

## **Annex B**

### **Minimum Information**

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

Information provided by Customer	Information provided by Water company	Comments / standard required
<p>Submit Pre-Planning Enquiry, including the confirmation of development parameters</p> <p>As a minimum:</p> <ol style="list-style-type: none"> <li>1. Receipt of application form</li> <li>2. Confirm target start date</li> <li>3. Confirm if the components / special assets are proposed for adoption under S104</li> <li>4. location map with clear defined site boundary*</li> <li>5. Details of proposed development</li> <li>6. Number of units and anticipated rates of discharge</li> <li>7. Preferred drainage outfall route(s) and point(s) of access etc</li> <li>8. High or low points of site, watershed(s)</li> <li>9. Topographical survey</li> <li>10. Associated charges</li> <li>11. Evidence of how the surface water hierarchy has been fully investigated (where a surface water connection to sewer is required).</li> </ol>		<p>*preferably scaled ordnance survey plan</p>
	<p>Acknowledge receipt of incoming application form.</p> <p>Provide a Water Company reference and nominated contact to support future communication</p>	
	<p>Pre-planning check</p> <ol style="list-style-type: none"> <li>1. Will be a check of the minimum submission requirements</li> <li>2. Agree an extension if required</li> </ol>	
	<p>Pre-planning enquiry response</p> <ol style="list-style-type: none"> <li>1. Be based on the expected development parameters</li> <li>2. Indicate the nearest connection point(s) or any alternatives if available</li> <li>3. Specify the validity period</li> <li>4. Advise if a strategic assessment is required/available</li> </ol>	

## Stage 1a: Pre-Design Strategic Discussion/Assessment

The reasons for this is so that the developer can provide the assurances as part of their planning requirements to ensure that the maintenance of the components will be able to satisfy the provision of maintenance for a lifetime. To enable Water Companies to provide this level of cover we need to ensure that the system will provide the correct level of cover for its lifetime. We need involvement of a site before it is designed, with the changes to the defined sewer this now enables water companies to explore the world of creative engineering, to look to provide more of a control of the flows at ground level instead of the need for deeper holes. The setting of a site is the most important aspect - with this we need to know what the development site is capable of, the restrictions that are placed upon it, to be able to understand where the existing and proposed flows will be generated from and need to be managed from along with being certain that the ground is suitable to accept the flows. These are all elements that if dealt with early enough can be managed through to completion.

The intention of the Pre-Design strategic assessment is to deal with the intricate site specific details for anything that is proposed for adoption needing cyclical operational and maintenance requirements before a formal S104 application is requested. If it is clear as part of these responses or discussions that the details proposed will not meet the requirements for the system to be considered for Adoption then we can advise you from the onset without you needing to apply for a S104..

What we would be looking to have details of at the Pre-Design Strategic Assessment:-

<input checked="" type="checkbox"/>	Flood Risk Assessment or statement for site and associated risk
<input checked="" type="checkbox"/>	Drainage Strategy or Statement and layout plan (showing discharge point including rates) (minimum)
<input checked="" type="checkbox"/>	Layout drawings (proposed and existing if brownfield site)
<input checked="" type="checkbox"/>	Run-off rates and attenuation quick estimates (minimum)
<input checked="" type="checkbox"/>	Exceedance routes on and offsite
<input checked="" type="checkbox"/>	Ground investigation report to show infiltration could be utilised on the site
<input checked="" type="checkbox"/>	Confirmation of principles of ownership, accessibility, operational requirements of components

Information provided by Customer	Information provided by Water company	Comments / standard required
Submit request for Pre-design strategic assessment including the development parameters. As a minimum: <ol style="list-style-type: none"><li>Receipt of application form</li><li>Details for the proposed components / special assets</li><li>Any planning requirements (if available)</li><li>location map with clear defined site boundary*</li><li>Details of proposed development</li><li>Number of units and anticipated rates of</li></ol>		Information received at this stage will be relevant to the basic information provided

<p>discharge</p> <p>7. Preferred drainage outfall route(s) and point(s) of access etc</p> <p>8. High or low points of site, watershed(s)</p> <p>9. Topographical survey</p>		
	<p>Pre-design assessment</p> <ol style="list-style-type: none"> <li>1. Contact with the developer will be made to ascertain if a discussion or a meeting is relevant</li> <li>2. Agree a date and time for a meeting (if required)</li> </ol>	
	<p>Pre-Design response</p> <ol style="list-style-type: none"> <li>1. Be based on the expected development parameters</li> <li>2. Provide an indication of design, adoption, legal requirements to support the future S104 Application</li> </ol>	<p>Information received at this stage will be relevant to the basic information provided</p>

