



South East Water Self Lay Policy and Company Specific Addendum

to the UKWIR National Code of Practice for the Self-Laying of Water Mains and Services (England and Wales)

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Please note: If this is a printed copy please refer to <http://www.southeastwater.co.uk/your-business/developer-services/new-water-connections-how-to-apply> to ensure the most up to date version.

This addendum will commence from Feb 2015 and will supersede any previous self-lay policy and addendum.

Introduction

This document is South East Water's Self Lay policy and company specific addendum to UKWIR code of Practice for the Self Laying of Water Mains and Services (England and Wales) 2nd Edition 2009. Part 1 of the document provides practical details of how we will manage self-lay mains and services schemes and how we will liaise with you. Part 2 details our company specific addendum to UKWIR code of Practice for the Self Laying of Water Mains and Services (England and Wales) 2nd Edition.

1. South East Water self lay policy

SLO Accreditation - SLO's intending to operate in South East Waters area are required to be accredited with the Water Industry Registration Scheme (WIRS). The scheme is operated by Lloyd's Registers. Details of the WIRS scheme and the relevant application forms can be available on the Lloyds Register website: <http://www.lloydsregister.co.uk/schemes/WIRS/>

Agreement - Please go to <http://www.southeastwater.co.uk/your-business/developer-services/new-water-connections-how-to-apply> to view a copy of our self-lay agreement. The Developer and SLO would normally enter into a legal agreement with South East Water; however, there may be some instances where additional parties may be required, such as landowners, in some circumstances.

Design – The SLO is responsible for providing the design for new mains and services for a self-lay site. We are currently drafting a design document to provide you with guidance but If you would like to discuss any element of the design in the interim please feel free to contact us, we will happy to provide any assistance.

Contestable/Non Contestable work - The self-laying of water mains and services is split into contestable work, which the Developer/SLO can carry out and non-contestable work which only South East Water can complete. These two categories are detailed in section 1.8 of the code of practice.

The option of requesting South East Water to provide new water supplies is always available to the Developer.

Application – Please provide details of your application to selflay@southeastwater.co.uk or contact us on 0845 3458088 and reference self-lay.

Once you have made an application for self-lay you will be assigned an advisor who will help support you through the process. We also encourage an initial meeting between you and the advisor, we are happy to come to you or alternatively you are welcome to come to our offices in Snodland. If this is not practical contact can be made via email or telephone.

Materials – All materials must comply with the relevant British Standard (BS) and be WRAS approved.

Standards of Service – South East Water is committed to providing Self Lay companies with excellent Levels of Service. Our Levels of Service for Self-Lay will be published by Water UK from April 2015. We will provide a link for this site once it has been made available.

Self-Lay charges – Charges for self-lay are available on application, charges are only made for Non – contestable work we do not charge for supervision, sampling or design. A design fee may be applicable in the future and will be based on the time taken to carry out the design work. Further details of this will be made available when the review is complete, in the interim there will be no fee for design.

Asset Payment – Details of the Asset payment to be made by South East Water will be provided in the Self Lay agreement.

2. South East Water Amendments to the Code of Practice

This addendum should be read in conjunction with the UKWIR document as it specifies South East Waters technical and process requirements, especially where they vary from the UKWIR Code of Practice.

WRc "Self Laying of Water Mains and Services – Code of Practice for England and Wales – 2nd Edition covers the design and installation of new on-site water mains and communication pipe, including boundary stopcock and/or meter chambers, and the installation of off-site mains.

Other documents and useful links:

- Ofwat <http://www.ofwat.gov.uk/consumerissues/complaints/>
- Civil Engineering Specification for the water industry (CESWI) 7th edition.
- The Water Industry Act 1991 and any other applicable legislation – due to potential amendments

The following table shows South East Water specific amendments to the code of practice:

Responsibility for the protection of street furniture	
1.4.1	The developer/SLO is responsible for the protection of street furniture including covers, lids, frames and chambers until such time as the street has been adopted by the person(s) responsible for its on-going maintenance and a satisfactory inspection has been carried out by a representative of South East Water.
Competence of SLO	
1.5.4	Insert: South East Water recognises the Water Industry Registration Scheme (WIRS), as evidence that an SLO is competent to operate in the South East Water area.
	Note: South East Water may, from time to time, carry out audits of competence.
Protection of Water Quality	

1.6.10	Service connections to high risk properties i.e. properties with rainwater harvesting systems, grey water recycling etc. shall only be made once South East water has confirmed that the installations comply with the Water Supply (water fittings) Regulations 1999 and the relevant British Standards.
1.6.11	Calibration certificates for Chlorine testing kits should be made available for inspection if requested by South East Water.
Contestable/Non Contestable Work	
Table 2 - Commissioning	Insert: South East Water should be notified in advance of the time/date swabbing, disinfectant, water sampling and pressure testing in case South East Water supervision is required.
Table 1- Installation	Delete - Fitting of water meters to water company specification and subject to water company approval
	Insert - Fitting of trickle flow plugs on service connections where boundary and manifolds are installed.
	Insert - South East Water will fit meters on self-lay sites or provide detailed specification for the meters required by South East Water in order for the SLO to fit the meters.
Design and Application	
2.3.1 Design by Developers/SLOs	
Table 4 Additions - Information to be submitted when a SLO carries out the design	Details of any Rainwater Harvesting or Grey Water reuse systems
Table 5 Additions - Information required when making a full application for Water Company to carry out design	Details of any Rainwater Harvesting or Grey Water reuse systems in premises to be connected.
2.3.1.4 Insert	Insert word "Calendar" between words 42 and days.
3.3.3.1 insert	All designs submitted for vetting or site layouts for SEW to design should be submitted in a DWG format.

3.4.3 Insert	It is the responsibility of the Developer to provide the designer with all current information relating to the location of other existing utility in service providers information ducting the design process
3.3.4 additional bullet point	SLO is to provide location and sizes of ducts.
3.7.1.1 Construction/General - Insert	Before construction work commences, a completed self-lay agreement must be in place and pre-commencement site meeting to have taken place between South East Water, Developer and SLO.
3.7.3 .1 - Surface Boxes and Markers - Insert	Add: and adopted by the person responsible for future maintenance. This list is not exhaustive - South East Water will provide a list on request