

Adoption Procedures and Levels of Service

Stage 1a: Pre-Planning Enquiry (planning liaison)

Stage 1b: Pre-Design Strategic Discussion/Assessment

Stage 2: Design of new sewerage system

Stage 3: Adoption agreement

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Stage 4: Construct gravity sewerage system

Stage 5: Maintenance Period

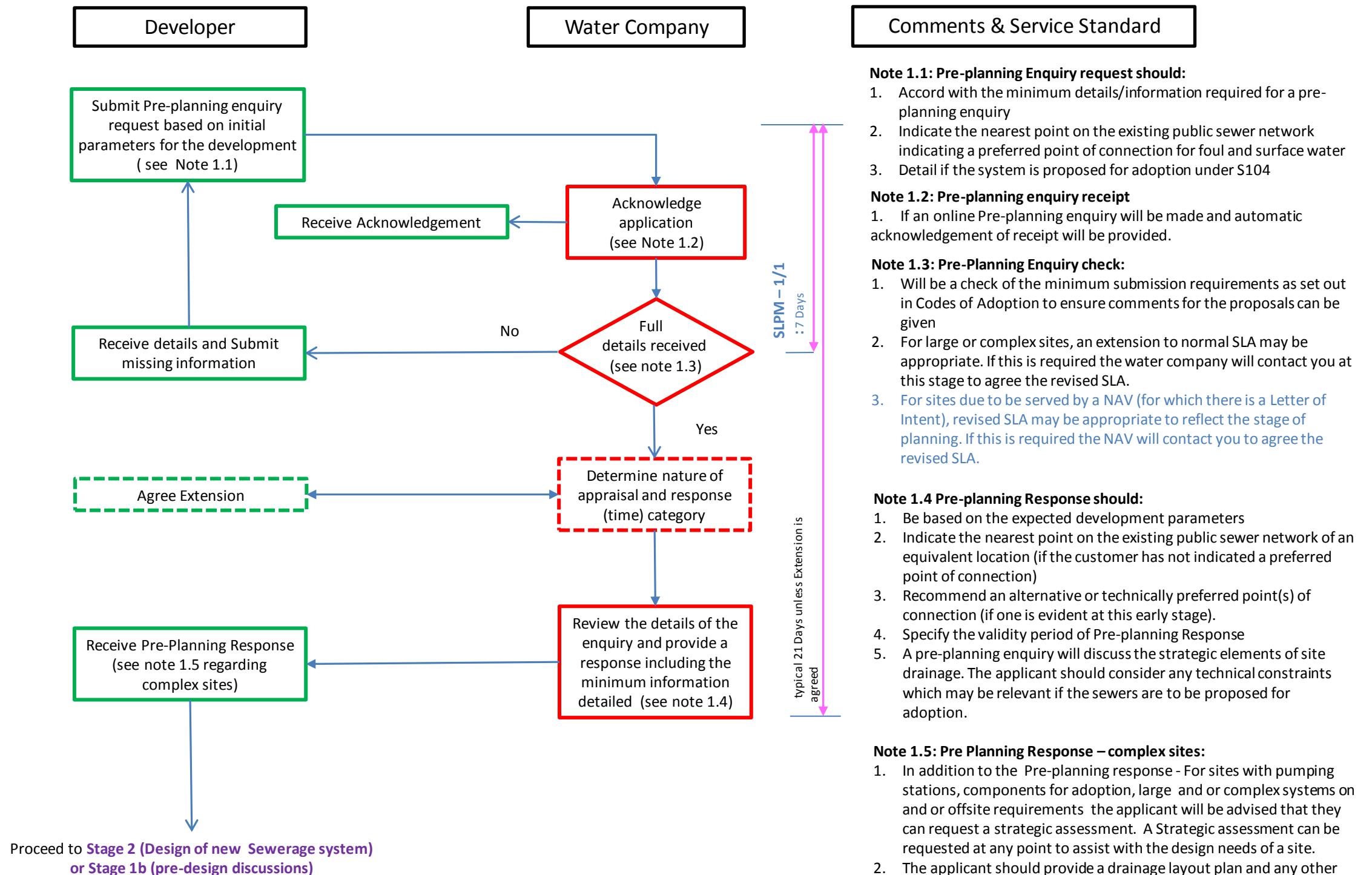
Stage 6: Final Inspection and Vesting – gravity system incl. pumping station and/or components

Stage 7: Variation of new sewerage system

Stage 1a: Pre-Planning Enquiry (planning liaison)

