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## These guidance notes are designed to help you complete **Form C – Application for a new water mains / trunk mains / service reservoir connection.**

**Important!** Complete this form to obtain approval for your proposed design for a new water main / trunk main / service reservoir. If a 'tie-in' connection is required, you will then receive a further form to complete.

### **1 Developer details**

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

### **2 Details of main contact**

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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**

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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 details**

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#### **4.1 Reference**

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

#### **4.2 Postal address**

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.



## 4 Site details (continued)

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### 4.3 Type of development

If your development includes domestic premises, you must apply separately to Scottish Water (not Business Stream) for the domestic elements of the property.

You may require the help of a consultant to calculate your anticipated water consumption. As a guide, typical annual consumption estimates are:

- domestic use: 180 litres per head for 24-hour residents
- office/workplace use: 55 litres per occupant

### 4.4 Planning reference

Business Stream needs to be sure each development has full planning approval. For this reason we need to know the planning reference allocated to your development, plus details of the approving local authority. Failure to supply these will delay your application.

### 4.5 Contaminated land

If the site has potential land contamination issues (eg if it is an industrial site, former garage site, etc.), you must state how the site has been cleared of contamination. Alternatively provide third party assessment that confirms the choice of pipe material and/or measures taken to protect the public water supply.

## 5 Contractor details

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If you have not yet appointed contractors for the project, you may leave these sections blank.

### 5.1 Principal contractor

All installations must be carried out by a contractor registered with SNIPEF (Scottish and Northern Ireland Plumbing Employers' Federation).

If you appoint a non-registered plumber, you are liable for any damages to a third party property resulting from faulty components or incorrect installation. If such damages occur where a registered plumber has been used, the plumber is liable for third party damages.

### 5.2 Health and safety details

Please provide the details of your health and safety officer and a copy of the health and safety plan for your development.

### 5.3 Self-lay contractor

Please provide the details of the approved self-lay contractor who has been appointed to carry out this work, if applicable.

## 6 Special requirements

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

## 7 Declaration

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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](http://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.

## 8 Supporting data

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

### Site location plan

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.

### Design proposals

Design proposals include a technical drawing. This needs to show every individual connection from the existing mains to the point of connection. These details allow Scottish Water to find the best connection point from their mains. The following details must be shown:

- boundary of premises
- location of the existing main
- size of the 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 to your property
- size of the proposed connection pipe
- material specification of the proposed connection pipe
- location of hydrants
- location of supporting valves
- proposed point of connection of new mains to existing mains

To get details of the existing water mains and assets, contact Scottish Water's Property Search team on 01382 563666. They can give you a drawing of your site area. Alternatively, you can visit your local Scottish Water office.

### Fire authority confirmation

All new mains require a copy of the confirmation letter and approval from the local fire authority.

### Soil investigation report

Scottish Water requires that you provide risk-based evidence, including a soil analysis table, to support your choice of pipe material. This should identify the type of pipe material used to ensure the mitigation of any land contamination issues, and to protect the water supply. Further details are at section 2.2.2 of Water for Scotland 2.

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