

# Request for a Pre Maintenance Inspection (Sewer Diversion)

## 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 [technical.sewerage@yorkshirewater.co.uk](mailto:technical.sewerage@yorkshirewater.co.uk)

**This request form should only be used if your development site has either:**

- **achieved the desired discharge rate; or**
- **has a signed S185 Agreement in place.**

A pre maintenance inspection confirms that the public sewers and associated assets that have been diverted have been designed and constructed in accordance with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption.

To arrange a pre maintenance inspection with one of the team, please complete this request form and email it to [technical.sewerage@yorkshirewater.co.uk](mailto:technical.sewerage@yorkshirewater.co.uk), along with the requested supporting information.

## What happens next?

On receipt of your request form and supporting information, an Adoptions Agent will review all the information within 14 calendar days and provide a response.

If all the necessary information has been provided, the Adoptions Agent will instruct our scheduler to contact you to confirm a date and time for the pre maintenance inspection with a Developer Services Inspector. They will also confirm who should be present on site during the inspection.

If the information received is not sufficient, the Adoptions Agent will contact you to discuss the outstanding matters.

## Completing your request form

This request form and supporting information can be submitted in paper copies by post, delivered by hand or sent electronically.

**This form must only be completed, signed and submitted by the developer for the site.**

Please ensure all outstanding fees owing to Yorkshire Water have been paid prior to submitting this form.

Please complete in **BLOCK CAPITALS** using blue or black ink or enter your details below electronically.

### 1. About you

I confirm I am the developer for this site    Yes    No

Your name

Your company's name

Your company's address

Postcode

Telephone number

E-mail address

## 2. Details of the site

Site Name

Site Address

Postcode (nearest)

Site reference number

Date Agreement signed

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Date the works were completed on site

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Any site hazards found during construction (in relation to the sewer network and associated assets)

### Contact details of an authorised person on site during the inspection to sign off the works in the absence of the developer:

Name

Company

Position

Telephone number

E-mail address

## 3. Pre Maintenance Inspection Requirements

**By completing this request form, you are requesting for your development site to be placed onto an agreed maintenance period. To allow this to happen, you must provide the following information:**

- a full set of as built drawings compliant with the list of Technically Accepted drawings contained within the S185 Agreement for the development site
- a full set of any ancillary or asset information where maintenance and operational requirements are needed
- a camera survey of the entire network shown on the Technically Accepted drawings.

As the developer for the site, you must confirm that you have checked on site that all works have been satisfactorily completed in accordance with the S185 Technically Accepted drawings and you are satisfied that the diverted system and associated assets are ready for inspection.

**Yes**      **Print name**

**Please confirm what has been constructed on site:**

<b>Constructed as per technically accepted drawings with no changes</b> NB – if everything was constructed in accordance with the accepted drawings, please submit these in as built format.	Yes	No
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<b>Constructed as per technically accepted drawings with minor variations</b> NB – any minor variations to the approved drawings must be agreed on site with the inspector and confirmed in writing before changing the construction methods. These changes must be shown on the as built drawings submitted.	Yes	No
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<b>Constructed as per technically accepted drawings with major alterations (Deed of Variation required)</b> NB – any major variations to the accepted drawings must be put forward under a Deed of Variation and agreed before changing the construction methods. These changes must be shown on the as built drawings submitted.	Yes	No
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**Please confirm you have completed and provided the following documentation with this request form:**

<b>S185 Site Layout Plan coloured showing:</b>	Yes	No	Drawing Number
• all diverted sewers and associated assets requiring inspection			

<b>Manhole Schedule showing</b>	Yes	No	Drawing Number
• Manhole type and size			
• Cover type and size			
• Any backdrop manholes			

<b>Camera Survey</b>	Yes	No	Date of Camera Survey
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<b>Discharge Rights</b>	Yes	No	N/A
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**Manufacturers Details for all assets requiring operation and maintenance plans (if applicable)**

Yes	No	
• Flow Control Devices		Drawing Number
• Headwall / Inlet Structure		Drawing Number
• Headwall / Outlet Structure		Drawing Number
• Storage Tank		Drawing Number
• Sustainable Drainage assets		Drawing Number

<b>Details of any site specific access requirements</b>	Yes	No	Drawing Number
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**Once the as-built drawings have been finalised and accepted, you will need to email us a PDF copy of the approved versions. These will then be referred to during the pre-maintenance inspection.**

**4. Declaration**

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

I agree that Yorkshire Water may use the supporting information provided for any purpose connected with this request and with the company’s statutory Sewerage and Water undertakings.

I can confirm that this request form has been checked by ourselves as the Developer, is complete and complies with the Design and Construction Guidance, Local Practices and Technical Standards contained within the Code for Adoption.

I confirm that I would like Yorkshire Water to arrange a pre maintenance inspection for this site.

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

**Print name**

**Date**

| |

**Position in company**

**Please email this completed form to:**  
[technical.sewerage@yorkshirewater.co.uk](mailto:technical.sewerage@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](https://twitter.com/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**

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