



# Contact details, guidance and advice for self lay organisations given by **anglianwater**

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**It is important that Anglian Water's self lay application form is used for all self lay applications.**

All forms are available to download on our website [www.anglianwater.co.uk](http://www.anglianwater.co.uk) click on developer services.

### 1. Applications for new mains schemes

All application forms for new water main schemes should be submitted to: Anglian Water Services Limited, Developer Services, PO Box 495, Huntingdon, Cambs PE29 6YY.

If the self lay organisation is carrying out the design of the water mains scheme, an application for a point of connection form is available on our website. On receipt of this form Anglian Water will provide a point of connection within 20 working days.

### 2. Mains construction

For new mains construction purposes the Anglian Water area is split into two operational areas, as per the map below.

In order to:

- Arrange a pre commencement site meeting (**no work will start on site until a pre commencement meeting has taken place involving the self lay organisation, Anglian Water and developer representatives**).
- Give notification of starting work on site.
- Give notice of mains testing and disinfection dates.
- Send copies of test results and as laid drawings.

Please contact the appropriate main laying team:

#### Norfolk, Suffolk and Essex

by phone on 01603 247117, by fax on 01603 247634, or by email to [maineast@anglianwater.co.uk](mailto:maineast@anglianwater.co.uk).

#### Cambridgeshire, Lincolnshire and Humberside

by phone on 01522 341592, by fax on 01522 341272, or by email to [mainswest@anglianwater.co.uk](mailto:mainswest@anglianwater.co.uk).

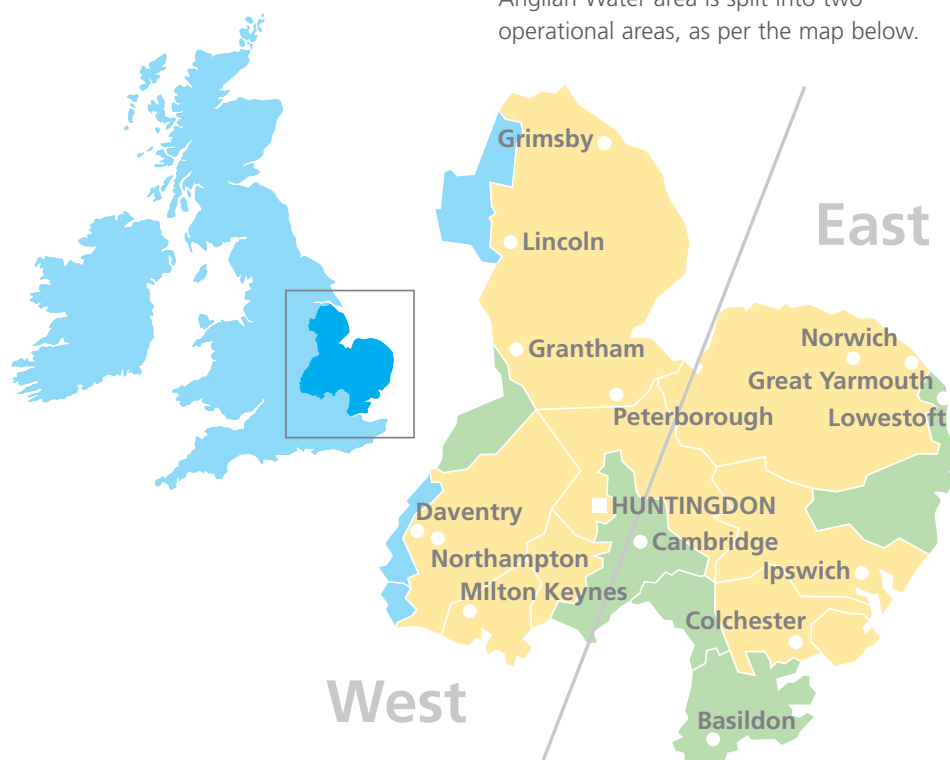
#### Bedfordshire, Buckinghamshire and Northamptonshire

by phone on 01908 453188, by fax on 01908 453194, or by email to [mainswest@anglianwater.co.uk](mailto:mainswest@anglianwater.co.uk).

