

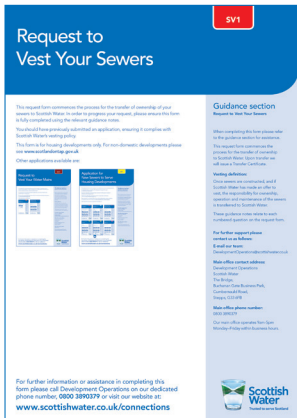
Request to Vest Your Water Mains

This request form commences the process for the transfer of ownership of your sewers to Scottish Water. In order to progress your request, please ensure this form is fully completed using the relevant guidance notes.

You should have previously submitted an application, ensuring it complies with Scottish Water's vesting policy.

This form is for housing developments only. For non-domestic developments please see www.scotlandontap.gov.uk

Other applications available are:



Guidance section

Request to Vest Your Water Mains

When completing this form please refer to the guidance section for assistance.

This request form enables you to commence the transfer of ownership of your water mains to Scottish Water. Upon transfer, we will issue a transfer certificate.

Vesting definition:

Once water mains are constructed, and if Scottish Water has made an offer to vest, the responsibility for ownership, operation and maintenance of the water mains is transferred to Scottish Water.

These guidance notes relate to each numbered question on the request form.

For further support please contact us as follows:

E-mail our team:

DevelopmentOperations@scottishwater.co.uk

Main office contact address:

Development Operations
 Scottish Water
 The Bridge,
 Buchanan Gate Business Park,
 Cumbernauld Road,
 Stepps, G33 6FB

Main office phone number:

0800 3890379

Our main office operates 9am-5pm
 Monday–Friday within business hours.

For further information or assistance in completing this form please call Development Operations on our dedicated phone number, **0800 3890379** or visit our website at:

www.scottishwater.co.uk/connections



Scottish Water
 Trusted to serve Scotland

Request to Vest Your Water Mains

For official use only
Date received:

All fields marked with an asterix (*) are mandatory.

1. Application Details

Please quote any Scottish Water reference previously given that relates to your site.

1.1 Scottish Water Reference No: * _____

1.2 Applicant Details:

Contact Name: * _____

Company Name (if applicable): _____

Address (if acting on behalf of applicant):* _____

_____ Postcode: * _____

Phone: * _____

Mobile: _____

Email: _____

1.3 Developer details: (if different from applicant)

Contact Name: * _____

Company Name (if applicable): _____

Address: * _____

_____ Postcode: * _____

Phone: * _____

Mobile: _____

Email: _____

Guidance section

Request to Vest Your Water Mains



1. Application Details

1.1 You have been issued with a reference number as part of your technical approval. In order to ensure that we progress with your request, you must provide us with this reference number.

1.2 Please provide details of the applicant of the site.

1.3 Please provide details of the developer of the site if different from applicant.

Request to Vest Your Water Mains

2. Site Details

2.1 Site details

Site address: * _____

Postcode: _____

Ordnance Survey Ref (12 Fig):

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Local Authority Area: _____

Total number of properties served by your Water Mains: _____

2.2 Type of assets to be vested (tick all boxes that apply): *

Water Mains

Booster Station

Other

If other, please specify: _____

2.3 Details of your contractor who installed your Water Mains:

Name of Contractor: _____

Contact Name: _____

Telephone Number: _____

Dates of Installation of your Water Mains: _____



2. Site Details

2.1 Please provide name, address and postcode (if available). An Ordnance Survey grid reference is required to enable us to locate your site accurately.

Example NGR = 123456 324512

2.2 Please tick the relevant boxes indicating the type of asset(s) you wish to transfer ownership of to Scottish Water.

2.3 Please provide details of your contractor who installed your Water Mains.

Request to Vest Your Water Mains

3. Checklist

The following checklist indicates the supporting documentation required to progress your application to vest your Water Mains and any Booster Station, if applicable. Please tick the boxes below where appropriate:

3.1 Water Mains

- As-built drawings in electronic format (please refer to guidance notes)
- Health and Safety file
- Deeds of Servitude and or/Section 23A authorisation (where applicable)
- Confirmation of Fire Hydrant acceptance by Fire Authority

3.2 Booster Station

- As-built drawings in electronic format (please refer to guidance notes)
- Deeds of Servitude and or/Section 23A authorisation (where applicable)
- Land title transfer details (please refer to Customer Guide)
- Operational and Maintenance (O&M) manual
- Details of electricity supplier (MPAN Number)
- Details of telephone supplier and booster station telephone number (where applicable)

Please remember that failure to provide all the details to complete your assessment may result in a delay in processing your application.



3. Checklist

As built drawings

We require you to arrange for your Water Mains to be accurately surveyed once completed. This will involve taking accurate measurements on site in order to update all of your design drawings to as-built drawings. As built drawings of your Water Mains must be in electronic format and compatible with AutoCAD 14 in *. DWG or DXF format or PDF.

Health and Safety file

Please provide a copy of the Health and Safety File (preferably electronic). In accordance with the Construction, Design & Management Regulations 2007.

CDM Health and Safety File Contents

The Health and Safety file should include the following information as a minimum requirement:

- (a) A brief description of the works carried out and completed.
- (b) Details of underground services/ utilities crossed during construction (location/type/depth/size).
- (c) Details of varying soil conditions (including contaminated ground) encountered and any special excavation/construction techniques used to overcome any difficulties encountered during construction.
- (d) Details of materials/products used (for example, pipes, sluice valves, hydrants, air valves, pumps, pressure reducing valves,).
- (e) Health and safety information about the equipment and access required for maintaining the water mains and/or booster station.
- (f) Copy of as-built drawings of the water mains including thrust block location/details and/or booster station.

Deeds of Servitude

All Deeds of Servitude to be supplied in accordance with the current edition of Water for Scotland and/or Section 23A authorisation (if applicable).

Request to Vest Your Water Mains

4. Declaration

I/We hereby make application to Scottish Water to vest my Water Mains.

I/We confirm that the Water Mains have been constructed to the most recent approved drawing(s) and have been inspected and tested to Scottish Water's current standards.

I/We confirm that we have followed the terms laid down in the current edition of the Customer Guide and on this form.

I/We have filled in all the mandatory sections of this form. The details I/we have given with this application are accurate.

I/We have read and understood the guidance notes.

I/We have enclosed all the necessary supporting documentation.

4.1 Your Details

Signature: * _____

Date: * _____

Your full name (*in capitals*): * _____

Position: _____

Company name: _____

Address: _____

Telephone number: * _____

Email address: _____

Please note: in consideration of the environment, we seek to correspond with customers via email. If you wish to receive correspondence via email, please tick this box and complete your email details in section 1.2:

Land title transfer

Please ensure that you provide details of your solicitor along with the necessary deed plans and land ownership details.

Operation & Maintenance Manual

A booster station template is available from Scottish Water that highlights the site specific details we require you to complete, please contact Development Operations for a copy of this form.

Electricity supply

Please provide details of the electricity providers MPAN Number — located on your current electricity bill for the booster station. We advise that you notify your current electricity provider of your intention to transfer the electricity account to Scottish Water.

Telephone supply

Please provide details of the telephone supply provider including the telephone number for the booster station. We advise that you notify your current telephone provider of your intention to transfer the telephone account to Scottish Water.

4 Declaration

Please ensure that you have read, understood and signed the declaration.



