

# Source of water confirmation form

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## Filling out this form

**This form can't be filled out online, so before you start to complete it, please make sure you follow these steps:**

1. Download the PDF to your PC (Save it locally, for example on your desktop)
2. Open it using [Adobe Acrobat Reader](#), and fill it out
3. Save the completed version
4. Email it to us at [SLP\\_Mailin@yorkshirewater.co.uk](mailto:SLP_Mailin@yorkshirewater.co.uk)

**Please note:** the fee listed in this form is fixed until **31 March 2025**. You can find the most up-to-date version of this form at [yorkshirewater.com/developers/water/self-lay/](https://yorkshirewater.com/developers/water/self-lay/)

This form is for confirming the source of water (SOW) delivery date when returning a signed S51A legal agreement under Codes for Adoption. We have left the SOW delivery date in the agreement blank so we can add it once you have returned this form. Please don't add this date to the agreement yourself.

If Yorkshire Water is carrying out the branch connection, please complete **section 1** of this form only.

If the SLP is carrying out the branch connection, please complete **section 2** of this form only.

Once you've completed this form, please send it to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk), along with the signed S51A agreement. Please make sure you have also arranged payment of the quote.

## Section 1: Yorkshire Water to carry out the branch connection

Please complete this section if you've selected Self-lay Option A (Off Site & Branch), Self-lay Option B (Branch Only) or Self-lay Option C (Chlorination & Branch) as your main laying delivery method.

When we receive all the information required, we will confirm the source of water delivery date and issue the works we are required to carry out to our delivery team. This work order comes with an administration fee of £226 + £45.20 (VAT) = **£271.20**, which we will invoice to you shortly. We'll return the signed agreement to you within **7 calendar days**.

### 1.1 Your details

Applicant name

Company name

Telephone number

Email address

Yorkshire Water reference

### 1.2 Confirmation checklist

Source of water delivery date

Have all parties signed the S51A agreement?

Yes No

Has payment of the quote been made?

Yes No

If you have paid by BACS, please give the reference here

Have you proposed a source of water delivery date allowing a minimum of 28 days from receipt of this form and agreement?

Yes No

Have you completed Schedules 5 and 6 of the agreement?

Yes No

Have you left the source of water delivery date blank in the agreement?

Yes No

**Please note:** if you have answered 'No' to any of the above questions or payment is missing, the agreement cannot be completed. We may need to change the SOW delivery date if we don't have enough information to provide a SOW delivery date in 28 days. If this is the case, we will contact you to discuss this further.

## If you're applying for a NAV site:

Has the NAV signed and returned the bulk supply agreement?

Yes      No

If you have requested that we install the bulk metering arrangement, we will send the work order for this to our delivery team along with the request to provide your source of water. Please ensure that your site is ready for the bulk meter to be installed at the same time the source of water is provided.

## I have read and understood

If you have any comments, or there are any incorrect details within the agreement, please specify these here:

## 1.3 Further instructions

### Weekly whereabouts

We need you to complete and send us a **weekly whereabouts form** each Thursday detailing the work you are carrying out in our area the following week. You can find this form at [yorkshirewater.com/developers/water/self-lay/](http://yorkshirewater.com/developers/water/self-lay/).

Please email your weekly whereabouts form to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk) with a subject line that begins with "SLP" followed by the location of the scheme.

Please email your notification of a successful job or aborted job to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk) within 24 hours of the connection/abort.

### Chlorination of pipework

If you're installing a new water main – and/or service pipes that are **over 50mm in diameter and 6m or above in length** – and are accredited to carry out chlorination, you are required to chlorinate the relevant pipework to standards BS 8558 and BS EN 806 and submit a chlorination certificate. You must also ensure that appropriate samples are collected and UKAS-accredited analysis is carried out.

Once you've completed the chlorination and obtained the analysis, please email your chlorination certificate and UKAS-approved analytical results, to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk) within one day of receiving your results. Please include your application reference number when you send these details.

We cannot consent to you connecting self-laid mains to our water network until your chlorination certificate, UKAS-approved analytical results and as-laid drawings have been checked and approved.

Please bear in mind that chlorination certificates have a 2-week validity period.

Yorkshire Water reserves the right, should the need arise, to contact directly any analytical service provider or chlorination company used by a developer or SLP in order to verify any documentation provided to us prior to any approval being granted for connection to the YW distribution network.

### Re-design / re-approval requests

If you require a change to your design, you will need to complete the **re-design / re-approval request form** (which you can find at [yorkshirewater.com/developers/water/self-lay/](http://yorkshirewater.com/developers/water/self-lay/)) and a new source of water delivery date will need to be agreed.

## Minor variation requests

If you need to make a minor variation to the S51A Agreement – such as a change to the source of water delivery date or the party/ies liable for payment – you will need to complete a **minor variation request form** (which you can find at [yorkshirewater.com/developers/water/self-lay/](http://yorkshirewater.com/developers/water/self-lay/)) and we will respond within 7 days.

**I have read and understood all of the above**

## 1.4 Declaration

I request that Yorkshire Water process my request based on the information I have provided. I confirm all information is correct to the best of my knowledge.

I confirm that I will pay the administration fee of £226 + £45.20 (VAT) = **£271.20**, which covers the processing and issuing of the work order, at the point that I receive the invoice.

**By ticking this box I agree to the above declaration**

**Print name**

**Position in company**

**Date**       /       /

## Section 2: SLP to carry out the branch connection

Please complete this section if you've selected Self-lay Option D (All Works by SLP) as your main laying delivery method.

We'll return the signed agreement to you within **7 calendar days**.

