

Water mains self lay policy guidance notes

Introduction

In accordance with section 51A of the Water Industry Act 1991, Severn Trent Water (STW) allows the self construction of new water mains and services subject to the work being done to comparable standards to mains laid by STW or its Contractors.

The key features of our self lay scheme are:

- The work needs to be done in accordance with the current UK Water Industry Research (UKWIR) Code of Practice for Self Laying of Water Mains and Services as amended by our own addendum (details on the code of practice can be found at www.wrplc.co.uk/selflay)
- A Developer is able to carry out contestable parts of the new mains and services scheme by using an accredited Self Lay Organisation (SLO)
- There are restrictions to the work that a self constructor can do. STW reserves the right to carry out all works defined as 'non contestable' in the UKWIR Code of Practice (England and Wales, 2nd Edition)
- We deal with Developers, leaving them free to appoint a competent accredited installer of their choice
- Designers and installers need to meet the accreditation criteria set out in our addendum and confirm their accreditation in writing before agreeing to construct mains and services
- Compliance with our method of working is essential to avoid unnecessary risks and delays in connecting mains and services to the public water supply network (details of our method of working can be found in the addendum to the self laying of water main and services)
- Before any work is started we must have in place a signed self lay agreement and have held a pre-start meeting on site, where the construction design is agreed by all parties, with final approval granted in writing by STW
- Where self constructed mains could have been requisitioned and are constructed in accordance with our scheme we will pay, to the Developer, or with written authorisation the SLO, an 'asset value' for the main calculated in accordance with the Water Industry Act 1991
- Once a 'self constructed' main has been made live only STW can maintain the main
- Service connections can be taken from the on-site mains when the supply pipes are confirmed to comply with the Water Supply (Water Fittings) Regulations 1999 and have been fully commissioned. Connections to existing mains adjacent to the development site can be made subject to STW's conditions and approval
- Routine in line connections are contestable works that those SLOs accredited in accordance

- with Lloyds WIRS scheme can undertake. Details of the Code of Practice 2nd Edition National Addendum for Safe Control of Routine Mains Connections and the required notification forms are available on www.wrcplc.co.uk/selflay
- Any disputes about our self lay policy should first be raised with ourselves but should we not satisfactorily resolve the issue, they can be referred to the Water Services Regulation Authority (OFWAT) www.ofwat.gov.uk

STW will meet with Developers and Contractors who wish to self lay so that they are familiar with STW's self lay scheme requirements. Such meetings can be arranged by contacting our New Connections section using the details overleaf.

Severn Trent Water Ltd
New Connections
PO Box 5311
Coventry
CV3 9FL

Telephone: **0800 707 6600**

Email: **newconnections.selflay@severntrent.co.uk**

Website: **www.stwater.co.uk/newconnections**

Section 1: Key stages of constructing mains and services

1.1: At the enquiry stage

STW will respond to enquiries made by Developers or SLOs and provide them with indicative information about:

- The need for any off site works to supply the site
- The point of the site connection
- The estimated asset value that will be allowed for the new on site mains
- The estimated Developers contribution, if any, and
- The estimated subsequent asset payment to be paid to the Developer
- Need for diversions/abandonments.

1.2: Before the works commence

The person requiring the mains, typically a Developer, decides that they wish to construct minimum partial mains in accordance with the STW self lay scheme. The Developer appoints a SLO who is accredited by Lloyds Water Industry Registration Scheme (WIRS) to self construct the mains and/or services and submits an application to STW.

Due to the need to safeguard water supplies to existing customers, self constructors (SLOs) generally cannot do work which involves contact with our 'live' network. However, off site service connections to our existing live mains adjacent to the development and routine inline connections may be laid by the SLO if laid in accordance with our procedures for notification and safe control of operations.

Developers can elect to design new mains but they or their designers must be Lloyds WIRS accredited for design. Please note that before the 'self design' is started we will need to undertake a technical appraisal on our network to determine the 'point of supply' and the need for any off site work. Point of supply can be determined through a valid Developer enquiry. STW reserves the right to vet SLO design and approve (a copy of the Developer enquiry form can be found at www.stwater.co.uk/newconnections).

As part of the response to the self lay mains application, STW will:

- Design the mains (or approve a design submitted by the Developer or his accredited SLO)
- Confirm the terms under which it will allow self construction
- Define the extent of any work being done by STW (e.g. the connection to a 'live' main), and
- Issue details to the applicant in the form of an agreement and financial terms.

The following financial terms will apply to a 'self construction' agreement upon installation of a water main to the required standards:

- a) Where the work would have been requisitionable STW will pay an 'asset value' for the mains. This amount will take account of any shortfall between the estimated income STW will receive from the connected properties and the cost of the work
- b) Payment of the cost of all non contestable work to be done by STW is required before any construction takes place
- c) For other work the main is to be provided at 'nil' cost to STW with our charges for design, supervision etc, payable by the Developer.