## Stage 2: Design of a new Sewerage system

Information provided by Customer	Information provided by Water company	Comments / standard required
<p>S104 Application Before the application is submitted a Pre-design strategic assessment can be requested.</p> <p>Any details discussed/detailed at the stages 1a &amp; 1b should be accommodated within the design. And as many items as listed in Table 2.1 Site Specific information should be provided where relevant.</p> <p>As a minimum the S104 application should contain:</p> <ol style="list-style-type: none"> <li>1. Fully Completed S104 Application form</li> <li>2. Programme for start date</li> <li>3. Planning details</li> <li>4. Ownership details</li> <li>5. Site location plan</li> <li>6. Site/Engineering layout plan</li> <li>7. Longitudinal Sections</li> <li>8. Access schedule(s)</li> <li>9. Pumping station details</li> <li>10. Special Asset or Component drawings</li> <li>11. Any Manufacturers details relevant to the application</li> </ol> <p>Within each documents/detail supplied above should contain the information listed in Table 2.1 - S104 Application details and information.</p>		Information received at this stage should be specific for the scheme
	Acknowledge receipt of initial S104 application form. Provide a Water Company reference to support future communication	
	<p>S104 Application check acceptance</p> <ol style="list-style-type: none"> <li>1. Will be a check to see that the minimum submission requirements have been provided see Table 2.1 S104 Initial assessment</li> <li>2. Make contact with the developer to offer a strategic assessment meeting to discuss the site details, if required</li> <li>3. Agree an extension (if required at this stage)</li> </ol>	
	<p>S104 Application check sufficient details supplied:</p> <ol style="list-style-type: none"> <li>1. Confirm that a full set of details have been supplied to be assessed</li> <li>2. Detail the nominated contact to support future communication about the assessment</li> </ol>	
	<p>S104 Application check further details required:</p> <ol style="list-style-type: none"> <li>1. Confirm that a full set of details has not been supplied</li> <li>2. Clearly detail strategic and/or technical details that need to be supplied or addressed.</li> <li>3. Offer a strategic assessment meeting where</li> </ol>	

	<p style="text-align: center;">relevant</p> <p>4. Detail the nominated contact to support communication about the initial assessment</p>	
<p><b>S104 Application Re-submission</b></p> <p>As a minimum the re-submission of the details should contain any data not previously supplied as part of the initial application:</p> <ol style="list-style-type: none"> <li>1. Take into account any recommendations made from the initial submission.</li> <li>2. Re-submitted fully Completed S104 Application form</li> <li>3. Programme for start date</li> <li>4. Planning details</li> <li>5. Ownership details</li> <li>6. Site location plan</li> <li>7. Site/Engineering layout plan</li> <li>8. Longitudinal Sections</li> <li>9. Access schedule(s)</li> <li>10. Pumping station details</li> <li>11. Special Asset or Component drawings</li> <li>12. Any Manufacturers details relevant to the application</li> </ol> <p>The documents supplied should contain the information listed in Table 2.2 - S104 Application details and information.</p> <p>Ensure any changed drawing are crosschecked for accuracy before submitting</p>	<p>Any information that has previously been supplied will not be re-requested to progress the initial technical assessment, unless significant changes to the design are required before a re-submission is made.</p> <p>Requests to discuss the proposals may be requested to assist with the application.</p>	
	<p>S104 Technical Assessment will check to ensure that</p> <ol style="list-style-type: none"> <li>1. The details are in accordance with the sector guidance</li> <li>2. if required, agree an extension</li> <li>3. any local practice details are adhered to</li> <li>4. all manufacturers details are provided</li> <li>5. any legal requirements incl. land ownerships, rights, consents etc have been supplied or confirmed</li> <li>6. the information for entering into the agreement have been provided</li> <li>7. a Technical acceptance is provided once all details are confirmed acceptable</li> <li>8. Where the assessment defines that the proposals are not acceptable a technical review will be provided</li> </ol> <p>For each re-submission for a technical assessment, the same check details as listed above will be completed, up until the technical Acceptance can be provided.</p> <p>Over excessive re-checks may incur additional charges</p>	

