

Veolia Water Southeast Limited New Supplies

Policy and Company Specific Requirements for Water Mains and Service Pipes Constructed by Self-Lay Organisations

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1 Introduction

1.1 General

Veolia Water Southeast Limited (VWSE) allows developers to choose whether they wish to install new water infrastructure for their developments by electing a Self-lay Organisation (SLO) to design and install the works, or formally requisition the Water Company to undertake the work. If a developer chooses to adopt a self-lay approach then the developer will enter into a self-lay agreement with VWSE under Section 51A of the Water Industry Act 1991 (as amended by the Water Act 2003). If the developer or SLO installs the water infrastructure, provided that the works are constructed in accordance with the terms and conditions of the agreement then VWSE shall permit connection of the new infrastructure to their existing water supply network and adopt the new infrastructure (known as vesting). VWSE will make an asset payment to the developer for any mains that it adopts.

VWSE is committed to high standards of construction, health, safety, welfare and environmental protection associated with all its activities. Within our area of supply, the quality of water and the integrity of the water network remains our responsibility. Only competent organisations will be allowed to carry out this work. Those persons/organisations deemed as competent are defined later in Section 3.5.

This document is specific only to VWSE and covers:

- our specific policy for mains and services constructed by SLO's
- additional company-specific requirements for self-lay

This document supersedes any previous self-lay policy implemented by VWSE.

Additional copies of this document and further information on self-lay are available through our website at:

<https://southeast.veoliawater.co.uk/developer-services.aspx>

1.2 Context for Veolia Water Southeast Limited Policy (VWSE) for Self-lay

VWSE have structured their policy for self-lay to reflect the principles outlined by the economic regulator for water, Ofwat, in their guidance document '*Competition in providing new water mains and service pipes: Guidance to companies – version 3*' issued in April 2009. This is available through the Ofwat website at:

http://www.ofwat.gov.uk/consumerissues/selflay/gud_pro_compnewmainpipes.pdf

All calculations for asset payment will be undertaken in accordance with the financial guidance issued by Ofwat, '*Guidance on financial arrangements for self-lay and requisitioning agreements – version 2.0*' issued in March 2009. This is also available through the Ofwat website at:

http://www.ofwat.gov.uk/consumerissues/selflay/gud_pro_finarrangselflay.pdf

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Additional guidance relating to self-lay is also available from the Ofwat website.

This document is also to be read in conjunction with the Self-laying of Water Mains and Services, a Code of Practice for England and Wales, published by the WRc. Copies of which can be ordered from:

<http://www.webookshop.com>

1.3 General Principles for Self-Lay

In addition to the guidance from Ofwat outlined above, VWSE approaches self-lay in accordance with the generally adopted '*Code of Practice for the Self-Laying of Water Mains and Services – England and Wales*' (2nd Edition, published in May 2009 by WRc plc).

The code sets out technical guidance for the design and construction of water mains, together with the specification of products aligned with the 'Civil Engineering Specification for the Water Industry (CESWI) 6th Edition. Further information can be found on the WRc website (<http://selflay.wrcplc.co.uk>). Technology and standards within the water industry are constantly changing and developing, therefore formal amendments to the text can also be found on the WRc website in the '*Corrected Specifications*' section. We strongly recommend that Self-lay Organisations (SLO's) regularly consult this section to ensure their installations are compliant.

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2 Contact Details

All requests from developers/ self-lay organisations (SLO's) should be made using the formal application form for self-lay and sent to the New Supplies Team at the address shown below:

Veolia Water Southeast Limited, Developer Services
c/o Atkins
Anglo St James House
39A Southgate Street
Winchester
Hants
SO23 9EH

Tel: 0845 8880081

Website: <https://southeast.veoliawater.co.uk/developer-services.aspx>

Office Hours: 09:00 to 17:00hrs.

