



**Form A/03:  
Application for a building water  
supply**

September 2015

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping	25 August 2015	Non-material housekeeping changes	ICP/WRC/CP001	All
20150930	30 September 2015	For post-vendor MAP		

## Form A/03: Application for a building water supply

For use by Retailers

Application for a New Connection for the purpose of a Building Water supply

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**To Water Wholesaler** .....

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This form should be used where there is a requirement only for a supply of building water, not associated with another connection in respect of an eligible premises. Where there is a requirement for both a building water supply and a connection for a Non-Household Customer, the Form A/02 should be used.

This form sets out the information required to request an offer of connection for a supply of building water from a Water Wholesaler under Process A3 of the Operational Terms.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Reason for request
3.	Site where water for building works is required
4.	Contractor details
5.	Connection details
6.	Building water supply or temporary supply
7.	Special requirements
8.	Request for trench inspection, other Water Fittings Regulations inspection, pressure testing, or water quality sampling
9.	Change/resubmission of application details
10.	Confirmation of completion of connection where made by an Accredited Entity
11.	Declaration

The relevant sections of the form should be completed and submitted to the Water Wholesaler in the following stages

- application for approval for a connection or request for a connection to the Water Supply System – sections 1-7;
- providing a minimum of 5 Calendar Days advance notice, a request for Trench Inspection, pressure testing, Water Fittings Regulation inspection or water quality sampling – section 8;
- where applicable, following any change to the details of the application for connection – section 9;
- only where a connection has been carried out by an Accredited Entity following instruction from the Retailer, confirmation of completion of connection – section 10.

The Retailer must complete a declaration (section 11) at each stage of the application. A revised form should be submitted where any details previously provided have been updated. Mandatory information will vary depending on the stage of the process and who is undertaking the work.

Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

## 1. Retailer details

Retailer name .....

Retailer ID .....

Retailer's own reference .....

Contact name .....

Contact number .....

Contact e-mail .....

### **Nominated contact for access to Water Wholesaler's connections portal, if relevant**

The Retailer may nominate one third-party (non-Retailer) contact who will have access to view the application details through the Wholesaler's connections portal where provided. If such access is required, please provide the details below.

Company name .....

Contact name .....

Contact number .....

Contact e-mail .....

## 2. Reason for request

Please indicate the reason for the request and complete the relevant section below.

- Request for Water Wholesaler to carry out a connection to the Water Supply System Please complete sections 3 – 7
- Request for approval to carry out a connection to the Water Supply System Please complete sections 3 – 7
- Request for Water Wholesaler to carry out a Trench Inspection, pressure testing, Water Fittings Regulations inspection or water quality sampling Please complete section 8

Please provide Water Wholesaler's previous reference for the connection application (this is mandatory before completing section 8)

.....

- Change to an application for a connection to the Water Supply System. Please complete section 9

Please provide Water Wholesaler's previous reference for the connection application (this is mandatory before completing section 9)

.....

<input type="checkbox"/>	Re-submission of an application for a connection to the Water Supply System following a rejected or lapsed application or completion of a development impact assessment.	Please complete section 9
Please provide Water Wholesaler's previous reference for the connection application (this is mandatory before completing section 9)		
.....		
<input type="checkbox"/>	Notice of completion of a connection to the Water Supply System where undertaken by an Accredited Entity.	Please complete section 10
Please provide Water Wholesaler's previous reference for the connection application (this is mandatory before completing section 10)		
.....		

**3. Site where water for building work is required**

Please indicate the type of premises at which the new connection is required.  
 Is there already a water supply to the site or premises?

Yes

No

If Yes, please complete section 3.1 in addition to section 3

What was the previous use of this site

Green field or agriculture

Housing

Industry

Landfill

Other

If other please specify .....

Please cite any Water Wholesaler references relating to previous enquiries or any pre development enquiries or development impact assessment references given in relation to the site

.....

.....

Are there new domestic dwellings associated with this development?

Yes

No

If available, please provide any Wholesaler references the Non-Household Customer may have for the development

.....  
.....

**Address where water for building work is required**

Plot/Unit .....

