

Sewerage Sector Guidance

Appendix D

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

Water Companies accept that in some circumstances informal pre-planning applications are made in connection with prospective developments prior to land purchase with minimal detailed information available. Water Companies are keen to ensure that such informal discussions continue and the minimum information requirements in the SSG will not be applied in circumstances where they are clearly not relevant to the Developer's request. Where however a proposal raises strategic issues for the Water Company, it may require wider consideration of sites allocated within the catchment and any site specific measures for the particular site.

Table 1.1 – Pre-planning information list – Have you provided?:-	
<input checked="" type="checkbox"/>	Include evidence of existing drainage connections and flow rates (if available)
<input checked="" type="checkbox"/>	Drainage Strategy or Statement and layout plan (showing discharge point) (minimum)
<input checked="" type="checkbox"/>	Current Planning Status
<input checked="" type="checkbox"/>	Number of residential units or commercial area proposed
<input checked="" type="checkbox"/>	Predicted Run-off rates and attenuation quick estimates (minimum)
<input checked="" type="checkbox"/>	Ground investigation report to show infiltration could be utilised on the site – or use of BGS data where permeability results not available
<input checked="" type="checkbox"/>	Flood Risk Assessment (where required under NPPF guidelines) or statement for site and associated risk
<input checked="" type="checkbox"/>	Confirm if system is proposed for adoption as part of S104

Information provided by Customer	Information provided by Water Company	Comments / standard required
Submit Pre-Planning Enquiry, including the confirmation of development parameters As a minimum: <ol style="list-style-type: none"> 1. Receipt of application form 2. Confirm target start date 3. Confirm if the components / special assets are proposed for adoption under S104 4. location map with clear defined site boundary* 5. Details of proposed 		*preferably scaled ordnance survey plan

development 6. Number of units and anticipated rates of discharge 7. Preferred drainage outfall route(s) and point(s) of access etc. 8. High or low points of site, watershed(s) 9. Topographical survey 10. Associated charges 11. Masterplan information 12. Evidence of existing drainage connections and estimated rates of discharge		Items 8,9 & 12 Information relating to these items may not be available at preliminary stages. Enquiries should proceed at the earliest opportunity.
	Acknowledge receipt of incoming application form. Provide a Water Company reference and nominated contact to support future communication	
	Pre-planning check 1. Will be a check of the minimum submission requirements 2. Agree an extension if required	
	Pre-planning enquiry response 1. Be based on the expected development parameters 2. Indicate the nearest connection point(s) or any alternatives if available 3. Specify the validity period 4. Advise if a strategic assessment is required/available*	

The Water Company acknowledges the duties and responsibilities of the Lead Local Flood Authority and the Local Planning Authority to determine planning applications and approve measures for the disposal of surface water. This should be carried out in consultation with the Water Company where disposal involves any discharge to the public sewer system.

The right of connection under S106 WIA 1991 is acknowledged with current arrangements setting out the principles of a size for size connection from April 2018.

*Strategic assessment may be required for a large or complex site before a Stage 2 application can be considered. The strategic Assessment can be requested at anytime before the S104 application is applied for. However, we understand that any site may be complex dependent upon the developer's previous experience/knowledge and would also welcome all requests for strategic assessments.

Large or complex sites can be defined under the following criteria;

- Multiple phases
- Multiple landowners/developers
- Multiple points of connection
- Pumped discharges
- Storage components

Stage 1b: Pre-Design Strategic Discussion/Assessment

This allows the developer to provide assurances as part of their planning obligations in order to ensure that the maintenance regime proposed will be satisfactory over the lifetime of the asset.

The following information will enable Water Companies to assess the asset over its intended lifetime. It also enables the Water Company to assist in dealing with control of flows at ground level, rather than by providing extensive underground infrastructure.

Responses to this section will enable the Water Company to understand what the development site is capable of, the restrictions that can affect site drainage, where existing and proposed flows will arise and be managed and whether the ground is able to accept the flows. Dealing with all these elements at an early stage allows them to be managed through to completion.

The intention of the Pre-Design strategic assessment is to deal with the intricate site-specific details for anything that is proposed for adoption - whether that's taking into account a system that needs cyclical operational and maintenance requirements, discussions over ownership or considering the standards needed) before a formal S104 application is requested. Provision of this information at an early stage will permit the Water Company to determine whether the details proposed will meet the requirements for adoption and allow the Water Company to provide early advice without the Developer having to apply for a S104.

<input checked="" type="checkbox"/>	Flood Risk Assessment (where required under NPPF guidelines) or statement for site and associated risk
<input checked="" type="checkbox"/>	Drainage Strategy or Statement and layout plan (showing discharge point including rates) (minimum)
<input checked="" type="checkbox"/>	Layout drawings (proposed and existing if brownfield site)
<input checked="" type="checkbox"/>	Run-off rates and attenuation quick estimates (minimum)
<input checked="" type="checkbox"/>	Exceedance routes on and offsite – post development conditions
<input checked="" type="checkbox"/>	Ground investigation report to show infiltration could be utilised on the site or BGS data where permeability results not available
<input checked="" type="checkbox"/>	Confirmation of principles of ownership, accessibility, operational requirements of components

Information provided by Customer	Information provided by Water Company	Comments / standard required
Submit request for Pre-design strategic assessment including the development parameters. As a minimum: <ol style="list-style-type: none"> 1. Receipt of application form 2. Details for the proposed components / special assets e.g. flow controls, storage facilities or pumping stations or anything that needs discussing relevant to the site design proposals 		Information received at this stage will be relevant to the basic information provided