<p><b>S104 assessment re-submission</b></p> <p>The details provided from the S104 technical review should be reviewed and accommodated to encompass the details needed to progress the S104 towards Technical Acceptance.</p> <p>As a minimum the re-submission of the details should contain any data not previously supplied</p> <p>Resubmit a full set of details, as close to receiving the technical review, responding to all items that were detailed/raised.</p>		
	<p><b>S104 Technical Acceptance</b></p> <p>The technical acceptance confirms that the proposed system can be incorporated within a S104 Agreement for Adoption and will confirm:-</p> <ol style="list-style-type: none"> <li>1. The design meets the sector guidance</li> <li>2. The technically acceptable drawing numbers</li> <li>3. A quotation for the associated administration and assessment and inspection charges</li> <li>4. The associated bonds</li> </ol> <p>The technical acceptance will request the details to be incorporated within the standard S104 Agreement, these being:-</p> <ol style="list-style-type: none"> <li>1. Set of technically acceptable drawings coloured correctly</li> <li>2. The request for full details of the parties to the agreement</li> <li>3. the applicable charges</li> <li>4. the relevant bond type</li> <li>5. the timeframe for construction</li> <li>6. Any Maintenance regimes and responsibilities</li> <li>7. Any phasing details</li> </ol> <p>For the S104 Agreement this will be a standard Agreement.</p>	

Table 2.1 Site Specific information

<input checked="" type="checkbox"/>	Flood Risk Assessment or statement for site and associated risk
<input checked="" type="checkbox"/>	Drainage Strategy or Statement and layout plan (showing discharge point including rates)
<input checked="" type="checkbox"/>	Layout drawings (proposed and existing if brownfield site)
<input checked="" type="checkbox"/>	Run-off rates and attenuation quick estimates
<input checked="" type="checkbox"/>	Full set of Hydraulic Calculations for sewerage systems
<input checked="" type="checkbox"/>	Exceedance routes on and offsite
<input checked="" type="checkbox"/>	Ground investigation report to show infiltration could be utilised on the site
<input checked="" type="checkbox"/>	Confirmation of principles of ownership, accessibility, operational requirements of components
<input checked="" type="checkbox"/>	Evidence of third party agreement for land entry and installation of components
<input checked="" type="checkbox"/>	Maintenance regimes and responsibilities
<input checked="" type="checkbox"/>	Full set of Design Details for Development
<input checked="" type="checkbox"/>	Full Set of Layout details for Development
<input checked="" type="checkbox"/>	Full ground investigation reports including infiltration results
<input checked="" type="checkbox"/>	Detailed Exceedance flow routes. Mitigation and Landscaping details
<input checked="" type="checkbox"/>	Detailed management, Construction and landscaping plan

Table 2.2 - S104 Initial assessment information list

<input checked="" type="checkbox"/>	Programme of works and start date
<input checked="" type="checkbox"/>	Planning details
<input checked="" type="checkbox"/>	Ownership details
<input checked="" type="checkbox"/>	Site Location plan
<input checked="" type="checkbox"/>	Site Layout Plan
<input checked="" type="checkbox"/>	Longitudinal Sections
<input checked="" type="checkbox"/>	Manhole & Inspection Chamber Schedule

<input checked="" type="checkbox"/>	Flow Control systems (where applicable)
<input checked="" type="checkbox"/>	Pumping station details (where applicable)
<input checked="" type="checkbox"/>	Storage Component details (where applicable)
<input checked="" type="checkbox"/>	Sewerage Treatment details (where applicable)

