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SL7 - Self lay routine inline mains connection notification form

Please complete the form fully and accurately and email to developerservices@anglianwater.co.uk.
Insufficient information could lead to delays . Please refer to the guidance notes when completing this form.
Please complete this form in BLOCK CAPITALS.

Section 1 - Contacts/general details

Guidance notes	See note 1a	Water company:	_____
	See note 1b	Self lay organisation:	_____
	See note 1c	Self lay organisation/water company reference:	_____
	See note 1d	Originator:	_____
		Telephone number:	_____
		Mobile number:	_____
		Email address:	_____
	See note 1e	Date raised:	□ □ / □ □ / □ □ □ □
	See note 1f	Location of work:	_____
		Grid reference:	_____
See note 1g	Description of proposed works:	_____	

Section 2 - Pipe/connection details

See note 2a	Pipe details:	Please indicate type of main (tick and complete):		
	Existing main:	<input type="checkbox"/>	Size: _____	Material: _____
	New main:	<input type="checkbox"/>	Size: _____	Material: _____
See note 2b	Connection details:	Please tick where connection will be to:		
	Newly laid main:	<input type="checkbox"/>		
	A main controlled by a sluice valve/double spade valve:	<input type="checkbox"/>		
	A main which does not supply properties:	<input type="checkbox"/>		
See note 2c	Supply isolating:	Please tick the method to be used for isolating the supply:		
	Operate valve:	<input type="checkbox"/>	Squeeze off:	<input type="checkbox"/>
	High flow top tee:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
	If other, please describe:	_____		
See note 2d	Proposed start date:	□ □ / □ □ / □ □ □ □		
	Proposed end date:	□ □ / □ □ / □ □ □ □		

Section 3 - Authorisation

See note 3a **Senior competent person (SCP):**

Name: _____

Contact number: _____

See note 3b **SCP comments:**

See note 3c **SCP authoriser:**

Name: _____

EUSR number: _____

Signature: _____

See note 3d **Competent person (CP) undertaking work:**

If CP changes contact Anglian Water for clearance to proceed.

Name: _____

EUSR number: _____

Signature: _____

See note 3e **Water company clearance to proceed:**

Name: _____

Contact number: _____

Signature: _____

See note 3f **Details of any conditions or specific requirements:**

Section 4 - Supporting documentation

See note 4a **A method statement must be attached to this application and should include the following information:**

- Details of any preparatory work.
- Materials and plant requirements.
- Safety equipments and checks.
- Sketch of proposed connection.

The following should also be attached to the method statement:

- A copy of a plan showing the mains to be connected.
- A copy of the test certificate for the newly laid mains.
- A copy of the passed sample results following disinfection of the newly laid mains.

For Anglian Water use only

Date connection approved: / /

Self lay routine inline mains connection notification form

Guidance notes

The routine operational procedure must be completed in accordance with the following instructions.

All sections and boxes of the routine operational procedure must be endorsed with the relevant data, otherwise, please state 'N/A' if not required.

All sections should be completed wherever possible. Insufficient information may result in delays.

Note 1 – Contacts/general details

1a) Water company

Input the local water company name.

1b) Self lay organisation

The name of the organisation that is undertaking the operations.

1c) Self lay organisation/water company reference

The reference for the water company project, or associated self lay organisation reference number.

1d) Originator

The name and contact details of the person who is producing the written procedure.

1e) Date raised

The date that the originator produces the written procedure.

1f) Location of work

The name of the road, town and postcode where the work is being undertaken, if applicable. The exact location should be provided where possible e.g. outside No. 56 High Street or at the junction of High Street and North Road. If on site where no postal address has been allocated then the road numbers and plots should be used. The grid reference of where connection being made should also be included.

1g) Description of proposed works

This should detail the actual work to be done, techniques to be applied and the material, and diameter of existing and new mains. The detail should also identify lengths of main to be commissioned.

Note 2 – Pipe/connection details

2a) Pipe details

The type of main, size and material must be specified.

2b) Connection details

Please indicate where connection is to be made.

2c) Supply isolating

Please indicate the method to be used for isolating the supply. If 'other' is ticked you should specify method to be used in the available box (please use a separate piece of paper if required).

2d) Proposed start and end dates

This information is essential for the management of the network and ensuring there is no conflict with other operations. The procedure must **not** be authorised unless the document is endorsed with the appropriate information. The senior competent person must be satisfied that the proposed start/end dates and times are realistic and achievable, to ensure that other proposed works on the network are not unduly affected.

Note 3 – Authorisation

3a) Senior competent person (SCP)

The name of the competent person undertaking the work must be inserted to enable the water network controller to validate the registration of the individual in relation to the proposed work. The competent person must sign the procedure on receipt and briefing of the procedure to confirm that they fully understand the proposed operation and are in receipt of all appropriate documentation. It should be noted that if the competent person changes, the water network controller should be contacted for the clearance to proceed. Signatures of the senior competent person and the water network controller are required within this section.

3b) SCP comments

The senior competent person must make appropriate comments/checks, which should be understood and acknowledged by the competent person. The final version of the procedure must be authorised by the senior competent person and then sent to the water network controller for appropriate conflict checks/clearance to proceed.

3c) SCP authoriser

The senior competent person must sign this section and provide EUSR number.

3d) Competent person undertaking work

The competent person must sign the procedure on receipt and briefing of the procedure to confirm that they fully understand the proposed operation and are in receipt of all appropriate documentation. It should be noted that if the competent person changes, the water network controller should be contacted for the clearance to proceed.

3e) Water company clearance to proceed

Name, contact number and signature should be provided by the water company representative if CP changes.

3f) Details of any conditions or specific requirements.

Include any conditions or site specific requirements that maybe required to carry out the operation. e.g. any specialist equipment that could be required, site conditions etc.

Note 4 – Supporting documentation

4a) The method statement must be a step-by-step procedure. It is acceptable for certain aspects of the method statement to refer to specific sections of work procedures where these are available to the water competent person on site. In addition a copy of a plan showing the mains to be connected, a copy of the test certificate for the newly laid mains, and a copy of the sample results following disinfection of the newly laid mains should be attached.