

South Staffs Water incorporating Cambridge Water

Water Codes for Adoption – local practices

As part of the Code for Adoption each water company is required to publish their local practices which they wish to use rather than or in addition to the industry-wide standard practices.

Water UK have published the core documents and supporting appendices for the Codes which can be seen here <https://www.water.org.uk/water-sector-guidance-approved-documents/>.

Those local practices can relate to:

- Meter Pairing and Commissioning – **not applicable** for South Staffs and Cambridge Water
- Timing of the Generation of Plot Reference Numbers - **applicable** for South Staffs and Cambridge Water
- Water Company Design Service Offerings – **not applicable** for South Staffs and Cambridge Water (we provide design services however there are no specific local practices to reference)
- Design Self-Certification Scheme – **not applicable** for South Staffs and Cambridge Water

The local practice information relating to those applicable sections can be read below.

Timing of the generation of plot reference numbers and process for calling off plots

Pre connection

At the quote stage we require the plot numbers to be present on the AutoCAD/site layout drawing ie each plot is required to be numbered. Likewise, where a scheme includes a block of flats we require unique references per flat on the drawing.

The process of making service connections includes turning the plot references of each connected property into the new postal address. We require the 'plot to postal' information at any stage prior to the connection being raised for completion. The postal information needs to be council confirmed.

When the connections are ready to be made, the SLP will notify South Staffs and Cambridge Water of this intention no less than 5 working days before the connections are due to be made and we will attend site to complete an inspection of the underground apparatus (see the first bullet in the paragraph below) unless the SLP is self-certifying. Approval to connect is required from South Staffs and Cambridge Water post confirmation that the items below have been achieved.

At the point that service connections are ready to be made three activities occur as below, these activities can happen in any order but the connection cannot be made until all three are completed:

- (Passed) inspection of the connections either by South Staffs Water or Cambridge Water or through the self-certification route
- Payment by the developer customer for the related connections costs
- Council confirmed postal details of the plots passed to South Staffs Water or Cambridge Water

Post connection

Once the three steps above have occurred and the connections are made the SLP provides a completed 'Notification Form' (as shown on the following page) for the newly connected plots to South Staffs Water or Cambridge Water.

Unlike some water companies, we will not issue the SLP with our internal company reference numbers for each plot because the internal reference number is simply the plot number provided to us previously by the SLP so this step is not necessary in our region.

If South Staffs Water or Cambridge Water are fitting the meters we will carry out this activity once this form is received. If the SLP is fitting the meters South Staffs Water or Cambridge Water require all meter details within 5 calendar days of connection.

SLO7

Self-Lay Services

Connections Notification Form

<p>1. Site development details:</p> <p>DeveloperSite name.....</p> <p>Address.....</p> <p>Site manager/contact.....Tel.....</p> <p>2. SLO details:</p> <p>Company name.....Project manager.....</p> <p>Site contact name.....Tel.....</p>

3. Self-lay Service Connections Programme
(to be provided within 48 hours of connections being made)

Plot number(s)	Property type (detached, semi, terrace, flat, other)	Property Address	Date Connected By SLO	Size and material	<u>SSW Use</u> Meter fitted date

Please forward the completed notification form to:-

Postal and email address, phone and fax numbers.