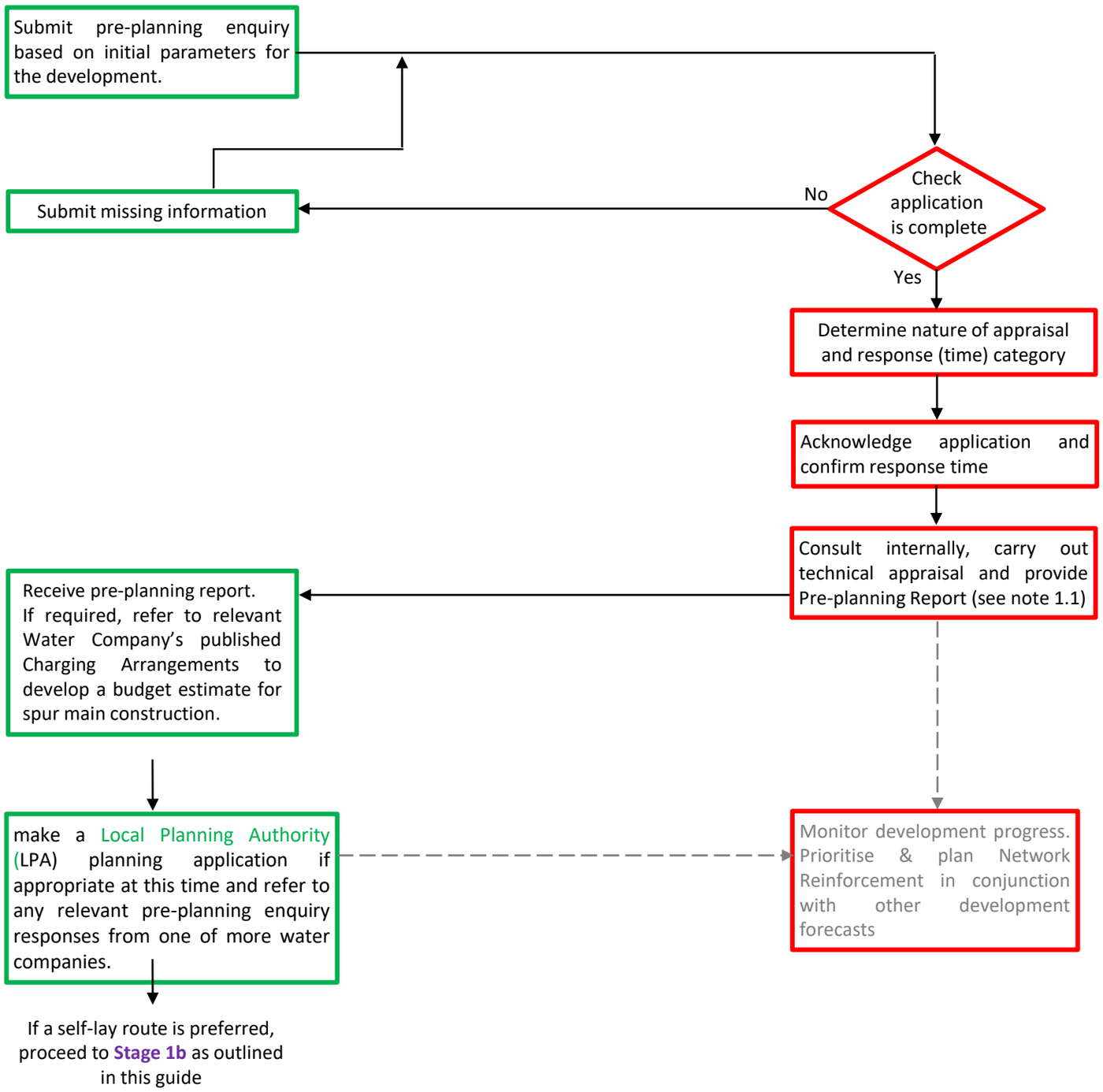
Draft Adoption Procedures

These Procedures cannot be viewed in isolation and must be read in conjunction with the Water Sector Guidance (WSG) and Model Water Adoption Agreement (MWAA). Please refer to the Master Definitions Appendix to the WSG for an explanation of the defined terms used in these Procedures.

Stage 1a: Pre-planning enquiry (planning liaison)

Developer	Self-Lay Provider (SLP)	Water Company (NAV or Regional)	Comments & Service Standard



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Stage 1b: Choose Delivery Route & Allocate Self-Lay Duties

Developer	Self-Lay Provider (SLP)	Water Company (NAV or Regional)	Comments & Service Standard

Choose a connection design & delivery route

↓

If pursuing a self-lay delivery route, refer to list of potential self-lay providers: https://www.lr.org/en/utilities/water-industry-registration-scheme-wirs-wirsae/search

↓

Choose an SLP and appoint a competent Principal Designer in accordance with the CDM 2015 regulations (see note 1.2).

↓

Agree an initial allocation of Self-Lay Work between the Developer and its chosen SLP (see note 1.3).

↓

Unaccredited Activity
Construction activity that can be done by Developers or their contractors (such as trenching, final levels).

Accredited Activity (SLP)
Water asset construction such as pipelaying, connection work etc that can typically only be done by accredited specialist SLPs. According to the Water Company's published Annual Contestability Summary (ACS)

↓

Proceed to **Stage 1c** to identify or confirm the appropriate Point of Connection(s)

Note 1.1:
Refer to the Connections Options section of the Sector Guidance for more information on other potential connection routes.

Note 1.2:
More detail on the Principal Designer role can be found at:

http://www.hse.gov.uk/construction/cdm/2015/principal-designers.htm

Note 1.3:
To ensure these Procedures offer Customers a high degree of choice, these flow charts categorise activities as Unaccredited & Accredited.
Unaccredited Activities can be carried out by a Developer or SLP.
Accredited Activities are typically only carried out by SLPs' which have demonstrated competence through recognised schemes, such as the Water Industry Registration Scheme (WIRS). (https://www.lr.org/en/utilities/water-industry-registration-scheme-wirs-wirsae/)

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Stage 1c: Point of Connection (assessment and confirmation)

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)	Comments & Service Standard

This Stage 1c is intended to confirm the point(s) on the existing water supply Network where a Source of Water Connection can be made. It also allows the Developer to determine a reasonable cost estimate "at the outset" for the spur main(s). This Stage will also confirm which elements of the work will be Non-contestable using a table format.

Self-serve a Point of Connection or make an application to Water Company (see Sector Guidance for information required).
Provide the information about the development set out in the 'Minimum Information' section of the Sector Guidance document.