**It is important that all notifications are done using the relevant Anglian Water self lay form.**

As laid drawings and site layouts can be submitted in AutoCAD format.

Any of the above submitted by post shall be submitted to: Anglian Water Services Limited, Developer Services, PO Box 495, Huntingdon, Cambs PE29 6YY.



### 3. Service connections

**It is important that all notifications are done using the relevant Anglian Water self lay form.**

In order to:

- Give 10 days notice of making service connections (**connection charges must be paid before the connection is carried out**).
- Give confirmation of service connections made and return water quality sheets (confirmation should be made to both the Water Connections Team and to the Anglian Water Quality Scientists – contact details on self lay form SL4).
- Give meter serial numbers of meters installed where self lay organisation installs meters.

Please contact our Water Connections Team by:

- Phone on 01522 341246 or 01522 341747.
- Fax on 01223 201272.
- Email [connections@anglianwater.co.uk](mailto:connections@anglianwater.co.uk).
- Write to Anglian Water Services Limited, Developer Services (Connections), PO Box 770, Lincoln LN5 7WX.

Whenever contacting the Water Connections Team please ensure you always quote the job numbers of the plots affected. It is important that all boundary and wall boxes are clearly tagged with the plot they serve by using the tags supplied with the meters. Tags must be completed using waterproof markers.

All new domestic connections will be installed with a trickle flow plug. The trickle flow plug will give adequate flow and pressure for the testing of the internal plumbing system, but will not be adequate to supply an occupied property. The water meter will be installed by Anglian Water at the same time as the internal water regulations inspection takes place.

### 4. Meters and trickle flow plugs

**All boundary box, manifold and wall box connections shall be installed with a trickle flow plug and Anglian Water will install the meter. Meters shall only be installed by the self lay organisation for in lines meters greater than 32mm.**

**Only meters issued by Anglian Water can be fitted on self lay schemes within the Anglian Water area.** All meters and trickle flow plugs will be issued by Anglian Water free of charge. To arrange for trickle flow plugs or meters for larger supplies, please contact the Logistics Centre by:

- Phone on 01733 416928 or 01733 416924.
- Fax on 01733 416925.
- Email [LogisticsCentre@anglianwater.co.uk](mailto:LogisticsCentre@anglianwater.co.uk).

Please provide the following information:

- Number of meters required.
- Delivery address.
- Contact name and telephone number.

The meters will be sent by courier to the delivery address specified. All meter deliveries must be signed for.

### 5. Standard forms

When notifying Anglian Water at various stages of the self lay process it is important to use the standard Anglian Water forms, as listed below.

**Anglian Water reserves the right to not adopt water mains where the correct notification process has not been followed.**

- SL1** Notification of commencement of mains work on self lay scheme (**minimum of 15 working days before work commences**). This form is also used for notifying the testing and chlorinating date (**minimum of 10 working days before testing is carried out. A pre commencement meeting must take place prior to any work starting**).
- SL2** Request for water main sampling and commissioning for water self lay work (**within 2 working days of testing being completed. Please note connection will not be planned by Anglian Water until test results and as laid plan have been received and checked**).

**SL3** Notification of commencement of water connections for water self lay scheme (**minimum of 10 working days before connections are made. Please note that full payment must have been made prior to connection being carried out**).

**SL4** Water quality record sheet for service connection checks (**within 2 working days of connection being made. Please ensure a copy is faxed to both the Water Connections Team and to the Anglian Water Quality Scientists**).

**SL5** Only to be used where trickle flow plugs can not be installed. Notification of completed service connections and meter installations on water self lay scheme (**within 2 working days of connection being made**).

**SL6** Notification of completed service connections on self lay schemes with trickle flow plugs installed, and Anglian Water are to install meters (**within 5 working days of connection being made**).

### 6. General, policy and procedure queries

For all queries and questions regarding Anglian Water's self lay policies and procedures, please contact us by:

- Phone on 01480 323189.
- Email [selflay@anglianwater.co.uk](mailto:selflay@anglianwater.co.uk).

**Please refer to our website for further information and guidance – [www.anglianwater.co.uk](http://www.anglianwater.co.uk) click on developer services.**