Table 2.3 S104 - Application details and information

<input checked="" type="checkbox"/>	Programme of works and start date	Construction start date Programme of works
<input checked="" type="checkbox"/>	Planning details	Confirmation of permission to discharge surface water Confirmation for discharge of Highway drainage Agreed Flow rate Point of discharge
<input checked="" type="checkbox"/>	Ownership details	Developer details Landowner details Principal designer details Contractor details Surety details Adjoining landowner details
<input checked="" type="checkbox"/>	Site Location plan	Plan showing the boundary of the site Benchmark details OS Map reference Minimum 1:2500 scale
<input checked="" type="checkbox"/>	Site Layout Plan	Minimum 1:500 scale North Point Site contours Show coal mining details Show Source Protection zones Show flood areas Show flood exceedance paths Coloured and indexed in accordance with sector guidance New Pipe lengths coloured showing the direction of flow, pipe material, gradient, shape and size Pipe lengths should have a self-cleansing regime Existing pipes shown black detailing direction of flow, pipe material, gradient, shape and size Kerb lines and service strips/margins at least 1m away from centreline of sewer and 0.5m away from outside edge of manhole. A manhole is required when serving more than 6 properties. Cover levels of all manholes and inspection chambers Cover and invert levels of existing manholes where connections are proposed Soakaways a minimum of 5m away from any structure or boundary Manholes at every change in direction, gradient or pipe size. Maximum distance between manholes of 150m A 3m wide vehicular access road to within 5m of a maintainable asset/component A turning area for a 4,000 gallon tanker (if required) Protected strips where systems are not located within a public highway
<input checked="" type="checkbox"/>	Longitudinal Sections	Scaled at 1:100 vertical & 1:500 horizontal Show existing ground level Proposed cover and invert levels and any backdrops Show the pipe material, strength, diameter and bedding Show gravity sewers connected soffit to soffit, where there is a change in pipe size Offline surface water should be laid invert to invert Show foundation details in relation to sewers Eliminate unnecessary crossovers of pipes Show filled ground that has been / will be backfilled

<input checked="" type="checkbox"/>	Manhole & Inspection Chamber Schedule	Show manhole Type, shaft and chamber Size and depths, overall depth as well as cover and invert level(s) Show manhole cover type, shape, size and depth Number of incoming pipes
<input checked="" type="checkbox"/>	Flow Control systems	Full set of manufacturers details Matches details on drawings and calculations See local Practice requirements for full design and construction requirements
<input checked="" type="checkbox"/>	Pumping station details	Full set of manufacturers details Details correlate on all drawings and calculations
<input checked="" type="checkbox"/>	Component details	Full set of manufacturers details Ground condition details to support system proposed Matches details on all correlating drawings and details See local Practice requirements for full design and construction requirements
<input checked="" type="checkbox"/>	Sewerage Treatment Plant	Full set of Manufacturers details Details correlate with all drawings and details See local Practice requirements for full design and construction requirements Any consent details for discharges

### Stage 3: Adoption agreement

Information provided by Customer	Information provided by Water company	Comments / standard required
Receive a technical Acceptance for the design of the prospectively adoptable system advising of the details needed for the Agreement		
Provide the details to be incorporated within the standard S104 Agreement as detailed in Table 3.1 Agreement details and information For the S104 Agreement this will be a standard Agreement with no alterations allowed to be made.		
	<p>Agreement details check</p> <p>A check of the details to be incorporated within the standard S104 Agreement will be made:-</p> <ol style="list-style-type: none"> <li>1. Sufficient number of drawings provided</li> <li>2. The drawings have been coloured and detailed correctly</li> <li>3. Full details of the parties to the agreement supplied</li> <li>4. the applicable charges</li> <li>5. the relevant bond amounts</li> <li>6. the timeframe for construction</li> <li>7. Any Maintenance regimes and responsibilities</li> <li>8. Any phasing details</li> </ol> <p>For the S104 Agreement this will be a standard Agreement.</p> <p>If all of the items above are supplied the Agreement can be created and sent out for signing by all parties, if incorrect or insufficient details are supplied full details will be requested.</p>	Details of all parties to the Agreement
S104 assessment re-submission  As a minimum the re-submission of the details should contain any information or details not previously supplied. Resubmit the details, as close to receiving the request with a full set of details responding to all items that were detailed/raised.		
	<p>Agreement</p> <p>When all of the information that has been requested for the agreement has been supplied</p> <ol style="list-style-type: none"> <li>1. create a standard S104 Agreement for each party</li> <li>2. incorporate the details received</li> <li>3. attach the plans to the agreement</li> <li>4. send all copies to the developer to arrange for each agreement to be signed by all parties</li> </ol>	
<p><b>Signing Agreements</b></p> <ol style="list-style-type: none"> <li>1. Confirm that the details contained within the Agreement are correct</li> <li>2. Arrange for Agreements to be signed by all parties incorporated within the</li> </ol>		

