

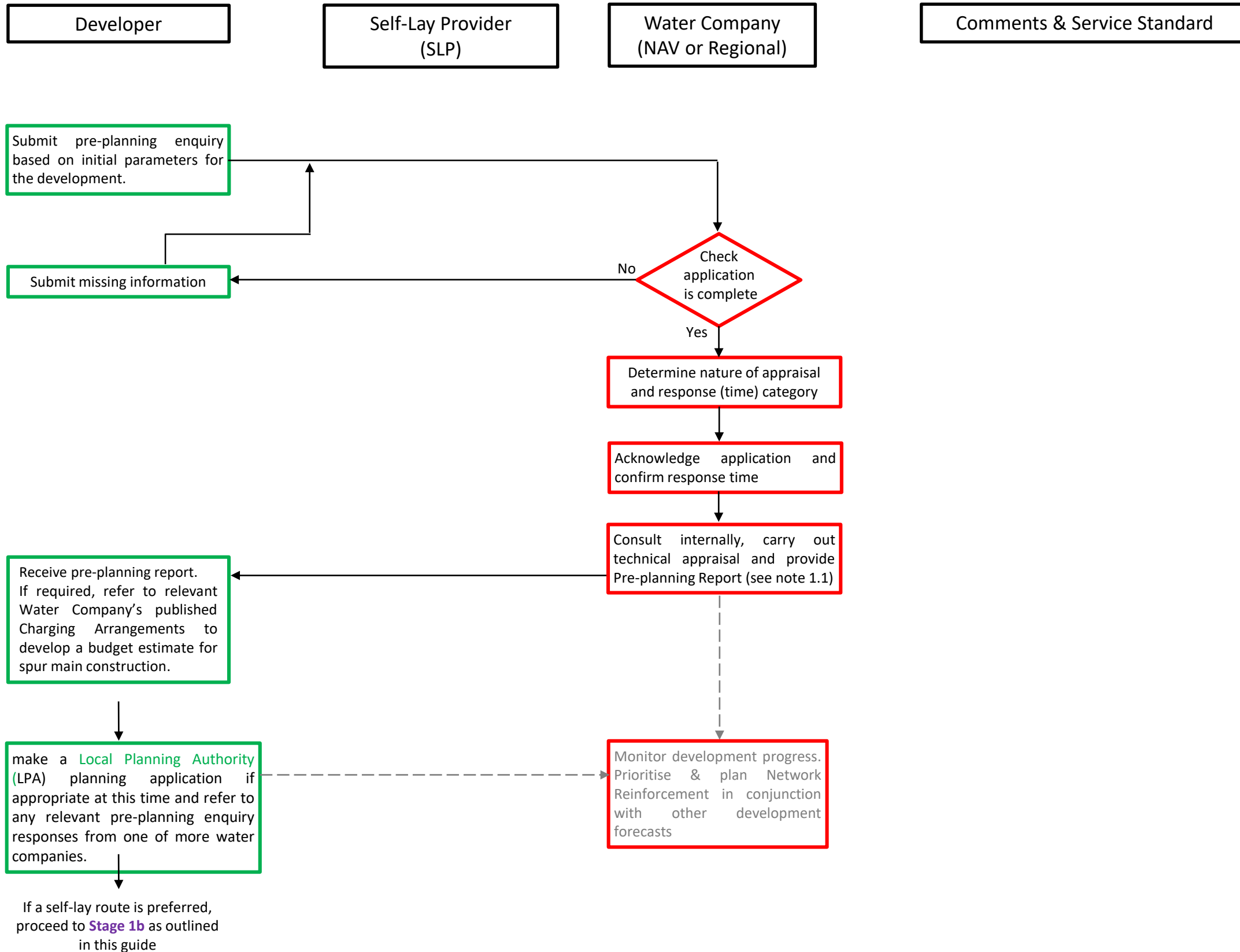
Adoption Procedures

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.

