



Codes for Adoptions

Our minimum information
requirements

Introduction

We've created this document to support Water UK's recently published Code for Adoptions. This includes Appendix E of Water Sector Guidance, which contains Ofwat's minimum information requirements.

This document clarifies the types of plans, design information and documents you should submit to us at each stage of the pre-planning, design and connection processes in line with Water UK's approach.

Appendix E outlines the details you'll need to provide at each stage of your enquiry or application to make sure we have everything we need to process your request as quickly as possible. By avoiding delays, we can help you keep to your timelines on site.

If you have any concerns or questions, please turn to the back page for our contact details.

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Stage 1 a: Pre-planning enquiry

It's easy to [make a pre-planning enquiry](#). This stage is intended to support the early engagement necessary to plan for future network capacity requirements, and to enable you to make an informed choice on the delivery route for the water infrastructure to the site.

Minimum information required for pre-planning:

- A completed pre-planning application form
- Defined site boundary
 - Site boundary plan shall be provided in a format that can be electronically accessed. If available at this stage, a CAD layout plan should be provided unmarked and with controlled reference, revision numbers and dates
- Expected site usage/quantity and types of buildings proposed
- Estimated meter supply of water required to first plot
- If you have a preference, indicate site entrance i.e. where the permanent Source of Water (SoW) could be delivered to site
- Estimate of the quantity and types of buildings proposed within the first 5, 10 and 15 years to include; commercial supply requirements including; internal fitments, flow rates, details of storage tanks, process water requirements

Your pre-planning enquiry report will include the following information:

- The report is to be based on the expected development parameters
- The Point of Connection (PoC) on the existing network is to be identified relative to the site entrance indicated on the application
- Any recommendation for an alternative or technically preferred Point of Connection will be identified with reasons provided (if known at this early stage). If the report highlights multiple options, the rationale for any recommended option should be provided
- We will review and indicate any technical limitations to minimise the impact on the development programme
- Specify the validity period of the pre-planning report

Stage 1 b: Point of connection (PoC) enquiry

This stage confirms the point(s) where a self-laid main can be connected to an existing main on the network. This will allow you to estimate costs, determine the scope of the self-lay work and produce a design.

Minimum information required for your PoC enquiry

- Satisfactory completion of the Point of Connection application form
- Defined site boundary and self-laid main incoming access/utility routes
- A point of connection in accordance with our design and construction specification
- Expected site water consumption
- Planning status and reference number for the site
- Land registry reference number for the site
- Source of Water delivery date
- Site layout plan (approved planning layout) to include topography
 - Site layout plan is to be provided in a CAD format able to be electronically accessed by the water company, unmarked, and with controlled reference, revision numbers and dates
- Details of special engineering difficulties
- Details of any known future development adjoining the site

Your Point of Connection report will include the following information:

- Confirmation that the Point of Connection is viable based on information provided by you
- If known, status of land at the Point of Connection (i.e. adopted highway, third party)
- Any special engineering difficulty which may be associated with the Point of Connection
- Overview of any network reinforcement that we require in order to make capacity available at the Point of Connection or for future developments
- Confirmation of pressure at source
- Overview of any risk to the network that may require diversion or asset protection work on site or the land adjacent to site
- Summary of contestable and non-contestable works relative to the site
- Specify the validity period of the Point of Connection report

Stage 2: Design self-laid mains (Thames Water)

Applicable when you instruct us to carry out contestable design work in accordance with a published local practice under section 4.7 of the Water Sector Guidance. This is supplied as a service in accordance with our published charging arrangements.