<p>Agreement.</p> <ol style="list-style-type: none"> <li>3. At the point the agreement(s) is (are) signed by all parties return all agreements to the water company</li> <li>4. Provide any cash bond payment with the signed agreements</li> <li>5. Provide any administration, assessment and inspection charges</li> </ol>	
	<p><b>Signing Agreements</b></p> <p>When the Agreements are received back from the developer</p> <ol style="list-style-type: none"> <li>1. Check that the Agreements have been signed correctly by all parties</li> <li>2. Check to make sure no changes have been received or made</li> <li>3. Ensure that the bond has been received / surety is incorporated within the agreement</li> <li>4. Ensure that the charges have been paid</li> </ol> <p>If any details in points 1-4 have not been correctly supplied/completed a full set of details should be requested in writing advising of the s104 Agreement changes needed.</p> <p>If the agreements have been correctly signed then the water company will arrange for all the Agreements to be signed.</p> <p>Upon signing the Agreements the water Company will</p> <ol style="list-style-type: none"> <li>1. Send out the agreements to the developer retaining one original copy</li> <li>2. Arrange for the sewer records to be updated to confirm that there is an agreement in place for the prospectively adoptable system</li> <li>3. Confirm that inspections can commence</li> </ol>
<p>S104 Agreement changes</p> <p>Any changes needed to the engrossed agreements will incur additional charges</p>	

Table 3.1 S104 - Agreement details and information

<input checked="" type="checkbox"/>	Full details of all parties to the Agreement
<input checked="" type="checkbox"/>	Maintenance regimes and responsibilities
<input checked="" type="checkbox"/>	Full set of Design details for Development that were technically accepted
<input checked="" type="checkbox"/>	Full Set of correctly coloured layout details for Development that were technically accepted
<input checked="" type="checkbox"/>	Any charges
<input checked="" type="checkbox"/>	Technical Acceptance of sewerage system
<input checked="" type="checkbox"/>	Details of bond type – Cash or Surety



Timeframe for construction and any phasing details

## Stage 3: Early Start agreement

Information provided by Customer	Information provided by Water company	Comments / standard required
<p>Ensure that the Technical Acceptance has been granted</p> <p>Ensure all charges have been paid</p>		
<p>As a minimum the Early start application should contain:</p> <ol style="list-style-type: none"> <li>1. A signed fully completed Early start application, which will form part of an agreement</li> <li>2. Programme for start date</li> <li>3. F10 Notice</li> <li>4. Set of detailed drawings for site inspections</li> <li>5. Confirm start on site date</li> <li>6. Provide a schedule of activity</li> </ol>		
	<p>Early start Assessment will check to ensure that</p> <ol style="list-style-type: none"> <li>1. The Technical acceptance has been provided</li> <li>2. The relevant charges have been paid</li> <li>3. The drawings have been supplied</li> <li>4. Where the assessment defines that the early start is not acceptable a written response will be provided</li> <li>5. If the full set of information is provided the early start agreement will be signed and a copy returned to the customer, and arrange a Pre-start inspection</li> </ol>	

## Stage 4: Construct sewerage system

Information provided by Customer	Information provided by Water company	Comments / standard required
<p>Ensure that the S104 Agreement is signed by all parties or the Technical Acceptance has been granted and the Early start Agreement has been signed</p> <p>Ensure all charges have been paid</p>		
<p>Request a Pre-start inspection before any works on the prospectively adoptable system commences tying it in with your programme of works.</p> <ol style="list-style-type: none"> <li>1. Complete a Pre-start application form</li> <li>2. Confirm contact details</li> <li>3. Provide a copy of the F10 Notice</li> <li>4. Confirm start on site date</li> <li>5. Provide a schedule of activity</li> </ol>		
	<p>Pre-start inspection check</p> <ol style="list-style-type: none"> <li>1. Check through the information provided within the pre-start inspection request</li> <li>2. Check to make sure all charges have been paid</li> <li>3. Confirm if an inspection can be arranged</li> </ol>	
	<p>Cannot arrange an inspection</p> <ol style="list-style-type: none"> <li>1. Confirm that the inspection cannot be carried out</li> <li>2. Define the details as to why this cannot be completed</li> <li>3. Call the applicant or email if unable to gain contact to confirm that we are unable to arrange the inspection</li> </ol>	
<p>Cannot arrange the Pre-start inspection</p> <ol style="list-style-type: none"> <li>1. Receive the details confirming why the inspection cannot be carried out</li> <li>2. Look into the site details and complete the items needed to enable the Pre-start inspection</li> </ol>		
	<p>Can arrange an inspection</p> <ol style="list-style-type: none"> <li>1. Contact the applicant via the details supplied</li> <li>2. Arrange an inspection</li> <li>3. Confirm the date, time and which inspector/team member will be attending</li> <li>4. Receive confirmation of whom will be attending the inspection on behalf of the developer</li> </ol>	
	<p>Pre-start Inspection</p> <p>The inspection will be used to give an overview of the requirements for the future inspections, this will include:</p> <ol style="list-style-type: none"> <li>1. Developer H&amp;S status for Pre-start, general inspections and commissioning inspections</li> <li>2. Future inspections</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Overview of technically accepted drawings</li> <li>4. Overview of process for making minor or major variations, drawing revisions and design co-ordination</li> <li>5. Overview of connection details and requirements</li> <li>6. Overview of completion of works and or requesting a Pre-maintenance inspection</li> <li>7. Overview of information required on As-Builts</li> <li>8. Overview of expectations at Pre-maintenance inspection</li> <li>9. Overview of H&amp;S for maintenance, final and handover inspections</li> </ol>	
Can arrange the inspection	<ol style="list-style-type: none"> <li>1. Receive contact to arrange the inspection date and time</li> <li>2. Confirm the personnel details of who will be at the Pre-start inspection for the site.</li> <li>3. See the details that will be reviewed at the meeting</li> <li>4. After the Pre-start meeting it is important to ensure that the inspections of the system are arranged during its construction</li> </ol>	
Request inspections during the construction of the works, including any commissioning inspections for pumping stations and sewerage treatment works by providing:-	<ol style="list-style-type: none"> <li>1. Contact name and number</li> <li>2. Company details</li> <li>3. Confirmation of person meeting on site</li> <li>4. Details of the inspection required</li> <li>5. Preferred date and time</li> </ol>	
	<p>Arrange an inspection</p> <ol style="list-style-type: none"> <li>1. Contact the applicant via the details supplied</li> <li>2. Arrange an inspection</li> <li>3. Confirm the date, time and which inspector/team member will be attending</li> </ol> <p>Receive confirmation of whom will be attending the inspection on behalf of the customer</p>	