<ul style="list-style-type: none"> 3. Any planning requirements (if available) 4. Location map with clear defined site boundary* 5. Details of proposed development 6. Number of units and anticipated rates of discharge 7. Preferred drainage outfall route(s) and point(s) of access etc. 8. High or low points of site, watershed(s) 9. Topographical survey 		
	<p>Pre-design assessment</p> <ul style="list-style-type: none"> 1. Contact with the developer will be made to ascertain if a discussion or a meeting is relevant 2. Agree a date and time for a meeting (if required) 	
	<p>Pre-Design response</p> <ul style="list-style-type: none"> 1. Be based on the expected development parameters discussed and or provided 2. Provide an indication of design, adoption, legal requirements to support the future S104 Application 	<p>Information received at this stage can only be relevant to the basic information provided</p>

Stage 2: Design of a new Sewerage system

Table 2.1 - S104 Initial assessment information list – Have you provided?:-	
<input checked="" type="checkbox"/>	Programme of works and start date if timescale is key
<input checked="" type="checkbox"/>	Planning and Design details
<input checked="" type="checkbox"/>	Ownership details
<input checked="" type="checkbox"/>	Site Location plan
<input checked="" type="checkbox"/>	Engineering Layout Plan
<input checked="" type="checkbox"/>	Longitudinal Sections
<input checked="" type="checkbox"/>	Hydraulic Calculations
<input checked="" type="checkbox"/>	Manhole & Inspection Chamber Schedule
<input checked="" type="checkbox"/>	Flow Control systems (where applicable)
<input checked="" type="checkbox"/>	Pumping station details (where applicable) Civils works Mechanical & Electrical - conditional
<input checked="" type="checkbox"/>	Storage Component details (where applicable) Civils works
<input checked="" type="checkbox"/>	Sewerage Treatment details (where applicable) Civils works - conditional Other works - conditional

Information provided by Customer	Information provided by Water Company	Comments / standard required
<p>S104 Application Before the application is submitted a Pre-design strategic assessment can be requested.</p> <p>Any details discussed/detailed at the stages 1a & 1b should be accommodated within the design. And as many items as listed in Table 2.1 Site Specific information should be provided where relevant.</p> <p>As a minimum the S104 application should be in accordance with the DCG, LP and or TS for the design and specification of a system and should contain:</p>		<p>Information received at this stage should be specific for the scheme.</p> <p>Coloured plans to be submitted for agreement. Refer to company</p>

<ol style="list-style-type: none"> 1. Fully Completed S104 Application form 2. Programme for start date 3. Planning and design details 4. Ownership details (incl. third party owners) 5. Site location plan 6. Site/Engineering layout plan 7. Longitudinal Sections 8. Access schedule(s) 9. Pumping station details 10. Special Asset or Component drawings 11. Any Manufacturers details relevant to the application 12. Landscaping details 13. Receipt of charges in accordance with charges document <p>Within each documents/detail supplied above should contain the information listed in Table 2.1 - S104 Application details and information.</p> <p>If a diversion is needed to be incorporated within the S104 Agreement the full set of details as listed above will also be needed to reflect the same set of relevant data.</p>		<p>specific technical standards (TS) available on their website</p>
<p>SuDS Asset Data Requirements</p> <p>As part of the adoption process sufficient information is required to ensure the adequacy of drainage design to ensure compliance with the Design & Construction Guidance and to facilitate updates to the public sewer records, ensure existing hydraulic sewer models can be updated to include post development drainage design flows and that future maintenance requirements are incorporated into a Company's asset management systems. To support these activities, asset data will be required under the following topic areas:</p> <ul style="list-style-type: none"> • Details of SuDS types and their design characteristics (type, size, materials, geotechnical/hydrogeology characteristics & construction details) • Ownership details (comprising details of landownership, body responsible for amenity maintenance needs and who will responsible for flood risk management aspects) 		

<ul style="list-style-type: none"> • Asset locations, connectivity, long sections and SuDS boundary extents (preferably in CAD/GIS formats) • Hydraulic design parameters and assumptions, together with a suitable hydraulic model • Water quality design criteria and assumptions (where appropriate) • Amenity / Environmental criteria and assumptions (where SuDS deliver multi-functional benefits) • Operational and management plan 		
	<p>Where an on-line application is utilised an automatic acknowledgement to confirm receipt should be provided. A Water Company may provide a reference to support future communication.</p>	
	<p>S104 Application check acceptance</p> <ol style="list-style-type: none"> 1. Will be a check to see that the minimum submission requirements have been provided see Table 2.1 S104 Initial assessment (if a diversion is also included – the same assessment details should be offered) 2. Make contact with the developer to offer a strategic assessment meeting to discuss the site details, if required and if not already provided 3. Agree an extension (if required at this stage) 	
	<p>S104 Application check sufficient details supplied:</p> <ol style="list-style-type: none"> 1. Confirm that a full set of details have been supplied to be assessed 2. Detail the nominated contact to support future communication about the assessment 3. Confirm any reference number for the application 	
	<p>S104 Application check further details required:</p> <ol style="list-style-type: none"> 1. Confirm that a full set of details have not been supplied 2. Clearly detail any strategic and/or technical details that need to be supplied or addressed. 3. Offer a strategic assessment meeting, where relevant 4. Detail the nominated contact to 	

