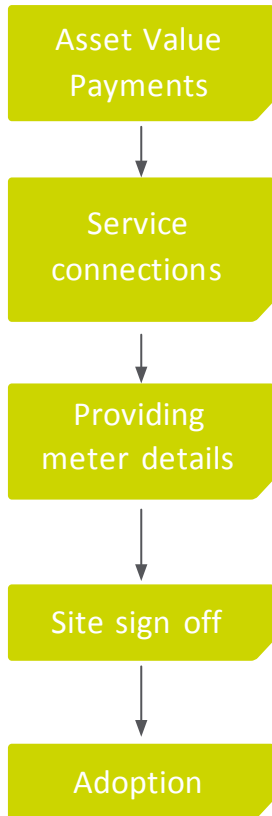


SELF-LAY PROCESS

When a development site needs a new water main, the developer can choose an accredited **self-lay provider (SLP)** to complete the contestable work*.

Here are the steps in the **self-lay process**:





Once the samples have passed then we will notify the SLP to confirm that the main is now within our ownership with a vesting certificate. At this stage the SLP will need to submit an Asset Value Claim to formally request payment from STW via an invoice.

Now the main has been tested and STW are happy the water quality is correct, the SLP can now start making service connections from the new main to the new properties on site. The SLP will need to make STW aware that they are planning to carry out connections by providing a form 4 (FORM 4). At this stage we require the full postal address for the new property so we can ensure that we can create the billing account as soon as the property is receiving water. We will also issue an invoice for our Self Lay charge, which will need to be paid within 35 days. A meter will be issued and delivered directly to site, ready for when the connection will take place.

Once the connection has been completed and the meter installed then the SLP is required to provide the details and reading of the new meter within 3 working days (FORM 5). This information can be returned to us at newconnections.selflayteam@severntrent.co.uk

Site sign off – The new mains that have been laid will have a 12 month liability period which begins once the new mains have been commissioned (The date of this can be found on the vesting certificate), it is the responsibility of the SLP and Developer to ensure that any associated above ground assets are protected against damage whilst the site is being constructed. Before the end of the liability period is due to finish, a representative from STW will be available to complete a walk of the site to identify any remedial work that is required, once this work has been completed or if no remedial works are required, the site will be formally signed off and the SLP will be released from the defect liability.

* Contestable work is work that can be carried out by a SLO – see STW's Self Lay Policy and Company Specific Addendum