

Minimum Information

This document set outs the minimum information required at each stage, in line with Codes for Adoption.

Stage	Method	Information Required
1A – Pre Planning / Planning Liaison	Application & using attachments	<p>Satisfactory completion of the Affinity Water application form</p> <p>Defined Site boundary</p> <p>Expected site usage/quantity and types of buildings proposed</p> <p>Estimated meter supply of water required to first plot</p> <p>Indicate Site entrance i.e. Where the permanent Source of Water (SoW) could be delivered to Site (if you have a preferred option)</p> <p>Estimate of the quantity and types of buildings proposed within the first 5, 10, 15 years to include; commercial supply requirements including; internal fitments, flow rates, details of storage tanks, process water requirements</p>
1C – Point of Connection	Application & using attachments	<p>Satisfactory completion of the Affinity Water application form</p> <p>Defined Site boundary and Self-Laid Main incoming access / utility routes</p> <p>A Point of Connection in accordance with the Affinity Water Design and Construction Specification</p> <p>Expected Site water consumption</p> <p>Planning status and reference number for the Site</p> <p>Land registry reference number for the Site</p> <p>Source of Water Delivery Date</p> <p>Site layout plan (approved planning layout) to include topography</p> <p>Details of Special Engineering Difficulties</p> <p>Details of any known future Development adjoining the site</p>
2 – Design Self Laid Mains (Affinity Water)	Application & using attachments	<p>Satisfactory completion of the relevant Affinity Water application form</p> <p>Confirmation of Affinity Water as the Designer</p> <p>Most recent layout of Site in CAD and PDF format unmarked and controlled with reference number, revision and date including site topography</p>

to Provide Design)	Direct or via Convertible Quote	<p>History and details of previous land usage / copies of Geo-Environmental surveys / report</p> <p>Pre or post-remediation Site investigation report where applicable</p> <p>Quantitative risk assessment, remediation strategy and verification report as appropriate in accordance with Water UK / HBF Guidance for the Selection of Water Pipes to be used in Brownfield Sites and the Contaminated Land Assessment Guidance</p> <p>Prescribed pipe type</p> <p>Identify third-party land which forms part of the access to the Site</p> <p>Legal easement drawing (CAD and PDF) where applicable</p> <p>Temporary water supply required date, location and size</p> <p>Domestic supply requirements i.e. property type schedule</p> <p>Multi Occupancy building supply: requirements, pumps, storage internal manifolds.</p> <p>Details of any requirement for water for firefighting</p> <p>Details of any phasing of the development</p> <p>Preferred building entry positions</p> <p>Details of watercourses within the area to be developed / site or adjacent to such</p> <p>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</p> <p>Section 38 drawing detailing the roads and footpaths to be adopted by the Local Authority.</p> <p>Details of service strips/service corridors where applicable</p> <p>Details of Principal Designer for the Development and Principal Contractor</p> <p>Developer's project health and safety plan</p> <p>Details of any known future Development adjoining the site</p>
2 - Design Self Laid Main (SLP to provide design)	Application & using attachments	<p>Satisfactory completion of the relevant Affinity Water application form</p> <p>Payment of any fees associated with the published Charging Arrangements</p> <p>Letter of authority from the Developer formally appointing the SLP to the role of Designer</p> <p>Confirmation of the named SLP Designer (including contact details)</p> <p>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</p> <p>Design drawing compliant with the published Affinity Water Design and Construction Specification</p> <p>Desktop study of history and details of previous land usage (Phase 1 geo-environmental risk assessment)</p>

		<p>A copy of the geo-environmental report where applicable</p> <p>Pre or post-remediation Site investigation report where applicable</p> <p>Quantitative risk assessment, remediation strategy and verification report as appropriate in accordance with Water UK / HBF Guidance for the Selection of Water Pipes to be used in Brownfield Sites and the Contaminated Land Assessment Guidance where applicable</p> <p>Legal easement, right of access or wayleave drawing (CAD and PDF format) where applicable</p> <p>Evidence related to sustainable development as per the published Charging Arrangements e.g. where a water efficiency incentive scheme is available.</p> <p>Details of any temporary water supply requirements including date, location and size</p> <p>Section 38 drawing detailing the roads and footpaths to be adopted by the Local Authority</p> <p>Domestic supply requirements i.e. property type schedule</p> <p>Multi Occupancy building supply: requirements, pumps, storage internal manifolds</p> <p>Details of any requirement for water for firefighting</p> <p>Details of watercourses within the area to be developed / site or adjacent to such</p> <p>Developer's project health and safety plan</p> <p>Details of any known future Development adjoining the site</p> <p>Confirmation of lead Designer for the development and Main contractor/Developers project health and safety plan</p> <p>Fire authority confirmation, or evidence that a consultation request has been made</p>
3 – Execute Model WAA	WAA Template & POC response	<p>Valid design with formal acceptance issued by Affinity Water</p> <p>Proposed Source of Water Delivery Date and formal written request to deliver a Source of Water by that date</p> <p>List of affected Owners and their appointed legal representatives</p> <p>Confirm final Fire and Rescue Service requirements where the need for fire hydrant(s) has been identified</p> <p>Return Water Adoption Agreement a minimum of 28 calendar days prior to the proposed Delivery Date signed by all necessary parties other than Water Company</p>
5- Connect Mains Affinity Water to Make Final Connection	REQ 02, Pressure Test Certification, Chlorination Certification	<p>Provide details of Self-Lay Works to be connected to the Network</p> <p>Submit completed form formally requesting work to be carried out</p> <p>Date of proposed connection</p> <p>Construction records indicating Self-Laid Mains to be connected electronically in CAD and PDF format or as otherwise agreed</p>

		Contact details of Site contact Payment for requested Affinity Water Works, if applicable
7 – Make Service Connection	REQ 03, 04 should have previously been received REQ 05 provides meter fit details.	Completion of relevant Affinity Water form Provide the meter information including; meter serial number, meter size, meter location and current meter reading Provide 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