

## Application Pack 3

### Dŵr Cymru Welsh Water's Guidance on how to apply to Self-lay Water Mains and Services July 2017

This guidance applies when a developer decides to “self-lay” water mains (i.e. construct water mains itself or appoint a Self-Lay Provider (“SLP”) to do so on its behalf).

This guidance is to be read in conjunction with:

- Dŵr Cymru Welsh Water's Self-lay Policy for Water Mains and Services;
- Dŵr Cymru Welsh Water's Policy on Security Requirements in relation to Self-lay and Requisition;
- Water UK Interim standard self-lay agreement.

This guidance should also be read in conjunction with the provisions of the Water Industry Act 1991 (WIA91) (which take precedence over this note) and other industry-wide materials such as the Code of Practice for the Self-Laying of Water Mains and Services – England and Wales Edition 3.1 - May 2017

If you wish to requisition the design and construction of the infrastructure from Welsh Water (i.e. rather than self-lay), please refer to Application Pack 2 – Dŵr Cymru Welsh Water's Guidance on how to apply to Requisition Water Mains and Services.

We recommend that you read this guidance in full before making an application.

## Introduction

There are two options available to a Developer for the construction of water mains and service pipes:

1. Self-lay: where a developer elects to design and construct water mains or nominates a Self-Lay Provider (SLP) to do so on its behalf; or
2. Requisition: where a developer elects for Welsh Water to design and construct the water mains on behalf of the developer.

This guidance relates to Self-lay only.

If a Developer requires Welsh Water to lay any on-site or off-site water mains, an application can be made for this service by completing and returning Application Pack 2 – Dŵr Cymru Welsh Water’s Guidance on how to apply to Requisition Water Mains and Services. Both of these Application Packs can be found on our website ([www.dwrcymru.com](http://www.dwrcymru.com)).

Prior to the construction of water mains and services, Welsh Water requires the Developer, the Landowner and the SLP to enter into a Legal Agreement for the provision of the self-lay works. The Legal Agreement will be prepared by Welsh Water at the cost of the Developer. Separate agreements will be required to cover phased or staged projects at the cost of the developer

The work carried out under a Self-lay Legal Agreement must be carried out by a company that is competent in the following:

- Designing and /or constructing water mains;
- Service pipe laying;
- Service connections;
- Health and safety;
- Regulatory requirements;
- Hydraulics;
- Water supply hygiene;
- Customer care;
- Environmental issues.

Accreditation can be sought through the Water Industry Registration Scheme (WIRS) which is administered by Lloyds Registers [www.LloydsRegisters.com](http://www.LloydsRegisters.com). This is deemed

to be proof of competence for SLPs in England and Wales. We may accept applications from companies that are not fully accredited and reserve the right to assess the competence of an SLP if it does not have WIRS accreditation. If this is the case and you have any queries please contact us on 0800 917 2652.

## **1. Application Procedure**

This guidance outlines the process to be followed if you want to self-lay. Industry-wide guidance and procedure on self-lay is set out in the Code of Practice, which Welsh Water follows and which is subject to certain variations as set out in Dŵr Cymru Welsh Water's Self-Lay Policy for Water Mains and Services which is available on our website.

### **Your Self-Lay Application**

In order to make an application for self-lay you must complete and return the Self-Lay Application Form, together with the information listed in the attached checklist and pay an upfront payment of £2000 (plus VAT), as indicated on the application form. Where you are carrying out the design, please send a copy of your design package, with your application pack, for our approval.

To allow Welsh Water to design, (or approve your design) and estimate the cost of the scheme, you must supply the following:

- Upfront payment of £2,000 (plus VAT);
- Location Plan showing the site boundary, clearly indicating the development and route(s) of any water mains and your proposed alteration or diversion (scale 1:1250);
- Detailed site layout (1:5000), AutoCAD CD or electronically;
- The extent of land in the developers ownership;
- Area of adoption by the Highway Authority;
- Soil Analysis Report.