	<p>support communication about the initial assessment</p> <p>5. Confirm any reference number for the application</p>	
<p>S104 Application Re-submission</p> <p>As a minimum the re-submission of the details should contain any data not previously supplied as part of the initial application, including any additional details discussed where LP or TS need to be considered:</p> <ol style="list-style-type: none"> 1. Consider any recommendations made from the initial submission. 2. Re-submitted fully Completed S104 Application form 3. Programme for start date 4. Planning details 5. Ownership details 6. Site location plan 7. Site/Engineering layout plan 8. Longitudinal Sections 9. Access schedule(s) 10. Pumping station details 11. Special Asset or Component drawings 12. Any Manufacturers details relevant to the application 13. Details of who will be preparing the standard Agreements 14. Contact details for mediation companies <p>The documents supplied should contain the information listed in Table 2.1 and 2.2 - S104 Application details and information (relevant to missing information).</p> <p>Ensure any changed drawing are crosschecked for accuracy before (re)submitting</p>		<p>Any information that has previously been supplied will not be re-requested to progress the initial technical assessment, unless significant changes to the design are required before a re-submission is made.</p> <p>Requests to discuss the proposals may be requested to assist with the application.</p>
	<p>S104 Technical Assessment will check to ensure that</p> <ol style="list-style-type: none"> 1. The details are in accordance with the Design and Construction Guidance 2. If required, agree an extension 3. any local practice or Technical Standard details are adhered to 4. All manufacturers details are provided 5. Any legal requirements incl. land ownerships, rights, consents etc. have been supplied or confirmed 6. The information for entering into the 	

	<p>agreement have been provided</p> <p>7. A Conditional Acceptance can be provided, at the request of the developer, where certain elements of the site have met the DCG, LP or TS and where a developer wishes to progress constructing the system before the full Technical Acceptance has been granted. Some elements of a system may not be able to receive a conditional acceptance and advise must be sought from the Water Company.</p> <p>8. A Technical acceptance is provided once all details are confirmed acceptable for the full system</p> <p>9. Where the assessment defines that the proposals are not acceptable a technical report will be provided</p> <p>For each re-submission for a technical assessment, the same check details as listed above will be completed, up until the conditional Acceptance(s) or the full Technical Acceptance can be provided. Over excessive re-checks may incur additional charges. Refer to Water Company's policy for repeated submissions.</p>	
<p>S104 assessment re-submission</p> <p>The details provided from the S104 technical report should be reviewed and accommodated to encompass the details needed to progress the S104 towards Conditional Acceptance and then to the Full Technical Acceptance.</p> <p>As a minimum the re-submission of the details should contain any data not previously supplied and any additional data requested to allow the system to have a technical assessment.</p> <p>Resubmit a full set of details, as close to receiving the technical review, responding to all items that were detailed/raised.</p>		
	<p>Conditional Acceptance – (less preferred option)</p> <p>The Conditional acceptance confirms only the element of the system which meets the relevant DCG, LP or TS – predominantly the gravity only system (connection to the public sewers will not be granted until technical acceptance has been issued – having not fully satisfied the system needed</p>	







	<p>to serve the site) Will confirm the items that will still need to be progressed Will confirm the length of time available to formally progress the remainder of the system towards technical acceptance Will confirm the additional charges applicable Will allow the Early start of the system conditionally accepted Diversions of existing public sewers will not be accepted for conditional acceptance and an agreement must be in place before any diversion works are commenced</p>	
	<p>S104 Technical Acceptance The technical acceptance confirms that the proposed system can be incorporated within a S104 Agreement for Adoption and will confirm:-</p> <ol style="list-style-type: none"> 1. The design meets the requirements of the DCG, LP and TS 2. The technically acceptable drawing numbers 3. A quotation for the associated administration, assessment, inspection and other applicable charges, relevant to the Water Companies Charges documents, will be confirmed for the application. 4. The associated bonds will be confirmed <p>The technical acceptance will request the details to be incorporated within the standard S104 Agreement, these being:-</p> <ol style="list-style-type: none"> 1. Set of technically acceptable drawings coloured correctly 2. The request for full details of the parties to the agreement 3. the applicable charges 4. the relevant bond type 5. the timeframe for construction 6. Any Maintenance regimes and responsibilities 7. Any phasing details 8. Any legal requirements including the ownership details of the system 9. Mediation details for dealing with disputes <p>For the S104 Agreement this will be a standard Agreement.</p>	

Table 2.2 S104 - Application details and information

Key comments to be incorporated

within details supplied

Must Supply with application in RED and must supply before Technical Acceptance all details should be provided before the Agreement will be entered into.