Table 4.1 Construct sewerage system – request Pre-start inspection

<input checked="" type="checkbox"/>	S104 Agreement in place or technical acceptance received and Early start Agreement in place
<input checked="" type="checkbox"/>	Full set of Design Details for Development
<input checked="" type="checkbox"/>	Full Set of Layout details for Development
<input checked="" type="checkbox"/>	Technical Approval of sewerage system
<input checked="" type="checkbox"/>	Full set of details for contact

<input checked="" type="checkbox"/>	CDM Health and Safety details
<input checked="" type="checkbox"/>	Administration, Assessment and Inspection charges paid
<input checked="" type="checkbox"/>	Programme of works provided

## Stage 5: Maintenance Period

Information provided by Customer	Information provided by Water company	Comments / standard required
<p>Ensure that the works are in accordance with the drawings contained within the S104 Agreement or any minor or major variations</p> <p>Ensure that the site has the sufficient properties connected to the system or the agreed discharge rate(s) to allow the Pre-Maintenance to be requested</p>		
<p>Request a full or part Pre-Maintenance inspection when all of the works ready to be progressed</p> <ol style="list-style-type: none"> <li>1. Complete a Pre-maintenance application form</li> <li>2. Confirm contact details</li> <li>3. Provide a full set of correctly coloured As-Built drawings and details in accordance with agreed details</li> <li>4. Provide any specific manufacturers details to support the constructed system</li> </ol>		
	<p>Pre-Maintenance inspection check</p> <ol style="list-style-type: none"> <li>1. Check to make sure the number of units/properties or agreed discharge rates have been achieved</li> <li>2. Check through the information provided within the pre-maintenance inspection request to ensure a full suite of as-built drawings have been supplied</li> <li>3. Check to make sure all charges have been paid</li> <li>4. Confirm if an inspection can be arranged</li> </ol>	
	<p>Cannot arrange an inspection</p> <ol style="list-style-type: none"> <li>1. Confirm that the Pre-Maintenance inspection cannot be carried out</li> <li>2. Define the details as to why this cannot be completed</li> <li>3. Call the applicant or email if unable to gain contact to confirm that we are unable to arrange the Pre-maintenance inspection</li> </ol>	
<p>Cannot arrange the Pre-Maintenance inspection</p> <ol style="list-style-type: none"> <li>1. Receive the details confirming why the inspection cannot be carried out</li> <li>2. Look into the site details and complete the items needed to enable the Pre-Maintenance inspection</li> <li>3. Re-request the Maintenance inspection</li> </ol>		
	<p>Can arrange a Pre-Maintenance inspection</p> <ol style="list-style-type: none"> <li>1. Contact the applicant via the details supplied</li> <li>2. Arrange an inspection</li> <li>3. Confirm the date, time and which inspector/team member(s) will be attending</li> <li>4. Receive confirmation of whom will be attending the inspection on behalf of the</li> </ol>	