Building number .....

Building name .....

Site .....

Street .....

Town .....

Postcode .....

UPRN, if available<sup>1</sup> .....

VOA BA Reference<sup>2</sup>, if available .....

Planning reference .....

Date .....

Local Authority or Planning Authority Area  
.....

**Owner of the premises**

Name or company name .....

Address .....

.....

Postcode .....

Do you require water to be supplied at three storeys or above or equivalent height?

Yes

No

<sup>1</sup> If not available please provide a reason

<sup>2</sup> If not available please provide a reason

10m or more in height? <input type="checkbox"/> Yes <input type="checkbox"/> No
Anticipated annual water consumption during development .....m <sup>3</sup>
Additional information in support of application ..... ..... .....

<b>3.1 New connection at existing premises</b>
<input type="checkbox"/> Household <input type="checkbox"/> Non-Household      SPID .....
Postal address of premises Building number ..... Building name ..... Address line 1 ..... Address line 2 ..... Address line 3 ..... Town ..... Postcode .....
Any additional information relating to request ..... ..... .....

<b>4. Contractor details</b>
<b>4.1 Accredited Entity for connection</b> Where the connection to the Water Supply System will be made by an Accredited Entity following instruction from the Retailer, please provide details of the Accredited Entity who will be carrying out the connection



Accredited Entity (full name of company) .....

Contact name .....

Phone number .....

Mobile phone number .....

E-mail address .....

Preferred contact method .....

Will the installation of the revenue meter be carried out by the same Accredited Entity?

Yes

No

**4.2 Accredited Entity for the installation of the revenue meter at the premises, if different from the above**

Where the meter will be installed by an Accredited Entity following instruction from the Retailer, please provide details of the Accredited Entity who will be carrying out the meter installation.

Accredited Entity (full name of company) .....

Contact name .....

Phone number .....

Mobile phone number .....

E-mail address .....

Preferred contact method .....

**5. Connection details**

Type of connection required

Building Water

Yes

No

Site Accommodation

Yes

No

Proposed date for water connection .....

The questions below relate to the proposed details of the connection and the meter. Please note that the Water Wholesaler will determine the size of the connection, the size and location of the meter and other relevant matters on review of all the information.

Size of connection proposed for building water use (excluding fire fighting)

- |                                |                               |
|--------------------------------|-------------------------------|
| <input type="checkbox"/> 25mm  | <input type="checkbox"/> 32mm |
| <input type="checkbox"/> 63mm  | <input type="checkbox"/> 90mm |
| <input type="checkbox"/> Other |                               |

If other, please specify .....

.....

Size of connection proposed for fire fighting element

- |                               |                                |
|-------------------------------|--------------------------------|
| <input type="checkbox"/> 90mm | <input type="checkbox"/> Other |
|-------------------------------|--------------------------------|

If other, please specify .....

.....

**Meter Details**

Proposed size of the meter to be installed

Size refers to the nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

- |                                    |                                     |                                |
|------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> 15mm      | <input type="checkbox"/> 20mm       | <input type="checkbox"/> 25mm  |
| <input type="checkbox"/> 30mm      | <input type="checkbox"/> 40mm       | <input type="checkbox"/> 50mm  |
| <input type="checkbox"/> 80mm      | <input type="checkbox"/> 100mm      | <input type="checkbox"/> 150mm |
| <input type="checkbox"/> 200mm     | <input type="checkbox"/> 250mm      | <input type="checkbox"/> 300mm |
| <input type="checkbox"/> 80 – 20mm | <input type="checkbox"/> 100 – 20mm | <input type="checkbox"/> Other |

If other, please specify .....

.....

Model of meter proposed to be installed from the Water Wholesaler's meter menu

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Standard | <input type="checkbox"/> Non-standard |
|-----------------------------------|---------------------------------------|

Any comments in relation to the meter

.....

Proposed date of installation .....

Please indicate the proposed location of the new meter

- Inside building
- Outside building
- To be determined on survey

Please provide a description of the proposed location (where available)

.....  
.....  
.....

Is it proposed to fit an outreader?

