

business stream

A SCOTTISH WATER COMPANY



application for
temporary water
connection or for
building water

Form

J

The water experts

Important

Please note there may have been significant changes to the requirements/process since you last used this form.

We only accept electronic submissions

Please email your application form(s) and supporting documentation to newconnections@business-stream.co.uk

Incomplete applications can't be progressed and failure to submit all required information may negatively impact your project deadlines. We can only progress your application when we have complete supporting documents that meet the regulations set out in the latest edition of Water for Scotland.

Accreditation

From 1 April 2013 you will need the necessary accreditation when seeking approval for non-standard (>32mm) connections. Use this [link](#) to find out more.

Design

Where shut downs are required Scottish Water has changed the design specification for new self lay developments which are proposed for adoption, and non standard connections. These changes took effect from 1 February 2013. More information can be found [here](#).

Need some help?

You can take the hassle out of your new water and sewer connections by asking Business Stream to handle it. We provide an end-to-end service, managing everything from design through onsite work to final connection – including this application process. Contact us to discuss your needs on 0333 207 9703.

Alternatively, please tick here if you would like us to contact you.

Got the right forms?

Important! This form enables you to apply for a temporary water supply for building and construction purposes and for people working on the site.

- If you need a permanent water connection, please complete and submit **Form A**.
- If you need a permanent waste water or sewer connection, please complete and submit **Form B**.
- If you need a new water mains / trunk mains / service reservoir, please complete and submit **Form C**.
- If you need technical approval for a new sewer mains / trunk sewer / waste water system, please submit and complete **Form D**.

If you need to change or install a meter for an existing connection please contact our customer service centre on 0330 123 2000.

Applications for a permanent connection can only be considered where any necessary building water application has been made and appropriate payment has been received.

Other useful sources

You may wish to refer to:

- Current editions of **Water for Scotland** and **Sewers for Scotland** – these documents set out the design standards Scottish Water will use to assess your mains and services (order via www.webookshop.com or 01793 865 012).
- Our **Guidance notes for Form J** – these explain the information required for each section in more detail.
- Our **New connections: getting started** document – this explains how we'll process your application.
- UKWIR (United Kingdom Water Industry Research) – this gives guidance for the the selection of water supply pipes to be used in brownfield sites (order via www.webookshop.com or 01793 865 012).
- Scottish Water byelaws – www.scotwaternet.com
- www.wras.co.uk – for regulation and byelaws guidance
- www.scotlandontap.gov.uk – for information on the water industry in Scotland

1 Checklist of supporting data

To ensure we can progress your application without delay, you must complete this checklist in full. We can only progress your application when we have complete supporting documents that meet the regulations set out in Water for Scotland 2nd edition.

- Completed application form
- Site location plan (OS or GIS location : _____)
- Design proposals (where a temporary connection is required)
- Mean and peak discharge rates with supporting calculations
- Flow control device calculations, if applicable
- Supporting evidence of alternative water supply if used, eg invoices, photographs
- Reference number for associated water connection, if applicable (Form A) _____
- Reference number for associated sewer connection, if applicable (FormB) _____
- Reference number for development impact assessment, if applicable (Form E) _____
- Fire safety approval (if connection is above 32mm) – letter or email from the central fire authority **or**, fire safety approval is not required – evidence supplied to support this
- Soil investigation report and ground investigation report, if applicable
(required where land contamination exists or for non-standard connections of above 32mm connection pipe)

*If you are unsure where your main is located details can be obtained from one of two providers and details can be found at:
<http://www.scottishwater.co.uk/business/horizons/property-searches/property-searches>

2 Customer details

Company name

I am: The owner The contractor The future occupier

Contact name

Address

 Postcode

Phone Mobile

Fax Email

3 Details of main contact

Company name

Contact name

Address

 Postcode

Phone Mobile

Fax Email

Please provide the unique property reference number(s) requested below *

SAA Reference Number:

Where the SAA Reference Number is not available, please provide a valid supporting reason(s) below:

- Property not yet rated
- Missing entry from the SAA
- Agricultural land, buildings and troughs
- Fish farms, fishing, and sporting rights
- Parks, Allotments and Sports Ground
- Property is multi-tenancy
- Infrastructure Project
- Car Park
- Building Water
- Other (please provide details)

UPRN:

Where the UPRN is not available, please provide a valid supporting reason(s) below:

- Missing entry from the OSG
- Not yet issued by planning
- Agricultural including troughs
- Fish farms, fishing, and sporting rights
- Parks, Allotments and Sports Ground
- Property is multi-tenancy
- Infrastructure Project
- Building Water
- Other (please provide details)

* The SAA Reference Number will only be available after a property has been rated and can be obtained from the Scottish Assessors Association website – www.saa.gov.uk. UPRN availability will vary depending on the specific council planning department and should be available at building warrant granted stage and can also be obtained from the One Scotland Gazetteer website - www.onescotlandgazetteer.org.uk .