	developer	
	<p>Pre-Maintenance Inspection</p> <p>The inspection will be used to give an overview of the requirements for the future inspections, this will include:</p> <ol style="list-style-type: none"> <li>1. Developer H&amp;S status for Pre-start, general inspections and commissioning inspections</li> <li>2. Future inspections</li> <li>3. Overview of technically accepted drawings</li> <li>4. Overview of process for making minor or major variations, drawing revisions and design co-ordination</li> <li>5. Overview of connection details and requirements</li> <li>6. Overview of completion of works and or requesting a Pre-maintenance inspection</li> <li>7. Overview of information required on As-Builts</li> <li>8. Overview of expectations at Pre-maintenance inspection</li> <li>9. Overview of H&amp;S for maintenance, final and handover inspections</li> </ol>	
Can arrange the Pre-Maintenance inspection	<ol style="list-style-type: none"> <li>1. Receive contact to arrange the inspection date and time</li> <li>2. Confirm the personnel details of who will be at the Pre-maintenance inspection for the site.</li> <li>3. See the details that will be reviewed at the meeting</li> <li>4. Before Pre-Maintenance inspection. Arrange for the system proposed to be progressed is ready for inspection</li> </ol>	
	<p>Pre-Maintenance Inspection</p> <p>The Pre-maintenance inspection is carried out to confirm what was agreed was constructed and that the system is ready to be placed onto maintenance.</p> <p>The inspection will:</p> <ol style="list-style-type: none"> <li>1. Confirm any remedial works that are needed to ensure that the system is suitable for placing on maintenance</li> <li>2. Confirm any changes to the As-built drawings to reflect what has been constructed on site</li> <li>3. Define any access requirements</li> </ol> <p>For sites where any items listed above are not quite complete/outstanding the customer will receive a full list of details of the items that need to be completed</p> <p>For sites where all works are complete and the drawings reflect what was constructed the Provisional certificate will be relevant for issue</p>	

<p>Pre-maintenance remedial works /changes to details</p> <p>The customer will need to review the details discussed at the pre-maintenance inspection and arrange for the items to be finished to standard.</p> <ol style="list-style-type: none"> <li>1. Complete all remedial works on site</li> <li>2. Provide a set of revised As-Built drawings</li> <li>3. Confirm any access requirements</li> <li>4. Send any revised drawings for re-assessment</li> <li>5. If no changes to the drawings were required request a re-inspection with the water company once the remedial works have been completed</li> </ol> <p>To request an inspection you will need to provide,:</p> <ol style="list-style-type: none"> <li>1. Contact name and number</li> <li>2. Company details</li> <li>3. Confirmation of person meeting on site</li> <li>4. Details of the inspection required</li> <li>5. Preferred date and time</li> </ol>		
	<p>Issue Provisional Certificate</p> <p>After the confirmation that the remedial works have been completed and the As-Built drawings reflect what has been constructed on site the Provisional Certificate will be issued. At this point all items that will need to be finalised before vesting will also be requested</p> <ol style="list-style-type: none"> <li>1. Issue Provisional Certificate</li> <li>2. Confirm if this is a full or phased/part provisional certificate</li> <li>3. Advise of any legal items</li> <li>4. Advise of any discharge details</li> <li>5. Confirm the date when a Final inspection should be requested</li> <li>6. Advise of any local practice requirements</li> <li>7. Release/reduce any bond obligations as agreed</li> </ol>	
<p>Customer will receive the Provisional Certificate to confirm that the system is on a maintenance period.</p> <p>The customer will continue to operate and maintain the system.</p> <p>The customer will ensure that the system is ready for a final inspection and that everything is in place to progress.</p> <p>All legal requirements detailed will be progressed to completion.</p> <p>Where a local practice requires a Handover inspection this will be organised in the same manner as a final inspection</p>		

