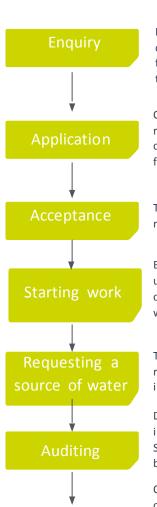
SELF-LAY PROCESS

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:**



If the Self Lay Provider (SLP) is applying directly to Severn Trent Water (STW) then a point of connection enquiry form is completed and returned to STW. The information contained within this form will then allow STW to check if there is enough capacity within the existing network to supply the new site and the most suitable connection point onto the existing water network.

Once the Developer and SLP are ready to have water mains laid on site then an application will be required with a design of the proposed new assets provided to allow STW to comment on design, cost the design provided to agree an Asset Value payment and provide a legal agreement ready for signing.

The SLP and Developer will need to sign the legal agreement and return to STW with any payments required. If a payment is required it will clearly be shown on the agreement.

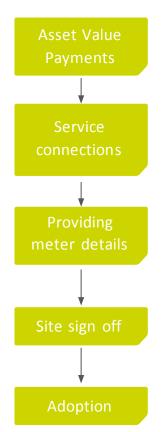
Before work can commence we will need some information around the materials the SLP will be using in constructing the main (FORM 2) and a prestart meetings of a point of connection can be confirmed on site, the phasing of constructing mains and also the opportunity to identify any risks which may delay the commissioning of the new water mains.

To allow the commissioning of the new water mains, a source of water (SOW) will be required, to request this a (FORM 1) will be required to be submitted. Once this has been received the SLP will be issued a date to confirm when the SOW will be live.

During the construction of the new water mains, STW will carry out a udits on the new main, including a final check before allowing it to be connected to the existing network. Should the SLP make any on site changes they must notify STW via their site contact so a variation can be agreed.

Once construction is complete the SLP will then need to request that the new water main be connected onto the exiting network. The SLP will complete a form 3 (FORM 3) and submit this along with the additional documentation required at this point, this then begins a process of sampling the new mains to ensure there are no contaminants within it and then either arranging to connect the new mains to the existing mains or giving a pproval to the SLP to connect (If the SLP has the required a ccreditation to do so). Once the new main has been connected we will take some further samples to ensure the water quality is to the highest standard our customers expect.





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 and the stable work is work that can be carried out by a SLO-see STW's Self Lay Policy and Company Specific Addendum and the stable work is work that can be carried out by a SLO-see STW's Self Lay Policy and Company Specific Addendum and the stable work is work that the stable work is supported by the stable work is work that the stable work is supported by the stable work is supported by