Receive application

Check application is complete

No

Submit missing information

Yes

Acknowledge application and determine nature of appraisal and response (time) category

Check records for previous pre-planning enquiries & validity

Generate a POC based on available information that includes:
1. nearest practicable point(s) of connection, including rationale for any options; and
2. indicative route of spur mains.

Review POC proposal and outline:
1. any connection work that is likely to be Non-contestable in this instance (Final contestability will be confirmed through the design process in Stage 2);
2. confirm Source of Water Connection Point based on all available information relative to provision of a water supply for identified Site and identified future additional development that may impact on the POC determination;
3. any requirement for Network Reinforcement / upsizing for future use, or requirement to use any special fittings;
4. the validity period;

Consult with Water Company regarding operational aspects of the Network such as deposition / asset condition.

Hold an appropriate POC report . If desirable, refer to Water Companies published Charging Arrangements to develop an estimate (see note), or request a quotation if the Water Company offers this.

Confirm development viability & final parameters. Confirm build programme to allow Water Companies to programme any necessary Network Reinforcement.

Assess development profile and deploy the appropriate programme for Network Reinforcement.

Proceed to **Stage 2 (Design new mains)**

SLPM – 1/1

SLPM – 1/2

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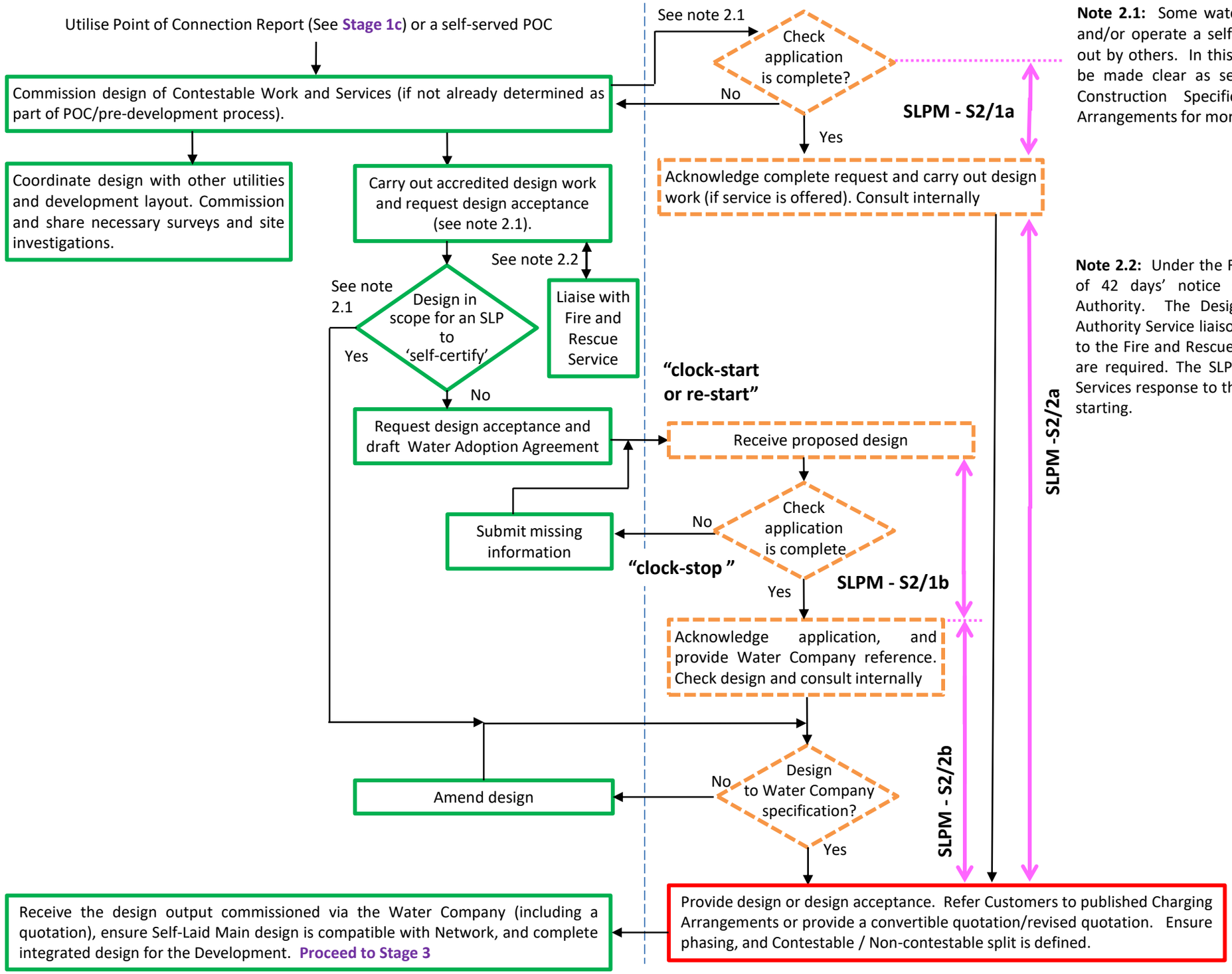
Stage 2: Design New Mains

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)	Comments & Service Standard

The stages explained: (1) develops the detailed onsite mains design in line with the Developer's agreed site layout; (2) refines the design of the spur mains(s); (3) confirms the Non-contestable Work and Services; (4) confirms any requirements for upsizing Self-Laid Mains for future capacity



Note 2.1: Some water companies offer a design service for SLPs, and/or operate a self-certification scheme for design work carried out by others. In this instance, CDM responsibility for design must be made clear as set out in the Water Company's Design and Construction Specification. See Water Company Charging Arrangements for more information.

Note 2.2: Under the Fire and Rescue Services Act 2004, a minimum of 42 days' notice should be given to the Fire and Rescue Authority. The Designer is responsible for all Fire and Rescue Authority Service liaison, and should send copies of the mains design to the Fire and Rescue Authority Service to ascertain if fire hydrants are required. The SLP should send a copy of the Fire and Rescue Services response to the Water Company prior to mains construction starting.

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Stage 3: Review design / execute Model Water Adoption Agreement (MWAA)

Version: 1

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)	Comments & Service Standard

Hold a design acceptance or a draft WAA (**See Stage 2**) or Hold valid Convertible Quotation (from separate requisition application)

Review the design in conjunction with the Water Companies' Charging Arrangements and quotations from alternative providers (such as SLPs).

Review the final Self-Laid Main design and confirm the scope of work to be delivered. Allocate responsibility for those parts of the activities which are carried out by each of the Developer, SLP & Water Company and include in Schedule 1 (Connection Specification) and Schedule 3 (Company Works) of your draft WAA. Alternatively, provide the Water Company with sufficient information for it to complete WAA Schedules 1 and 3, such that it reflects the Customers preferred allocation of responsibility for Contestable Work and Services. Propose a **Delivery Date**.