## Stage 6: Final Inspection and Handover

Information provided by Customer	Information provided by Water company	Comments / standard required
Ensure that the system is ready for the Final Inspection and has been working and not causing any major operational issues		
Request a Final inspection 1. Complete a Final Inspection form 2. Confirm contact details 3. Provide details of any operational issues 4. Confirm any access requirements have been provided 5. Health and Safety file for site		
	Final inspection check 1. Check through the information provided within the Final inspection request to ensure everything has been supplied 2. Check to ascertain if there have been any operational issues 3. Check to make sure all charges have been paid 4. Check any local practice requirements have been supplied/completed 5. Confirm if an inspection can be arranged 6. Advise if a Handover inspection will also be required	
	Cannot arrange an inspection 1. Confirm that the Final inspection cannot be carried out 2. Define the details as to why this cannot be completed 3. Call the applicant or email if unable to gain contact to confirm that we are unable to arrange the Final inspection	
Cannot arrange the Final inspection 1. Receive the details confirming why the inspection cannot be carried out 2. Look into the site details and complete the items needed to enable the Final inspection 3. Re-request the Final inspection		
	Can arrange a Final inspection 1. Contact the applicant via the details supplied 2. Arrange an inspection 3. Confirm the date, time and which inspector/team member(s) will be attending 4. Receive confirmation of whom will be attending the inspection on behalf of the developer	
	Final Inspection The inspection will be used to give acceptance for vesting the site, the inspection will include:	

	<ol style="list-style-type: none"> <li>1. Checking to make sure the system is working correctly</li> <li>2. No evidence of operational issues.</li> <li>3. Any on-site access requirements are provided</li> </ol>	
Can arrange the Final inspection		
<ol style="list-style-type: none"> <li>1. Receive contact to arrange the inspection date and time</li> <li>2. Confirm the personnel details of who will be at the Final inspection for the site.</li> <li>3. See the details that will be reviewed at the meeting</li> <li>4. Before Final inspection. Arrange for the system proposed to be progressed is ready for inspection</li> </ol>		
	<p><b>Final Inspection</b></p> <p>The Pre-maintenance inspection is carried out to confirm what was agreed was constructed and that the system is ready to be placed onto maintenance.</p> <p>The inspection will:</p> <ol style="list-style-type: none"> <li>1. Confirm any remedial works that are needed to ensure that the system is suitable for placing on maintenance</li> <li>2. Confirm any changes to the As-built drawings to reflect what has been constructed on site</li> <li>3. Define any access requirements</li> </ol> <p>For sites where any items listed above are not quite complete/outstanding the customer will receive a full list of details of the items that need to be completed</p> <p>For sites where all works are complete and the drawings reflect what was constructed the Provisional certificate will be relevant for issue</p>	
<p><b>Final remedial works /changes to details</b></p> <p>The customer will need to review the details discussed at the Final inspection and arrange for the items to be finished to standard.</p> <ol style="list-style-type: none"> <li>1. Complete all remedial works on site</li> <li>2. Provide a set of revised As-Built drawings if changes are required</li> <li>3. Confirm any access requirements have been completed</li> <li>4. Send any revised drawings for re-assessment</li> <li>5. If no changes to the drawings were required request a re-inspection with the water company once the remedial works have been completed</li> </ol> <p>To request an inspection you will need to provide,:</p> <ol style="list-style-type: none"> <li>1. Contact name and number</li> <li>2. Company details</li> <li>3. Confirmation of person meeting on site</li> <li>4. Details of the inspection required</li> </ol>		

5. Preferred date and time		
	<p>Issue Final Certificate</p> <p>After the confirmation that the remedial works have been completed and the As-Built drawings reflect what has been constructed on site the Final Certificate will be issued.</p>	
<p>Receive Final certificate</p> <p>The Final Certificate will be received to confirm all works on site have been completed and the system is ready for vesting.</p> <p>Continue to operate and maintain until you receive the declaration of vesting</p>		
	<p>Declaration of vesting</p> <p>At this point all items that will need to be finalised/completed before vesting will be completed, these being</p> <ol style="list-style-type: none"> <li>1. any legal items</li> <li>2. any discharge /consent details</li> <li>3. Advise of any local practice requirements that need to be finalised</li> <li>4. Arrange for the full release any bond obligations as agreed</li> </ol> <p>Ideally the majority of these should be completed close to the issuing of the Provisional certificate as feasibly possible (where relevant)</p>	
<p>Customer will receive the Vesting Declaration to confirm that the system is now vested in the water company for them to operate and maintain</p> <p>Any remaining bond money will be released from the agreement.</p> <p>The customer will ensure that the system is ready for a final inspection and that everything is in place to progress.</p> <p>All legal requirements detailed will be progressed to completion.</p> <p>Where a local practice requires a Handover inspection this will be organised in the same manner as a final inspection</p>		