If you require any further assistance please contact us at:

Dŵr Cymru Welsh Water  
Developer Services  
PO Box 3146  
St Mellons  
Cardiff  
CF30 0EH  
Tel.No: 0800 9172652  
Fax.No: 02920 740472  
E-mail: [developer.services@dwrwymru.com](mailto:developer.services@dwrwymru.com)

Following submission of your completed Self-Lay Application Form, checklist items, design package (if designing yourself) and the upfront payment we will review the information you have provided within 5 calendar days to check that it is complete. We will contact you if your application is incomplete, as we will need to return it to you for completion.

### **Design completed by you**

Upon receipt of your complete application, an initial assessment will be undertaken of the technical acceptability of your water mains and service pipe design. We will carry out this work within 14 calendar days. If any aspects are not technically acceptable, we will notify you and you will have the option of rectifying any faults prior to resubmitting your application. When we are satisfied that the design is technically acceptable, you will be notified accordingly.

Please note that we must approve any revisions to the design throughout the design and construction phase.

### **Design completed by Welsh Water**

If Welsh Water undertake the design on your behalf, we will base our design on the information provided within the application, as listed in the checklist. Once complete, we will send you the detailed drawing of our design and connection point which we will do within 28 calendar days of receiving all information.

## **Design Completion**

When design proposals are finalised, we will:

- Advise you of our estimated costs for carrying out the design;
- Request additional copies of your drawings (If designed by you);
- Inform you of any supporting information we require for inclusion in the legal agreement;
- Inform you of our inspection procedures.

## **2. Following Successful Application**

### **Legal Agreement**

Once the application is successful, the developer and the chosen Self-Lay Operator, (if applicable) will be required to enter into a Self-Lay Agreement for the construction of the water main and services. All costs in the preparation of the Agreement are payable by the Developer or SLP.

The Legal Agreement will contain information regarding the specification, the asset payment and retention, in accordance with Dŵr Cymru Welsh Water's Policy on Security Requirements in relation to Self-lay and Requisition. When the mains and associated apparatus have been constructed in accordance with the Legal Agreement and the final inspection has taken place, we will complete a Vesting Declaration (VD).

### **Ownership of Water Mains**

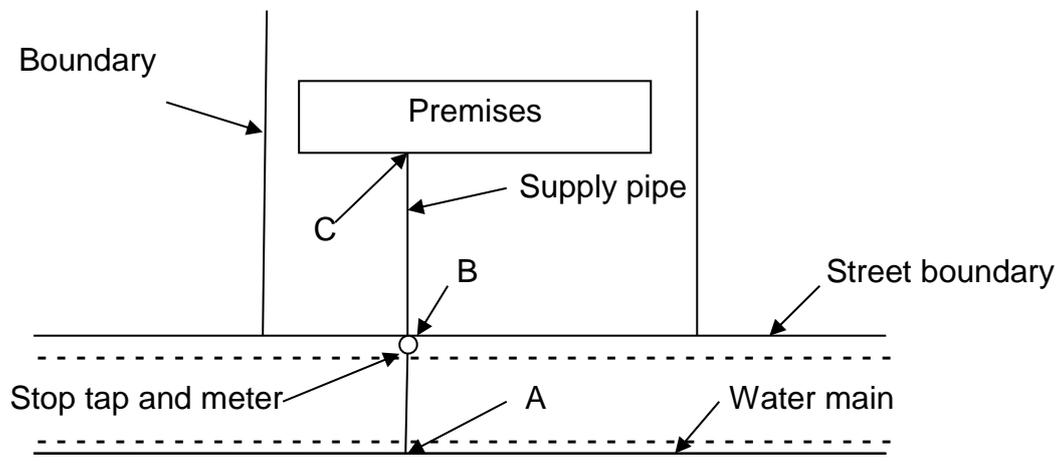
For the avoidance of doubt, any water mains constructed under the self-lay option remain the responsibility of the Developer/SLP until a VD is issued. Upon issue of the VD, the ownership, operation and maintenance of the water mains vest in Welsh Water.