3 September 2020

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

Version: 1



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

Version: 1

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>

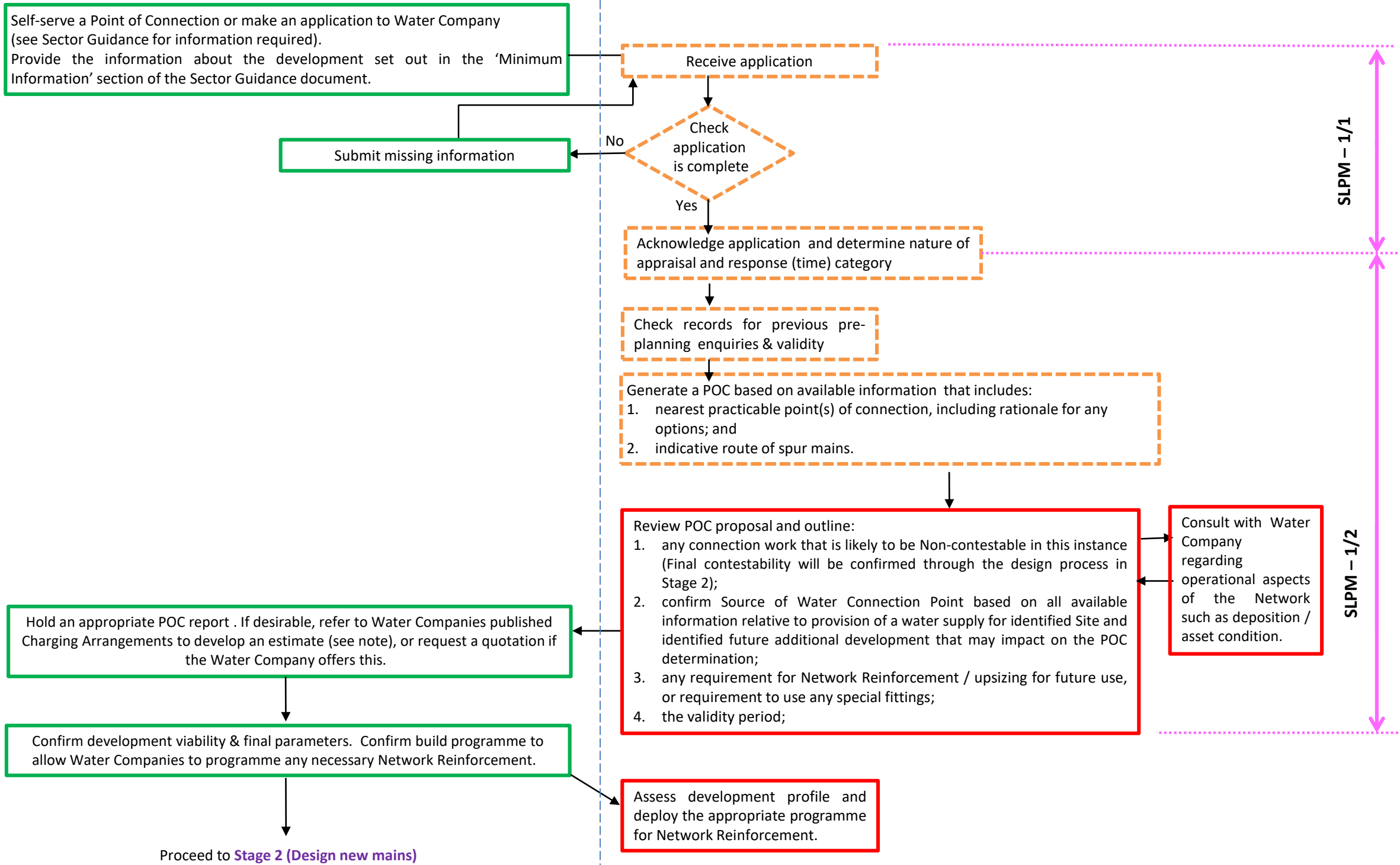
Note 1.3:
 To ensure these Procedures offer Customers a high degree of choice, these flow charts categorise activities as Unaccredited & Accredited.
Unaccredited Activities can be carried out by a Developer or SLP. **Accredited Activities** are typically only carried out by SLPs' which have demonstrated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

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

Version: 1

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)	Comments & Service Standard
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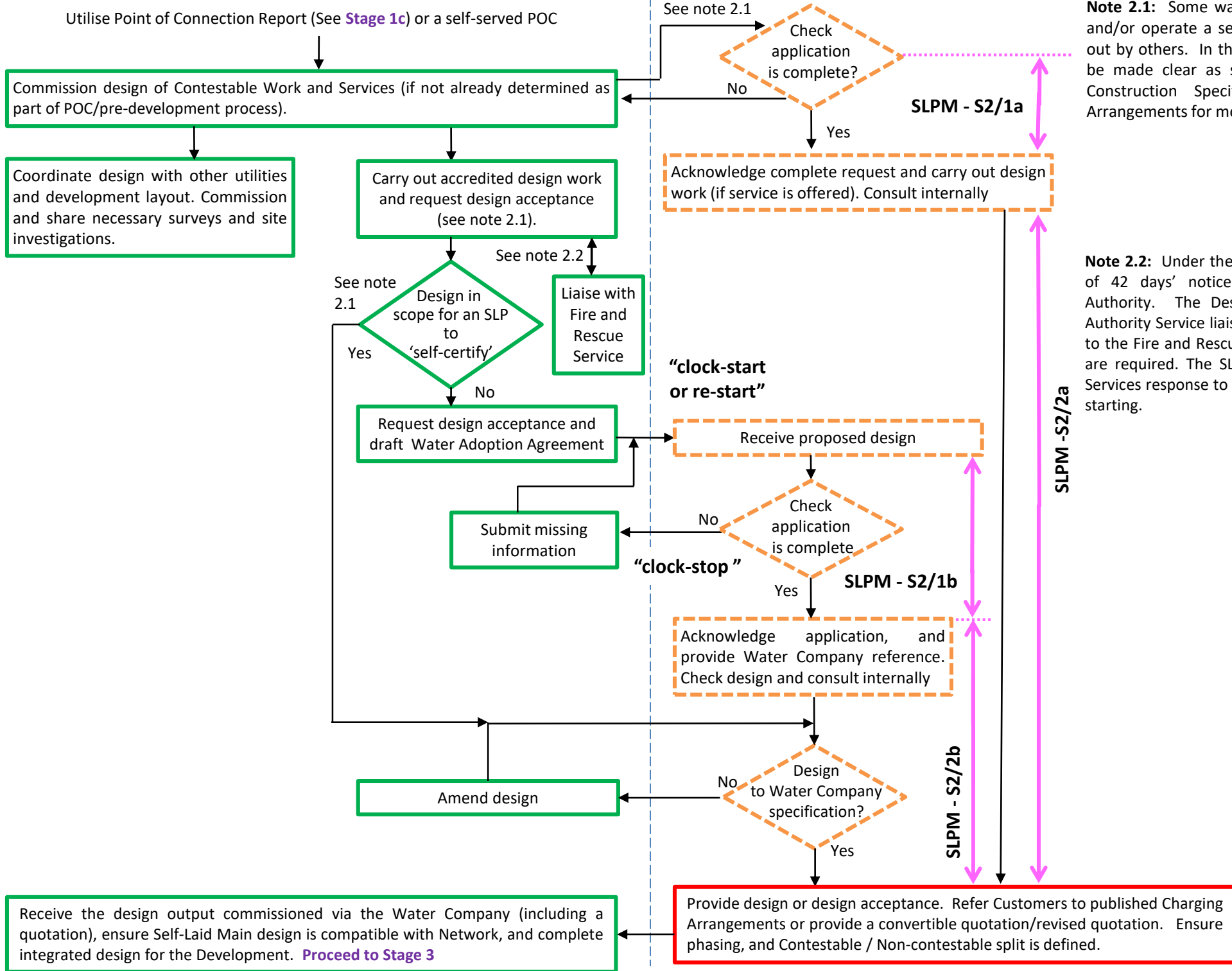
This Stage 1c is intended to confirm the point(s) on the existing water supply Network where a Source of Water Connection can be made. It also allows the Developer to determine a reasonable cost estimate “at the outset” for the spur main(s). This Stage will also confirm which elements of the work will be Non-contestable using a table format.