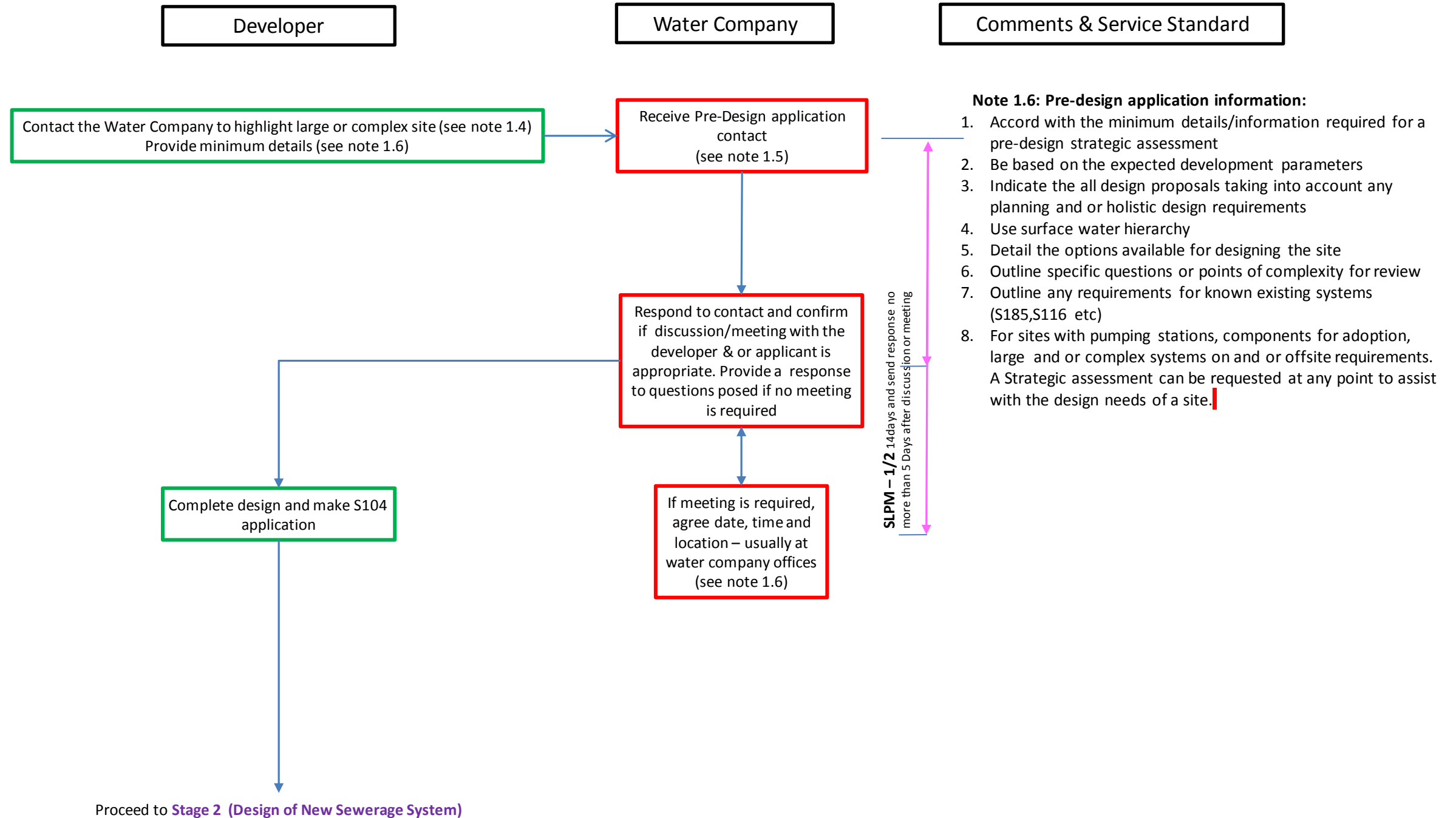
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This stage is designed to confirm the allowable rates of discharge to the point(s) on the existing network where a connection to public sewers is required. It also allows the developer to determine reasonable cost of the works "at the outset" for the sewerage system(s). It will also inform if the sites will need a Strategic Assessment



Stage 1b: Pre-Design Strategic Discussion/assessment

This stage is designed to capture the early engagement for the design of a site to enable the proposals for maintaining a sewerage system for its lifetime to be considered by the Water Company. The earlier the discussions the better and can be requested at any point before the S104 application is requested by the developer or recommended as part of the pre-planning enquiry. It also allows the developer to confirm the future owner and maintainer of the sewerage system “at the outset” to use as part of their planning application.



