NORTHUMBRIAN WATER living water

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NORTHUMBRIAN WATER LIMITED

Self lay policy
and
Company specific addendum

to the Code of Practice for Self-Laying of Water Mains and Services – England and Wales (2nd Edition) (Published by WRc plc)

Revision – June 2015

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All terms in this addendum will have the same meaning as in the Code of Practice for England and Wales for the Self- Laying of Water Mains and Services 2nd Edition and National addendum for Safe Control of Routine Mains Connections unless specified.

1. INTRODUCTION

Northumbrian Water Ltd (NWL) is committed to providing a cost effective service for self lay to Developers and their agents, often referred to as Self-Lay Organisations (SLO's), while ensuring that the standards of installation work and water quality are not compromised. As such NWL has adopted the Code of Practice for England & Wales for the Self-Laying of Water Mains and Services 2nd Edition as published by WRc plc.

This addendum, which should be read in conjunction with the Code of Practice (CoP) & the National addendum for Safe Control of Routine Mains Connections, provides additional information and sets out any variations to the CoP including details of particular requirements, procedures and charges that may apply.

This addendum came into effect on 1st June 2015 and supersedes any earlier self-lay policy. NWL reserves the right to amend the addendum at any time without prior notice.

2. CONTACTING NWL

The NWL area of supply is made up of two regions, the northern or Northumbrian area and the southern or Essex & Suffolk area. Self-lay enquiries should be directed to the appropriate Developer Services department as follows:

Developer Services (North)	**Developer Services (South)**
Northumbrian Water Limited Leat House Pattinson Road Washington Tyne & Wear NE38 8LB	Essex & Suffolk Water PO Box 969 Chelmsford Essex CM2 0XL
Tel: 08457 171100	Telephone: 0345 6094638
Fax: 0191 4196764	Fax: 01268 664802
Email: SelfLay@nwl.co.uk	

When applying to self-lay new mains and services the Developer/SLO shall complete and submit the Self-Lay application form available on the NWL and ESW website. If the application is submitted by an SLO a letter of authorisation from the developer should accompany the application.

3. RELATED OFWAT DOCUMENTS

Ofwat have published guidance relating to self-lay activities that can be found on the Ofwat website: *www.ofwat.gov.uk* . This addendum aims to align itself with the Ofwat guidance in http://www.ofwat.gov.uk/developers/connection/selflay/

4. ADDENDUM SPECIFICS

CoP Part 1 - General

Ownership of mains (CoP section 1.2)

The Developer/SLO remains responsible for any defective materials and workmanship for an agreed Defect Liability Period. The Defect Liability Period for NWL is 12 months. Within this period, the Developer must maintain their relationship with the SLO. This is to ensure that the SLO returns to the site within the Defect Liability Period to repair any identified defect.

Ownership of services (CoP section 1.3)

The Developer/SLO remains responsible for any defective materials and workmanship for an agreed Defect Liability Period of 12 months from the date of connection.

Responsibility for protection of Street Furniture (CoP section 1.4)

The Developer/SLO remains responsible for the protection of street furniture including covers, lids, frames and chambers until such time as the street has been adopted by the party responsible for its ongoing maintenance

Competence of Self Lay Organisations (CoP section 1.5)

Only SLOs competent in the laying of water mains and service pipes shall be permitted to carry out work on behalf of the Developer. NWL requires SLOs to be registered and accredited with the Lloyds Register Water Industry Registration Scheme (WIRS): www.lloydsregister.co.uk/schemes/WIRS/

Competence of Self Lay Organisations (CoP section 1.5 (5))

The Developer/SLO shall ensure that all staff employed by them for the installation of water mains and/or services shall have an appropriate combination of education, training and practical experience relating to the construction activity to be undertaken. Relevant personnel shall be registered on the 'Energy & Utility Skills Register' on *www.eusr.co.uk* and be in possession of a valid 'Water Sector Health, Safety and Environment Passport' including a National Hygiene Card. Cards shall be carried at all times and shall be available for inspection by NWL representatives on demand.

Contestable and Non-contestable Work (CoP 1.8)

NWL will carry out work that may affect water quality to existing customers, including:

- Establishing a point of connection to the existing network
- Designing and installing reinforcement work
- Work on a trunk or strategic main
- Work on a main that has been subject to recorded supply interruptions
- Work on a main constructed of a material requiring specialist attention
- Installation of an off site main intended to be shared with an unrelated new development
- Service connections to existing off-site mains
- Service connections greater than 32mm in diameter

In addition, the following work is non-contestable:

- Provision and Installation of meters
- Water quality sampling and testing

NWL will install the water meters to all wall box, boundary box and manifold connections. The SLO shall fit a trickle flow plug on new service pipes at the time of connection.