- Yes
- No

Does or will the site dispose of sewerage to the Sewerage System?

- Provided now
- Planned

Name of Sewerage Wholesaler .....

SPID reference where available .....

Sewerage connection application reference if made to the same Wholesaler

.....

Additional information in relation to the connection

.....  
.....  
.....

## 6. Building water supply or temporary supply

If this connection for building water / site accommodation is intended to be converted to a permanent water connection, please indicate by ticking the box below

If the connection is a temporary connection, please indicate the expected duration

.....  
.....

## 7. Special requirements

For registration of the supply of building water, please tick the appropriate box below and provide the relevant information

- A new Water Services SPID in relation to the building water supply is required
- There is already a SPID reference for the water supplies to the premises  
Please provide existing SPID .....

Please provide any additional information relating to the application as appropriate

.....  
.....  
.....  
.....

### 7.1 Request for the Water Wholesaler to assist the customer with the technical aspects of what is needed to complete the application

Where an application and the necessary technical information is deemed to be materially incomplete by the Water Wholesaler, the application will not proceed until the necessary technical information is provided by the Retailer. Alternatively, the Retailer may request that the Water Wholesaler assists the customer with the technical aspects of what is needed to complete the application such that the Water Wholesaler may complete the technical assessment of the design, by indicating below.

- I hereby request that the Water Wholesaler assists the customer to complete the technical details required for application

Please provide the primary customer contact details to assist with the technical aspects of what is needed to complete the application

Company name .....

Contact name .....

Contact number .....

Contact e-mail .....

## 8. Request for trench inspection, other Water Fittings Regulations inspection, pressure testing or water quality sampling

Please indicate the type of inspection requested (please tick all that apply)

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Trench Inspection                        | Please complete section 8.1 |
| <input type="checkbox"/> Water Fittings Regulations inspection    | Please complete section 8.2 |
| <input type="checkbox"/> Pressure test                            | Please complete section 8.3 |
| <input type="checkbox"/> Water Quality / Bacteriological sampling | Please complete section 8.4 |

Please note that the Water Wholesaler may not always undertake all the inspections set out here. The Wholesaler may instead require sample or test results to be submitted.

### 8.1 Trench inspection

Please provide a suitable contact for the Trench Inspection

Name .....

Company .....

Job title .....

Telephone number .....

Mobile telephone number .....

E-mail .....

Preferred contact method .....

Preferred date(s) for Trench Inspection .....

Proposed date of connection .....

Where available, please provide the most complete postal address information for the property. This address will be used to create the SPID address at the Market Operator.

Occupier (anticipated) .....

Building number .....

Building name .....

Address line 1 .....

Address line 2 .....

Address line 3 .....

Town .....

Postcode	.....
UPRN, if available	.....
VOA BA Reference , if available	.....

## 8.2 Other Water Fittings Regulations inspection

If you are using an Approved Contractor for internal plumbing, please provide their name and scheme reference number

Approved Contractor Name	.....
Scheme Number	.....

Please provide a suitable contact for the Water Fittings Regulations inspection

Name	.....
Company	.....
Job title	.....
Telephone number	.....
Mobile telephone number	.....
E-mail	.....
Preferred contact method	.....
Preferred date(s) for Water Fittings Regulations inspection.....	.....

## 8.3 Pressure test

Please provide a suitable contact for the pressure test

Name	.....
Company	.....
Job title	.....
Telephone number	.....
Mobile telephone number	.....
E-mail	.....
Preferred contact method	.....
Preferred date(s) for pressure test	.....

## 8.4 Water quality sampling

Please provide a suitable contact for the water quality sampling

Name .....

Company .....

Job title .....

Telephone number .....

Mobile telephone number .....

E-mail .....

Preferred contact method .....

Preferred date(s) for water quality sampling .....

## 9. Change/resubmission of application details

Please indicate where changes to a previous application form are required by ticking the appropriate box below, and provide the updated details in the relevant section. Please tick all boxes that are appropriate. Where there is a material change to an application it will be deemed to be a new application.

