

APPENDIX DS2-3

Letter template for water mains and services offer - self lay and requisition options:

Quote ref

Date

Name

Company

Address

Address

Address

Address

Dear

Water mains and service connections at <insert development name>

Thank you for contacting us about your development. Based upon the information provided in your application, we are pleased to provide proposals for the services you require for the supply of water to your development.

You can choose who you ask to construct the water mains and service connections for you. To help you make this decision, we have provided proposals for both the self laying of water mains and service connections and for us to construct the assets for you (known as a "requisition").

In our proposals, the rates we have used to calculate charges and fees are taken from our published Charging Arrangements document. The document provides detailed information about our charges and how they are calculated and can be accessed via this link <https://www.nwl.co.uk/business/our-charges.aspx>. Our quotations are valid for the charging period that ends on 31 March 2019.

Included in this quotation pack you will find:

Self lay quotation

Contestable work is open to competition and can be carried out by accredited Self Lay Providers (SLPs) rather than by us. Work that we must carry out is referred to as non-contestable and this includes, for example, certain works on our existing network.

The self lay quotation provides an Asset Value (AV), which is the payment we agree to make to developers or SLPs when we adopt the self lay mains. Our proposal assumes that an SLP will carry out all contestable work. Charges for the non-contestable work, administration and other fees are also included. Where VAT is applicable, it is included at the relevant rate.

Self lay schedule

The self lay schedule form must be completed and returned to us if you wish to proceed on a self lay basis. Upon receipt of the completed form we will draw up a self lay agreement and issue a quotation for any contestable work that you ask us to carry out. **Requisition quotation**

The requisition quotation shows the contribution you will need to pay if you ask us to construct the mains for your development. Charges for services connections, administration and other fees are also included. Where VAT is applicable, it is included at the relevant rate.

Requisition proposal acceptance

The proposal acceptance should be signed and returned to us, together with payment for the mains contribution and administration fee, if you wish to proceed on a requisition basis.

Design drawing

A scale plan of our mains design where you have asked us to provide one, or an approved copy of an SLP's own design.

Site specific guidance

The information in this section relates specifically to your development. Please pay particular attention to this section as there may be advice about things that impact on timescales or costs.

General guidance

The information in this section explains your responsibilities and our obligations, covering all aspects of the construction of water mains and service connections for your development.

Next steps

Please take the time to read the information in this section, as it explains what you need to do to get your new water mains and services.

Our advisors are here to help guide you through the process and will be happy to answer any questions you have. Please contact the team on 0345 609 4639 or by email to newdevelopmentwater@nwl.co.uk

Further information is also available on our website <https://www.nwl.co.uk/developers.aspx>

Yours sincerely

Advisor name
Developer Services Advisor

Self lay quotation

[Insert quotation]

Self lay schedule

Please return this form to us at the address below together with (i) copies of Land Registry documentation and (ii) payment for the self lay administration fee and non-contestable work, ensuring that the quotation reference is written on the back of any cheque or used as a reference on any BACS payment.

Developer Services
Northumbrian Water
Leat House
Pattinson Road
Washington
NE38 8LB

Email: newdevelopmentwater@nwl.co.uk

NW ref	Q
Date sent to NW	

Site address	
Registered land title number (please provide up to date copy and plan)	

Planning application number		Number of properties included in planning application	
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Landowner name and address	
Company registration number	

Landowner's solicitor name and address	
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Adjacent landowner name and address	
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Company registration number	
Developer name and address	
Company registration number	

Developer's solicitor name and address	
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Self Lay Provider name and address	
Company registration number	

Please indicate who will carry out the following elements of contestable work:

Item	SLP	NW
Installation of onsite mains		
Installation of mains in third party land and highways		
Routine in-line mains connections (<i>please state the number of in-line connections required</i>)		
Onsite mains diversions (excluding tie in to existing mains)		
Connection of service pipes up to 63mm in diameter		
Water Regulations compliance certification		
Water meter installation		

Please indicate who the draft Self Lay Agreement should be sent to:

Name and address

Please indicate who the Asset Value payment should be made to:

Name and address

Please indicate who will be responsible for payment of infrastructure charges:

Name and address

Applicant to sign below

Signature	
Print name	
Company	
Date	

Requisition quotation

[Insert quotation]

Requisition proposal acceptance

Quotation reference <quote number>

This proposal acceptance covers the installation of new mains, **excluding excavation and backfill of the ground required for the on-site mains**, as indicated on our drawing reference <insert reference> version number <insert version number> for the development <development name and address>.

Based on <number> visits to site to complete the mains construction, a contribution of <insert amount> is required.

Please complete, sign and return this acceptance together with payment for your mains contribution (if applicable) and mains administration fee, ensuring that the quotation reference is written on the back of any cheque or used as a reference on any BACS payment.

Acceptance and form of indemnity

We the undersigned request that Northumbrian Water installs the new mains and service connections as indicated on quotation reference <quote number> for the site at <development name and address>.