4 Billing details for new connection only (not water supply – see guidance notes)

Where both sections 2 and 3 are completed, please state which contact should receive our final invoice.

Customer Main contact Other (please specify)

Company trading name

Billing contact name

Address

Postcode Phone

Mobile Fax

Email

5 Site information

5.1 Site information

Please supply at least one of the three location methods: full address & postcode, OS reference and / or GIS coordinates.

Site or project name

Site address

Postcode

Ordnance survey reference (ten figures)

GIS Easting and Northing (x, y coordinates)

Please quote any Business Stream reference previously given to your site.

5.2 Type of premises – previous use

Are these premises:

New build Existing

If existing premises, please provide supply point ID (from water bills)

What was the site previously used for?:

Greenfield or agriculture Housing Industry Landfill

Other (please specify)

5.3 Crossing private land

Do you have the permissions needed to cross private land with your private supply pipe?

yes no n/a

5.4 Contaminated land

All non-standard (above 32mm) connections need a copy of the water extract conclusions, together with any remediation measures.

Are there any potential contaminated land issues relating to your site?

yes no

If yes, please tell us how your site has been cleared of contamination. Alternatively, provide specialist assessment that confirms the choice of pipe material and / or measures taken to protect the public water supply. Please submit a soil investigation report or continue on another sheet if necessary.

Are water extract conclusions included?

yes no

6 Connection requirements

6.1 Types of supply

If you intend using an existing supply, please complete section 8.

Please tick the types of supply you need

building water only without connection building water with temporary connection
 site accommodation waste water
 building water **and** site accommodation water **and** site accommodation waste water

Do you wish the **new** supply to be metered? yes no

Where a temporary connection is needed please complete section 7 (if a meter is not required) and section 9.

6.2 Trade effluent

Will there be a discharge of trade effluent from the premises? yes no

If yes, please provide your trade effluent consent application reference from Scottish Water, if you have one.

6.3 Supply at height

Do you need water to be supplied at three storeys or above (or equivalent height)?

yes height no

7 Building water

Please state which type of building work your development entails:

- traditional building work (brick/concrete/cement works)
- non-traditional building work (non brick/concrete/cement works)
- modernisation/rehabilitation

Please provide a description of the works to be undertaken

Estimated cost of building works (£)

Value of ready-mix concrete used in construction (£)

8 Existing supply information

8.1 Existing supply

Do you intend to use an existing supply?

- No (please go to section 9)
- Yes (please continue completing this section)

If you are using a stand pipe please supply the Scottish Water reference no.

(please note you will be charged on an unmeasured basis and should complete section 7)

- If you are using an existing metered supply please confirm this is sufficient to meet your needs (please consider the size of the connection and meter when assessing your needs – please see Appendix A which can help you work this out).
- If you have had a DIA prepared previously, please supply the reference number in the checklist

8.2 Existing meters at premises

Please supply as much information as possible in this section. A lack of information may result in processing delays. Only provide details of the meter(s) being used for building water purposes.

	meter 1	meter 2	meter 3	meter 4	meter 5
current meter read					
meter type					
meter make					
meter size					
meter serial number					
meter location					
x, y co-ordinates					

Please note only meters directly associated with the premises may be used.

Please advise who the current owner of the meter is. (Please note we will contact the person responsible for paying the bill to confirm you have been given permission to use this supply.)

Start date of development

Expected completion date of development

Please select one of the following

- The premises has been decanted and so consumption during this period is for construction purposes only.
- The premises will be used for business as usual and so consumption for construction purposes will be over and above the average daily consumption.

9 New supply information

Please see **guidance notes** to help you make a decision.

