
These guidance notes are designed to help you complete **Form J – Application for a temporary water connection or for building water.**

Important! During the construction of a new property, you will need to apply for a supply of water for building purposes. This includes water for construction and for people working on the site.

We recommend that you apply for a supply using this form.

Because the property developer is responsible for arranging building water, these applications always come to us at Business Stream (the retailer) rather than Scottish Water (the wholesaler). This applies whether the proposed development is a business or residential property.

1 Developer details

Please provide your full details to make it easy for us to contact you.

2 Details of main contact

Please provide contact details of any person appointed to coordinate the development (usually an agent or adviser). If you do not have an agent, leave this section blank. We will then contact the developer with all communications.

3 Billing details

Please tell us which of the above contacts should receive our final invoice or supply details for an alternative billing contact if appropriate. Where there are no details given in section 2, we will send our invoice to the developer contact in section 1.

4 Site location and design proposals

You must supply the full postal address and postcode of your site. The Land Registry can provide your postcode. If you don't supply this, your application may be delayed. Please also supply the grid reference of the site.

Your site may already have a Business Stream reference number relating to a Development Impact Assessment or an application for a water or sewerage supply. Please provide these to help us speed your application.



4 Site location and design proposals (continued)

Design proposals include a technical drawing which needs to detail each individual connection from the existing mains to the point of connection. These details allow Scottish Water to locate the best connection point from their mains:

They include

- Boundary of premises
- Location of existing main
- Size of existing main
- Material specification of the existing main
- Location of your proposed connection on the existing main
- Route of your pipe from connection on the existing main up to standpipe / site accommodation
- Size of the proposed connection pipe
- Material specification of the proposed connection pipe
- Location of supporting valves

5 Building water supply

For all building works, proof is required that water is obtained legally and is fit for building purposes. All sites subject to an application for water or sewerage connections may be inspected as part of Scottish Water's building water control process.

Building water charges depend on the type of development and / or building works.

If your development is for domestic premises, your building water will be charged at a rate per flat / terraced house / semi-detached house / detached house.

If your development is for non-domestic premises, your building water will be charged as a percentage of your estimated building cost. This varies according to the building works type. Ready-mix concrete is deductible from this cost.

Any water needed for site accommodation will be metered.

6 Work to be undertaken

Please note that all temporary connections are subject to a disconnection fee. See our *Full Charging Statement* for further details.

7 Special requirements

Please provide any information about your development that might be relevant to providing a timely connection.

8 Declaration

A site location plan, sewer layout design proposals, longitudinal sections, calculations, soil / ground investigation report and approvals are needed with your application.

The form is designed for electronic signature. If you prefer, you may print it off and sign it by hand and post a hard copy.

Guidance on electronic signatures is available at www.berr.gov.uk.

If you don't have the means to provide an electronic signature, please note that by submitting the form via email you are instructing Business Stream to progress your application.

9 Supporting documents

A site location plan needs to be submitted with your application. This allows Scottish Water to quickly locate your site in relation to their existing water infrastructure.

Your plan should set out precisely where the site is. Show street names, existing buildings and other landmarks. A 12-digit OS grid reference or GIS coordinates would also help.

We may need to ask for further drawings and / or calculations after reviewing your initial application and supporting information.