	<p>Programme of works and start date</p>	<p>Construction start date Programme of works</p>	<p>Not necessary but relevant if timescales are key</p>
	<p>Planning / design details</p>	<p>Confirmation of permission to discharge surface water Confirmation for discharge of Highway drainage Agreed Flow rate(s) for any system Flood Risk Assessment or statement for site and associated risk, including any Ground investigation report and results OR SI to show infiltration could be utilised on the site Drainage Strategy or Statement and layout plan (showing discharge point including rates) Run-off rates and attenuation quick estimates Confirmation of principles of ownership, accessibility, operational requirements of components</p>	
	<p>Ownership details</p>	<p>Developer details Landowner details Principal designer details Contractor details Surety details Adjoining landowner details</p>	
	<p>Site Location plan</p>	<p>Plan showing the boundary of the site Benchmark details</p>	<p>Minimum 1:2500 scale OS Map reference</p>
	<p>Site Layout Plan</p>	<p>Full set of Design & Layout Details for Development Key plan for multiple sheets Minimum 1:500 scale North Point Site contours Show coal mining details (if applicable) Show Source Protection zones (if applicable) Show flood areas Show flood exceedance paths on and offsite details Coloured and indexed in accordance with sector guidance to show lengths of adoptable system Green boundary of land owned by developer New Pipe lengths coloured showing the direction of flow, pipe material, gradient, shape and size Pipe lengths should have a self-cleansing regime Existing pipes shown black detailing direction of flow, pipe material, gradient, shape and size Cover and invert levels of all manholes and inspection chambers including existing manholes where connections are proposed Protected strips where systems are not located within a public highway</p>	<p>Kerb lines and service strips/margins at least 1m away from centreline of sewer and 0.5m away from outside edge of manhole.</p> <p>A manhole is required when serving more than 6 properties.</p> <p>Manholes at every change in direction, gradient or pipe size.</p> <p>Maximum distance between manholes of 90m</p> <p>A 3m wide vehicular access road to within 5m of a maintainable asset/component</p> <p>Soakaways a minimum of 5m away from any structure or boundary</p> <p>A turning area for a 4,000 gallon tanker (if required)</p> <p>Manhole details could be provided within a table</p>
	<p>Longitudinal Sections</p>	<p>Scaled at 1:100 vertical & 1:500 horizontal Show existing ground level</p>	<p>Show gravity sewers connected soffit to soffit, where there is a change in pipe size</p>

		Proposed cover and invert levels and any backdrops Show the pipe material, strength, diameter and bedding	Offline surface water should be laid invert to invert Eliminate unnecessary crossovers of pipes Show filled ground that has been / will be backfilled Show any foundation details in relation to sewers
<input checked="" type="checkbox"/>	Manhole & Inspection Chamber Schedule	Show manhole Type, shaft and chamber size and depths, overall depth as well as cover and invert level(s) of all incoming and outgoing pipes Show manhole cover type, shape, size and depth Number of incoming pipes General arrangement drawings for bespoke manholes	
<input checked="" type="checkbox"/>	Hydraulic Calculations	Full set of Hydraulic Calculations for sewerage systems	Matches details on drawings and calculations
<input checked="" type="checkbox"/>	Flow Control systems	Full set of manufacturers details Including head flow characteristics	Matches details on drawings and calculations See Local Practice requirements for full design and construction requirements
<input checked="" type="checkbox"/>	Pumping station details	Full set of manufacturers details or request conditional assessment* but must provide cover level, invert level, head of rising main, flow rate)	Details correlate on all drawings and calculations See Local Practice requirements for full design and construction requirements
<input checked="" type="checkbox"/>	Component details	Full set of relevant manufacturers details or request conditional assessment Ground condition details to support system proposed Evidence of third-party agreement for land entry and installation of components Maintenance regimes and responsibilities Mitigation and Landscaping details Detailed management, Construction and landscaping plan	Matches details on all correlating drawings and details See Local Practice requirements for full design and construction requirements
<input checked="" type="checkbox"/>	Sewerage Treatment Plant	Full set of relevant Manufacturers details Any consent details for discharges Maintenance regimes and responsibilities	Details correlate with all drawings and details See Local Practice requirements for full design and construction requirements
<input checked="" type="checkbox"/>	Mediation details	Contact details of Mediation Company Address details	The Water Company will be able to provide a list of independent Mediation Companies

Technical Acceptance – Written confirmation that the full system proposed for adoption has met the requirements for the system to form part of a S104 Agreement for the whole of the specified site.

Conditional Assessments – Certain elements of the system may take longer to gain Technical Acceptance; like pumping stations and storage components. In such a case, Conditional Acceptance can be provided to allow the agreed element of the system to be constructed on site (certain fundamental details will need to be agreed before Conditional Acceptance will be applied (additional charges will apply)) but the outstanding items can continue to be assessed until Technical Acceptance is given. It is noted that for the remaining elements of the site the Technical Acceptance must be granted within 6 months of the Conditional Acceptance being issued, otherwise the Conditional Acceptance no longer stands.

Stage 3: Adoption agreement

<p>Table 3.1 S104 - Agreement details and information – relevant for any system. Standard Agreements can be generated by the developer instead of asking the Water Company to produce them, taking into consideration the same requirements. Where Agreements are generated by the developer, they must inform the Water Company that they will be preparing the Agreements. Where a developer will prepare the Agreements there will be a requirement for the Water Company to check the details contained within the Agreements to ensure that they are standard Agreements.</p>	
<input checked="" type="checkbox"/>	Full details of all parties to the Agreement – copies of land ownership
<input checked="" type="checkbox"/>	Maintenance regimes and responsibilities
<input checked="" type="checkbox"/>	Full set of Design details for Development that were technically accepted
<input checked="" type="checkbox"/>	Full Set of correctly coloured layout details for Development that were technically accepted (land registry acceptable)
<input checked="" type="checkbox"/>	Any charges
<input checked="" type="checkbox"/>	Technical Acceptance of sewerage system
<input checked="" type="checkbox"/>	Details of bond type – Cash or Surety
<input checked="" type="checkbox"/>	Timeframe for construction and any phasing details
<input checked="" type="checkbox"/>	Mediation details