- Reason for request
- Premises to be connected
- Contractor details
- Connection details
- Drawings/calculations provided with this form
- Building water supply
- Special requirements
- Request for Trench Inspection, pressure testing, Water Fittings Regulations inspection or water quality sampling

Please provide any additional information in relation to the change.

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**10. Confirmation of completion of connection, where the connection has been carried out by an Accredited Entity**

Are all the details of the connection the same as those provided in this form?

Yes

No

Where details have changed please update the relevant details and resubmit the form

Please confirm the date when the connection was carried out

.....

Please confirm the Accredited Entity who carried out the connection

Accredited Entity (full name of company)

.....

**Confirmation of non-household premises address**

Please provide the SPID and postal address details below. Please provide as much detail as possible

SPID .....

UPRN, if available<sup>3</sup> .....

VOA BA Reference, if available<sup>4</sup>.....

Company name .....

Building number .....

Building name .....

Address line 1 .....

Address line 2 .....

Address line 3 .....

Town .....

Postcode .....

**Owner of the premises**

Name or company name .....

Address .....

.....

<sup>3</sup> If not available please provide a reason

<sup>4</sup> If not available please provide a reason



Postcode	.....
<b>Details of meter installed</b>	
Meter serial number	.....
Meter manufacturer	.....
Meter size <sup>5</sup>	.....
Number of digits <sup>6</sup> to provide reading to 1m <sup>3</sup>	.....
Date of meter installation	.....
Initial Meter Reads	.....
<input type="checkbox"/>	Photograph of meter included
<input type="checkbox"/>	Water Fittings Regulations certificate included
Please confirm the location of the new meter	
<input type="checkbox"/>	Inside building
<input type="checkbox"/>	Outside building
Please provide a description of the location of the meter	
.....	
.....	
.....	
Installer details	
Accredited Entity (full name of company) if different from the above	
.....	
Please tick the box below if there is any data logging equipment attached to the meter.	
<input type="checkbox"/>	

<sup>5</sup> Nominal size of the meter in mm e.g. for a DN15 meter the Physical Meter Size is 15

<sup>6</sup> E.g if a x10 meter, the number of digits that are required to read 1m<sup>3</sup> is one more than the number of physical dials

## 11. Declaration

### 11.1 Declaration upon application for approval to connect to the Wholesaler's Water Supply System

I/We hereby make application to the Water Wholesaler for a supply of water as detailed above.

I/We undertake to abide by the terms and conditions of current Water Supply (Water Fittings) Regulations 1999

I/We understand that any alterations made to this application must be declared to the Water Wholesaler in writing.

I/We have filled in all the relevant sections of this form. The details I/we have given with this application are accurate.

I/We have read and understood the supporting guidance notes.

I/We have enclosed all the necessary supporting documentation.

I/We declare that the supporting documentation provided with this application complies with the applicable standards as set out in the current version of the relevant standards documentation.

### 11.2 Declaration upon application for Trench Inspection, pressure testing water quality sampling or Water Fittings Regulations inspection

I/We declare that the connection is ready for Trench Inspection, pressure testing, water quality sampling and/or Water Fittings Regulations inspection as indicated above.

I/We have filled in all the relevant sections of this form. The details I/we have given with this application are accurate.

### 11.3 Declaration upon completion of connection to the Water Supply System

I/We have filled in all the relevant sections of this form. The details I/we have given with this application are accurate.

I/We have enclosed all the necessary supporting documentation, including "as built" drawings, meter details and sampling results, as appropriate.

#### Your details

Signature .....

Date (dd/mm/yyyy) .....

Full name (in capitals) .....

Role in the company or job title .....

## Appendix A – Meter Size Data Assessment Sheet

Please note this form is for use in assessing existing supplies and new supplies.

