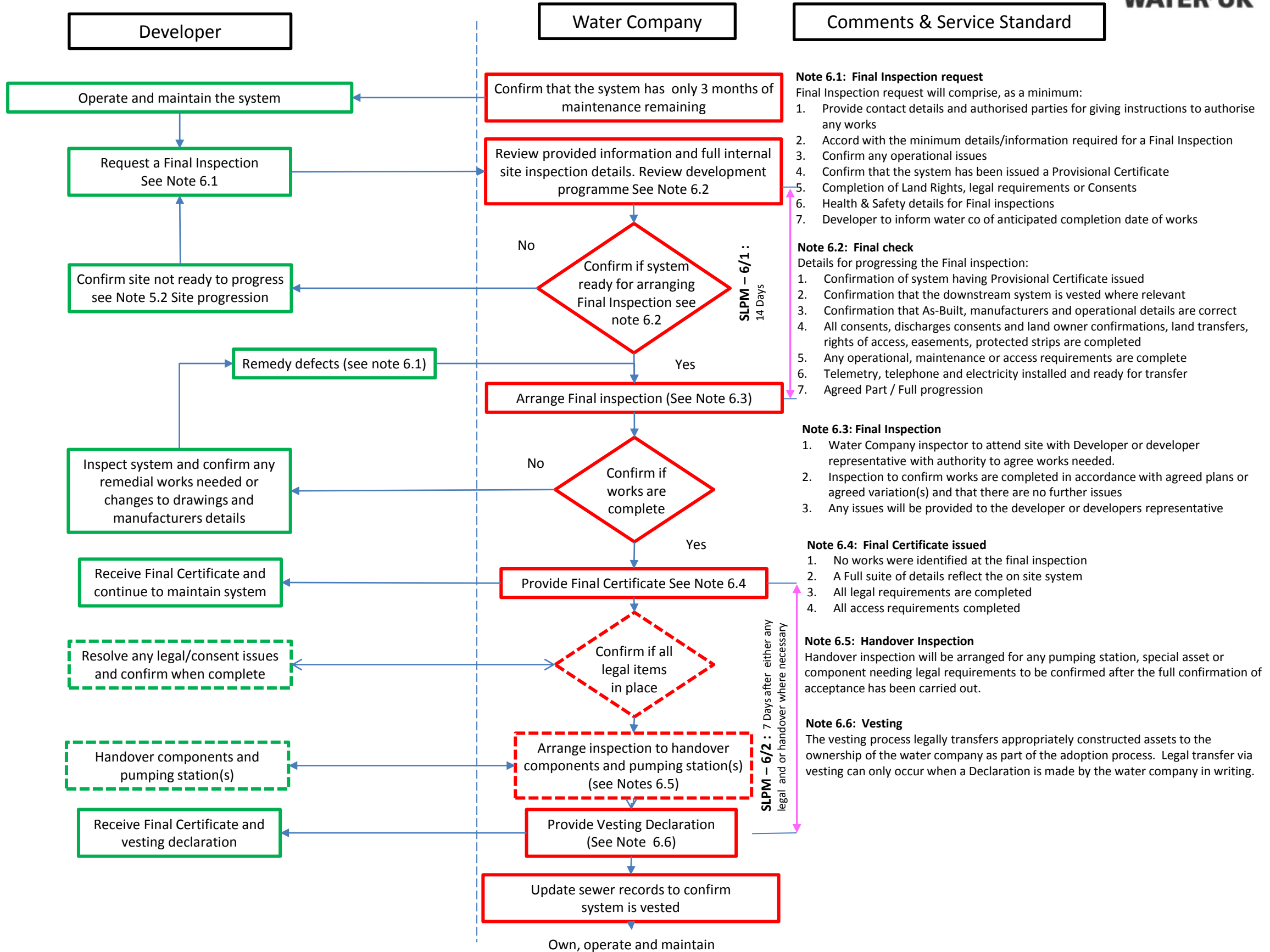


Service Level Process Measure : All levels of service will begin on the first working day following receipt.