Receive either draft WAA from customer or a request to send WAA to customer.

Review customer's proposed allocation of Contestable Work and Services and provide a draft or revised WAA.
If necessary, amend any quotations.

Agree Source of Water **Delivery Date** (see note 3.2) and include the date in the WAA. Arrange for Owner(s) in which there are works, and Developer(s), and the SLP to execute the Water Adoption Agreement not less than 28 days prior to the **Delivery Date**.

Receive signed WAA including an agreed Source of Water **Delivery Date** (see note 3.2.)

(For SLP design) Confirm final Fire Authority requirements

Acknowledge signed WAA and return countersigned copy to Developer/SLP/Owners.

Progress detailed design of Non-contestable Works and Services and programme any necessary Network Reinforcement.

If required, update on-site Self-Laid Main drawing and submit to Water Company with Fire & Rescue Service Requirements.

Programme work start date and notify Water Company by submitting Weekly Whereabouts Schedule under clause 7 of the WAA. Provide any remaining information.

Provide any remaining information, including confirming dates for Source of Water availability for Testing, etc.

Work coordination can be through a pre-start meeting. This is not always required (for example, where the SLP has previously worked in the Water Company area). Any of the three parties can request a meeting to assist coordination. See DCS for information regarding pre-start meeting.

If necessary, create plot references (see note 3.3)

Proceed to mains construction
(Stage 4)

SLPM –S3

SLPM –S4/1
"Right day" metric

Water company performance measured on a right day basis as shown in Stage 4

Note 3.1: This stage can run concurrently with Stage 2 if all information is known at that stage.

Note 3.2: Taking into account the information available from Stage 1c, the Developer and SLP may propose a preferred Source of Water **Delivery Date** for inclusion in the WAA. The Delivery Date shall be no less than *42 calendar days from the date of receipt by the Water Company of final design acceptance submission (provided that the Water Company is in receipt of all required information). That is 14 days for the design to be accepted and 28 days to deliver the Source of Water. *SLPM 2/2b, SLPM S3 and S4/1

If a Delivery Date is unable to be set such that an agreed future date would apply, this shall be set at no less than 28 days following receipt by the Water Company of due notification and providing that nothing has changed in the intervening period that may impact on the approved Site design. See also Stage 4 (note 4.1).

Note 3.3: These procedures anticipate that plot references will typically be provided to the customer during stage 7, but Water Companies are permitted to vary the timing of provision of these references (see permitted Local Practices in the Water Sector guidance).

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Stage 4: Construct Water Main

Version: 1

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)
Progress provision of any unaccredited works, control premises, and coordinate overall development programme.	Progress provision of any Accredited activities. Update Weekly Whereabouts (see note 4.1).	Progress provision of any Company Works (such as designing and installing any new branch or spur) in accordance with **Delivery Date** / location (see note 4.1)
Provide access for works	Construct Self-Laid Main in accordance with SLP Accept Design or Water Company Design and WAA (see note 4.2).	If appropriate, carry-out coordination and compliance visits to support design coordination and alignment with the WAA.
Provide or procure any Land Rights and/or Statutory Consents where relevant, in accordance with the WAA (see note 4.1)	If Site conditions dictate, agree any variations in accordance with clause 19.2 of the WAA. Should a change to the PoC location become unavoidable, notify the Water Company as soon as reasonably practicable.	Depending on design route used in Stage 3, either review design or agree appropriate design amendments. If necessary, re-consult with Water Company for any alternative Point of Connection location pursuant to Stage 1c.
	Give Water Company advance notice and provide method statement (see note 4.3) of drawing water from the existing Network for flushing, disinfection or testing. Where there is no available spur, or end hydrant present, seek further guidance.	Confirm availability of Source of Water for Testing including operational information on Existing Main (such as restriction to flow rate, or unusual pressures). If water is not available at the anticipated location or date, confirm an alternative Source of Water for Testing.
	Carry out pressure test in accordance with agreed method/programme and provide results.	Witness or audit pressure tests using a risk based approach.
SLPM – S4/2	Flush and disinfect (chlorinate) mains in accordance with agreed method & provide records. Take water quality sample (see note 4.4) or ask Water Company to sample	Witness or audit disinfection using a risk based approach. Specify any additional water quality parameter testing necessary.
	Arrange for sample analysis at an UKAS accredited laboratory in line with DWI specifications (DWTS). Provide results	Assess sample results expediently, and in line with the Water Company's obligation to supply wholesome water. Repeat if necessary to confirm compliance.
Submit construction records (unaccredited works)	Submit construction records	Record as-built information on asset management database to assist with any subsequent works.

"Right day" metric ↔ **SLPM –S4/1**

* (SLP incurs cost of advance work to install POC connection arrangement if later aborted / WAA remains unsigned).

Comments & Service Standard

Note 4.1: In most cases the Water Company shall be providing a new branch or end connection as a Source of Water. Where this is the case, the new branch should be provided in line with the agreed **Delivery Date**. See also note 3.2

Changes to the **Delivery Date** may be necessary due to; Special Engineering Difficulties, changes to the design to overcome Site issues, issues with obtaining third party consents, or unforeseen Highway Authority restrictions.

Changes to the **Delivery Date** should only be made when the Water Company has notified the SLP and evidenced the reasons for such change to the **Delivery Date** in the WAA. Any changes to the **Delivery Date** must be notified to the Developer and SLP in writing as soon as known and in accordance with the Redress requirements set out in the Water Sector Guidance and the WAA.

The WAA requires the Developer to provide or procure Land Rights and/or Statutory Consents to progress the Self-Lay Works.

Note 4.2: The Self-Laid Main construction activities shown on this page may also include the construction of water main diversions of the Existing Main, provided that such works are provided for within the SLP Accepted Design or the Water Company Design.

Note 4.3: The method statement shall confirm which party is responsible for ensuring that all required permits and agreements are in place, for identifying where water can be flushed to, for disposal of flushing water, and confirm whether flushing water is required to be de-chlorinated first. See the DCS also.

Note 4.4: All water quality samples must be collected, submitted and analysed in accordance with DWTS 17025.