Stage 2 new : Design of new sewerage system

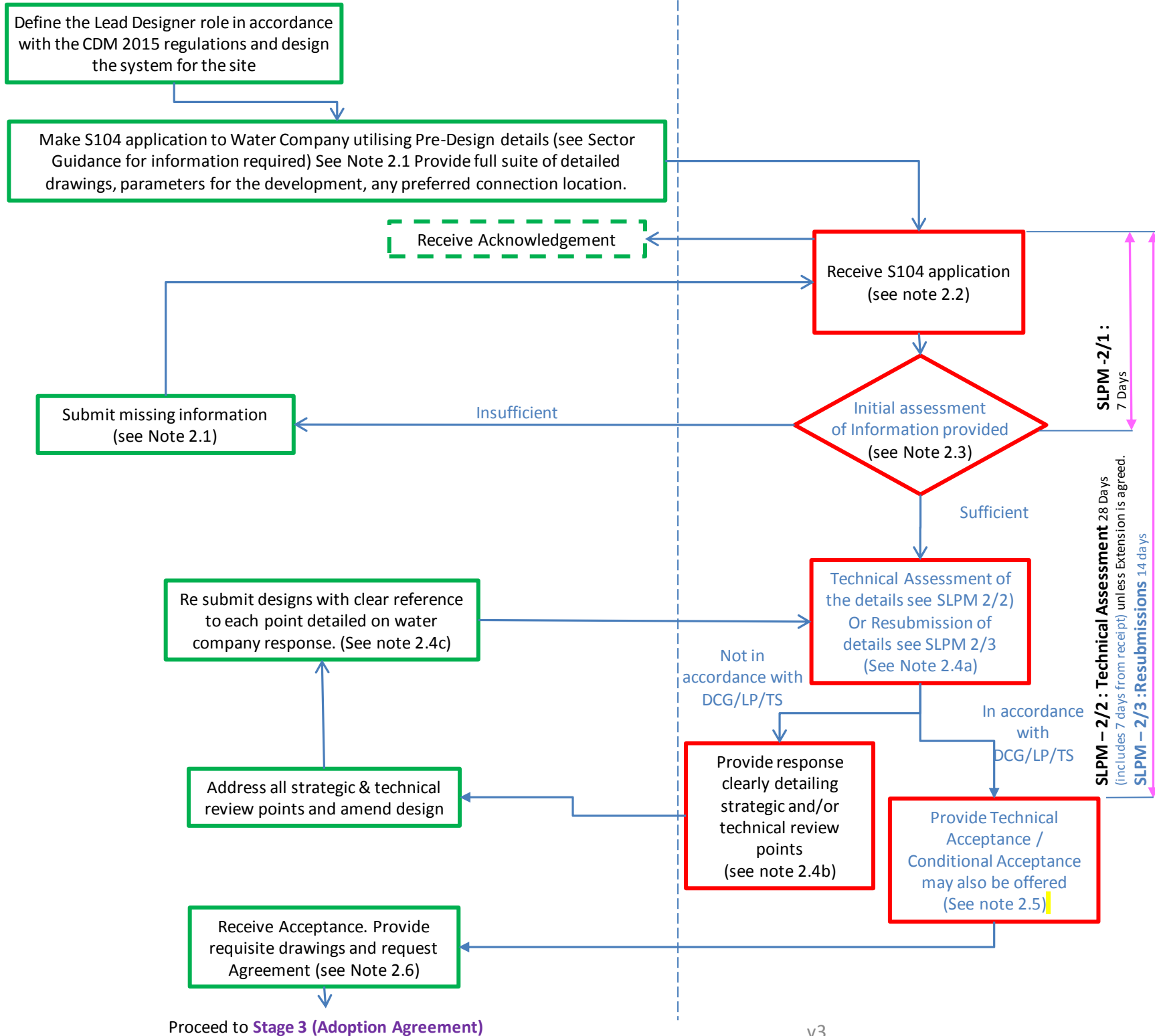
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Developer

Water Company

Comments & Service Standard

This stage is designed to confirm with the developer that the system conforms to the Codes of Adoption to enable a S104 Agreement to be entered into. It will confirm the technical acceptance of the design. It also allows the developer to determine reasonable cost of the works "at the outset" for the sewerage system(s).



- Note 2.1: New /Resubmitted S104 Application**
1. The submission will be based on the expected development parameters as the Pre-Planning response and any planning conditions
 2. The submission will be in accordance with DCG, LP and TS for the design and specifications of a system.
 3. Accord with the minimum details/information required
- Note 2.2: Application receipt**
1. Automatic response for online application sent (where applicable)
- Note 2.3: Initial Assessment of application details**
1. Check to ensure all details are provided
 2. If a full set of data for the assessment has not been received the full details will be requested
 3. Once a full set of details have been received then it will be passed for a technical assessment
 4. Confirm any extension required (if applicable)
 5. Confirm a reference number
 6. A response will be provided before the end of the 7 days
- Note 2.4a: Technical / Re-submission Assessment**
- The Technical/Re-submission assessment will be used to check:-
1. Any previous pre-planning or strategic assessments
 2. Confirm if the design is in accordance with the DCG, local practices and any technical standards.
 3. Request any minimum information
 4. Request an extension dependant upon the site complexity
 5. Request confirmation of any legal requirements
 6. Request manufacturers, legal and health & Safety requirements.
 7. Request information for entering into the S104 Agreement
 8. If any diversion can be incorporated within the S104 Agreement
- Note 2.4b: Details not to standards**
- If a design is not to specification a point by point list will detail any strategic and or technical shortfall. It may be appropriate to comment only on strategic matters in the first instance before detailed technical aspects can be reviewed. Conditional assessments will continue until full acceptance given (additional charges may apply)
- Note 2.4c: Re-submission of details**
- A complete response addressing each point raised must be provided so a design can be progressed to technical/conditional acceptance.
- Note 2.5: Technical or Conditional Acceptance**
1. Will be granted where full details have been provided and meets DCG, LP & TS relevant to the system incorporated for the Conditional or Technical Acceptance.
 2. At Technical Acceptance will specify details for the Agreement
 3. Will specify validity period of the Conditional/Technical Acceptance
 4. Will specify the associated charges and bond requirements & refer customers to charges document
- Note 2.6: Receipt of Acceptance**
1. An Agreement can be completed for Technically accepted system
 2. Early inspections can be requested for Technically or Conditionally accepted system see Note 3.2 (additional charges may apply)
 3. The details to be provided by the developer in accordance with minimum information
 4. S106 Applications should be applied for relevant to the technically acceptable system

Proceed to Stage 3 (Adoption Agreement)

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Service Level Process Measure : All levels of service will begin on the first working day following receipt.