Stage 2: Design New Mains

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

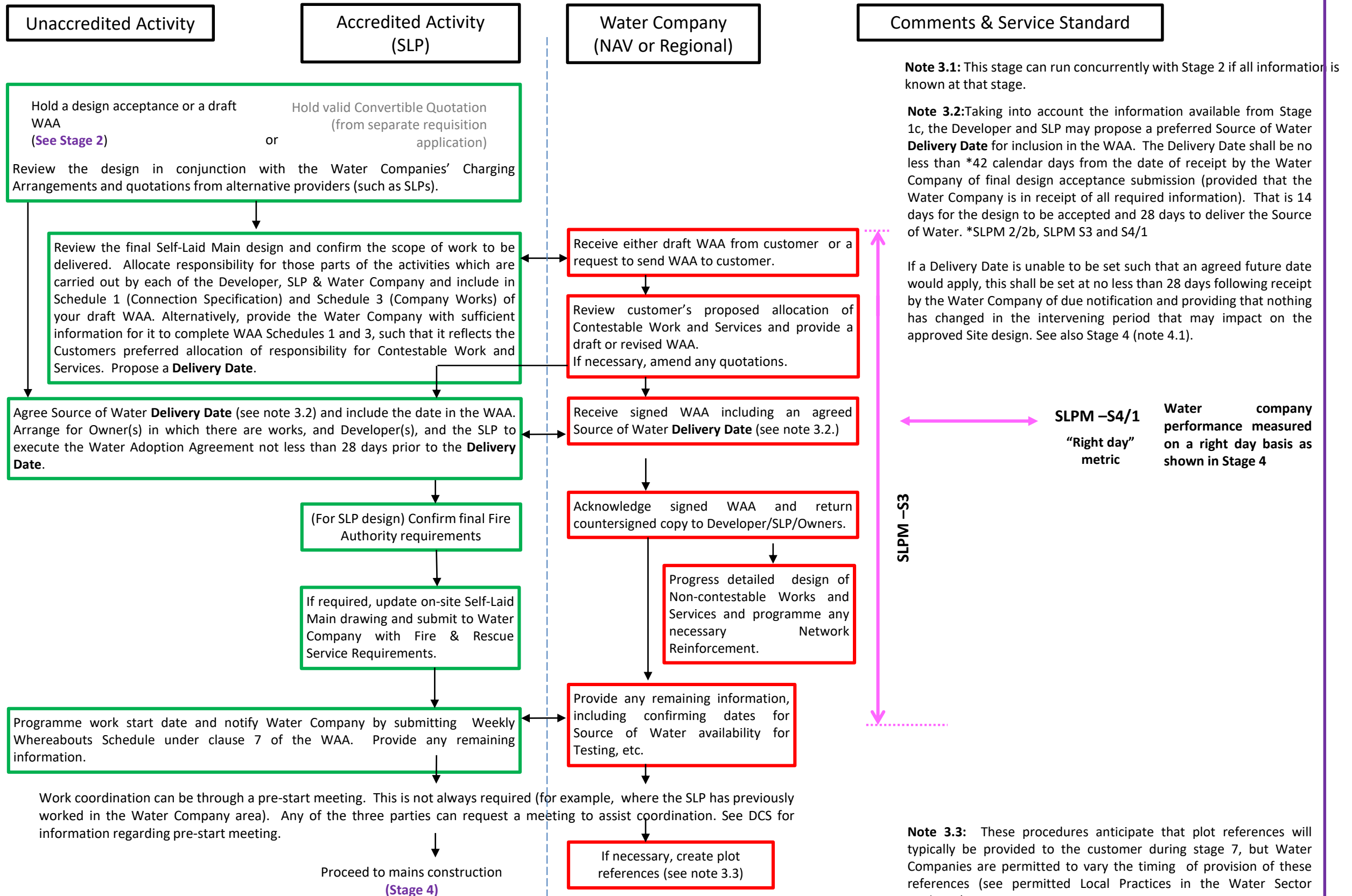


Note 2.1: Some water companies offer a design service for SLPs, and/or operate a self-certification scheme for design work carried out by others. In this instance, CDM responsibility for design must be made clear as set out in the Water Company's Design and Construction Specification. See Water Company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