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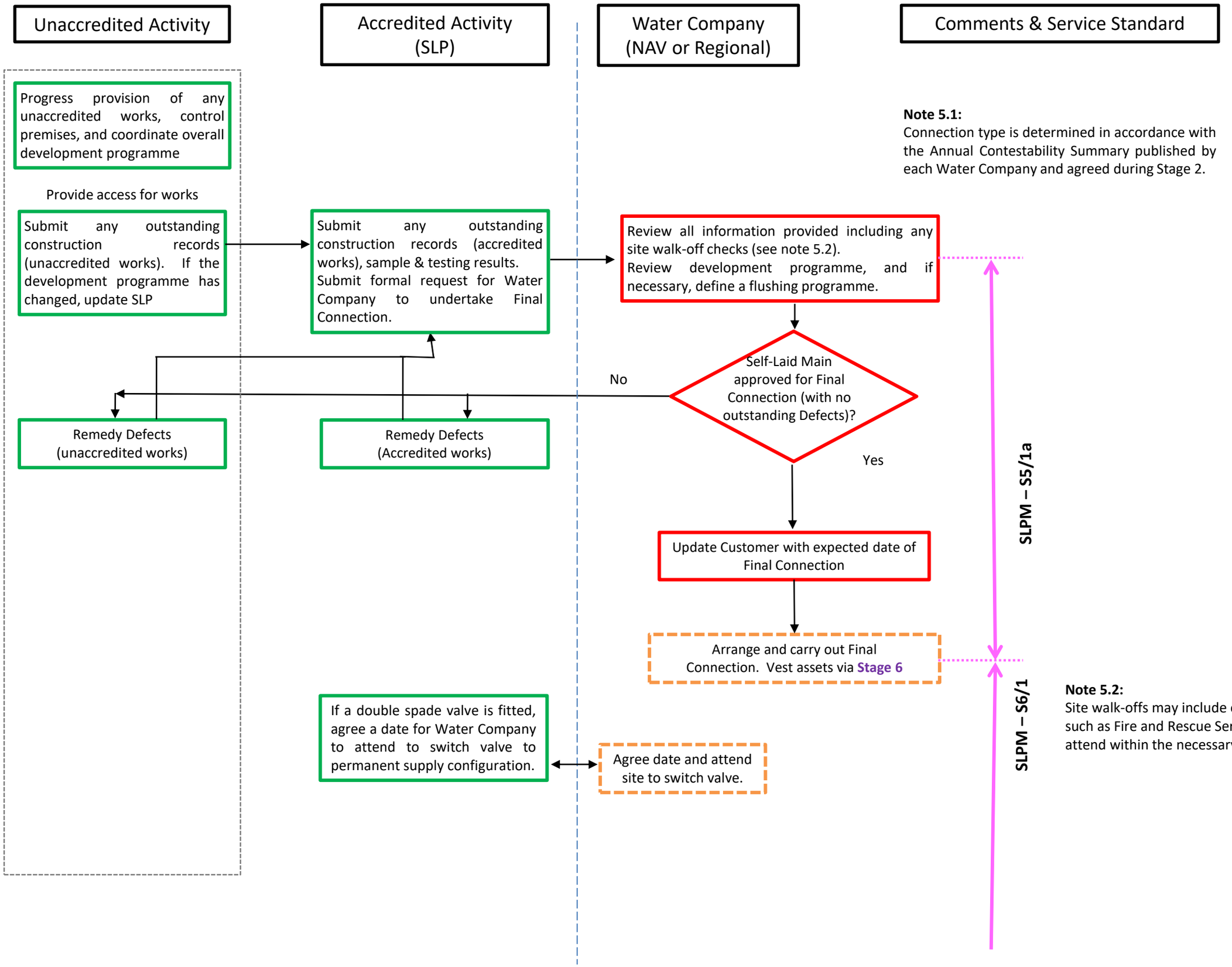
Stage 5a: Connect Water Mains (Water Company to carry out Final Connection)

Version: 1



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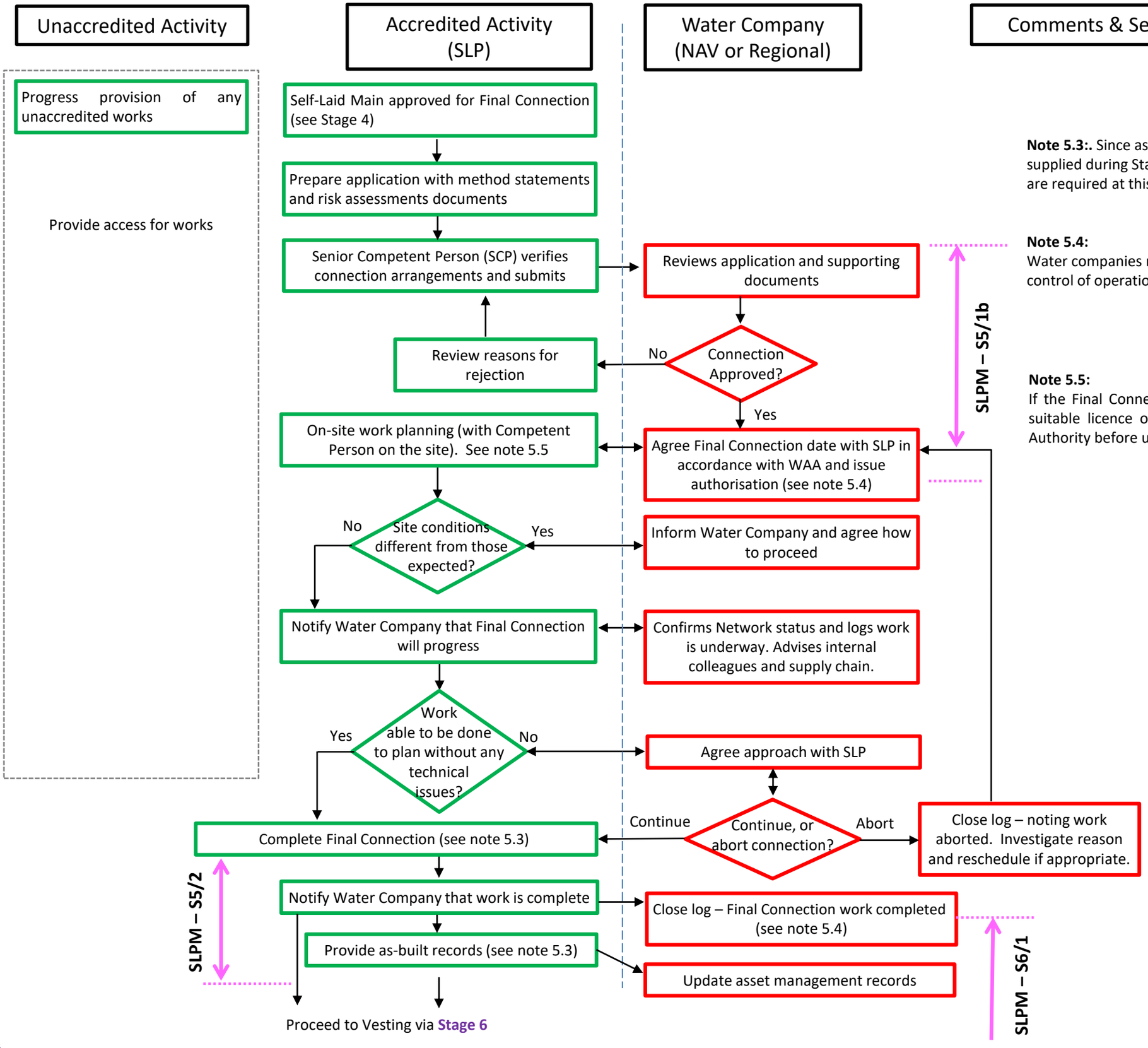
Stage 5b: Connect mains (SLP to undertake Final Connection)

Version: 1



Note 5.3:. Since as built records for the mains will have been supplied during Stage 4, only records for final connection work are required at this stage.