Stage 3: Adoption agreement

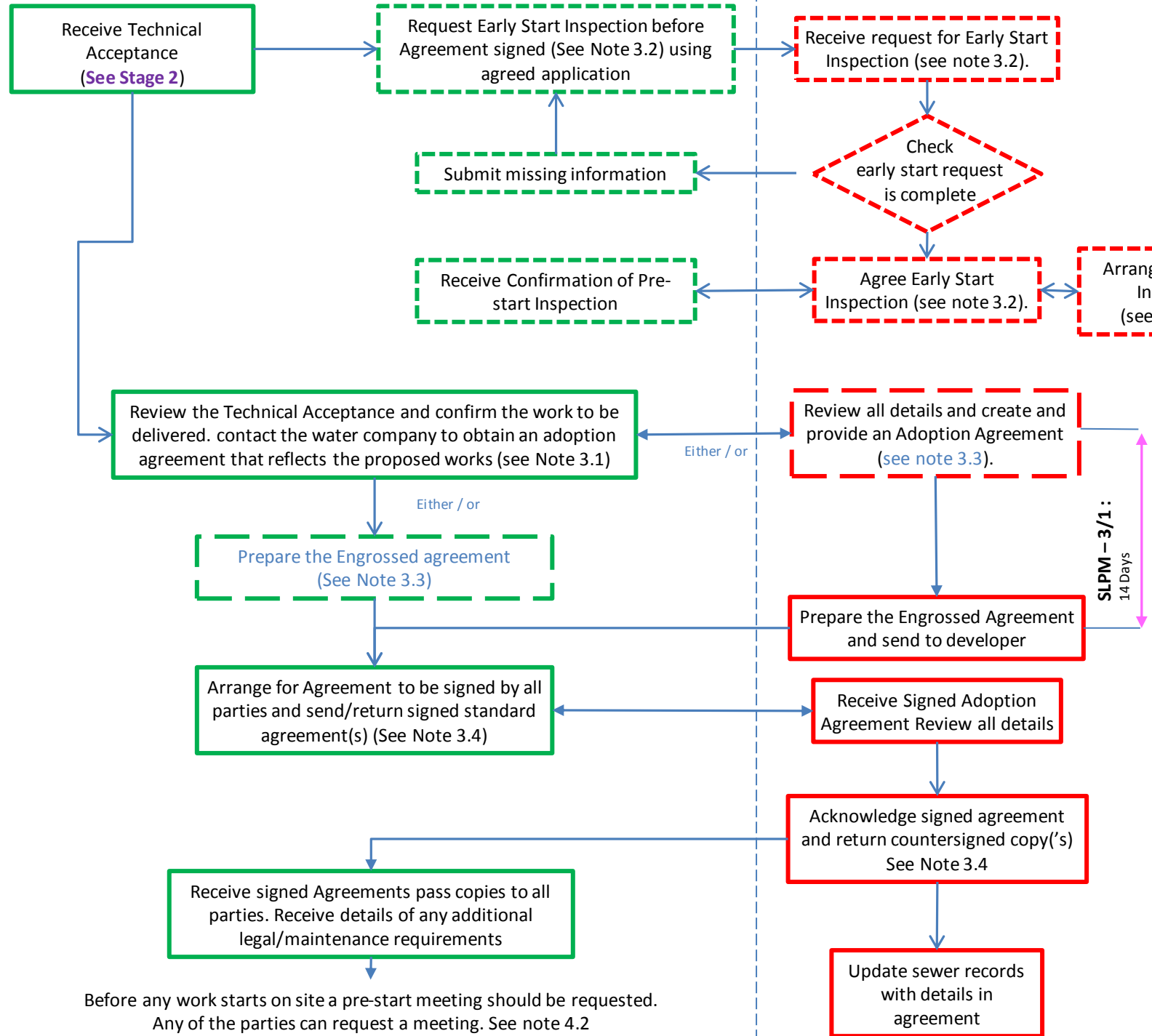
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Developer

Water Company

Comments & Service Standard

This stage is designed to confirm the items needed to enter into the S104 Agreement. The agreement will be a standard Agreement. On some occasions the developer may need to start on site before the S104 Agreement is formally signed this process allows for the Early start on site to be requested.



Note 3.1: Technical Acceptance

1. The request for the Agreement must include all the details as specified in the [minimum information for incorporation with the new Agreement](#)
2. Relevant copies of the technically accepted drawings must be provided for incorporation within the S104 Agreement
3. If an Early start has been requested the developer is expected to complete the S104 Agreement within a timely manner
4. Confirm to the SU If the developer chooses to create the standard agreement for the site
5. [Any charges or Bonds will need to be provided before the Agreement is signed by the SU](#)

Before any work starts on site a Pre-start inspection should be requested. Any of the parties can request a meeting. (See note 4.2) and Proceed to **(Stage 4) Construct Sewerage System**

Note 3.2 Early start Inspection request

- Once the Technical Acceptance and or Conditional Acceptance has been issued the developer may request an Early start on site before the Agreement is signed
1. The developer will need to provide a full set of details for the inspections in accordance with the [minimum information](#)
 2. The developer must sign and send the Early start request form
 3. Full health & safety documents must be provided
 4. [All relevant charges for the site must be paid](#)
 5. The Early start form must be signed before the request for a Pre-start inspection. At least 7 calendar days must be allowed to enable a pre-start inspection to be arranged
 6. A Pre-start inspection must be arranged
 7. Also See Notes 4.2
 8. Diversions of public sewers must have an agreement in place before any work on the existing system is carried out