Although ownership of the water main and service pipes rest with Welsh Water, the Developer/SLP will be responsible for the protection of installed apparatus until such a time as the street is fully constructed.

## Ownership of Services

The Developer/SLP may make service connections to a new live (connected) water main only with the approval of Welsh Water. Ownership, operation and maintenance of the service connection and communication pipe rests with Welsh Water from the time of connection to the new main. We will not adopt the supply pipe. See figure 1 on the next page:

Figure 1 Example service pipe layout to demonstrate terminology



Notes:

A - B - C as a whole is known as the Service Pipe.

B – C is known as the Supply Pipe

A – B is known as the Communication Pipe

SERVICE PIPE	RESPONSIBILITY		REGULATIONS
	OWNERSHIP	MAINTENANCE	
A - B Communication pipe	Utility	Utility	Water Supply (Water Quality) Regulations 2000
Stop tap and meter	Utility	Utility	
B – C Supply pipe	Property owner	Property owner	Water Supply (Water Fittings) Regulations 1999
Internal Plumbing	Property owner	Property owner	

Any supply pipe laid over third party land is the responsibility of the property owner.

## **Main laying installation**

The Developer/SLP will undertake the construction of the new water mains.

Welsh Water must be notified in advance of any changes from the approved design. These can only be carried out if agreed to by Welsh Water.

On completion of the main laying, the Developer/SLP must rectify any defects and provide us with installation details, including asset records.

**The connection of the new main with the existing main must be made by Welsh Water.**

## **3. Inspection and Supervision**

### **Inspection and Supervision during construction**

Welsh Water will inspect the site during the construction phase and require advance notification of the pressure test and chlorination of the water main so that these can be witnessed. Although the cost of normal inspections is included in our standard charge, we reserve the right to make a further charge for the cost of additional inspections if the Developer/SLP has to undertake remedial works or additional testing on an hourly rate basis.

### **Inspection post-construction**

Welsh Water will carry out an inspection at the end of main laying and prior to connecting the new water main to our existing main, which we require the Developer and the SLP to attend. We will issue you with a list of any remedial works required.

The VD will be issued by Welsh Water when all the water mains covered by the Legal Agreement are laid and defect free. The asset payment (if applicable) will be paid at this time subject to a 10% retention. The SLP is entitled to carry out repairs to covers, frames and chambers. Any such defects will be offered to the SLP to rectify, within a maximum of 10 calendar days, subject to other legislation and regulations.

**Welsh Water may undertake any repairs required to the main or services during the maintenance period in order to comply with standards of service and to ensure protection of public health and safety.**

## **Final Inspection**

Welsh Water will carry out a final inspection of the works and the Developer/SLP will be required to attend this inspection. We will subsequently notify you of all remedial works required and identify who can rectify them. On completion of the remedial works carried out by the Developer/SLP, you must arrange for a further site inspection and the cost of which will be rechargeable. Following satisfactory inspection, and rectification of defects (if any), we will confirm that the balance of the retention will be released and Welsh Water will take responsibility of the water main or services.

## **4. Summary of Costs**

### **Costs payable to Welsh Water by the Developer or SLP:**

- Upfront payment of £2000 (plus VAT);
- The Commuted Sum ;
- Design fees (if applicable);
- Fee for the completion of the Legal Agreement;
- Any associated transfer of rights over or acquisition of land. Legal Fees incurred in the process will be charged at cost;
- Any non-contestable works as outlined in Welsh Water's offer letter;
- Charges for new connections and for water and sewerage infrastructure charges for every property, payable before the connection is made (Developer only).

### **Welsh Water's costs payable to the Developer or SLP:**

- The asset payment

### Application Pack 3 Self-Lay of Water Mains and Services