Note 5.4:
Water companies may authorise a connection using a safe control of operations process (i.e. permit to work).

Note 5.5:
If the Final Connection involves works within a highway, obtain a suitable licence or permit from the relevant Permit or Highways Authority before undertaking work.

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Stage 5c: Connect Mains (Medium or High Risk Connection) (Part 1 of 2)

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)
Progress provision of any unaccredited works	Self-Laid Main approved for Final Connection (see Stage 4)	
	Prepare method statements and risk assessments documents	
Provide access for works	Senior Competent Person (SCP) verifies connection arrangements and submits details.	Review application and supporting documents to determine how SLP could evidence competency for activities that lie outside of WIRS scope. Set out any particular requirements regarding connection method, standby resources, or materials etc. Set out any additional terms or costs that would apply. See note 5.7.
	Review Water Company requirements and decide whether to proceed with SLP connection	
	Proceed?	
	Yes: Provide suitable evidence to confirm suitability for carrying out medium risk connections that is out of scope for WIRS. Incorporate Water Company requirements into method statement and risk assessment. Confirm additional terms are acceptable. (See notes 5.8 and 5.9).	Review evidence, method statement, risk assessment and supporting evidence in accordance with this Sector Guidance (see note 5.10).
	No: Request Water Company connection	If no agreement is reached add this work to the scope of Company Work and proceed Final Connection in Stage 5a.
	Review reasons for rejection	No: Connection Approved?
	On-site work planning (with Senior Competent Person on the site)	Yes: Agree Final Connection date and issue authorisation (see note 5.9)
	Proceed as below	

Comments & Service Standard

Note 5.6:
Stage 5c is intended as a guide on how Water Companies and SLPs may innovate by agreement, making work that is classed as Non-contestable available to SLPs.

Note 5.7:
Existing forms of Accreditation are aligned to specific activities and training. Where both Customers and Water Companies agree to allow SLPs to carry out bespoke or more complex work, additional methods of confirming competency may be required. Stage 5B should be used where a bespoke review of competency is necessary.

Note: Where possible, the review to determine SLP evidence of competency should be carried out earlier for example, during Stages 2 or 3 to the extent that the connection had been identified as medium risk.

Note 5.8:
Each company holds an individual Drinking Water Safety Plan that defines its approach to risk assessment and work management practices. Each company will publish its approach to assessing connection risk to allow SLPs to provide suitable evidence in advance of Final Connection.

Note 5.9:
Water Companies may authorise a Final Connection using a safe control of operations process (i.e. permit to work).). See also Stage 4 (note 4.1 as notwithstanding the agreed Delivery Date for a Final Connection, no such connection shall be made without Water Company authorisation.

Note 5.10:
If the Final Connection involves works within a highway, obtain a suitable licence or permit from the relevant Permit or Highways Authority before undertaking work.

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Stage 5c: Connect Mains (Medium or High Risk Connection) (Part 2 of 2)

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)	Comments & Service Standard

Progress provision of any unaccredited works

Provide access for works

On-site work planning (with Competent Person on the site)

Programme appropriate standby resources

Proceed with connection work

Site conditions different from those expected?

Yes → Water Company notified. Agree whether to proceed, update standby arrangements, or abort. If aborted, agree a connection route via Stage 4.

No

Notify Water Company that connection is being done ↔ Confirms Network unchanged and logs work is underway

Proceed with connection work

Work able to be done to plan without any technical issues?

No → Water Company notified. Agree whether to proceed or abort

Continue, or abort connection?

Continue → Complete Final Connection. If Water Company is not on-site during the Final Connection, notify Water Company that work is complete.

Abort → Close log – noting work aborted. Investigate reason and reschedule if appropriate.

Yes

Complete Final Connection. If Water Company is not on-site during the Final Connection, notify Water Company that work is complete.

Water Company aware of Final Connection having been made (see note 5.11) Close network log – work completed.

Provide as-built records and photographs for the final connection element (see notes 5.12 and 5.13)

Update asset management records

Proceed to Vesting via **Stage 6**

SLPM – S6/1

Note 5.11:
In accordance with these procedures, connection dates will be agreed between the SLP and Water Company in advance (during Stage 3).

Subject to the above, Water companies will be aware of the Final Connection having been made by the SLP, either: (1) by being notified of a completed SLP connection, or (2) in rare circumstances, because the Water Company was present on-site whilst the connection work was carried out by the SLP.

Note 5.12:
Since as built records for the mains will have been supplied during Stage 4, only records for Final Connection work are required at this stage. The Water Company is not obliged to connect the new water mains and communication pipes into its network until the information required in clause 10.2 of the WAA has been provided to it.

Note 5.13:
In accordance with the Water Company's Design and Construction Specification, the Water Company may require analysis of a post-commissioning sample taken from the new main to confirm Water Quality (WQ). WQ samples must be collected, submitted and analysed in accordance with DWTS 17025 using a UKAS accredited laboratory. Some Water Companies may offer a sampling / analysis service (see Water Company's Charging Arrangements for further details).

A Declaration of Vesting certificate from the Water Company is not conditional upon the result of a post-commissioning sample from the Adopted Self-Laid Main. However, to protect end-user service, service connection consent may be delayed if the WQ sample result is not available or indicates poor quality.