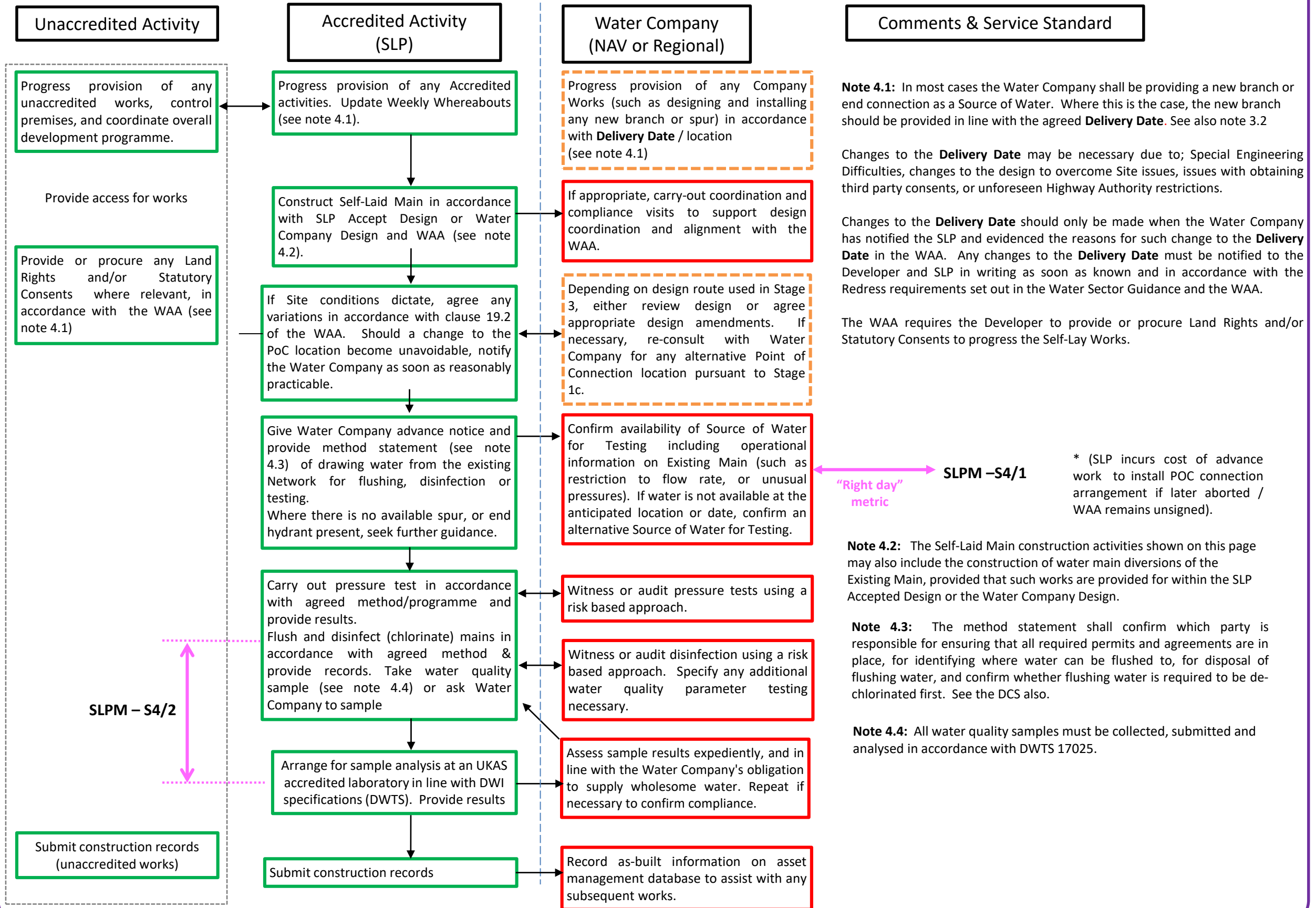
Stage 3: Review design / execute Model Water Adoption Agreement (MWAA)