Information provided by Customer	Information provided by Water Company	Comments / standard required
Receive a technical Acceptance for the design of the prospectively adoptable system advising of the details needed for the Agreement		
Provide the details to be incorporated within the standard S104 Agreement as detailed in Table 3.1 Agreement details and information For the S104 Agreement this will be a standard Agreement with no alterations allowed to be made.		The developer may choose to create the standard S104 Agreements but must confirm to the Water Company that this is their intention
	<p>Agreement details check A check of the details to be incorporated within the standard S104 Agreement will be made:-</p> <ol style="list-style-type: none"> 1. Sufficient number of drawings provided 2. The drawings have been coloured and detailed correctly 3. Full details of the parties to the 	<p>Details of all parties to the Agreement are needed.</p> <p>Once Technical Acceptance of a system has been given, an</p>

	<p>agreement supplied</p> <ol style="list-style-type: none"> 4. the applicable charges provided 5. the relevant bond amounts provided 6. the timeframe for construction 7. Any Maintenance regimes and responsibilities 8. Any phasing details 9. Any Mediation Company details <p>For the S104 Agreement this will be a standard Agreement.</p> <p>If all of the items above are supplied the Agreement can be created and sent out for signing by all parties, if incorrect or insufficient details are supplied full details will be requested.</p>	<p>agreement will need to be entered into to formally bind the adoption requirements.</p> <p>Standard Agreements could be prepared by the Developer, instead of waiting for the Water Company to receive full details, – with all copies signed by all parties and passed to the Water Company for the Agreement to be signed and completed.</p>
<p>S104 assessment re-submission</p> <p>As a minimum the re-submission of the details should contain any information or details not previously supplied.</p> <p>Resubmit the details, as close to receiving the request with a full set of details responding to all items that were detailed/raised.</p>		
	<p>Agreement</p> <p>When all of the information that has been requested for the agreement has been supplied</p> <ol style="list-style-type: none"> 1. create a standard S104 Agreement for each party 2. incorporate the details received 3. attach the plans to the agreement 4. send all copies to the developer to arrange for each agreement to be signed by all parties 	<p>This would not be needed, by the Water Company, if the developer produced a copy of the standard agreement for all the parties to sign. The developer would be responsible for completing the items.</p>
<p>Signing Agreements</p> <ol style="list-style-type: none"> 1. Confirm that the details contained within the Agreement are correct 2. Arrange for Agreements to be signed by all parties incorporated within the Agreement. 3. At the point the agreement(s) is (are) signed by all parties return all agreements to the water Company 4. Provide any cash bond payment 		

<p>with the signed agreements</p> <p>5. Provide any administration, assessment and inspection charges</p>		
	<p>Signing Agreements</p> <p>When the Agreements are received back from the developer</p> <ol style="list-style-type: none"> 1. Check that the Agreements have been signed correctly by all parties 2. Check to ensure that the plans are correctly showing the system to be considered for adoption as technically accepted and in accordance with appendix VII of the DCG and or any component requirements 3. Check to make sure no changes have been received or made 4. Ensure that the bond has been received / surety is incorporated within the agreement 5. Ensure that the charges have been paid <p>If any details in points 1-5 have not been correctly supplied/completed a full set of details should be requested in writing advising of the s104 Agreement changes needed.</p> <p>If the agreements have been correctly signed, (and or generated correctly) then the Water Company will arrange for all the Agreements to be signed.</p> <p>Upon signing the Agreements the water Company will</p> <ol style="list-style-type: none"> 1. Send out the agreements to the developer, or their solicitor, retaining one original copy 2. Arrange for the sewer records to be updated to confirm that there is an agreement in place for the prospectively adoptable system 3. Confirm any legal requirements needed to be formalised before vesting 4. Confirm any outstanding elements 5. Confirm that inspections can commence 	
<p>S104 Agreement changes</p> <p>Any changes needed to the engrossed agreements will incur additional charges</p> <p>Full details of the changes will need to be provided to be progressed as part of a Novation or a Variation</p>		

Stage 3: Early start request

The Water Company may agree to an early start on site once Conditional Acceptance and or full Technical Acceptance has been provided. Acceptance of any system is important to ensure that what goes in the ground meets the required standards.

1. Developer pays the relevant inspection and administration fees, set by the Water Company, to allow inspections to be undertaken by the Water Company. The Water Company's response will be for information only and is without prejudice to the requirements it may have as part of the full Technical Acceptance process.
2. Developer shall provide plan showing which sewers he wants inspected prior to full Technical Acceptance
3. Where the site has a diversion incorporated within the application NO works on the diversion should take place until the Agreement is in place and signed by all parties.

Note that there is a risk that because of the partial nature of the approval, changes may be required as part of Technical Acceptance, resulting in laid sewers needing to be altered to meet the requirements of the Technically Accepted system.