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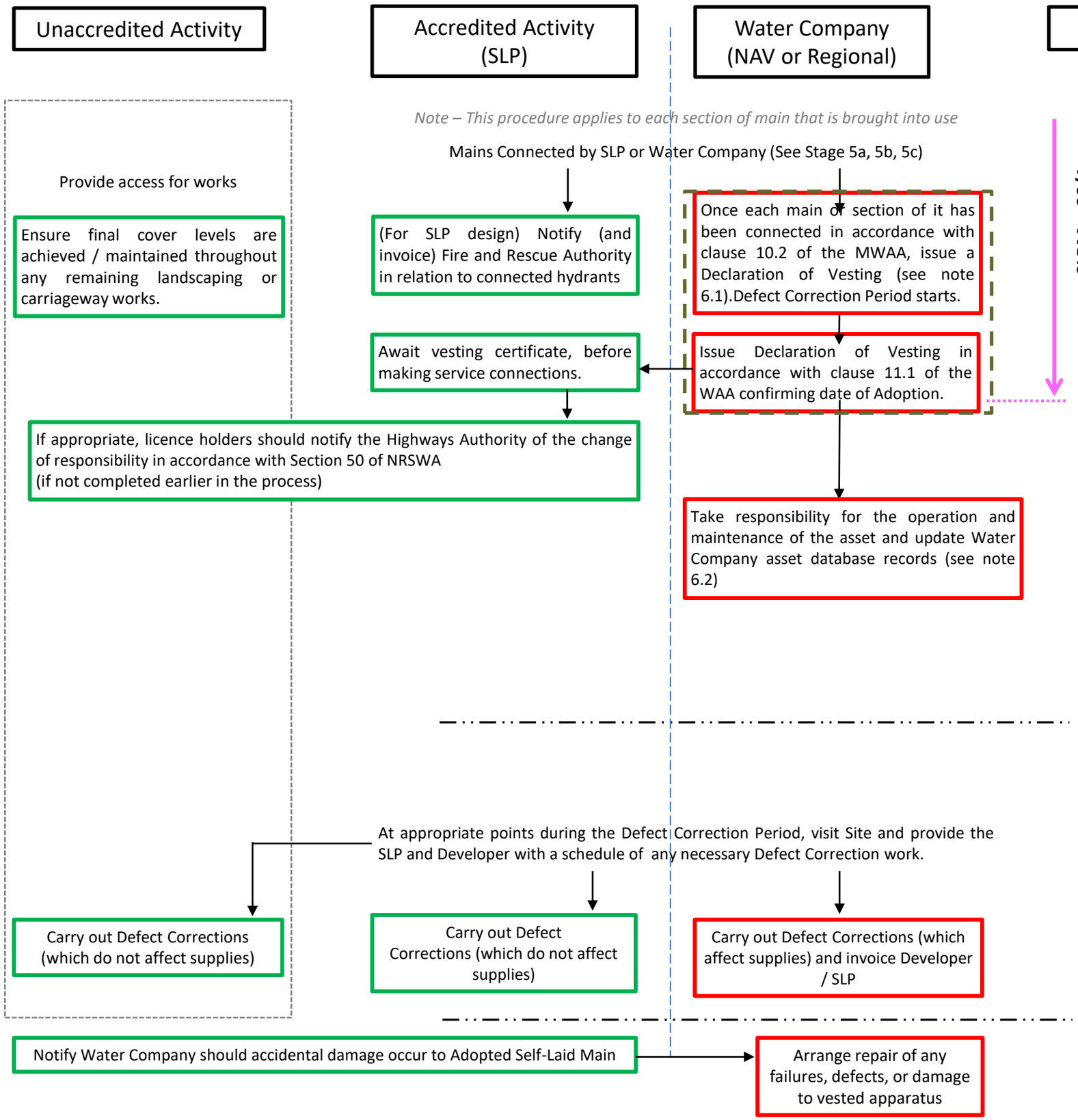
Stage 6: Adopt New Main and Correct Defects



Note 6.1:
The adoption process transfers legal ownership of the newly constructed asset(s) to a Water Company in under section 51(a) of the Water Industry Act 1991. Evidence of the legal transfer is provided when he Water Company issues a Declaration of Vesting document to the SLP/Developer once the conditions of the MWAA have been met.

Service connections can only be made to an Adopted Self-Laid Main. As such, work to make service connections follows the provision of the Declaration of Vesting.

Note 6.2:
Ensure that leakage and accidental damage is responded to by the Water Company. If necessary, ensure that suitable periodic flushing is carried either by the Water Company, or if required in the WAA, the SLP, to maintain water quality.

Liaise with the Fire and Rescue Service regarding the commissioning and maintenance of Fire Hydrants associated with the Adopted Self-Laid Main as necessary

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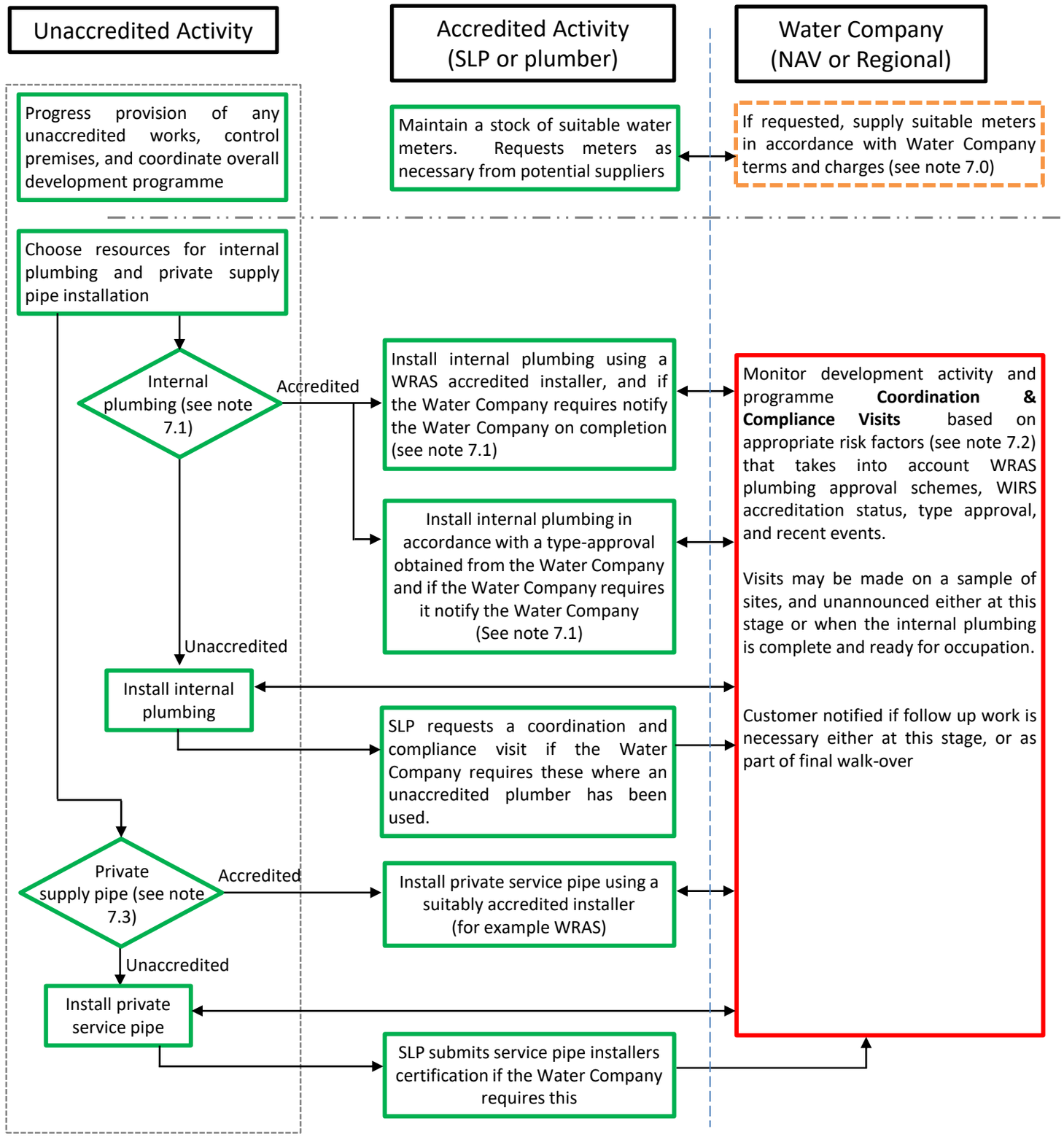
Stage 7: Make Service Connections (part 1 of 3)