**Before completing this section, please confirm you will provide the following documents with your application:**

- A scanned copy of the competent person's EUSR card
- A plan of the proposed works showing the exact location of the under-pressure connection (UPC)
- A risk assessment method statement (RAMS) for the UPC

### 2.1 Your details

Applicant name

Company name

Telephone number

Email address

Yorkshire Water reference

### 2.2 Self-lay provider details

Contact name

Company name

Contact telephone number

Email address

#### Address for correspondence

Address

Address line 2

Address line 3

Town/City

Postcode

I can confirm that I have the correct certification, as provided by Lloyds Accreditation, to carry out the proposed under-pressure connection.

Yes

Certification reference

Certification valid until

## 2.3 Work details

This information is essential for the management of the network and ensuring there is no conflict with other operations. As part of the requirements of the UPC you will have liaised with us at the point of connection (POC) stage and your S51A Agreement must be in place and signed by all parties. All UPC works must be recorded in your weekly whereabouts sheets and provided at least 14 days prior to requesting the making of the UPC connection.

### When are you planning to carry out the work? – Start and end dates

The procedure must not be authorised unless the document is endorsed with the appropriate information. The Senior Competent Person must be satisfied that the proposed start/end dates and times are realistic and achievable, to ensure that other proposed works on the network are not unduly affected.

Proposed start date

Proposed start time

Proposed end date

Proposed end time

If you need to change the proposed start date, please confirm the new start date for the works via the **weekly whereabouts form** and send to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk).

### Actual UPC location

Grid reference: Easting (6 figures)

Northing (6 figures)

### Work description

Description of proposed work (actual work to be done and techniques to be applied). A risk assessment method statement will be required to support the work in addition to this description along with a plan showing the location of the UPC.

## SLP Authoriser – Senior Competent Person (SCP)

SLP (SCP) authoriser contact name

SLP (SCP) contact number

SLP (SCP) EUSR number

The Senior Competent Person must make appropriate comments/checks that should be understood and acknowledged by the Competent Person. The final version of the procedure must be authorised by the SCP.

Senior Competent Person Comments

## Competent Person undertaking the work

The name of the Competent Person undertaking the work must be provided to enable the water network controller to validate the registration of the individual in relation to the proposed work.

Please note that if the Competent Person changes, you'll need to inform us of the change via email – [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk) – for clearance to proceed.

I have read and understood SLP

SLP Competent Person's name

SLP Competent Person's contact number

SLP Competent Person's EUSR number

## 2.4 Confirmation checklist

Have all parties signed the S51A agreement?

Yes      No

Has payment of the quote been made?

Yes      No

If you have paid by BACS, please give the reference here

Have you proposed a start date allowing a minimum of 14 days from receipt of this form and agreement?

Yes      No

Have you completed Schedules 5 and 6 of the agreement?

Yes      No

Have you left the source of water delivery date blank in the agreement?

Yes      No

### **If you're applying for a NAV site:**

Has the NAV signed and returned the bulk supply agreement?

Yes      No

**Please note:** if you have answered 'No' to any of the above questions or payment is missing, the agreement cannot be completed. Please also be aware that you cannot carry out the under-pressure connection until the agreement has been completed.

If you have any comments, or there are any incorrect details within the agreement, please specify these here:



## 2.5 Further instructions

### Advanced notification of your under-pressure connection (UPC)

Before making the under-pressure connection, please call our control room on **0844 9 02 29 98**, quoting your job reference number, to notify us that the UPC is about to proceed and what the estimated timescale is. You'll also need to make a further call once the UPC is complete.

Please email your notification of a successful job or aborted job to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk) within 24 hours of the connection/abort.

### Weekly whereabouts

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Once you've completed the chlorination and obtained the analysis, please email your chlorination certificate and UKAS-approved analytical results, to [SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk) within one day of receiving your results. Please include your application reference number when you send these details.

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Please bear in mind that chlorination certificates have a 2-week validity period.

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**I have read and understood all of the above**

## 2.6 Declaration

I request that Yorkshire Water process my application based on the information I have provided and confirm all information is correct to the best of my knowledge.

I understand that if I have not got a S51A Agreement in place which incorporates and agrees to the UPC being completed that I will not be able to proceed with this application.

I understand that the certification for completing the under-pressure connection will need to be valid at the point that the connection will be made and if the validity changes I will need to inform Yorkshire Water at the point that this changes.

I agree that Yorkshire Water may use the supporting information provided for any purpose connected with this application and with the company's statutory Sewerage and Water undertakings, including sharing information with its service partner.

I am aware that I will be responsible for informing the Network Controller if anything goes wrong as soon as the issues are encountered.

I am applying as the applicant or their representative and by doing so agree that I will be liable for the payment of any cost associated with this application.

**By ticking this box I agree to the above declaration**

**Print name**

**Position in company**

**Date**        /        /

**Please email this completed form to:**  
[SLP\\_mailin@yorkshirewater.co.uk](mailto:SLP_mailin@yorkshirewater.co.uk)

**Or you can post it to:**  
Developer Services  
Yorkshire Water Services Ltd  
PO Box 52  
Bradford BD3 7YD

## If you need to get in touch



**Call the Developer Services team on 0345 1 20 84 82**

Our Developer Services office is open Monday to Friday 8am-5pm.



**Visit our website [yorkshirewater.com/developers/](http://yorkshirewater.com/developers/)**



**Tweet us @YWHelp**



**Write to us**

Yorkshire Water Services Ltd, PO Box 52, Bradford, BD3 7YD

## Other useful numbers

**Contact centre**

**0345 1 24 24 24**

(billing enquiries)

**Asian language**

**0345 1 24 24 21**

**Text telephone/minicom**

**0345 1 24 24 23**

**24 hour automated services**

**0345 1 24 72 47**

(meter readings and payments)

**Fax number**

**01274 372 800**

## How much could you save?



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