

Request must be submitted five working days prior to the date the mains are being swabbed, pressure tested and chlorinated to: self.lay@wessexwater.co.uk

Instructions for completing: **Safe control of routine mains connection notification**

The routine operational procedure must be completed in accordance with the following instructions: All sections and boxes of the routine operational procedure must be endorsed with the relevant data, otherwise, N/A if not required.

Box a - Water Company name

Input the local Water Company name.

Box b - SLP name

The name of the organisation that is undertaking the operations.

Box c - SLP/WC Ref.

The reference for the Water Company project, or associated SLP reference number.

Box d - Originator

The name of the person who is producing the written procedure.

Box e - Date raised

The date that the originator produces the written procedure.

Box f - Location of proposed work

The name of the road, town and postcode where the work is being undertaken, if applicable. The exact location should be provided where possible, eg, Outside No. 56 High Street or at the junction of High Street and North Road. If on-site where no postal address has been allocated then the road numbers and plots should be used. The grid reference of where the connection is being made should also be included.

Box g - Description of proposed works

This should detail the actual work to be done, techniques to be applied and the material, and diameter of existing and new mains. It should also identify lengths of main to be commissioned.

Box h - Start and end dates and times

This information is essential for the management of the network and ensuring there is no conflict with other operations. 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.

Box i - Senior Competent Person Comments

The Senior Competent Person must make appropriate comments/checks, which should be understood and acknowledged by the Competent Person. The final version of the procedure must be authorised by the Senior Competent Person and then sent to the Water Network Controller for appropriate conflict checks/clearance to proceed.

Boxes j, k and l - Name of the Senior Competent Person, Competent Person and Water Network Controller Signatory

The name of the Competent Person undertaking the work must be inserted to enable the Water Network Controller to validate the registration of the individual in relation to the proposed work. The Competent Person must sign the procedure on receipt and briefing of the procedure to confirm that they fully understand the proposed operation and are in receipt of all appropriate documentation. It should be noted that if the Competent Person changes, the Water Network Controller should be contacted for the clearance to proceed. Signatures of the Senior Competent Person and the Water Network Controller are required within this section.

Box m - Details of any conditions or specific requirements

Include any conditions or site specific requirements that maybe required to carry out the operation, eg, any specialist equipment that could be required, site conditions etc.

Box n - Supporting documentation requirements

The method statement must be a step-by-step procedure. It is acceptable for certain aspects of the method statement to refer to specific sections of work procedures where these are available to the Water Competent Person on-site. In addition a copy of a plan showing the mains to be connected, a copy of the test certificate for the newly laid mains, and a copy of the sample results following disinfection of the newly laid mains should be attached.

Routine In-line Mains Connection Notification

| | | | |
|--|-------------|-------------------|--------------------------|
| a) Water Company | b) SLP Name | c) SLP/WC Ref | |
| d) Originator | | e) Date raised | |
| Contact details: | | | |
| f) Location of work | | | |
| Grid Ref: | | Postcode: | |
| g) Description of proposed work | | | |
| Pipe details: | | | |
| Existing main | Size: | material | |
| New main | Size: | material | |
| Connection will be to: | | | (please tick) |
| 1) newly laid main | | | <input type="checkbox"/> |
| 2) to a main controlled by a sluice valve / double spade valve | | | <input type="checkbox"/> |
| 3) to a main which does not supply properties | | | <input type="checkbox"/> |
| Method for isolating supply (please tick) | | | <input type="checkbox"/> |
| 1) operate valve | | | <input type="checkbox"/> |
| 2) squeeze off | | | <input type="checkbox"/> |
| 3) double spade valve | | | <input type="checkbox"/> |
| 4) high-flow top tee | | | <input type="checkbox"/> |
| 5) Other, please describe | | | <input type="checkbox"/> |
| h) Proposed start date/time | | Proposed end time | |
| i) Senior Competent Person (SCP) comments: | | | |
| SCP Contact No: | | | |
| j) SLP (SCP) Authoriser | Name: | EUSR No: | Signature: |
| k) Competent person (CP) undertaking work (Note if CP changes contact Water Company for clearance to proceed) | | | |

| | | | |
|---|----------|------------|------------------|
| Name: | EUSR No. | Signature: | |
| l) Water Company Clearance to proceed: | Name: | Signature: | Contact details: |
| m) Details of any conditions or specific requirements: | | | |
| n) Supporting documentation requirements: A method statement must be attached to this application. This should include details of: <ul style="list-style-type: none"> - any preparatory work - materials and plant requirements - safety equipment and checks - sketch of proposed connection Also needing attachment: <ul style="list-style-type: none"> - a copy of the 'As-laid' plan showing the mains to be connected - a copy of the pressure test for the newly laid mains - a copy of the disinfection result for the newly laid mains - a copy of the passed sample results following disinfection of the newly laid mains - a proposed service connection programme | | | |
| Date connection approved: | | | |

Data protection

For information about how we use your personal data, please see our privacy policy available at www.wessexwater.co.uk/privacy-policy or by writing to Wessex Water, Operations Centre, Claverton Down, Bath BA2 7WW.