Information provided by Customer	Information provided by Water Company	Comments / standard required
Receive a Conditional or technical Acceptance for the design of the prospectively adoptable system advising that the system meet the DCG, LP and TS.		
Provide the details to enable an early start to be confirmed <ol style="list-style-type: none"> 1. Ensure that the system has received a Conditional or Technical Acceptance. 2. Provide the coloured plan and all details needed coloured showing the accepted system which needs to be inspected. 3. Complete the Early start request form 4. Provide the full set of details as requested to arrange a Pre-start Inspection (see Table 4.1) 5. Pays the relevant charges for the system to be inspected. 		The only system that can be requested to be inspected is the element that has met the required specifications and has been provided conditional Acceptance or Technical Acceptance. The remainder of the system must be progressed towards Technical Acceptance at the earliest opportunity
	The Early start request will be received and reviewed to ensure that the details supplied are sufficient to allow a Pre-start inspection.	If a Conditional Acceptance has been provided

	<p>(Where insufficient details have been supplied the Water Company will write through to the developer advising of the details that are required to enable the inspection.)</p> <p>Progress the details needed for the Pre-start inspection where full details have been supplied – see Pre-start details</p>	<p>then the Full Technical Acceptance should be progressed to then enable an Agreement to be entered into</p>
<p>Insufficient details to progress the Early start inspections. Arrange for any details to be provided to request the Early start Inspection</p>		

Stage 4: Construct sewerage system

Table 4.1 Construct sewerage system – request Pre-start inspection	
<input checked="" type="checkbox"/>	S104 Agreement in place or Conditional/ Technical acceptance received and Early start request form has been provided
<input checked="" type="checkbox"/>	Full set of Design Details for Development
<input checked="" type="checkbox"/>	Full Set of Conditionally or Technically Accepted drawings for Development
<input checked="" type="checkbox"/>	Completed Agreement or where early start is requested the Technical Acceptance or Conditional Acceptance of sewerage system
<input checked="" type="checkbox"/>	Full set of details for contact
<input checked="" type="checkbox"/>	CDM Health and Safety details including copy of F10 Notice
<input checked="" type="checkbox"/>	Administration, Assessment and Inspection charges paid
<input checked="" type="checkbox"/>	Programme of works provided

Information provided by Customer	Information provided by Water Company	Comments / standard required
Ensure that the S104 Agreement is signed by all parties or the Full Technical Acceptance and or/the Conditional Acceptance or has been granted and the Early start request form has been signed Ensure all charges have been paid in accordance with charges document		
Request a Pre-start inspection before any works on the prospectively adoptable system commences tying it in with your programme of works. 1. Complete a Pre-start request form 2. Confirm contact details 3. Provide a copy of the F10 Notice 4. Confirm start on site date 5. Provide a schedule of activity 6. Ensure charges are provided with request 7. Allow 14 Days to allow for Pre-Start Inspection to be arranged		
	Pre-start inspection check 1. Check through the information provided within the pre-start inspection request 2. Check to make sure all charges have	

	<p>been paid</p> <p>3. Confirm if an inspection can be arranged within 7 days</p>	
	<p>Cannot arrange an inspection</p> <p>1. Confirm that the inspection cannot be carried out within 7 days</p> <p>2. Define the details as to why this cannot be completed</p> <p>3. Call the applicant or email if unable to gain contact to confirm that we are unable to arrange the inspection</p>	
<p>Cannot arrange the Pre-start inspection</p> <p>1. Receive the details confirming why the inspection cannot be carried out</p> <p>2. Look into the site details and complete the items needed to enable the Pre-start inspection</p>		
	<p>Can arrange an inspection</p> <p>1. Contact the applicant via the details supplied</p> <p>2. Arrange an inspection within the agreed 14 days or otherwise agreed with the developer</p> <p>3. Confirm the date, time and which inspector/team member will be attending</p> <p>4. Receive confirmation of whom will be attending the inspection on behalf of the developer</p>	
	<p>Pre-start Inspection</p> <p>The inspection will be used to give an overview of the requirements for the future inspections, this will include:</p> <p>1. Developer H&S status for Pre-start, general inspections and commissioning inspections</p> <p>2. Future inspections</p> <p>3. Overview of technically / Conditionally accepted drawings</p> <p>4. Overview of adherence to DCG, LP or TS details</p> <p>5. Overview of process for making minor or major variations, drawing revisions and design co-ordination</p> <p>6. Overview of connection details and requirements</p> <p>7. Overview and confirmation for recording inspections on site to be agreed.</p>	

	<ol style="list-style-type: none"> 8. Overview of completion of works and or requesting a Pre-maintenance inspection 9. Overview of information required on As-Builts 10. Overview of expectations at Pre-maintenance inspection 11. Overview of H&S along with developer advising how TM will be arranged for maintenance, final and handover inspections 12. Complete any on-site inspection confirmation to confirm attendance and inspection completed on site 	
<p>Can arrange the inspection</p> <ol style="list-style-type: none"> 1. Receive contact to arrange the inspection date and time 2. Confirm the personnel details of who will be at the Pre-start inspection for the site. 3. See the details that will be reviewed at the meeting 4. After the Pre-start meeting it is important to ensure that the inspections of the system are arranged during its construction 		
<p>Request inspections during the construction of the works, including any commissioning inspections for pumping stations and sewerage treatment works by providing and contacting the Water Company to arrange an inspection :-</p> <ol style="list-style-type: none"> 1. Contact name and number 2. Company details 3. Confirmation of person meeting on site 4. Details of the inspection required 5. Preferred date and time 		
	<p>Arrange an inspection</p> <ol style="list-style-type: none"> 1. Contact the applicant via the details supplied 2. Arrange an inspection 3. Confirm the date, time and which inspector/team member will be attending <p>Receive confirmation of whom will be attending the inspection on behalf of the customer</p>	
	<p>Attend inspection</p> <ol style="list-style-type: none"> 1. Test the system to requirements 	

	<ol style="list-style-type: none">2. Check standard requirements3. Ensure the constructed details are in accordance with the agreed drawings.4. Record the inspection details as agreed at the pre-start inspection5. Confirm any variations which do not impact on the network hydraulics or capacities 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 (see Stage 7 Variations).	
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Stage 5: Maintenance Period

