



# Key contacts for all your construction needs

Here are the key contacts on site when UU are delivering your branch connection

Name	Areas Covered	Phone	Email
Michele Bower	Rochdale, Tameside, Manchester, Bury, Salford, Glossop	07768175271	michele.bower@uuplc.co.uk
Ken Crisp	Wirral, Ellesmere Port/Neston, Vale Royal, Crewe & Nantwich, Congleton	07785317470	ken.crisp@uuplc.co.uk
Paul Dalton	Wigan, Oldham, Bolton, Rossendale, Ribble Valley, Burnley, Pendle Blackburn & Darwen Hyndburn	07901856844	paul.dalton@uuplc.co.uk
Tracey Gill	Carlisle, Allerdale, Eden, Copeland, South Lakeland, Barrow, Lancaster, Fylde, Blackpool, Wyre, Preston, South Ribble	07798933562	tracey.gill@uuplc.co.uk
John Prout	Liverpool, St. Helens, Sefton, Knowsley, Halton, Warrington, Chorley West Lancs	07768145509	john.prout@uuplc.co.uk
Steve Smith	Stockport, Macclesfield, Trafford, High Peak	07768175273	steve.smith@uuplc.co.uk

## Contact the team

For all correspondence relating to self-lay works, including application forms, please send to: [selflay@uuplc.co.uk](mailto:selflay@uuplc.co.uk)

All our forms are available on our website: [www.unitedutilities.com/builders-developers](http://www.unitedutilities.com/builders-developers)

If you have any feedback please send to: [easytodobusinesswith@uuplc.co.uk](mailto:easytodobusinesswith@uuplc.co.uk)



# SLP mains and service connections guide



Easy to do business with

All forms related to self-lay are available on our website at [www.unitedutilities.com/builders-developers/self-lay-providers/](http://www.unitedutilities.com/builders-developers/self-lay-providers/)

Please e-mail completed forms to [selflay@uuplc.co.uk](mailto:selflay@uuplc.co.uk)

## 1. Pre-planning (developer)

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

- A map showing the site boundary and preferred point of connection or site entrance
- The estimated date the water supply is required

## 2. Point of connection (SLP)

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

- Planning status and reference number
- Estimated build programme
- Access or third party land requirements
- Site layout plan

## 3. Design acceptance (SLP)

Complete the **Self-lay application form** and pay your application fee. You will need to have a valid Point of Connection to proceed with a Design Approval, you will also need to provide:

- Most recent site layout in CAD format
- Proposed water network design (CAD and PDF format)
- A completed United Utilities' risk assessment for water pipes via our **Land risk assessment form**
- 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
- Pre-remediation or post-remediation site investigation (SI) report (where applicable)
- Easement drawing (CAD and PDF) (if applicable)
- List of affected land owners (if applicable)

## 4. Sign adoption agreement (all parties)

All parties involved in the development sign the adoption agreement before sending it to us.

We will then send you your service costings including infrastructure charges and income offset payments.

Your plots will be added to the tracker and this will be sent to you.

## 5. Construct water main

Send us your completed whereabouts form every week, showing where you plan to work. Then it's over to you to construct the mains as per the agreed design!

### UU makes the branch 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 you returning to us 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.

Get in touch with your Construction Engineer if a pre-start meeting is required - contact details are overleaf. They are there to support you through the construction process so feel free to give them a call if you have any concerns or require any help.

### OR

### SLP makes the branch connection:

A minimum of 5 days before you want to make your connection, you must complete the request for **permission to work (RFPTW) form** to us for review. You will need to include on the form the following information:

- 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. You must have returned your signed **Water Adoption Agreement**, signed acceptance and payment in advance of requesting permission to make your branch connection.

- 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

## 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 made, your **Completed Work form** should be submitted to us

### 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 the tracker, and the date of the connection.

### SLP fits meter:

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