Note 3.3: Engross Adoption agreement

1. Check the [minimum information](#) which has been supplied including all drawings.
2. Any missing details will be requested before the Agreement will be prepared
3. Prepare the standard Agreement for each party
4. Send out to developer before end of day 14

Note 3.3: Signing Adoption agreement

1. The developer will arrange for all of the parties to sign all agreements
2. Return signed agreements with relevant bond monies
3. The agreements will be returned back in a timely manner
4. [Charges for checking the agreement may be applicable](#)

Note 3.4 Signed agreement

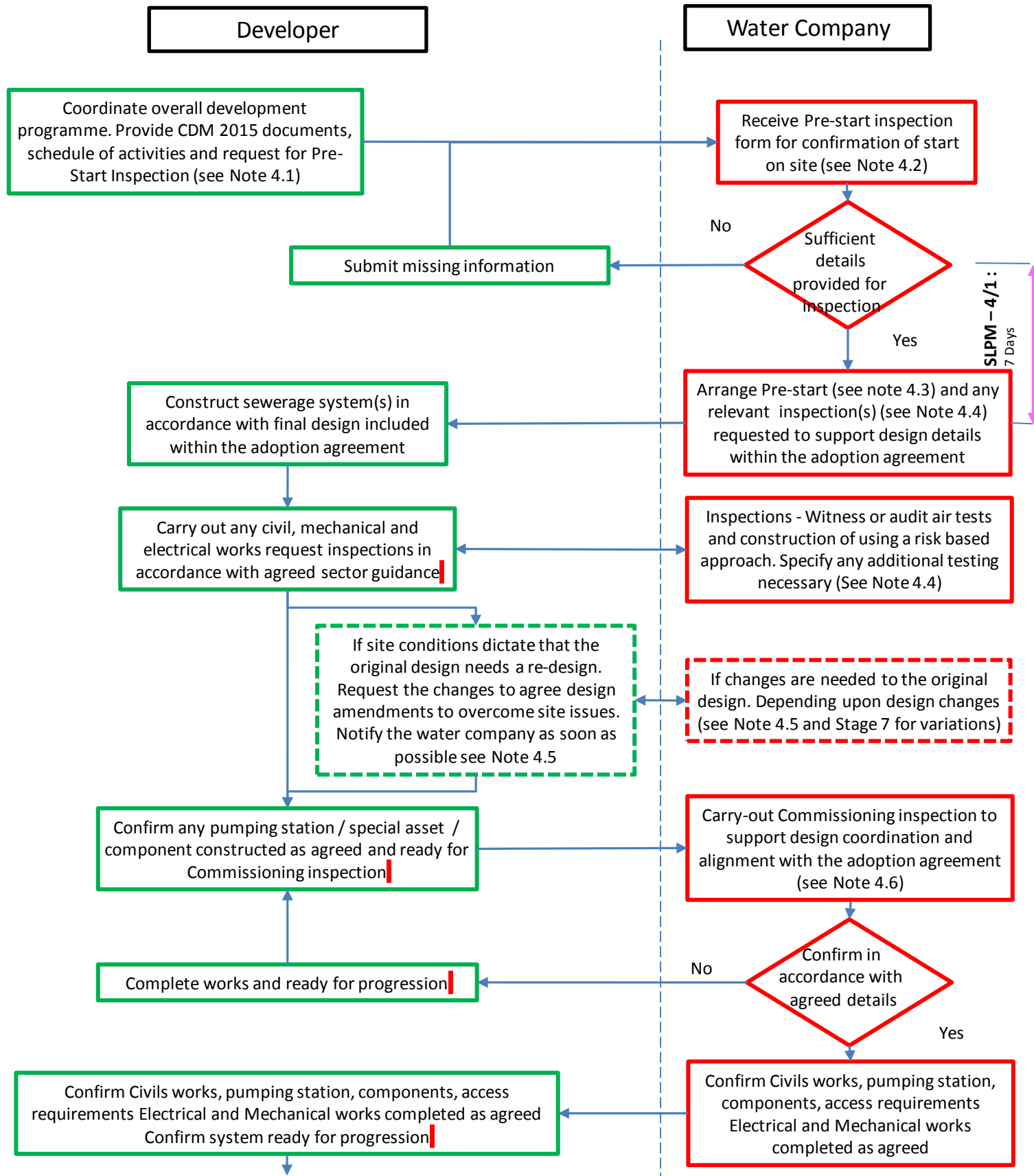
1. If the agreement is received & signed correctly by all parties and the relevant bond money/surety is in place the agreements will be signed by the SU
2. After signing the Agreement the sewer records will be updated
3. Written confirmation of inspections provided
4. Written confirmation of Legal requirements provided
5. [Written confirmation that the agreed diversion works on a public sewer can proceed \(if applicable can commence\)](#)

Before any work starts on site a pre-start meeting should be requested. Any of the parties can request a meeting. See note 4.2