Table 5.1 Sewerage system constructed – Request Maintenance inspection	
<input checked="" type="checkbox"/>	S104 Agreement in place to consider the system
<input checked="" type="checkbox"/>	Confirmation of inspections during construction
<input checked="" type="checkbox"/>	Confirmation that the works are completed
<input checked="" type="checkbox"/>	Confirmation that any variations have been confirmed and agreed – Minor or Major
<input checked="" type="checkbox"/>	Full set of manufacturers details for anything that needs to be operated or maintained
<input checked="" type="checkbox"/>	Any CDM Health and Safety details supplied
<input checked="" type="checkbox"/>	CCTV of constructed system
<input checked="" type="checkbox"/>	Confirmation of any access requirements

Information provided by Customer	Information provided by Water Company	Comments / standard required
<p>Ensure that the works are in accordance with the drawings contained within the S104 Agreement or any minor or major variations and that the details in table 5.1 are completed/provided</p> <p>Ensure that the site has the sufficient properties connected to the system or the agreed discharge rate(s) to allow the Pre-Maintenance to be requested</p>		
<p>Request a full or part Pre-Maintenance inspection when all of the works ready to be progressed</p> <ol style="list-style-type: none"> 1. Complete a Pre-maintenance application form 2. Confirm contact details 3. Provide a full set of correctly coloured As-Built drawings and details in accordance with agreed details 4. Provide any specific manufacturers details to support the constructed system 5. Confirm number of properties occupied 6. Provide a CCTV of the system ready to 		

<p>be progressed</p> <p>7. Any diversion works must be completed in full to request progression of the system</p>		
	<p>Pre-Maintenance inspection check</p> <ol style="list-style-type: none"> 1. Check to make sure the number of units/properties or agreed discharge rates have been achieved 2. Check through the information provided within the pre-maintenance inspection request to ensure a full suite of as-built drawings have been supplied 3. Check through the CCTV details 4. Review the technically accepted drawings in relation to the As-Builts provided 5. Check to make sure all charges have been paid 6. Confirm if an inspection can be arranged 	
	<p>Cannot arrange an inspection</p> <ol style="list-style-type: none"> 1. Confirm that the Pre-Maintenance inspection cannot be carried out 2. Define the details as to why this cannot be completed 3. Call the applicant or email if unable to gain contact to confirm that we are unable to arrange the Pre-maintenance inspection 	
<p>Cannot arrange the Pre-Maintenance inspection</p> <ol style="list-style-type: none"> 1. Receive the details confirming why the inspection cannot be carried out 2. Look into the site details and complete the items needed to enable the Pre-Maintenance inspection 3. Re-request the Maintenance inspection 		
	<p>Can arrange a Pre-Maintenance inspection</p> <ol style="list-style-type: none"> 1. Contact the applicant via the details supplied 2. Arrange an inspection 3. Confirm the date, time and which inspector/team member(s) will be attending 4. Receive confirmation of whom will be attending the inspection on behalf of 	

	the developer	
<p>Can arrange the Pre-Maintenance inspection</p> <ol style="list-style-type: none"> 1. Receive contact to arrange the inspection date and time 2. Confirm the personnel details of who will be at the Pre-maintenance inspection for the site (who will have the ability to ensure that the works will be completed). 3. See the details that will be reviewed at the meeting 4. Before Pre-Maintenance inspection. Arrange for the system proposed to be progressed is ready for inspection including cleaning 		
	<p>Pre-Maintenance Inspection The Pre-maintenance inspection is carried out to confirm what was agreed was constructed and that the system is ready to be placed onto maintenance. The inspection will:</p> <ol style="list-style-type: none"> 1. Confirm any remedial works that are needed to ensure that the system is suitable for placing on maintenance 2. Confirm any changes to the As-built drawings to reflect what has been constructed on site 3. Define any access requirements 4. Define if any Minor or Major variations need addressing <p>For sites where any items listed above are not complete or are still outstanding the Developer will receive a full list of details of the items that need to be completed. For sites where all works are complete and the drawings reflect what was constructed the Provisional certificate (No defects) will be relevant for issue. For sites where there are minor defects (and the Water Company and Developer agrees a Provisional Certificate with Defects can be issued)</p>	<p>Any variations which do not impact on the network hydraulics or capacity can be agreed on site by the inspector during the construction, and recorded on the 'As Constructed' plans. All other variations will need to be dealt with by a formal re-submission before constructing.</p>
<p>Pre-maintenance remedial works /changes to details The customer will need to review the details discussed at the pre-maintenance inspection and arrange for the items to be finished to meet the requirements of the Agreement or any relevant variations.</p>		<p>Further inspections may incur additional charges – see charging documents. Repeat A+B for</p>