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3 Self-Lay Policy

3.1 Definitions

For the purposes of this policy document and company-specific requirements the following terms/ abbreviations have the following meaning:

CDM	Construction (Design and Management) Regulations 2007
DWI	Drinking Water Inspectorate, responsible for assessing and enforcing the quality of drinking water in England and Wales. Reference should be made to their regulations at: www.dwi.gov.uk/regs/regulations.shtm
Ofwat Financial Guidance	Guidance and principles outlined in Ofwat document ' <i>Guidance on financial arrangements for self-lay and requisitioning agreements – version 2.0</i> '
Ofwat Self-Lay Guidance	Guidance and principles outlined in Ofwat document ' <i>Competition in providing new water mains and service pipes: Guidance to companies – version 3</i> '
SLO	Competent Self-Lay Organisation or developer wishing to design and/or construct new mains and/or service pipes for a new development
VWSE	Veolia Water Southeast Limited
WRc Code of Practice	The generally adopted WRc ' <i>Code of Practice for the Self-Laying of Water Mains and Services – England and Wales</i> ' (2nd Edition, published in May 2009 by WRc plc)
WIA91	The Water Industry Act 1991 (and as amended by the Water Act 2003)

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3.2 Available Information for Self-Lay

VWSE are committed to providing clear guidance and information for competent developers / SLO's wishing to undertake the construction of water mains and service pipes. Written guidance and advice is available for download from our company website at:

<https://southeast.veoliawater.co.uk/developer-services.aspx>

3.3 Code of Practice

Unless explicitly covered in the company-specific requirements or operational standards and processes, VWSE will adopt standards and requirements identical to those covered in the WRc Code of Practice for self-lay.

3.4 Amendments to the Policy or Company-Specific Requirements

The company policy and company-specific requirements for self-lay described in this document are subject to change. VWSE reserves the right to publish amendments to this document at any time and without prior notice to the SLO. It is the responsibility of the SLO to ensure they are in possession of and working in accordance with the latest version of this document by checking our website at:

<https://southeast.veoliawater.co.uk/developer-services.aspx>

3.5 Competence of the SLO and VWSE Assessment

It is reasonable for VWSE to expect SLO's to be competent in the basic elements of design, selection and procurement of materials, construction, commissioning and the principles of water supply hygiene. Lloyds Register operates the Water Industry Registration Scheme (WIRS), and performs technical assessment of the service providers who elect to be assessed for contestable works associated with the installation of water infrastructure.

VWSE does not operate its own system of accreditation for SLO's, but fully supports the Water Industry Registration Scheme. All SLO's must be registered with WIRS before carrying out any work in the VWSE area of supply. For a list of accredited SLO's and/or to apply for accreditation please refer to the Lloyds Register website www.lr.org/wirs.

VWSE reserve the right to conduct reasonable additional checks for SLO competence before entering into a Self-Lay Agreement with a SLO.

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3.6 Scope of SLO Works Permitted by the Company

VWSE will only permit the SLO to undertake constable works as defined in the Ofwat Self-Lay Guidance. All non-contestable works will be undertaken by VWSE, unless expressly defined within the Self-Lay Agreement before the works commence.

3.7 Access to Details or Plans of the VWSE Water Network

Plans are available upon request; please contact: Keith Hexter, Veolia Water Southeast Ltd, The Cherry Garden, Cherry Garden Lane, Folkestone, Kent, CT19 4QB.

A charge may be applied for this service.

If you require plans of wastewater apparatus in the VWSE region, it will fall within the remit of the following providers depending on the location of your proposed development site:

Southern Water – Telephone 01962 858688

These providers may charge a fee for this service over which VWSE has no control.

3.8 Initial Enquiries / Request for Network Capacity Check and Point of Entry to Site

The SLO should consult with VWSE at the earliest opportunity possible by making an initial enquiry, which can include a network capacity check and point of entry to site, if the SLO requires. VWSE will charge a fee for undertaking the network capacity check as detailed in the non-contestable works scale of charges, available on request or from the company website.

VWSE will not process any requests for network capacity until all the necessary information has been received.

3.9 Application for Self-Lay

VWSE will only accept formal applications which are made by completing the company's self-lay application form (available on request or from the company website).

VWSE will not proceed with vetting of SLO design, or commence design of any mains or services until all the information has been received from the SLO. VWSE will charge a fee for vetting of design or the mains design as defined in the non-contestable works scale of charges, available on request or from the company website.