9.1 Conversion of temporary connection

Do you intend to convert this temporary water connection to a permanent water connection? (See guidance notes)

- Yes (please complete Form A when required or provide BS reference number in section 1)
- No (a disconnection fee will apply)

9.2 Building water

Date when supply is required

Anticipated completion date

Number of branches needed for your water connection

Size of water connection required

25mm 32mm 63mm other (please specify)

Only complete this section if you require a metered supply

Size of meter(s) required (please also complete Appendix A – this will help you determine the size of meter(s) needed)

15mm 20mm 25mm 30mm 40mm

9.3 Site accommodation water

Date when supply is required

Anticipated completion date

Number of branches needed for your water connection

Size of water connection required

25mm 32mm 63mm other (please specify)

Only complete this section if you require a metered supply

Size of meter(s) required (please also complete Appendix A – this will help you determine the size of meter(s) needed)

15mm 20mm 25mm 30mm 40mm other (please specify)

9.4 Site accomodation waste water

Date when connection is required

Anticipated completion date

Please complete the table

	foul water	surface water	combined
number of connections			
diameter of connections (NB The minimum size is 150mm)			
type of connection (manhole, saddle, branch, etc)			

9.5 Estimated discharge rate in litres / second

	foul water	surface water
mean		
peak		

9.6 Site accommodation facilities

Please tell us how many people will use the site accommodation facilities

Please tell us the facilities in the site accommodation

toilets quantity showers quantity

canteen other (please specify)

10 Special requirements

Please let us know of any special requirements you have, eg details of the alternative source of water used and the supporting evidence you have provided with this application. Please continue on a separate sheet if necessary.

1% Declaration

- I / We hereby make application to Scottish Water via Business Stream, as licensed provider, for a supply of water as detailed before.
- I / We undertake to abide by the terms and conditions of current Scottish Water byelaws on date of application.
- I / We understand that any alterations made to this application must be declared to Scottish Water via Business Stream.
- I / We have filled in all the relevant sections of this form.
- The details I / we have given with this application are accurate.
- I / We have read and understood the supporting guidance notes.
- I / We have enclosed all the necessary supporting documentation as set out in **section 1** of this form.
- I / We declare that the supporting documentation provided with this application complies with the relevant standards set out in the current edition of Water for Scotland.
- I / We have read, understood and agree to Business Stream's terms and conditions for supply services.*
- I / We have read, understood and completed the application fee payment terms.
- I / We confirm that any water used for building purposes has been obtained legally and is fit for purpose.

Signature

Date

By submitting this form via email you are instructing us to progress this application, even in the absence of an electronic signature.

Full name

Role in the company or job title

Phone Fax

Email

Please email this application to newconnection@business-stream.co.uk

*Our terms and conditions can be found on our website at www.business-stream.co.uk

Please provide the unique property reference number(s) requested below *

SAA Reference Number:

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- Infrastructure Project
- Car Park
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- Other (please provide details)

UPRN:

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2 Number of water fittings (cont)	Please provide details of the number of water fittings (as listed) and indicate whether they are fed from the mains or from a storage tank. If no information is available, please complete section 3 – flowrate							
	Mains	Storage	Mains	Storage	Mains	Storage	Mains	Storage
Shower								
Power shower								
Sink (tap nominal size 15mm)								
Sink (tap nominal size larger than 15mm)								
Spray tap								
Bidet								
Domestic sized washing machine								
Domestic sized dishwasher								
Domestic sized waste disposal unit								
Commercial sized washing machine								
Commercial sized dishwasher								
Commercial sized waste disposal unit								
Outside tap								
Swimming pool								
Any other water fitting or outlet								

3 Flowrate	Where no information is available for the number of water fittings, please complete either section 3.1 or 3.2			
	Meter 1	Meter 2	Meter 3	Meter 4
3.1 From logging data	Please provide details of all three flowrates requested			
Minimum (l/sec)				
Maximum (l/sec)				
Typical (l/sec)				
3.1 Estimate of flowrate	Please provide details for the daily water requirement			
Daily requirement (l/day)				

4 Fire supplies	Please provide details for the number of fire supplies and their estimated flowrates							
	Meter 1		Meter 2		Meter 3		Meter 4	
Number of fire hydrants								
Estimated flowrate (l/sec)								
	Mains	Storage	Mains	Storage	Mains	Storage	Mains	Storage
Number of fire hoses								
Estimated flowrate (l/sec)								
Number of sprinkler system heads								
Estimated flowrate (l/sec)								

5 Meter requirements	Please indicate whether there is power available at the site if a meter that requires power is being selected from the meter menu			
	Meter 1	Meter 2	Meter 3	Meter 4
Power available (y/n)				