Version: 1



Stage 4: Construct Water Main

Version: 1

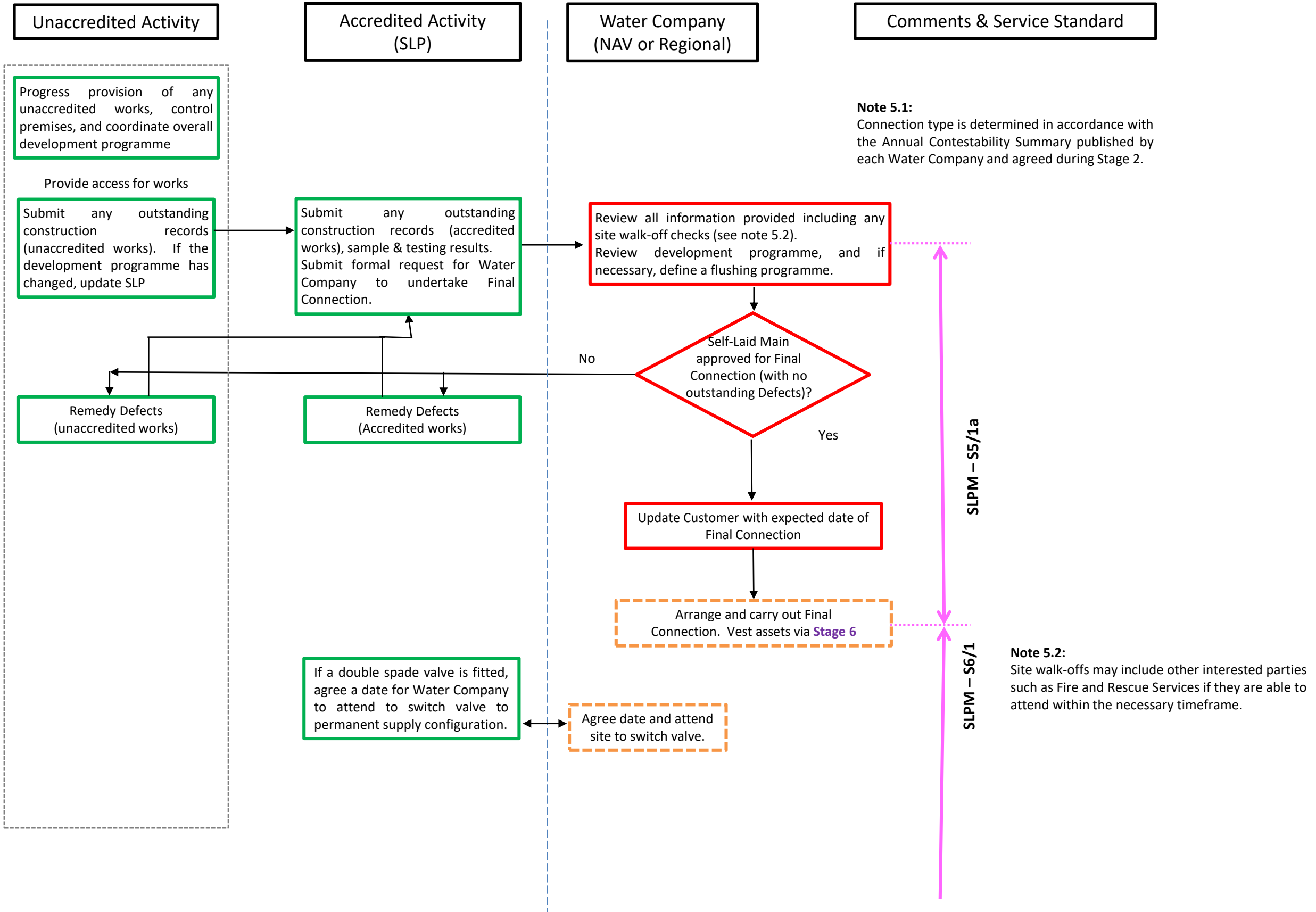


SLPM – S4/2

"Right day" metric

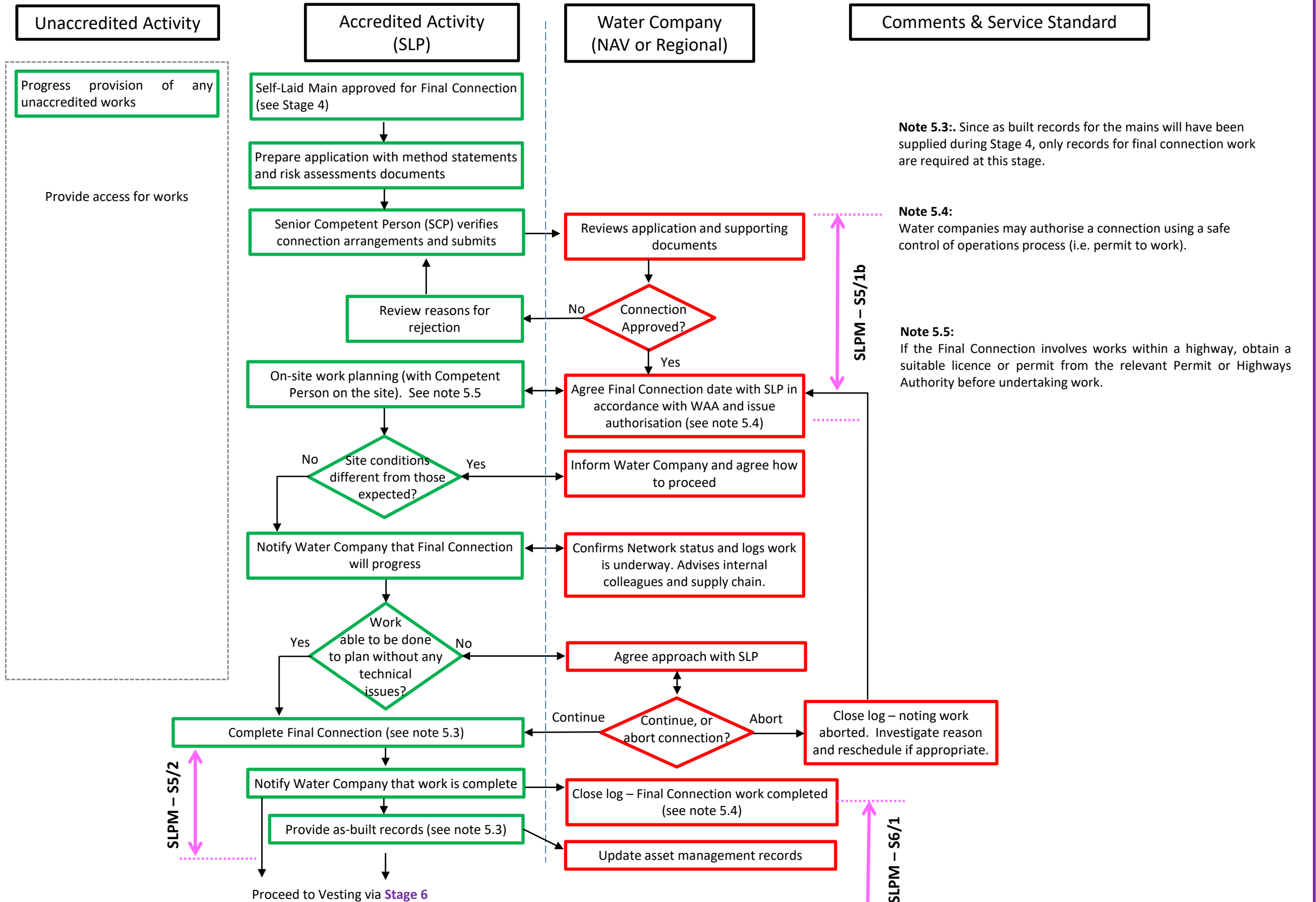
Stage 5a: Connect Water Mains (Water Company to carry out Final Connection)