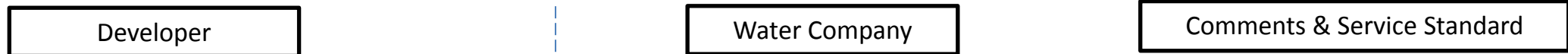


# Stage 6: Final Inspection and Vesting - system incl. pumping station and/or components

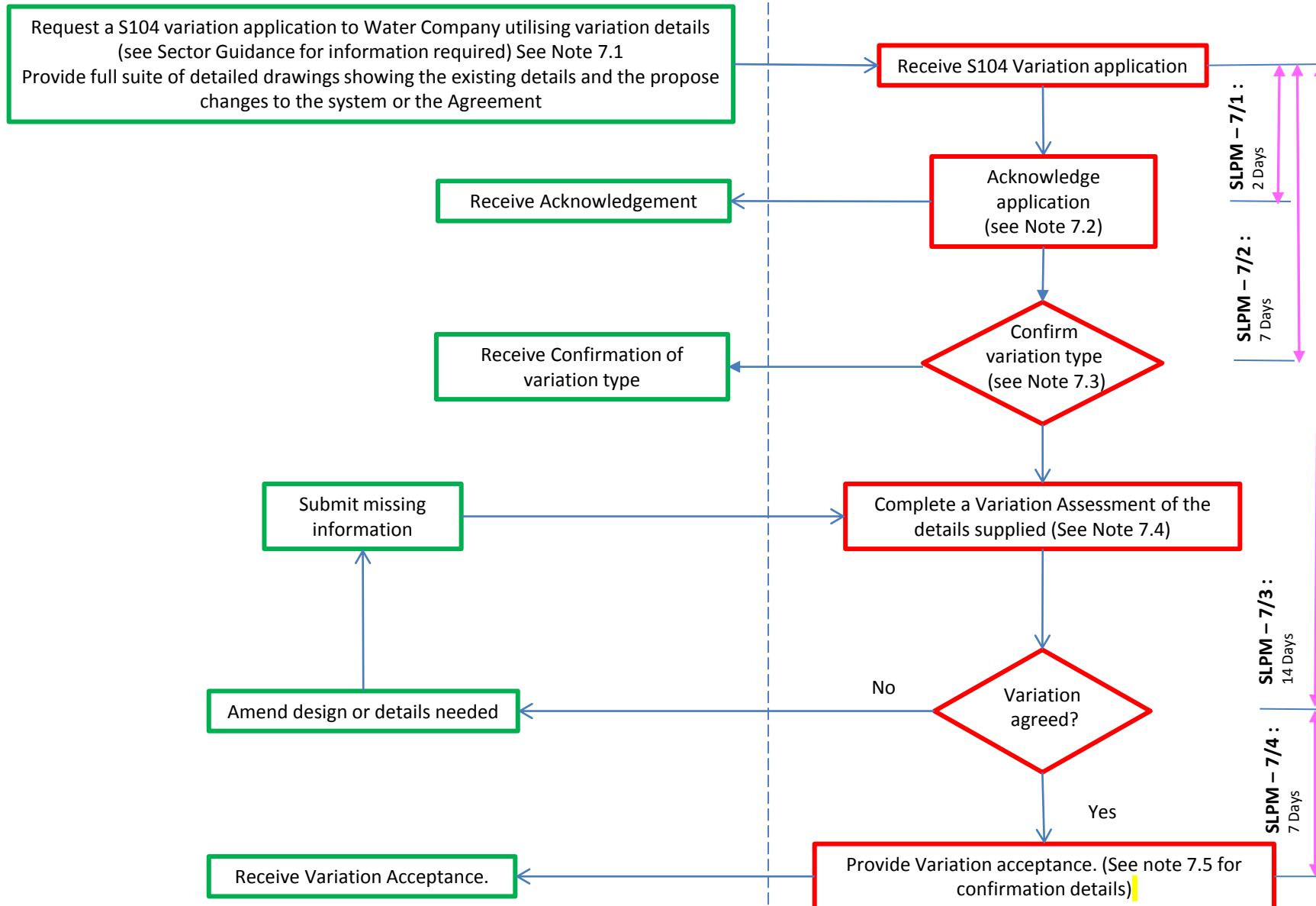
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# Stage 7: Variation of new sewerage system



This stage is designed to confirm any variations requested to the design of a technically accepted system.



**Note 7.1: Variation Submission**

1. The submission will be to the sector guidance for the design and specifications of a system.
2. Accord with the details for a Minor or Major Variation

**Note 7.2: Variation Application receipt**

1. It will be acknowledged that we have received your application
2. The submission will then be checked to ensure that the details in the sector guidance for the design and specifications of a system has been provided

**Note 7.3: Variation Confirmation**

To confirm type of Variation :-  
Where the request is received, confirmation of the type of variation will also be completed by the Water Company

1. Confirm if the Variation is a minor variation where the As-Built drawings can be changed or
2. Confirm if the variation is a major variation where a full assessment of the proposed changes to the design will be required.

**Note 7.4: Variation Assessment**

The Variation Assessment will be used to check:-

1. The design is in accordance with a full variation assessment will be required.
2. The sector guidance
3. Request confirmation of any legal requirements
4. Request manufacturers details
5. Request risk assessments/ method statements
6. Request health & Safety details
7. Request confirmation of all parties to the Agreements

**Note 7.5: Variation Acceptance**

Variation Acceptance will be granted where

1. full details have been provided and meets sector guidance
2. Variation Agreement will be completed
3. Sewer record will be updated to reflect any design changes
4. Variation will be incorporated into the originally signed agreement



Service Level Process Measure : All levels of service will begin on the first working day following receipt.