Interfaces with local Fire Authority (CoP section 1.13)
Where the Developer/SLO is responsible for the design of a new mains scheme, as the designer, they shall be responsible for all Fire Authority liaison. Where requested to do so by the Developer/SLO, NWL may consult with Fire Authorities on behalf of the Developer/SLO. There will be a charge for this service.

CoP Part 2 – Self Lay Procedures

Initial enquiry (CoP section 2.2)
NWL will provide the point of connection together with any specific design parameters/constraints to enable the Developer/SLO to prepare the mains and service layout.

Design by Developer / SLO (CoP section 2.3.1)
If the Developer/SLO undertakes the design they must submit all of the information listed in Table 4 of the Code of Practice.

Design by NWL (CoP section 2.3.2)
If the Developer/SLO requests NWL to undertake the design then they must submit all of the information listed in Table 5 of the Code of Practice to NWL with the required design fee.

Construction stage (CoP section 2.4)
A pre-start meeting shall be organised and attended by the SLO and NWL prior to the commencement of work, following NWL's confirmation that the self lay legal agreement has been completed.

Water main installation (CoP section 2.4.2)
If the site layout changes, ground contamination is identified or ground conditions do not allow the main to be constructed as designed, NWL must be informed immediately. No further construction shall take place until the design has been re-evaluated and approved by NWL. If ground contamination is identified during construction then see section 3.7.2 of the Code of Practice.

CoP Part 3 – Design & Construction Guidance

3.3 Design drawings

Format of designs (CoP section 3.3.1)
Wherever possible, site layouts and designs should be submitted on CD or by email in .dwg file format compatible with AutoCAD (2009 or earlier) or another format by agreement.

Design drawing and supplementary design information (CoP section 3.3.4)
The design drawing and supplementary design information should also include the following:

- Notation to indicate responsibility for construction of service connections
- Notation to indicate service strips and easements.

3.4 Design Guidance - General

Location of other apparatus (CoP section 3.4.3)
It is the responsibility of the Developer [designer in the CoP] to provide the designer with all current information relating to the location of other existing utility or service providers information during the design process

3.5.1 Design Guidance - Mains

Clearances between mains and proposed properties (CoP 3.5.1.1)
In cases where NWL is not the designer, the Developer should discuss and agree with the designer and NWL, an acceptable clearance between the line of the new water main and proposed property constructions, any existing structures and on site features

Flow and pressure (CoP section 3.5.3.3)

NWL will provide sufficient flow and pressure at the Point(s) of Connection, to enable the designer to design a system that meets the minimum statutory requirements for flow and pressure for water used for Domestic Purposes at the proposed service connection locations.

Multiple Service Connections (CoP Section 3.6.4)
NWL's requirement is that separately occupied premises have individual meters, the location of which will be agreed in advance with NWL on a site specific basis.

Meter boxes (CoP section 3.6.5)
NWL's preference is the combined meter / stop tap boundary box option – this should be a multi depth box with plastic surface lid suitable for housing concentric meters (1.5qn) and incorporating a stop tap spindle operation. The type of boundary box to be used is subject to approval by NWL in advance of installation. Other meter box types may be used by agreement with NWL in advance.

Boundary boxes should be installed at or adjacent to the roadside boundary or in other locations as may be agreed with NWL. Manifold boxes (two, four and six way) are acceptable.

Service Connections to the Water Distribution System (CoP section 3.7.4)
Service connections and the associated supply pipes are subject to inspection. NWL permits the installation of service connections prior to the completion of the new properties. The minimum requirement for inspection purposes is that the complete service pipe is installed from the main up to and including the internal stop tap. Trenches should be left open for inspection. If the SLO is Watersafe approved, compliance with the Water Supply (Water Fittings) Regulations can be self certified, subject to the relevant notification being received by NWL.

Data Capture/'As laid' Drawings (CoP section 3.7.5)
Full postal address and meter installation details need to be provided by the SLO/Developer prior to NWL carrying out a Water Regulations inspection or, alternatively, at the time the Watersafe certificate is provided to NWL.