Proceed to **(Stage 4) Construct Sewerage System**

Stage 4: Construct sewerage system

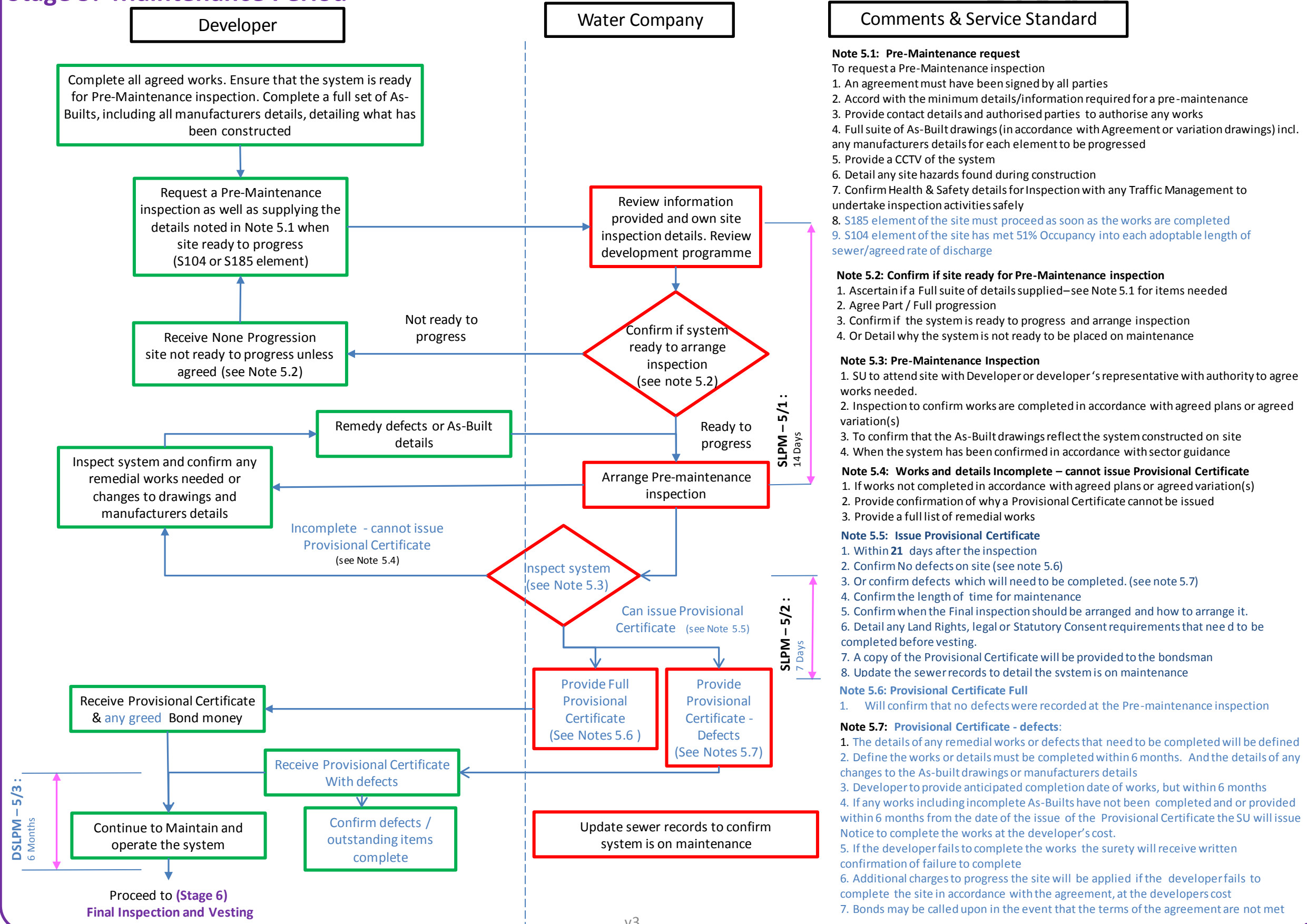
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- ### Comments & Service Standard
- Note 4.1: Pre-start inspection request**
- To assist all parties to coordinate activities, developer to provide water companies with a schedule of activity and request for Pre-Start Inspection
 - Provide copy of F10 Notice and / or ensure that the document is available on site in accordance with CDM Requirements.
 - Any charges relating to the request for inspection must be paid before inspection requested
 - Allow at least 7 days to enable a pre-start inspection to be assessed
- Note 4.2: Pre-start inspection check**
- The early-start check and /or the Pre-start check will be completed to ensure provision of minimum information required as detailed in sector guidance
 - The developer will either receive details to arrange a Pre-start Inspection or will be asked to provide any items missing from the minimum information needed to arrange the inspection.
- Note 4.3: Pre-start Inspection**
Pre-start inspection will comprise as a minimum an overview of:
- How the developer will be providing any provision for CDM 2015 Regulations requirements, traffic management requirements and H&S welfare requirements
 - Future contact arrangements and authorised parties for giving instructions, requesting inspections, making variations, making Novation's and exchanging information regarding progress of the works.
 - Technically or conditionally accepted drawings and current status of Agreement.
 - Adherence to DCG, Local Practices and any Technical Standards
 - Process for dealing with variations / drawing revision / design co-ordination.
 - Connection incl. line and level & location and date of connection and method statement to also be provided.
 - Any agreed diversion work (must have agreement in place)
 - Method/provision for recording inspection notes on site
 - Overview process for confirming the completion of works and placing full or part site onto Maintenance
 - Details for submitting as-laid drawings prior to carrying out the Pre-maintenance inspection
 - Overview of Land Rights and Third Party Consents
 - Health & Safety details for Maintenance and Final inspections
- Note 4.4: Inspections**
- Developer to ensure that the Water Company is contacted to arrange the necessary inspections as part of their progression plan.
 - It is the developers responsibility to arrange the inspections at each relevant point in the construction process.
 - The Undertaker may also arrange random coordination and compliance visits during the construction period
 - Inspections can be recorded on site with the mechanism of how they are recorded agreed with the inspector and the contractor/developer
 - At least 7 calendar days must be allowed to enable an inspection to be arranged.
 - Developer is responsible for all traffic management and CDM requirements for all site inspections, where provision is not available inspections will be aborted at the cost of the developer
- Note 4.5: Variation to technically or conditionally accepted drawings**
- The developer will need to provide full details for any variations to the agreed design drawings in accordance with sector guidance
 - Progress in accordance with Stage 7 Variations
- Note 4.6: Commissioning inspection**
- Provide a set of detailed drawings and request the inspection
 - At least 7 calendar days must be allowed to enable an inspection to be arranged

