

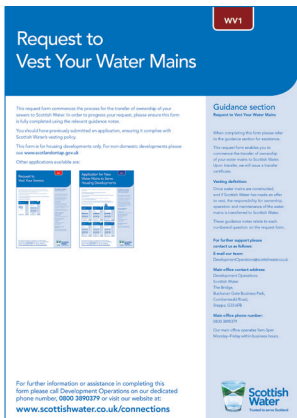
Request to Vest Your Sewers

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 Sewers

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

This request form commences the process for the transfer of ownership to Scottish Water. Upon transfer we will issue a Transfer Certificate.

Vesting definition:

Once sewers are constructed, and if Scottish Water has made an offer to vest, the responsibility for ownership, operation and maintenance of the sewers 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 Sewers

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 Sewers



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 for the applicant of the site.

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

Request to Vest Your Sewers

2. Site Details

2.1 Site details:

Site name: * _____

Site address: * _____

_____ Postcode: _____

Ordnance Survey Ref (12 Fig): *

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Local Authority Area: _____

Total number of properties served by your sewers: _____

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

- Foul Sewer
- Surface Water Sewer
- Combined Sewer
- Foul Pumping Station
- Pond
- Basin
- Underground storage
- Other

If other, please specify: _____

2.3 Details of your Contractor who installed your sewers:

Name of Contractor: _____

Contact Name: _____

Telephone Number: _____

(to – from)	section of infrastructure installed



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 sewers.

Request to Vest Your Sewers

3. Checklist

The following checklist indicates the supporting documentation required to progress your application to vest your sewers, Foul Pumping Station and Sustainable Urban Drainage Systems (SUDS) if applicable. Please tick the boxes below where relevant:

3.1 Foul, surface water and combined sewers

- As-built drawings in electronic format (please refer to guidance notes)
- Health and Safety file (please refer to guidance notes)
- Deeds of Servitude and or/Section 3A authorisation (where applicable)
- CCTV Survey (Defect free) (please refer to guidance notes)
- Manhole survey cards (please refer to guidance notes)

3.2 Pond and/or Basin

- As-built drawings in electronic format (please refer to guidance notes)
- Deeds of Servitude and or/Section 3A authorisation (where applicable)
- Land title transfer details (please refer to guidance notes)
- Section 7 agreement (where applicable) (please refer to guidance notes)
- Risk Assessment (please refer to guidance notes)
- Maintenance report (including dates of all tasks carried out e.g. de-silting)

3.3 Foul Pumping Station

- As-built drawings in electronic format (please refer to guidance notes)
- Deeds of Servitude and or/Section 3A authorisation (where applicable)
- Land title transfer details (please refer to Developer Guide)
- Operational and Maintenance (O&M) manual
- Details of electricity supplier (MPAN Number)
- Details of telephone supplier and pumping station telephone number (where applicable)

3.3 Underground Storage

- As-built drawings in electronic format (please refer to guidance notes)
- Health and Safety file (please refer to guidance notes)
- Deeds of Servitude and or/Section 3A authorisation (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 sewers 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 sewers 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/map format).
- (c) Details of varying soil conditions (including contaminated ground) and any special excavation/construction techniques used to overcome any difficulties encountered during construction.
- (d) Details of materials/products used (for example, pipes, manholes, pumps, valves, flow control devices).
- (e) Health and safety information about the equipment and access required for maintaining the sewers and/or pumping station and/or pond and/or basin and/or underground storage.
- (f) Copy of as-built drawings of the sewers and/or pumping station and/or pond and/or basin and/or underground storage.

Deeds of Servitude

All Deeds of Servitude to be supplied in accordance with the current edition of 'Sewers for Scotland' and/or Section 3A authorisation (if applicable).

Request to Vest Your Sewers

4. Declaration

I/We hereby apply to Scottish Water to vest sewers.

I/We confirm that my sewers have been constructed to the most recently approved drawings 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 Developer 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 and associated information as detailed in Section 3.

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:

Closed circuit television (CCTV) Survey

You are required to employ a qualified contractor in accordance with the current edition of 'Sewers for Scotland'. This should be provided in CD or DVD format together with preferably an electronic copy of the written report. You are responsible for ensuring that the CCTV survey shows no defects or debris within the sewers. Failure to do this may delay your application.

Land title transfer

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

Risk Assessment

You need to ensure that you have carried out a risk assessment that clearly addresses all hazards associated with your constructed pond and/or basin and/or underground storage. The risk assessment must address such issues as, but not limited to:

- Proximity of your pond and/or basin to public access areas i.e. pathways and common land, including but not limited to schools, nursery schools, sheltered housing.
- Known areas where there is a high degree of vandalism.
- Not limited to all areas where children have access to, including designated play areas.
- Petrol stations.
- Operation and maintenance of your pond and/or basin and/or underground storage.

Following detailed review of your Risk Assessment, we may require additional control measures proportional to identified risks, for example, increased fencing or additional warning signs at these areas.

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Additional Information to Support Application

Form area with horizontal lines for providing additional information.

Operation & Maintenance Manual

A pumping 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

For foul the foul pumping station please provide details of the electricity providers MPAN Number – located on your current electricity bill. We advise that you notify your current electricity provider of your intention to transfer the electricity supply account to Scottish Water.

Telephone supply

Please provide details of the telephone provider including the telephone number for the foul pumping 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.

Alternative formats of this form can be made available free of charge. For information on Braille, large print, audio and a variety of languages, please call our Customer Helpline on 0800 0778778.

If you have a disability, medical condition or other reason where you may need additional assistance from Scottish Water then please contact us and we can add your name, address and special requirements to our confidential Additional Support Register.

We record all calls for quality and training purposes.

Please return pages 2 – 6 of this application to:

Email:
DevelopmentOperations@scottishwater.co.uk

or

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

SW SV1 03/17

Notes