Before any section of self laid main is connected to the network, the SLO shall provide 3 copies of 'as laid' drawings, clearly marked with SLO and Developer's name, scheme number, date of installation of phase and date of submission, this may also be submitted electronically in the format detailed in section 3.3.1 above.

Final as laid drawings should be submitted to NWL by the SLO prior to vesting of mains and Communication Pipes by NWL. The drawings should be submitted to NWL in the format detailed in section 3.3.1 above.

5. CHARGES

Our standard charges scheme is available from our website. www.nwl.co.uk and www.eswater.co.uk

Appendix A – Northern Region Example

Worked example calculating the relevant deficit, discounted aggregate deficit and asset payment.

Please note this worked example is intended to be an illustration of the methodology that is used to calculate charges and the asset payment. As such it is an example only and is simplified.

Variables

Total scheme cost £100,000
Number of properties 100
Years before all properties are chargeable 5
Average income per property £177
Interest rate for borrowing 3.25%
Discount rate 3.25%
Long term annual inflation 3.0%
Number of applicable years 12

Year to 31 Mar	Relevant Revenue	Annual Cost	Annual Deficit	Relevant Deficit	Discount Factor	Discounted Aggregate Deficit	Income Allowance	Asset Payment
2016	450	10,197	9,747	9,747	0.969	9,440	450	436
2017	4,929	10,197	5,268	5,268	0.938	4,941	4,929	4,624
2018	8,887	10,197	1,310	1,310	0.909	1,190	8,887	8,074
2019	13,067	10,197	(2,871)	-	0.880	-	10,197	8,972
2020	17,495	10,197	(7,299)	-	0.852	-	10,197	8,690
2021	21,362	10,197	(11,166)	-	0.825	-	10,197	8,416
2022	22,300	10,197	(12,103)	-	0.799	-	10,197	8,151
2023	22,969	10,197	(12,772)	-	0.774	-	10,197	7,895
2024	23,658	10,197	(13,461)	-	0.750	-	10,197	7,646
2025	24,368	10,197	(14,171)	-	0.726	-	10,197	7,406
2026	25,099	10,197	(14,902)	-	0.703	-	10,197	7,172
2027	25,852	10,197	(15,655)	-	0.681	-	10,197	6,947
				Relevant deficit		**DAD TOTAL**		**Asset payment**
				16,324		**15,571**		**84,429**

The relevant revenue is the number of properties connected in the relevant year, (based on a cumulative occupancy) multiplied by the income per property that will be received and increased each year in line with inflation.

Appendix B – Southern Region Example

Worked example calculating the relevant deficit, discounted aggregate deficit and asset payment.

Please note this worked example is intended to be an illustration of the methodology that is used to calculate charges. As such it is an example only and is simplified.

Variables

Total scheme cost £100,000
Number of properties 100
Years before all properties are chargeable 5
Average income per property £208
Interest rate for borrowing 3.25%
Discount rate 3.25%
Long term annual inflation 3.0%
Number of applicable years 12

Year to 31 Mar	Relevant Revenue	Annual Cost	Annual Deficit	Relevant Deficit	Discount Factor	Discounted Aggregate Deficit	Income Allowance	Asset Payment
2016	181	10,197	10,016	10,016	0.969	9,700	181	175
2017	11,353	10,197	(1,156)	-	0.938	-	10,197	9,565
2018	22,286	10,197	(12,089)	-	0.909	-	10,197	9,264
2019	22,968	10,197	(12,771)	-	0.880	-	10,197	8,972
2020	23,670	10,197	(13,474)	-	0.852	-	10,197	8,690
2021	24,380	10,197	(14,184)	-	0.825	-	10,197	8,416
2022	25,112	10,197	(14,915)	-	0.799	-	10,197	8,151
2023	25,865	10,197	(15,668)	-	0.774	-	10,197	7,895
2024	26,641	10,197	(16,444)	-	0.750	-	10,197	7,646
2025	27,440	10,197	(17,244)	-	0.726	-	10,197	7,406
2026	28,264	10,197	(18,067)	-	0.703	-	10,197	7,172
2027	29,112	10,197	(18,915)	-	0.681	-	10,197	6,947
				Relevant deficit		**DAD TOTAL**		**Asset payment**
				10,016		**9,700**		**90,300**

The projected future revenue is the number of properties connected in the relevant year, (based on a cumulative occupancy) multiplied by the income per property that will be received and increased each year in line with inflation.