Once the design and details of the work has been agreed and an agreement signed, a pre construction meeting must be held between the Developer, his chosen accredited SLO, and our STW representative.

The following actions are needed to organise this meeting:

- (i) A minimum of 15 working days notice (either by notice or email) should be given of the proposed start of the works
- (ii) Within the notification a date needs to be incorporated, giving at least five working days notice before the start of the works, for the pre construction meeting to take place in order to agree the start date and construction practices and at which point evidence of the contractor's competencies is to be provided
- (iii) No part of the works is to start until the pre construction site meeting has taken place and all the issues arising have been dealt with to STW's satisfaction. This meeting will normally be organised through our local representative.

At this meeting the:

- Competence of the SLOs and their construction operatives completing the works need to be confirmed
- Programme of works including completion and potential test dates and materials to be used are confirmed
- Details of any routine inlines the SLO is permitted to carry out
- Notification arrangements of work progress organised
- Permission to work in private land, or adopted highway confirmed
- Agree connection arrangements for off site service connections, and
- Arrangements for service laying payments confirmed.
- The Developer/SLO should provide STW with updated design plans and evidence that the Fire Authority has been consulted on fire hydrant position including a copy of the Fire Authority response, unless provided prior to the meeting.

Important Note: Under no circumstances should any construction work be started until an agreement has been signed, pre-start meeting attended and written confirmation received from stw as to the approved construction design. failure to do so may result in lloyds being notified of non-compliance and you risk losing accreditation.

Fire Authorities shall be consulted by the designer on all new mains schemes to ensure compliance with the requirements of the Water Industry Act and the Fire and Rescue Services Act. The designer will be responsible for all Fire Authority liaison and agreeing arrangements for the provision of water for fire fighting.

- Where the SLO elects to produce the mains design, the SLO shall be responsible for all Fire Service Liaison and should send copies of the mains design to the Fire Authority to ascertain if fire hydrants are required.

- Plans are to be drawn to the agreed standard to allow Fire Authority requirements to be captured and to also state whether or not the minimum flows as prescribed in Appendix 5 of the National Guidance Document are achievable. Temporary Fittings should not be included plans submitted to the Fire Authority to avoid confusion.
- Under the Fire and Rescue Services Act, a minimum of 42 days notice should be given to the Fire Authority to respond
- The Developer/SLO will provide STW with updated design plans and evidence that the Fire Authority has been consulted on fire hydrant position including a copy of the Fire Authority response at or prior to the pre construction meeting.
- Fire Authorities are responsible for the cost of any additional hydrants they specifically request to be incorporated into the design.
- Fire Authorities are not charged when the design is changed to convert permanent washouts to fire hydrants”

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1.3: During the works

On site liaison needs to continue throughout the construction stages and the work will be randomly and routinely inspected. Any non conformance with the specification will result in the work having to be stopped and the defects rectified.

Once the agreed work has been satisfactorily completed the constructor will:

- Arrange for the main to be filled, and commissioned
- Pressure test the main and ensure that the test maybe witnessed by STW
- Chlorinate the main and arrange for it to be bacteriologically sampled by STW.

Once (i) the new main has been passed bacteriologically, (ii) the ‘as laid’ drawings have been received by STW and (iii) any remedial works notified to the installer have been completed, the water main will be connected by STW to the live mains network.

1.4: After the works

Once the main is in use, any remedial works notified to the installer have been completed and record plans have been provided, STW will pay to the Developer, the final asset payment, or on written authorisation from the Developer, will pay the SLO and issue a vesting certificate to formally adopt the mains. From the day of vesting the new main in STW, the Developer will continue to be liable for any defects including damage to the main for a period of a further 12 months.

1.5: Service connections

Service connections can also be self constructed to an agreed programme with notification of full postal addresses prior to any connection being made.

For service connections, the installer needs to carry the appropriate WIRS accreditation. Services are not to be made 'live' without our prior approval. Failure to comply with this requirement may mean that the right to connect subsequent services will be refused. Under no circumstances should new services be connected to a main that has not been made live and commissioned by STW.

Please note:

- On all new services the SLO is required to fit • a meter which STW will provide to the connected property, to STW specification
- The Developer/SLO is required to provide to STW the full postal address of the property before we will agree to the connection being made
- Once a connection has been made the SLO is required to provide STW with details of the meter installation
- Once the property is occupied the Developer/SLO need to provide the name of the person who will be responsible for the water charges. If the property remains unoccupied the water charges account will be set up in the Developer's name. The new occupier details can be provided to our Customer Service department on 08547 500 500.