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Where the application is made on behalf of a developer by a SLO, the developer must provide written confirmation to VWSE that the SLO is acting for them and authorise the release of sensitive information including asset values.

3.10 Restriction on Operation and Maintenance of Apparatus on the Live Network

Operation of any apparatus on the live network is strictly prohibited.

When a main laid by the SLO has been made live (i.e. connected to the live network), only the water company may operate and maintain this main.

3.11 Financing Arrangements for Self-Lay

The SLO will be given an estimate of the Asset Payment that will be made at the time of Vesting, and charges that will be made by VWSE.

The Asset Payment will be calculated in accordance with Section 51C of WIA91, and in the same way that the cost of work would have been calculated if the water mains had been requisitioned, please refer to the VWSE worked example of this calculation on our web site.

The estimated cost of work to be carried out will take account of ground conditions, public highway conditions, and environmental considerations. The SLO will be presented with a breakdown of the estimated cost of works which has been used to calculate the asset payment.

In addition to the Asset Payment, VWSE reserves the right to make charges for all reasonable costs which it will incur as a result of the works being self-laid. VWSE will provide an indication of charges they intend to apply as part of their cost advice to the SLO at the beginning. These charges may cover (but are not limited to) the following activities:

On-Site Works	Off-Site Works
<ul style="list-style-type: none"> • Approval of SLO design • Connection of diverted mains • Easements • Inspection and supervision of works • Connection to VWSE existing network • Water sampling and analysis 	<ul style="list-style-type: none"> • Design of off-site works • Off-site diversions • Easements • Inspection and supervisions of work • Connection to VWSE existing network • Water sampling and analysis

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VWSE reserve the right to amend these charges during the course of constructing the works if the scope of works is changed significantly by SLO from those initially specified.

The SLO will also be required to pay charges associated with reinforcement of the existing network and where service connections are made the SLO will be required to pay the Infrastructure Charge and associated administration and inspection charges. Service connections do not qualify for an asset value payment.

3.12 Self-Lay Agreement

A written legal agreement (Self-Lay Agreement) must be entered into between the SLO and VWSE before any self-lay works commence by the SLO. This will formalise the relationship between VWSE and the SLO. VWSE reserve the right to not accept any works constructed by the SLO prior to a Self-Lay Agreement being in place.

Where the development is staged or has multiple phases of a development VWSE will require a separate Self-Lay Agreement for each phase.

A copy of the model self-lay agreement is available for reference on our web site.

3.13 Security

The company will require security in accordance with Principle 12 of the Ofwat Financial Guidance for self-lay, prior to the Self-Lay Agreement being entered into. This will be used to cover the reasonable costs of remedying minor defects in the SLO's works and the cost of the non-contestable works, if these have not already been recovered.

Security lodged with VWSE for the purposes described above can be in the form of an advanced monetary deposit with the company, or in the form a performance bond. An example of a typical performance bond is available from the company website at:

<https://southeast.veoliawater.co.uk/developer-services.aspx>

In accordance with Principle 12a of the Ofwat Financial Guidance for self-lay, VWSE will retain any security until the SLO has paid charges for works carried out and the defects liability period is over

3.14 Liability for Latent Defects

The SLO will be responsible for any defective works for a period of not less than 24 months from the date shown on the Certificate of Vesting – this is referred to as the Defects Liability Period.

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Self-Lay Company Specific Addendum

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The company will retain any agreed security as necessary to cover the repair of any defective works within the 24 month Defects Liability Period. Following cessation of the Defects Liability Period any residual security will be released to the SLO.

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4 Company-Specific Requirements

4.1 General Requirements

The following section covers the company-specific requirements with which SLO's will be expected to comply if they are to construct mains infrastructure for adoption by VWSE. In addition, the SLO will be required to comply with provisions set out in the VWSE document "Operational Standards and Preferences", which must be read in conjunction with this addendum.

The company has comprehensive procedures to protect the quality of the water and the integrity of the network. Where we have made reference to a specific procedure for water quality, these will be provided to the SLO before works commence on site.