Version: 1



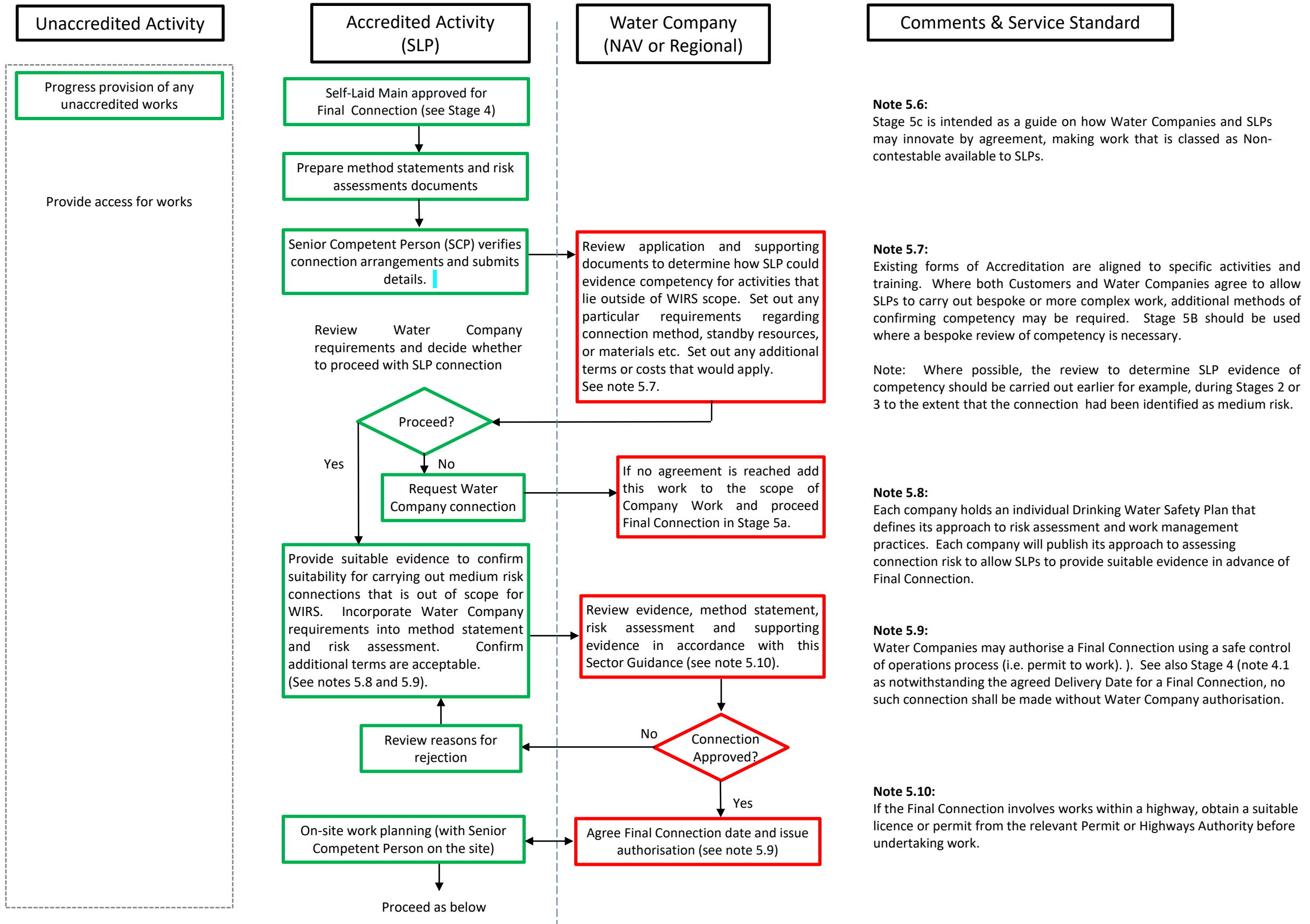
Stage 5b: Connect mains (SLP to undertake Final Connection)

Version: 1



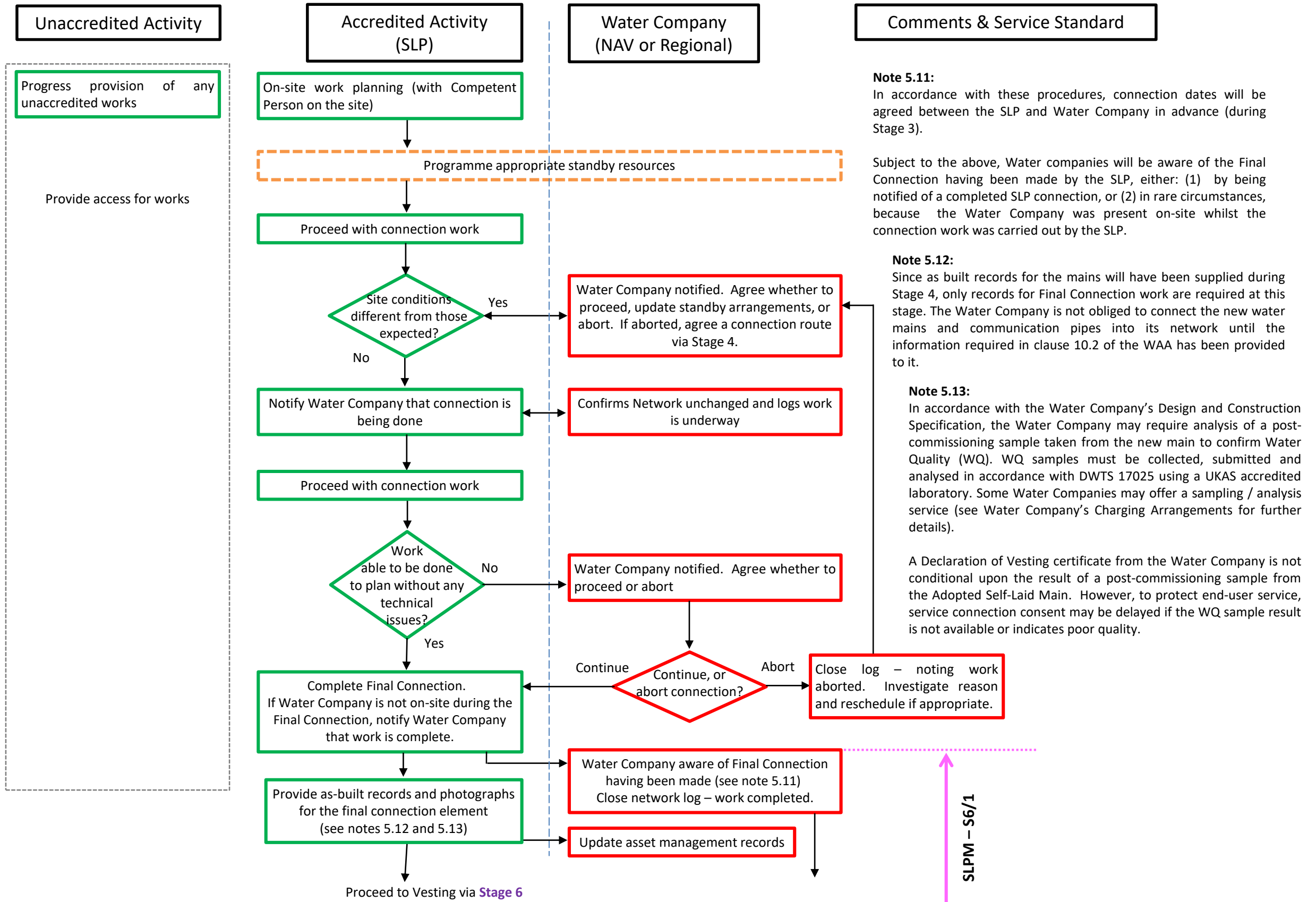
Stage 5c: Connect Mains (Medium or High Risk Connection) (Part 1 of 2)