<ol style="list-style-type: none"> 1. Complete all remedial works on site 2. Provide a set of revised As-Built drawings 3. Confirm any access requirements 4. Send any revised drawings for re-assessment 5. If no changes to the drawings were required request a re- inspection with the water Company once the remedial works have been completed <p>To request an inspection you will need to provide,:</p> <ol style="list-style-type: none"> 1. Contact name and number 2. Company details 3. Confirmation of person meeting on site 4. Details of the inspection required 5. Preferred date and time 		<p>additional inspections</p>
	<p>Issue Provisional Certificate</p> <p>After the confirmation that the remedial works have been completed and the As-Built drawings reflect what has been constructed on site the Provisional Certificate will be issued. At this point all items that will need to be finalised before vesting will also be requested</p> <ol style="list-style-type: none"> 1. Issue Provisional Certificate 2. Confirm if this is a full or phased/part provisional certificate 3. Advise of any legal items 4. Advise of any discharge details 5. Confirm the date when a Final inspection should be requested 6. Advise of any local practice requirements 7. Release/reduce any bond obligations as agreed 	<p>The Provisional Certificate should schedule any remaining defects that require completion before final certificate and vesting. These defects may be resolved in default before vesting can occur.</p>
<p>Customer will receive the Provisional Certificate to confirm that the system is on a maintenance period. Any scheduled defects should be completed and confirmed to the sewerage undertaker 6 months before vesting is required.</p> <p>The customer will continue to operate and maintain the system.</p> <p>The customer will ensure that the system is ready for a final inspection and that everything is in place to progress.</p>		

<p>All legal requirements detailed will be progressed to completion.</p> <p>Where a local practice requires a Handover inspection this will be organised in the same manner as a final inspection</p>		
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Stage 6: Final Inspection and Handover

Information provided by Customer	Information provided by Water Company	Comments / standard required
Ensure that the system is ready for the Final Inspection and has been working and not causing any major operational issues		
Request a Final inspection 1. Complete a Final Inspection form 2. Confirm contact details 3. Provide details of any operational issues 4. Confirm any access requirements have been provided 5. Health and Safety file for site		
	Final inspection check 1. Check through the information provided within the Final inspection request to ensure everything has been supplied 2. Check to ascertain if there have been any operational issues 3. Check to make sure all charges have been paid 4. Check any local practice requirements have been supplied/completed 5. Confirm if an inspection can be arranged 6. Advise if a Handover inspection will also be required	
	Cannot arrange an inspection 1. Confirm that the Final inspection cannot be carried out 2. Define the details as to why this cannot be completed 3. Call the applicant or email if unable to gain contact to confirm that we are unable to arrange the Final inspection	
Cannot arrange the Final inspection 1. Receive the details confirming why the inspection cannot be carried out 2. Look into the site details and complete the items needed to enable the Final inspection 3. Re-request the Final inspection		
	Can arrange a Final inspection 1. Contact the applicant via the details supplied 2. Arrange an inspection	

	<ol style="list-style-type: none"> 3. Confirm the date, time and which inspector/team member(s) will be attending 4. Receive confirmation of whom will be attending the inspection on behalf of the developer 	
	<p>Final Inspection The inspection will be used to give acceptance for vesting the site, the inspection will include:</p> <ol style="list-style-type: none"> 1. Checking to make sure the system is working correctly 2. No evidence of operational issues. 3. Any on-site access requirements are provided 	
<p>Can arrange the Final inspection</p> <ol style="list-style-type: none"> 1. Receive contact to arrange the inspection date and time 2. Confirm the personnel details of who will be at the Final inspection for the site. 3. See the details that will be reviewed at the meeting 4. Before Final inspection. Arrange for the system proposed to be progressed is ready for inspection 		
	<p>Final Inspection The inspection will:</p> <ol style="list-style-type: none"> 1. Confirm all remedial works are complete 2. Confirm any changes to the As-built drawings to reflect what has been constructed on site 3. Define any access requirements <p>For sites where any items listed above are not quite complete/outstanding the customer will receive a full list of details of the items that need to be completed For sites where all works are complete and the drawings reflect what was constructed the Provisional certificate will be relevant for issue</p>	
<p>Final remedial works /changes to details The customer will need to review the details discussed at the Final inspection and arrange for the items to be finished to standard.</p> <ol style="list-style-type: none"> 1. Complete all remedial works on site 2. Provide a set of revised As-Built drawings if changes are required 		

<p>3. Confirm any access requirements have been completed</p> <p>4. Send any revised drawings for re-assessment</p> <p>5. If no changes to the drawings were required request a re- inspection with the water Company once the remedial works have been completed</p> <p>To request an inspection you will need to provide,:</p> <ol style="list-style-type: none"> 1. Contact name and number 2. Company details 3. Confirmation of person meeting on site 4. Details of the inspection required 5. Preferred date and time 		
	<p>Issue Final Certificate</p> <p>After the confirmation that the remedial works have been completed and the As-Built drawings reflect what has been constructed on site the Final Certificate will be issued.</p>	
<p>Receive Final certificate</p> <p>The Final Certificate will be received to confirm all works on site have been completed and the system is ready for vesting.</p> <p>Continue to operate and maintain until you receive the declaration of vesting</p>		
	<p>Declaration of vesting</p> <p>At this point all items that will need to be finalised/completed before vesting will be completed, these being</p> <ol style="list-style-type: none"> 1. any legal items 2. any discharge /consent details 3. Advise of any local practice requirements that need to be finalised 4. Arrange for the full release any bond obligations as agreed <p>Ideally the majority of these should be completed close to the issuing of the Provisional certificate as feasibly possible (where relevant)</p>	
<p>Customer will receive the Vesting Declaration to confirm that the system is now vested in the water Company for them to operate and maintain</p> <p>Any remaining bond money will be release from the agreement.</p> <p>The customer will ensure that the system is</p>		

<p>ready for a final inspection and that everything is in place to progress. All legal requirements detailed will be progressed to completion. Where a local practice requires a Handover inspection this will be organised in the same manner as a final inspection</p>		
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