Stage 5: Maintenance Period

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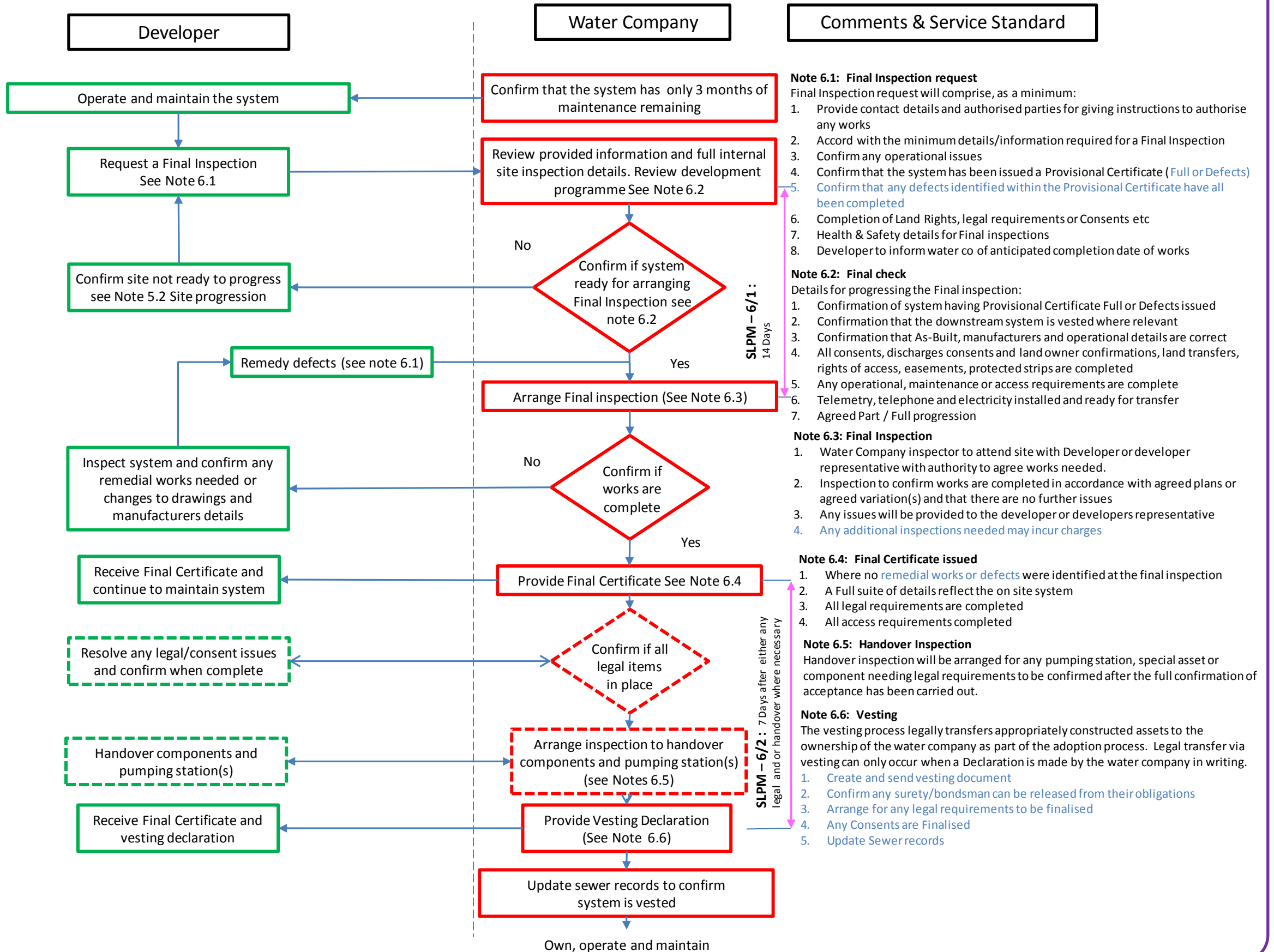
- Note 5.1: Pre-Maintenance request**
 To request a Pre-Maintenance inspection
1. An agreement must have been signed by all parties
 2. Accord with the minimum details/information required for a pre-maintenance
 3. Provide contact details and authorised parties to authorise any works
 4. Full suite of As-Built drawings (in accordance with Agreement or variation drawings) incl. any manufacturers details for each element to be progressed
 5. Provide a CCTV of the system
 6. Detail any site hazards found during construction
 7. Confirm Health & Safety details for Inspection with any Traffic Management to undertake inspection activities safely
 8. S185 element of the site must proceed as soon as the works are completed
 9. S104 element of the site has met 51% Occupancy into each adoptable length of sewer/agreed rate of discharge
- Note 5.2: Confirm if site ready for Pre-Maintenance inspection**
1. Ascertain if a Full suite of details supplied—see Note 5.1 for items needed
 2. Agree Part / Full progression
 3. Confirm if the system is ready to progress and arrange inspection
 4. Or Detail why the system is not ready to be placed on maintenance
- Note 5.3: Pre-Maintenance Inspection**
1. SU to attend site with Developer or developer’s representative with authority to agree works needed.
 2. Inspection to confirm works are completed in accordance with agreed plans or agreed variation(s)
 3. To confirm that the As-Built drawings reflect the system constructed on site
 4. When the system has been confirmed in accordance with sector guidance
- Note 5.4: Works and details Incomplete – cannot issue Provisional Certificate**
1. If works not completed in accordance with agreed plans or agreed variation(s)
 2. Provide confirmation of why a Provisional Certificate cannot be issued
 3. Provide a full list of remedial works
- Note 5.5: Issue Provisional Certificate**
1. Within 21 days after the inspection
 2. Confirm No defects on site (see note 5.6)
 3. Or confirm defects which will need to be completed. (see note 5.7)
 4. Confirm the length of time for maintenance
 5. Confirm when the Final inspection should be arranged and how to arrange it.
 6. Detail any Land Rights, legal or Statutory Consent requirements that need to be completed before vesting.
 7. A copy of the Provisional Certificate will be provided to the bondsman
 8. Update the sewer records to detail the system is on maintenance
- Note 5.6: Provisional Certificate Full**
1. Will confirm that no defects were recorded at the Pre-maintenance inspection
- Note 5.7: Provisional Certificate - defects:**
1. The details of any remedial works or defects that need to be completed will be defined
 2. Define the works or details must be completed within 6 months. And the details of any changes to the As-built drawings or manufacturers details
 3. Developer to provide anticipated completion date of works, but within 6 months
 4. If any works including incomplete As-Built have not been completed and or provided within 6 months from the date of the issue of the Provisional Certificate the SU will issue Notice to complete the works at the developer’s cost.
 5. If the developer fails to complete the works the surety will receive written confirmation of failure to complete
 6. Additional charges to progress the site will be applied if the developer fails to complete the site in accordance with the agreement, at the developers cost
 7. Bonds may be called upon in the event that the terms of the agreement are not met