Comments & Service Standard

Note 7.0: Water companies may specify a particular type and manufacturer of meter that the Water Company requires to be installed and may offer a procurement link to suit. Water companies may offer to supply meters that meet its specification and/or provide details of the meter type and the Water company standard asset supplier/ manufacturer for SLP's to procure direct. See Water Company charging arrangements for more details.

Note 7.1: The national minimum "internal" plumbing suitable for making service connections is a stop tap that will facilitate (1) flushing, (2) residual chlorine testing, (3) meter proving, and (4) isolation (5) periodic flushing to maintain water quality. All plumbing must comply with WQ(WF)1999.

The minimum level internal plumbing can be fitted by any competent person. If the installer is able to evidence competency through a suitable WRAS or WIRS accreditation scheme, the Water Company may take this into account when deciding whether to undertake subsequent due diligence checks on the site.

Note 7.2: WQ due diligence checks – See Water Regulations Act 1999 for more detail on this aspect of the process.

Where internal plumbing does not have signed-off type approval, or has not been installed by an approved plumber, the Water Company may require an internal plumbing inspection to confirm that internal plumbing meets the Water Regs.

Refer to latest WRAS Water Fittings Enforcement Report for more detail.

Not all plumbing inspections are necessarily timed to coincide with service connection.

Note 7.3: Private supply pipes can be laid by any party providing they meet the requirements of the Water Company when doing so. Private supply pipes should be: (1) laid to the correct depth, (2) ducted through walls, (3) appropriately insulated internally (4) have an end plug at the meter end to prevent contamination prior to connection (5) be the appropriate material (6) and have the minimum internal plumbing. See Water Company local requirements for more detail.

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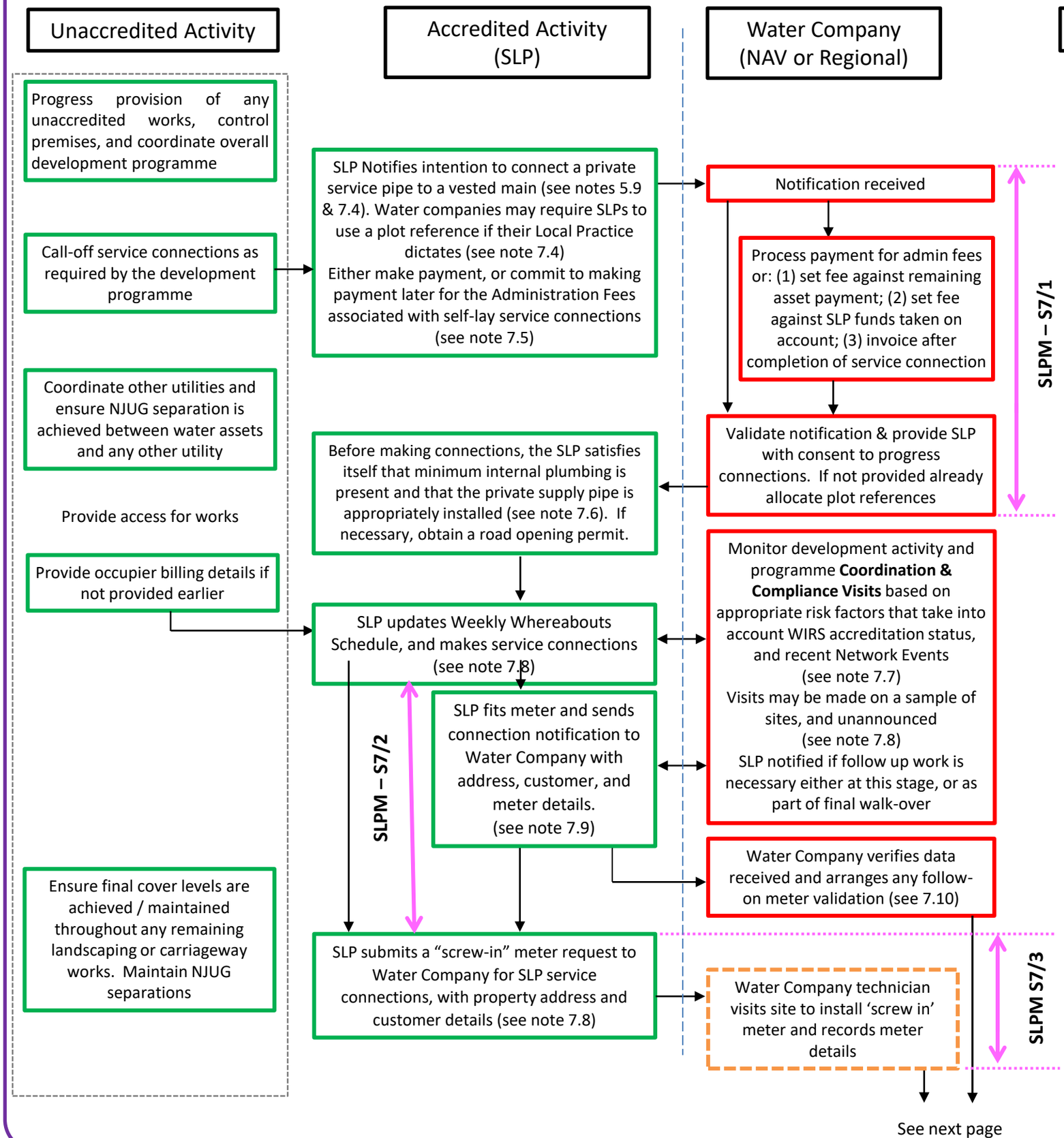
Stage 7: Make service connections (part 2 of 3)



Comments & Service Standard

Note 7.4: Stage 7 procedures apply to both service connections from new mains, and service connections to old mains providing an appropriate MWAA is in place for the site.