Where there is a new supply or supplies to a new eligible premises, proposed number of meters to be installed

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1. Site Information	Details of all available data items should be completed			
	Connection 1	Connection 2	Connection 3	Connection 4
Size of any existing meters or the design standard for new meters; as defined by - the value $Q_3$ (in $m^3/hr$ ), - the ratio $Q_3/Q_1$ , and - the value DN.  Defined in BS EN ISO 4064-1:2014 Water meters for cold potable water and hot water. Metrological and technical requirements. <sup>7</sup> .				
Any existing meter serial numbers at the premises				
Supply pressure (Bar) if known				
Diameter of incoming pipe into building/premises (mm)				
Fire supply (Y/N) If YES, please complete section 4 – Fire Supplies				
Contaminated land (Y/N)				

<sup>7</sup> Older meters may not carry the newer designations (described above), and may carry the older meter designation used in BS 5728. In these cases the existing meter should be defined by:

- the value  $Q_n$ ,
- the Class letter (B, C or D), and
- the value DN.

Defined in BS 5728 Measurement of flow of cold potable water in closed conduits.

1. Site Information	Details of all available data items should be completed			
	Connection 1	Connection 2	Connection 3	Connection 4
Operational time period: please select all time periods that apply 00:00 - 08:00; 08:01-12:00; 12:01 – 18:00; 18:01 – 24:00  If no time period is selected, 24 hours will be used as the default				

2. Number of Water Fittings	Please provide details of the number of water fittings (as listed) and indicate whether they are fed from the mains or from a storage tank. If no information is available, please complete section 3 – Flowrate.							
	Connection 1		Connection 2		Connection 3		Connection 4	
Storage tank supply pipe size (mm)								
Maximum fill rate for storage tank l/sec								
	Mains	Storage	Mains	Storage	Mains	Storage	Mains	Storage
WC flushing cistern								
Domestic sized wash basin								
Commercial sized wash basin								
Bath (tap nominal size 20mm)								
Bath (tap nominal size larger than 20mm)								
Shower								
Power shower								
Sink (tap nominal size 15mm)								

<b>2. Number of Water Fittings</b>	Please provide details of the number of water fittings (as listed) and indicate whether they are fed from the mains or from a storage tank. If no information is available, please complete section 3 – Flowrate.							
	Connection 1		Connection 2		Connection 3		Connection 4	
Sink (tap nominal size larger than 15mm)								
Spray tap								
Bidet								
Domestic sized washing machine								
Domestic sized dishwasher								
Domestic sized waste disposal unit								
Commercial sized washing machine								
Commercial sized dishwasher								
Commercial sized waste disposal unit								
Outside tap								
Swimming pool capacity m <sup>3</sup> or max fill rate l/sec								
Water re-use system								
Water treatment unit								
Any other water fitting or outlet								
<b>Description of plumbing work</b> ..... ..... ..... ..... .....								

<b>3. Flowrate</b>	Where no information is available for the number of water fittings, please complete either section 3.1 or 3.2			
	<b>Connection 1</b>	<b>Connection 2</b>	<b>Connection 3</b>	<b>Connection 4</b>
<b>3.1 Existing supplies From Logging Data, if applicable</b>  Please note that this is not applicable to new connections	Please provide details of all three flowrates requested			
Minimum (l/sec)				
Maximum (l/sec)				
Typical (l/sec)				
<b>3.2 New Supplies Estimate of Flowrate</b>	Please provide details for the daily water requirement			
Daily requirement (l/day)				
Estimate of maximum flow rate (l/sec)				

<b>4. Fire Supplies</b>	Please provide details for the number of fire supplies and their estimated flowrates. Fire supplies may not be metered.							
	<b>Connection 1</b>		<b>Connection 2</b>		<b>Connection 3</b>		<b>Connection 4</b>	
Number of fire hydrants								
Estimated flowrate (l/sec)								
	<b>Mains</b>	<b>Storage</b>	<b>Mains</b>	<b>Storage</b>	<b>Mains</b>	<b>Storage</b>	<b>Mains</b>	<b>Storage</b>
Number of fire hoses								
Estimated flowrate (l/sec)								
Number of sprinkler system heads								
Estimated flowrate (l/sec)								
Fill rate for any tank if the fittings are not fed directly from the mains								

<b>5. Meter Requirements</b>	Please indicate whether there is power available at the site if a meter that requires power is being selected from the meter menu.			
	Connection 1	Connection 2	Connection 3	Connection 4
Power available (Y/N)				