SLPM – 5/1 :
14 Days

SLPM – 5/2 :
7 Days

DSLPM – 5/3 :
6 Months

Stage 6: Final Inspection and Vesting - system incl. pumping station and/or components DRAFT



Service Level Process Measure : All levels of service will begin on the first working day following receipt.

Stage 7: Variation of new sewerage system

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This stage is designed to confirm any variations requested to the design of a system once Technical Acceptance or Conditional Acceptance has been granted. Any variations which do not impact on the network hydraulics can be agreed on site by the inspector, and recorded on the 'As Constructed' plans. All other variations will be dealt with by a formal re-submission.

Request a S104 variation application to Water Company utilising variation details (see Sector Guidance for information required) See Note 7.1
Provide full suite of detailed drawings showing the existing details and the propose changes to the system or the Agreement

Receive S104 Variation application

Receive Acknowledgement

Acknowledge application (see Note 7.2)

Receive Confirmation of variation type

Confirm variation type (see Note 7.3)

Submit missing information

Complete a Variation Assessment of the details supplied (See Note 7.4)

Amend design or details needed

Variation agreed?

Receive Variation Acceptance.

Provide Variation acceptance. (See note 7.5 for confirmation details)

Note 7.1: Variation Submission

1. The submission will be to the sector guidance for the design and specifications of a system.
2. Accord with the details for a Minor or Major Variation

Note 7.2: Variation Application receipt

1. It will be acknowledged that we have received your request
2. The submission will then be checked to ensure that the details in the sector guidance for the design and specifications of a system has been provided

Note 7.3: Variation Confirmation

- To confirm type of Variation :-
Where the request is received, confirmation of the type of variation will also be completed by the Water Company
1. Confirm if the Variation is a minor variation where the As-Built drawings can be changed or
 2. Confirm if the variation is a major variation where a full assessment of the proposed changes to the design will be required.

Note 7.4: Variation Assessment

- The Variation Assessment will be used to check:-
1. The design is in accordance with a full variation assessment will be required.
 2. The sector guidance
 3. Request confirmation of any legal requirements
 4. Request manufacturers details
 5. Request risk assessments/ method statements
 6. Request health & Safety details
 7. Request confirmation of all parties to the Agreements

Note 7.5: Variation Acceptance

- Variation Acceptance will be granted where
1. full details have been provided and meets sector guidance
 2. Variation Agreement will be completed
 3. Sewer record will be updated to reflect any design changes
 4. Variation will be incorporated into the originally signed agreement

Expected response time of 7 Days

Expected response time of 14 Days

Expected response times of 7 Days