Version: 1



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

Version: 1



Stage 6: Adopt New Main and Correct Defects

Unaccredited Activity	Accredited Activity (SLP)	Water Company (NAV or Regional)	Comments & Service Standard
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Note – This procedure applies to each section of main that is brought into use

Mains Connected by SLP or Water Company (See Stage 5a, 5b, 5c)

Provide access for works

Ensure final cover levels are achieved / maintained throughout any remaining landscaping or carriageway works.

If appropriate, licence holders should notify the Highways Authority of the change of responsibility in accordance with Section 50 of NRSWA (if not completed earlier in the process)

Carry out Defect Corrections (which do not affect supplies)

Notify Water Company should accidental damage occur to Adopted Self-Laid Main

(For SLP design) Notify (and invoice) Fire and Rescue Authority in relation to connected hydrants

Await vesting certificate, before making service connections.

Carry out Defect Corrections (which do not affect supplies)

Once each main or section of it has been connected in accordance with clause 10.2 of the MWAA, issue a Declaration of Vesting (see note 6.1). Defect Correction Period starts.

Issue Declaration of Vesting in accordance with clause 11.1 of the WAA confirming date of Adoption.

Take responsibility for the operation and maintenance of the asset and update Water Company asset database records (see note 6.2)

Carry out Defect Corrections (which affect supplies) and invoice Developer / SLP

Arrange repair of any failures, defects, or damage to vested apparatus

SLPM – S6/1

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 the 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.

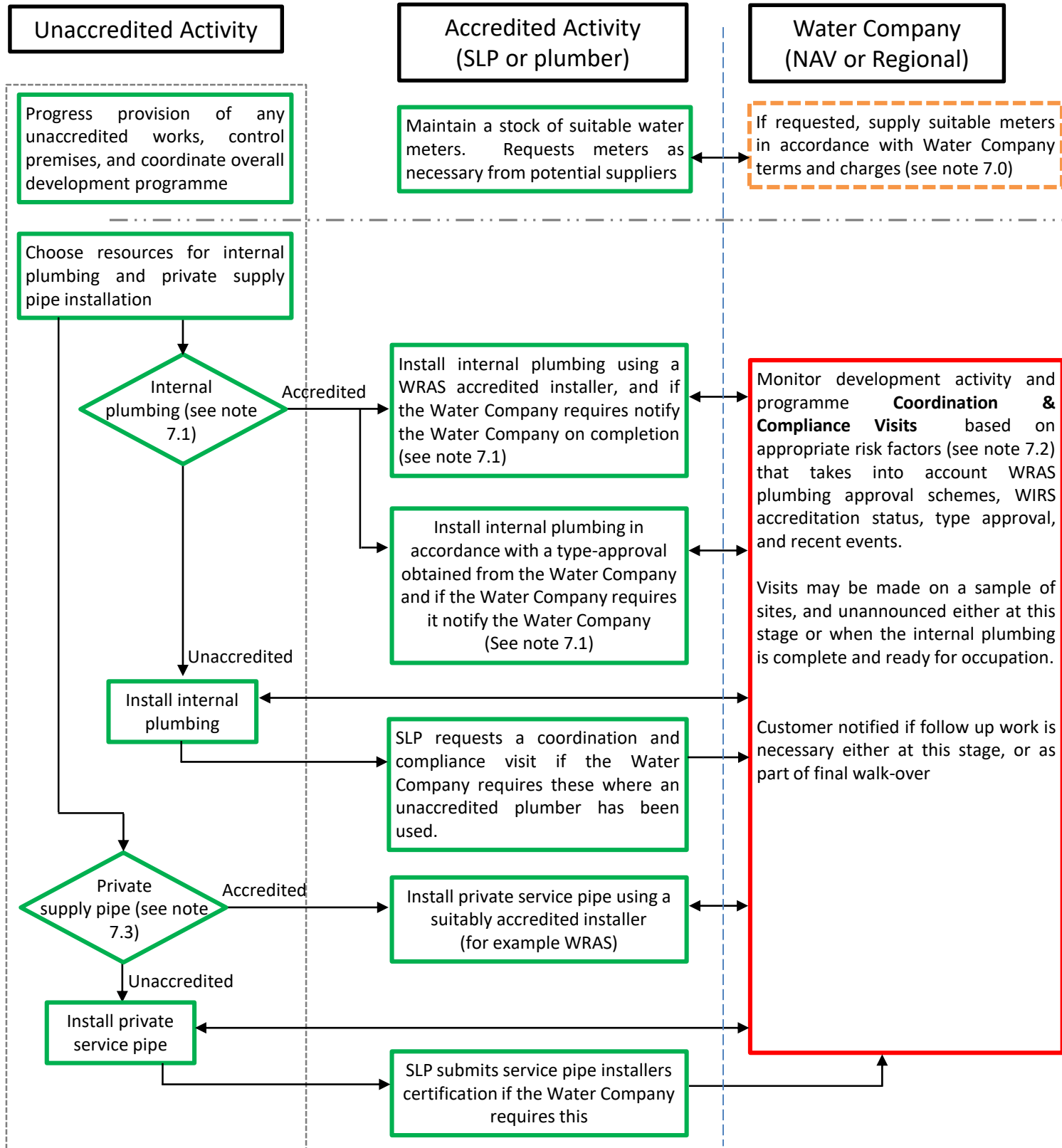
Note 6.2:

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

At appropriate points during the Defect Correction Period, visit Site and provide the SLP and Developer with a schedule of any necessary Defect Correction work.

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.

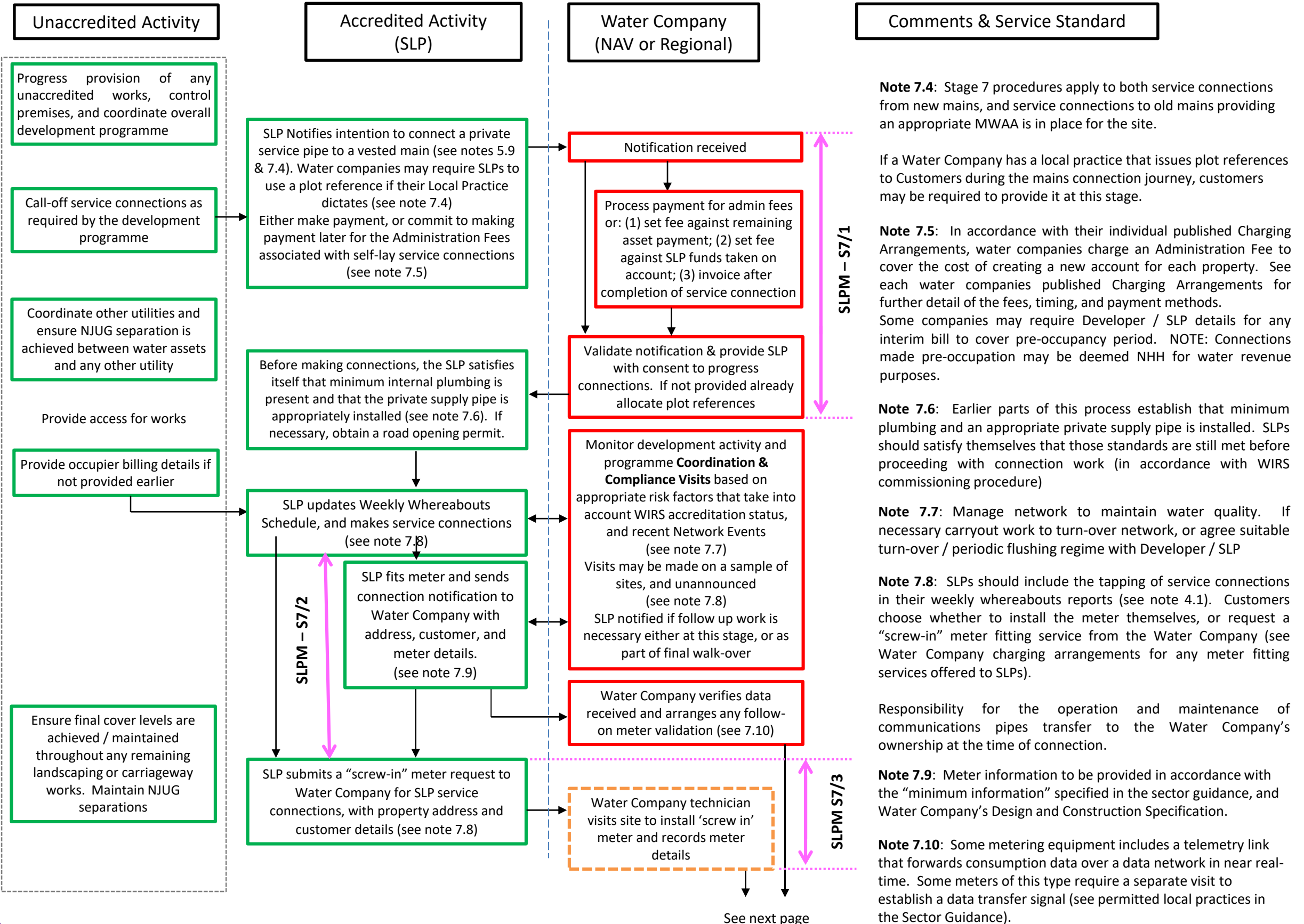
Where internal plumbing does not have signed-off type approval, or has not been installed by an approved plumber, the Water Company may require an internal plumbing inspection to confirm that internal plumbing meets the Water Regs.

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.

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



See next page

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