VWSE standard detail drawings are available on request.

All service connections are to be made under pressure and ducted across roads.

4.2 Measures to Protect Water Quality

VWSE insist on the following requirements in addition to those set out in the COP:-

- Appropriate sanitary facilities must be available to maintain a high standard of personal hygiene on site. There must be a demonstrable insistence on their use. Discharges should also be disposed of appropriately to prevent any risk of contamination.
- All clothes, tools, equipment, stores, vehicles, etc., used in connection with installation of pipework should be maintained in a clean condition and kept separated from those employed in other operations notably drainage and sewerage works.

VWSE may at any time request that the Contractor removes any person employed by him or sub-contractors from the work area, if there is reason to believe that a person presents a contamination risk to the quality of the water supply. Any person removed will not be allowed to work on any part of the Contract area, until VWSE provides authority in writing to the SLO Contractor that the person is permitted to do so.

4.3 Materials for Construction of Water Mains and Services

Specific VWSE requirements are set out in the VWSE document "Operating Standards and Preferences" which must be read in conjunction with this addendum.

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4.4 Disinfection Requirements

Guidance on VWSE disinfection procedures are contained in document WI-NET-514 available on request.

Pre-disinfection: Following a satisfactory pressure test the main should be swabbed and flushed (3 times the volume of the main) using potable water.

Disinfection: Disinfect with free chlorine levels of greater than 50mg/l with a contact time of greater than 30 minutes. The chlorine used must comply with DWI Regulation 31.

Post-disinfection: The chlorinated water in the main should be discharged (dechlorinated) and the main flushed with potable water until chlorine residual at the inlet and outlet are the same. The water in the main should then be allowed to stand for a minimum of a further 24 hours before water samples are taken from it.

4.5 Pressure Testing, Swabbing, Disinfection and Sampling

Before any new pipework with a nominal diameter of 50mm or above is brought into service, it must be pressure tested, swabbed, flushed, disinfected and water quality samples (taken by VWSE) must achieve satisfactory passes following bacteriological testing. VWSE will carry out water quality sampling, arrange for the appropriate tests and confirm that the pressure and disinfection records are satisfactory. If the records or results do not meet the required standards, the SLO will be required to meet any additional costs for the extra work undertaken.

4.6 Connecting to Existing Network

Final connection to the network must not be made until a satisfactory pressure test and water sample results are confirmed by VWSE.

Non contestable connections to the network will normally be carried out by VWSE within 14 days from sample date and contestable connections (ie routine in-line connections) undertaken by the SLO must be completed within 14 days from the sample date. Further testing may be required if the 14 day deadline is exceeded.

The SLO must not operate any VWSE control valves.

4.7 Service Connections

In advance of connection, the SLO must provide:

- Payment for building water costs in advance
- All relevant payments for charges associated with the properties being connected

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- A WIAPS certificate to confirm that the installed pipework and fittings comply with the water regulations. This certificate will be signed by a plumber with WIAPS accreditation who has inspected the customer side pipework

The SLO is required to provide the full postal address of the property and meter details within five working days following connection of the property to the main. A form will be provided for this purpose at the time that VWSE provide the meter; this form is also available for download from our company website at:

<https://southeast.veoliawater.co.uk/developer-services.aspx>

Whilst VWSE gives SLO's the flexibility to programme the timing of service connections to suit the Developer's construction programme, VWSE retains the right to control the timing of service pipe connections to new "live mains". The SLO should submit the connections programme at least 5 working days in advance of the work being carried out for our consent, in order that VWSE can ensure that the new main is potable and inspect the work at the time the connections are made.

Meters will be provided by VWSE stores upon request; all other materials must be provided by the SLO.

4.8 Water Mains

The SLO must implement an appropriate procedure to enable witnessing and certification of all hydraulic tests by VWSE.

When working in the highway the SLO is required to apply for any street works licences under their own name and to take full responsibility for liaison with the relevant Highway Authorities and other Utilities as regards the execution of the works, in compliance with all relevant legislation.

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