Design requests shall include the following:

- Satisfactory completion of the new mains and water connections application form
- Confirmation of Thames Water as the designer
- Most recent layout of site in CAD and PDF format unmarked and controlled with reference number, revision and date including site topography
- History and details of previous land usage, copies of geo-environmental surveys or reports
- Pre or post-remediation site investigation report (where applicable)
- Subject to the history of the site and whether remediation has been undertaken, quantitative risk assessment, remediation strategy and verification report as appropriate in accordance with Water UK and HBF guidance for the selection of water pipes to be used in brownfield sites and the contaminated land assessment guidance
- Prescribed pipe type based on the contaminated land assessment guidance
- Identify third-party land which forms part of the access to the site
- Legal easement drawing (CAD and PDF) where applicable subject to third-party land forming part of the access to the site
- Temporary water supply required date, location and size
- Domestic supply requirements i.e. property type schedule
- Multi occupancy building supply: requirements, pumps, storage internal manifolds
- Details of any requirement for water for firefighting
- Details of any phasing of the development
- Preferred building entry positions
- Details of watercourses within the area to be developed or to site adjacent
- Details of special engineering difficulties e.g. bridges or culverts the new water pipes must cross or other constraints that may impact on the design and construction work
- A section 38 drawing, detailing the roads and footpaths to be adopted by the relevant local authority
- Details of service strips and service corridors (where applicable)
- Details of the principal designer for the development (copy of F10) and principal contractor
- Developer's project health and safety plan
- Details of any known future development adjoining the site

Stage 2: Design self-laid mains (self-lay provider)

Applicable when you choose to carry out your own contestable design work and submit said design to us for its approval.

Applications for design acceptance shall include the following:

- Satisfactory completion of the new mains and water connections application form
- Payment of any fees associated with our published charging arrangements
- Letter of authority from the developer formally appointing the self-lay provider to the role of designer
- Confirmation of the named self-lay provider designer (including contact details)
- Most recent layout of site in CAD and PDF format unmarked and controlled with reference number, revision and date including site ownership boundary, layout and topography
- Design drawing compliant with the published water company design and construction specification
- Desktop study of history and details of previous land usage (Phase 1 geo-environmental risk assessment)
- A copy of the geo-environmental report (where applicable) subject to the geo-environmental risk assessment
- Pre or post-remediation site investigation report where applicable subject to the geo-environmental risk assessment and report
- Quantitative risk assessment, remediation strategy and verification report as appropriate in accordance with Water UK and HBF guidance for the selection of water pipes to be used in brownfield sites and the contaminated land assessment guidance where applicable subject to any identified geo-environmental risks and/or remediation undertaken on site
- Legal easement, right of access or wayleave drawing (CAD and PDF format) where applicable
- Evidence related to sustainable development as per the water company's published charging arrangements (e.g. where a water efficiency incentive scheme is available)
- Details of any temporary water supply requirements including date, location and size
- A section 38 drawing detailing the roads and footpaths to be adopted by the local authority
- Domestic supply requirements (i.e. property type schedule)
- Multi occupancy building supply: requirements, pumps, storage internal manifolds
- Details of any requirement for water for firefighting
- Details of watercourses within the area to be developed site or to site adjacent
- Developer's project health and safety plan
- Details of any known future development adjoining the site
- Confirmation of lead designer for the development (copy of F10) and main contractor/developers project health and safety plan
- Fire authority confirmation, or evidence that a consultation request has been made

Stage 3: Execute adoption agreement

At this stage, the customer and water company are to agree a delivery date, confirm the scope of work and sign a contract, securing all parties into the delivery of the self-lay Work.

Minimum information required to execute the adoption agreement:

- Valid design with formal acceptance issued by Thames Water
- Proposed Source of Water delivery date and formal written request to Thames Water to deliver a Source of Water by that date
- List of affected owners and their appointed legal representatives
- Confirm final fire and rescue service requirements, where the need for fire hydrant(s) has been identified
- Return Water Adoption Agreement a minimum of 28 calendar days prior to the proposed delivery date, signed by all necessary parties other than the water company

Stage 4: Construct water mains

Construction of self-lay work and water company work

All self-lay works are notified by the self-lay provider to the water company by the issuing of a weekly whereabouts in accordance with WIRS.

