

hartlepool water

Application to self lay water mains and /or services

Guidance notes

These guidance notes are provided to assist you in the completion of the application to self lay water mains and/or services and to help us process your application as quickly and as accurately as possible.

All sections must be completed wherever possible. Insufficient information may result in delays to the provision of water supplies.

Sections 41 and 45 of the Water Industry Act 1991 (WIA 1991) relates to the water companies duty to comply with water main requisitions and the duty to make connections with the main respectively.

If you require a temporary building supply in the early stages of site set- up, please complete a separate supply application form.

Section 1 - Developer

Developer

The person or company applying for the water supply and developing the site.

Address details

The full postal address and contact details for the developer.

If section 1 of the application form is not completed and signed by the developer, a covering letter from the developer must be attached stating that they are approving the self lay organisation to act on their behalf.

Section 2 – Land owner

1. This section is to be completed if the landowner is different from the developer.

Section 3 – Site and Construction Design and Management Regulations (CDM) 2007 details

Question 3a. Address of the site

This will be the site requiring the water supply.

Question 3b. Previous use of site

Please describe in as much detail as possible the previous use of the land being developed, giving details of any buildings on the site (existing or demolished) and the type of use of the land (e.g. residential, industrial, agriculture, waste land, etc).

Question 3c. Has an analysis of the soil been carried out for this site?

Certain ground contaminants dictate the type of material or method of

installation of the supply.

If sites are deemed by Hartlepool Water to be contaminated, alternative pipe material, which is impermeable to organic compounds, may be specified (a contaminated land fact sheet will be provided on request and outlines the type of survey that is needed.) The contaminant concentrations, which require the use of impermeable materials are also available on request.

If a soil survey has already been carried out to identify any possible ground contamination, please include a copy of the report with your application. If no soil survey has been carried out, Hartlepool Water may request one at your expense.

Question 3d. CDM co-ordinator

Please provide contact details for your appointed CDM co-ordinator for this development.

Question 3e. Principal Contractor (if different from applicant)

Please provide contact details for your appointed principal contractor for this development if it is different from the applicant

Question 3f. Information to be supplied in accordance with the Construction Design and Management Regulations (CDM) 2007

Under the designer's duties, we must inform you of the client's duties in relation to this work. You are required to:-

- Appoint a competent planning supervisor.
- Appoint a competent principal contractor.
- Provide the planning supervisor with all information you know, or could be reasonably expected to know, which might affect the health and safety of persons at work or others. (This will include all relevant drawings of the site and normally a health and safety file).
- Not allow construction to start unless a compliant health & safety plan has been prepared by the principal contractor.
- Arrange to provide our workforce with appropriate health & safety information whenever they attend site.

Please note that detailed site layouts can be submitted in AutoCAD format on disk.

You can find further information about the client's duties in the Health and Safety Executive information sheet no. 39 and the Approved Code of Practice supporting the CDM Regulations.

Question 3g. Type of development

Please indicate the type of development and the number of plots/units in each category.

Question 3h. Planning permission

If planning approval has been granted for the development, please provide the Planning Departments reference and contact details (i.e. telephone number, office, name, etc).

If planning approval has not yet been given and the site layout changes from that proposed, there may be a delay and an additional charge if the supply has to be redesigned.

Question 3i. Phasing information for installation of water main

If the development and the construction of the water main is going to be phased over

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a period of time, please complete the phasing details. Please give phase number/reference, total number of plots within that phase, the plot numbers within the phase, the anticipated start date and the anticipated date of the first occupancy.

Question 3j. Site build rate

Please supply anticipated site build rate, covering all phases detailed in question 3i.

Section 4 – Self lay organisation

This section is to be completed by the company acting on behalf of the developer in providing the water infrastructure for the site.

Hartlepool Water will only allow self lay works to be completed with a WIRS (Water Industry Registration Scheme) accredited company.

It is important that you tick the relevant box to show the status of your WIRS accreditation.

If the on site construction is being carried out by a different company, it is important that you supply that company's details and WIRS accreditation status.

Section 5 – Work to be carried out

Question 5a. Please indicate areas of work that you would like to carry out under the self lay agreement

Please use this section to indicate the work proposed to be carried out by the self lay organisation under the self lay agreement.

Please tell us which of the elements below you would like to arrange yourself. Subject to approval, this will be reflected in the agreement we issue and the contribution you are required to pay.

- Design of water main. Hartlepool Water prefers to carry out the design of the water main, with close cooperation with the Developer and/or Self Lay Organisation, to achieve a more efficient design and approval process.
- Construction of water main (this includes testing and chlorination of the water main, but Hartlepool Water will carry out sampling)
- Service pipe connections from new main (these are service pipe connections from the main constructed by the self lay organisation. Service pipe connections cannot be carried out until the water main has been commissioned and adopted by Hartlepool Water, water meters will be fitted by Hartlepool Water).
- Service pipe connections from existing main (these are service pipes from a main that has been constructed on the site by Hartlepool Water, which was requisitioned by the developer. This does not include service pipe connections to existing mains in adopted highways).
- Other (in certain circumstances Hartlepool Water may allow water mains diversions to be undertaken under a self lay agreement).

If you wish to carry out the design and construction of the water mains yourself you will be required to contact Hartlepool Water to establish the point of connection to the distribution system. Please note however, that there will be a charge to technically approve your design proposals.

Hartlepool Water will always undertake the final connection of new mains to the existing distribution system.

Section 6 – Water Regulations

Question 6a • Please indicate if any of the following are being installed.

Please indicate by ticking the relevant boxes if any of the systems listed are being installed.

Section 7 - Drainage

Please indicate whether the development will be connected to the Northumbrian Water sewerage system which services the Hartlepool area.

If you answer “yes” to the above, please indicate whether this will be:

1. Foul water only
2. Foul and surface water
3. Surface water only

Section 8 - Declaration

The application must be signed by either the developer or self lay organisation acting on the developer's behalf. Please ensure that all the requested information is returned with the application form.

The Water Supply (Water Fittings) Regulations 1999:

The Water Fittings Regulations are national requirements for the design, installation and maintenance of plumbing systems, water fittings and water-using appliances. Their purpose is to prevent misuse, waste, undue consumption or erroneous measurement of water and, most importantly, to protect the public water supply. Non-compliances could result in enforcement action being considered and your connection could be delayed, refused, isolated or terminated under the relevant section of the Water Industry Act.

What happens next

Once we have received your application we will:

- Acknowledge receipt of your enquiry within 5 working days.
- Design or approve a proposed supply solution to meet your requirements within 20 working days (subject to complete information on the application form).
- Survey the site/property to be supplied to confirm the suitability of the proposed supply solution (if necessary).
- Issue you with a quote for the contribution you will be required to make towards the cost of installing the supply and the associated water and sewerage charges.

The quote is valid for 6 months but in no way obligates you to proceed with the application.

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