If a Water Company has a local practice that issues plot references to Customers during the mains connection journey, customers may be required to provide it at this stage.

Note 7.5: In accordance with their individual published Charging Arrangements, water companies charge an Administration Fee to cover the cost of creating a new account for each property. See each water companies published Charging Arrangements for further detail of the fees, timing, and payment methods.
Some companies may require Developer / SLP details for any interim bill to cover pre-occupancy period. NOTE: Connections made pre-occupation may be deemed NHH for water revenue purposes.

Note 7.6: Earlier parts of this process establish that minimum plumbing and an appropriate private supply pipe is installed. SLPs should satisfy themselves that those standards are still met before proceeding with connection work (in accordance with WIRS commissioning procedure)

Note 7.7: Manage network to maintain water quality. If necessary carryout work to turn-over network, or agree suitable turn-over / periodic flushing regime with Developer / SLP

Note 7.8: SLPs should include the tapping of service connections in their weekly whereabouts reports (see note 4.1). Customers choose whether to install the meter themselves, or request a "screw-in" meter fitting service from the Water Company (see Water Company charging arrangements for any meter fitting services offered to SLPs).

Responsibility for the operation and maintenance of communications pipes transfer to the Water Company's ownership at the time of connection.

Note 7.9: Meter information to be provided in accordance with the "minimum information" specified in the sector guidance, and Water Company's Design and Construction Specification.

Note 7.10: Some metering equipment includes a telemetry link that forwards consumption data over a data network in near real-time. Some meters of this type require a separate visit to establish a data transfer signal (see permitted local practices in the Sector Guidance).

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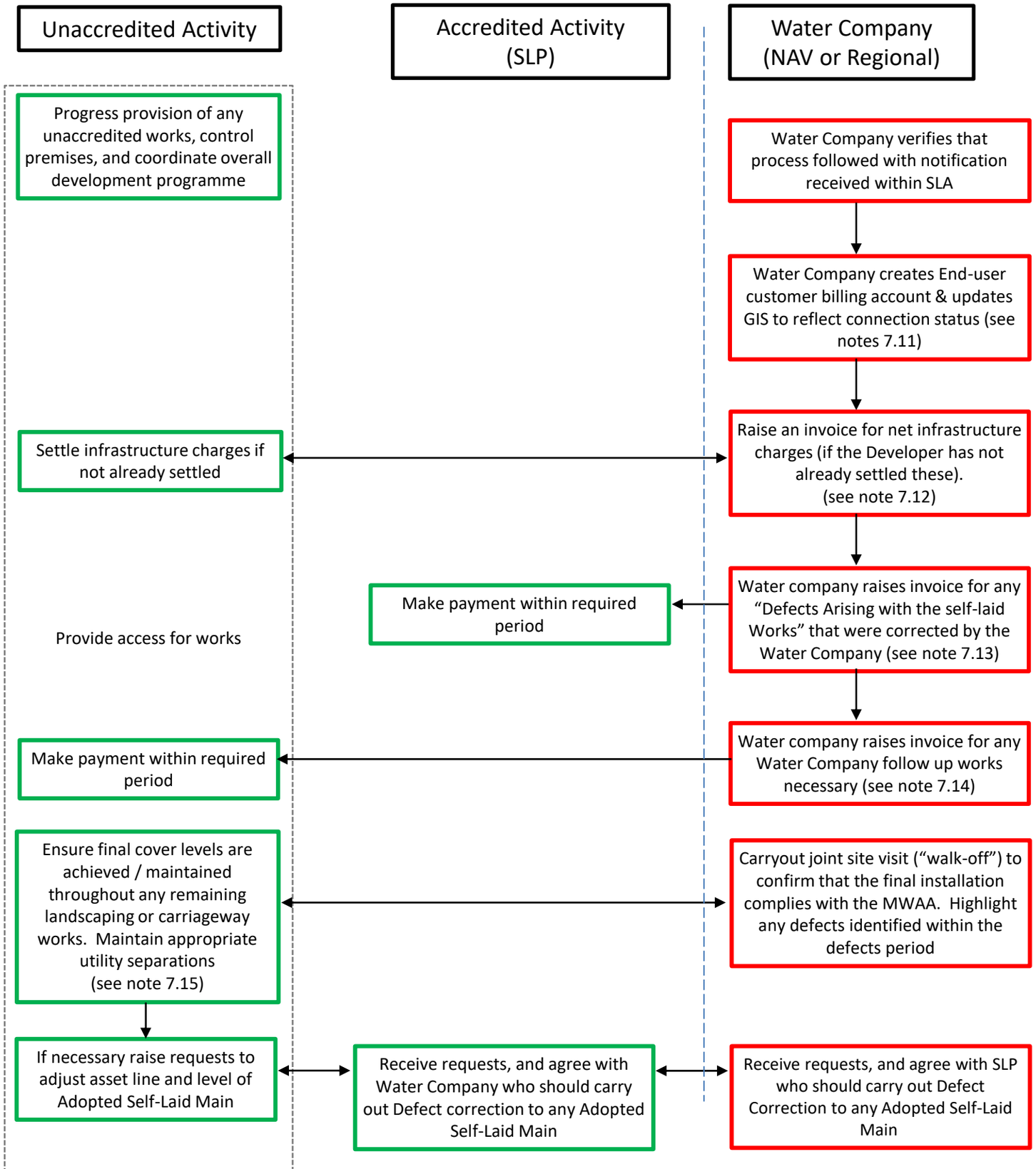
Stage 7: Make service connections (part 3 of 3)



Comments & Service Standard

Note 7.11: The internal process for creating End-user accounts varies between companies. This stage of the process is included here to indicate where the Customer can expect interaction

Note 7.12: Some companies offer a reduction in infrastructure charges if certain criteria are met, such as water efficiency.

Note 7.13: Subject to suitable risk controls, and SLPs being available in the required timescale, SLPs should be allowed an opportunity to address defects. If the Water Company has carried out defect correction work that is chargeable against the SLP, an invoice is raised to facilitate payment

Note 7.14: If the Water Company has carried out defect correction work that is chargeable against the Developer, an invoice is raised to facilitate payment.

Note 7.15: Refer to Streetworks UK for more detail: "Streetworks UK: Guidelines on the Positioning and Colour Coding of Underground Utilities' Apparatus"

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