1. We confirm that we have read and understood the guidance included in the quotation pack.
2. We understand that the timescale of up to 90 days for the installation and commissioning of mains will commence upon submission of a completed "Mains Construction Request" form, provided at the pre-start meeting.
3. We agree to complete the pipe supplier's Delivery Pro-Forma Checklist, provided at the pre-start meeting, to facilitate the delivery of pipe to our site and to submit this form together with the "Mains Construction Request Form". We understand that failure to submit this form may result in delays with mains installation.
4. We confirm that the kerb line will be permanently formed and will provide reference for the line and level of the new mains. Should the kerb line not be in place we will provide the line and level for the new water main. We accept that if the line and/or level subsequently prove to be incorrect the main may have to be relocated at our expense.
5. We undertake to protect the mains and associated fittings from loss or damage arising from the action or omissions of persons working on the site. We will reimburse all costs reasonably incurred by Northumbrian Water as a result of our failure to adequately protect the mains and fittings.
6. We undertake to prevent the mains from being obstructed or interfered with by other utilities or services. We will reimburse all costs reasonably incurred by Northumbrian Water as a result of our failure to prevent obstruction or interference with the main. We accept that this may include relocating the main.
7. We understand that we may be liable for the costs incurred by Northumbrian Water as a result of any abortive visits to site where works cannot be undertaken on the agreed date.
8. We understand that we may also be liable for any additional costs associated with visits to site to complete main laying work over and above the number indicated above.

Signed	Date
For and on behalf of	
Position in company	

Mains contribution payment (tick as appropriate)

Cheque enclosed Paid by BACS

Site manager details

Name	Contact number
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Site specific guidance

The mains laying schedule for your development allows for <number> visits. If a greater number of visits is required, there is a fee per visit. This fee is set out in our Charging Arrangements document.

General guidance

Self lay

The “Code of Practice for the Self-Laying of Water Mains and Services – England and Wales” sets out the self lay process. You should also refer to our “Self Lay Local Requirements” document for further guidance on the self laying of mains in our area. Both documents can be accessed via this link: <https://www.nwl.co.uk/developers/self-lay.aspx>

Mains design

The approximate location of our existing water mains network is shown with a blue line. The red line indicates the proposed extension of our network required to supply your development. Any green lines indicate road crossing ducts that you will need to install. These ducts should be 100mm in diameter. A maximum of two service pipes will be allowed in any one duct and any additional service pipes in the same vicinity will require additional ducts.

Mains construction

Our requisition quotation is based upon you excavating and backfilling trenches for on-site works, including the provision of suitable pea gravel backfill.

Supply pipe installation

You are responsible for installing the private supply pipes for the new properties from the point of entry into the building and through the curtilage to the property boundary. All supply pipe and plumbing installations must comply with The Water Supply (Water Fittings) Regulations 1999 (the “Regulations”).

The Regulations and guidance from the Water Regulations Advisory Scheme (WRAS) can be accessed via these links: <http://www.legislation.gov.uk/ukxi/1999/1148/contents/made>
<https://www.wras.co.uk/>

If your site is contaminated we will have specified the use of barrier pipe. This must be of an approved impervious material. If the site is to be remediated, it may be possible to revise the type of pipework to be used and the associated cost. We will need a copy of the remediation report before any revision can be considered.

Supply pipes that have more than one joint or fitting must be pressure tested in accordance with the Regulations. Supply pipes greater than 50 metres in length must be chlorinated in accordance with the Regulations.

The standard supply pipe size for a house is 25mm diameter. If you choose to install 32mm private supply pipes, you must notify us when requesting your connections.

Trenches must be left open to allow us to inspect installations prior to connections being made. Alternatively, compliance with the Regulations can be certified by a WIAPS registered contractor.

Failure to comply with these requirements may result in delays and re-inspection or aborted fees being applied.

Service connections

Once you have installed private supply pipes that comply with Water Regulations, we will lay communication pipes from our water main, install meters and complete the connections to your supply pipes. Our quotation is based on you carrying out all on-site excavation and backfill work, including exposing the new main at the relevant communication pipe connection point. We will carry out the excavation, backfill and reinstatement for off-site connections.

Water flow and pressure

Water companies are required to provide a minimum pressure of 10 metres head and flow of 9 litres per minute at a property's boundary. You should consider this when designing your plumbing systems, particularly for properties more than two storeys high. If you believe that our minimum requirements may be insufficient for your requirements, you should consider either a ventilated storage cistern for installation at a high level, or a tank and booster pump to lift the pressure to the level required to maintain a satisfactory flow and pressure throughout the properties.

Rainwater harvesting and grey water systems

If any properties on your development are to have rainwater harvesting or grey water systems installed, they must be inspected by our Water Regulations team. If you intend to use these systems and have not told us already, please let us know as soon as possible. Our Water Regulations team will contact you directly to make arrangements for inspections to take place.

Third party costs

In accordance with Appendix C of our Charging Arrangements, we reserve the right to pass on to you any third party costs that may arise in relation to conservation, third party land or other issues relating to your development.

Infrastructure charge reduction incentives

If you have indicated that you will use water and waste water systems that meet the efficiency requirements to qualify for infrastructure charges discounts, we may carry out inspections to ensure that the measures comply. In the event of an inspection identifying that the requirements have not been met, we will invoice you for the infrastructure charges that are due.

Final inspection

On completion of your road construction, we will carry out an inspection to check to condition of our street furniture. We will rectify any defects that are identified and invoice you for the cost of carrying out the repairs.

Levels of service

Our performance across all developer service activity is measured and reported by Water UK. Information about the levels of service, including the timescales we work to for all of our activity can be found on the Water UK website, via this link:

<https://developerservices.water.org.uk/public/metrics>

Next steps

Once you have decided how you wish to proceed, please return **either**:

- a. The completed self lay schedule, together with the self lay mains administration fee, **or**:
- b. The signed requisition proposal acceptance, together with payment for the requisition mains contribution and requisition mains administration fee, to:

Developer Services
Northumbrian Water
Leat House
Pattinson Road
Washington
NE38 8LB

Details of all the payment options available can be found in the “Methods of Payment” section of our Charging Arrangements document.

Service connection charges, administration fees and pre-occupancy charges don’t need to be paid immediately but we do require payment before the service connection work is requested.

Infrastructure charges are payable upon connections being made, although you can choose to pay these in advance.