

Service Connection Request For Works Requirements (Call- Off)

This document sets out the Affinity Water guidance for service connections in line with Codes for Adoption.

New Services

New services can only be made to an Adopted Self-Laid Main or Existing Main, and for this reason the physical work to make Service Pipe connections will normally follow the issuing of notification of Final Connection and the subsequent Declaration of Vesting. However, in certain circumstances e.g. where an SLP plans to connect a Service Pipe on the same day as the Final Connection, this will not hold up the works as the Water Main is considered to have vested as from the Final Connection Date. Please raise this with your APM if this is your intention.

Service Connection REQ 03, REQ 04 & REQ 05 forms will only be available after a Vesting, for you to indicate which plots you will be installing on these.

Once we confirm the receipt of the payment for the meters listed in the REQ 04, we will contact our stores to release the meters, you will have to arrange for them to be collected. Please contact your Developer Services APM for further details.

Making a Bulk Connection

For clarity, where bulk connections are being made that serve more than one premises, we require the REQ 03, 04 & 05 forms that relate to all of that bulk connections associated premises & their meters.

For Bulk Connections $\leq 63\text{mm}$ you are also required to provide a Pressure Test and Chlorination Certificate for the connection.

You are advised to submit your REQ 03 & REQ 04 forms no later than 5 calendar days before your service connection is required.

Notification of New Connections

Once a new connection is installed you are required to notify us using the REQ 05 form within 1 day for non-household and 5 calendar days for household.

The REQ 05 is to be fully completed and provide relevant details for each connection:

- Date of installation
- Meter size

- Meter serial number
- Meter outer reader number
- Meter reading on date of installation
- Postal Address of property
- Description of location of the meter, in relation to two permanent fixed points.