

**Step 1 - Pre-planning
(developer)**

**Step 2 - Point of connection
application (SLP)**

**Step 3 - Design approval
(SLP)**

**Step 4 - Sign adoption
agreement (all parties)**

**Step 5 - Construct mains
(SLP)**

**Step 6 - Connect and vest
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**Step 7 - Make service
connections (UU or SLP)**

**Step 8 - Notify service
connection (SLP)**

SLP connection and meter installation process

This leaflet is a guide to support our customers through the UUW self-lay process, to help you understand what is required from you every step of the way.

Construction Engineer contact details

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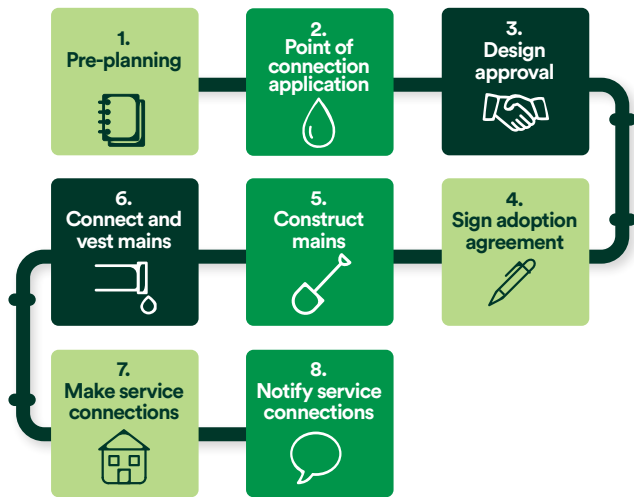
For all correspondence relating to self-lay work, including application forms, please email selflay@uuplc.co.uk or call **0345 026 8989**

All our forms are available on our website:
www.unitedutilities.com/builders-developers

SLP mains connections process



Water for the North West



1. Pre-planning (developer)

For a pre-planning assessment please complete a **Water pre-development enquiry form** and return to us with:

- A map illustrating the site boundary, preferred point of connection and site entrance or a site layout if available
- The estimated date the water supply is required
- Estimated build programme
- Planning status and reference number

2. Point of connection (SLP)

At the detailed planning stage, please complete a **Self-lay point of connection application form** and include:

- A map illustrating the site boundary, preferred point of connection and site entrance or a site layout if available
- The estimated date the water supply is required
- Estimated build programme
- Planning status and reference number

3. Design acceptance (SLP)

Complete the **Self-lay application form**.

You will need to have a valid point of connection to proceed with a design approval. You will also need to provide the following:

- Proposed water network design (CAD and PDF format)
- A completed United Utilities' risk assessment for water pipes via our **Land risk assessment form** along with relevant SI and remediation reports (if applicable)
- The estimated date the permanent water supply is required.
- Confirmation of the lead designer for the development and a copy of HSE F10 form (if applicable)
- Main contractor's project health and safety plan
- Easement drawing (CAD and PDF) (if applicable)
- List of affected land owners (if applicable)
- Letter of authority from the Developer
- Site drainage plan

4. Sign adoption agreement (all parties)

All parties involved in the development will sign the Water Adoption Agreement. Please note, all agreements are now issued via DocuSign.

We will then issue an indicative quote containing service connection costs and infrastructure charges.

5. Installation of mains and network connections

Please send us a completed whereabouts form and then it's over to you to construct the mains as per the agreed design.

Note: no network connections will be undertaken without your signed acceptance and payment.

UU makes the branch or end connection:

We will deliver your branch connection in line with the date agreed in your water adoption agreement.

Please note that your branch connection will be delivered no sooner than 28 days from us receiving your signed **Water Adoption Agreement**, **Request for Work (RFW2)**, signed acceptance note and payment.

In the event that third party restrictions prevent us from being able to deliver your branch on the agreed date, we will advise you within 24 hours of becoming aware and will work to agree a new date with you.

OR

SLP makes the branch, end or service connection:

If your connection is 63mm or below, a minimum of 5 days before you want to make your connection you must complete the Request for permission to work (RFPTW) form for us to review. For 90mm and 110mm connections, this must be submitted no later than 10 days before you want to make your connection.

In the form you will set out:

- Hazards associated with the connection
- Who will be making the connection
- What equipment will be used
- The connection technique
- Mains hygiene practices
- Emergency procedures

Once we are happy with the information you have provided we will agree for you to complete the under pressure connection on a specific date.

- The connection should be carried out on the agreed date and confirmation given to us within 1 calendar day of the connection being made
- Within 5 days of the connection being made, your **Completed Work form** should be submitted to us
- You must have returned your signed **Water Adoption Agreement**, signed acceptance and payment in advance of requesting permission to make your branch connection

6. Connect and vest mains (SLP)

Testing new mains: Let us know 5 days before the pressure and bacteriological tests are being carried out by completing a **Mains testing and service connections programme form (SL07)**. Valid pass results need to be sent to us within 1 calendar day of you receiving them.

If the SLP is accredited for construction of routine mains connections (CRMC):

- Submit request for Request for **Permission to Work (RFPTW)**
- Permission for mains connection will be given within 7 calendar days
- Connection should be carried out on the agreed date and confirmed to us within 1 calendar day from the connection being made
- Within 5 days of the connection being carried out, you must submit to us your completed connections form

Speak to your Developer Services Inspector to ensure your site is signed off.

OR

If the SLP is not accredited for CRMC, or the connection is classed as high risk:

- Submit a completed **Request for work (RFW3) form**
- We will make the connection within 14 days of all completed paperwork being received

You should also supply:

- Pressure and sample result certificates.
- Completed vesting certificate, including notification of plots for connection (copy of certificate is included with adoption agreement)
- As-laid drawings
- Proposed date for works via the weekly whereabouts form

7. Make service connections (UU or SLP)

UU makes the connections:

Please complete a **Request for work (service connection) RFW1 form**

- We will also require the postal addresses for each plot
- WIAPS (Water Industry Approved Plumber Scheme) certificate for pipework OR you will need to arrange an inspection by us

SLP makes the connections:

Before making any service connections off an existing main, a Request for **permission to work (RFPTW) form** should be submitted to us.

We will review the form and agree with you a date to make the connections within 7 calendar days. The connections should be carried out on the agreed date and confirmation given to us within 1 calendar day of the connection being made. Within 5 days of the connection being made, your **Completed Work form** should be submitted to us.

8. Notify service connection (SLP)

UU fits meter:

We will contact you to arrange a time to do this. Once done, we register the meter on our billing system. Notify us which plots are connected, via their tracker, and the date of the connection.

SLP fits meter:

Notify us which plots are connected, via their tracker, which plots have been connected, the date of the connection, and the meter serial number. We register the meter on our billing system.