Self-lay works should be carried out in accordance with the Thames Water's published design and construction specification and the Water Adoption agreement.

All testing is notified in accordance with the Thames Water published design and construction specification and WIRS via the weekly whereabouts. Alternatively, you may use the water company form to allow witness and audit by the water company at its discretion.

Pressure testing and all aspects of the commissioning of self-lay work shall be in accordance with the water company's published design and construction specification and the Water Adoption agreement.

Minimum information required prior to testing:

- Written notification to the water company of an intention to carry out testing of the self-laid main
- Satisfactory completion of the relevant water company form
- Proposed date of testing to be carried out
- Scope of testing (which self-laid main is to be tested)
- Inform the water company of the valid results including evidence, and data evidencing the validity following testing of the self-laid main

Minimum information required following testing:

- Pressure test certificate
- Pressure test backing data
- Bacteriological sample pass certificate
- UKAS laboratory details.
- Construction records indicating which mains have been tested electronically in CAD and PDF format
- Photographs of self-lay works

Stage 5: Connect mains (self-lay providers making final connection)

Where final connection of the self-laid main to the network is to be carried out by the self-lay provider.

Minimum information required prior to connection to the existing network:

- Submit CRMC paperwork according to WIRS
- Date of proposed connection
- Construction records indicating self-laid mains to be connected electronically in CAD and PDF format
- Contact details of responsible competent person
- Prepare method statements and risk assessment documents compliant as a minimum with the Thames Water's published design and construction specification
- Update weekly whereabouts with final connection date by email

Following an agreed final connection, completion notification shall be issued by the self-lay provider to the water company within 24 hours.

Minimum information required following connection to the existing network:

- Completed certificate of vesting
- Construction records indicating self-laid mains that have been connected electronically in CAD and PDF format

Stage 5: Connect mains (water company making final connection)

Where final connection of the self-laid main to the network is to be carried out by the water company.

Minimum information required prior to connection to the existing network:

- Submit completed Source of Water request form formally requesting work to be carried out
- Date of proposed connection
- Construction records indicating self-laid mains to be connected electronically in CAD and PDF format
- Contact details of site contact personnel

Stage 6: Vest new mains and correct any defects

- All information relative to vesting should have been submitted by the self-lay providers in stage 5, as above
- If designed by self-lay provider, notify relevant fire authority of connected hydrants and copy in the Thames Water
- Arrange joint site walk-off to confirm that the final installation complies with the Water Adoption agreement
- Plan and remedy any identified defects in accordance with the relevant clause within the Water Adoption agreement or request that Thames Water remedy the defect

Stage 7: Make service connections

Minimum information required prior to service connections:

- All documentation and permissions relating to the adoption of the self-laid main in stages 4 and 5
- Postal addresses for all plots to be connected
- Approved plumbers scheme certificate or water company water regulations inspection pass
- Notification of date of intent to connect service pipe by submitting a 'Self-lay notification of service connections' form a minimum of 10 calendar days prior to making the service connections
- Any associated fees (if applicable)

Minimum information required once connected and meter fitted:

- Meter serial number, size and location along with current meter reading
- Full postal address of the premises served and, where it has the right to do so, the name and address of the owner and occupier where known and the date that that person became (or will become) the owner and/or occupier

Contacts for Codes for Adoption

The account executives and assistants can be contacted on [0800 009 3921](tel:08000093921) and by email on developer.services@thameswater.co.uk

For enquiries for new self-lay providers wishing to work in our area or questions relating to quotes and adoption agreements where you feel you are not getting the level of service required please contact the below people:

Name	Area	Email	Phone
Marc Billins	Payments/CRMCs Source of Water	marc.billins@thameswater.co.uk	07747 642538
Maria Seymour	Quotes/agreements	maria.seymour@thameswater.co.uk	07747 641134
Dave Courts	Field engineer/ connection support	dave.courts@thameswater.co.uk	07747 640820

