

# Construction Milestone Capture Form

This form is used to capture dates in your construction plan so that we can perform inspections at the correct point in development, and is applicable for housing developments only.

We appreciate that these dates may change but request you please use the most accurate dates available, according to your plan. In the event these dates change, please contact Scottish Water to rearrange any inspection accordingly.

At this stage, you will have completed an application (WF1/SF1), this form needs to be returned to Scottish Water with a signed Financial Reimbursement Agreement prior to construction taking place as set out in Scottish Waters Vesting Policy.

Previous application forms include:



For further information or assistance in completing this form please call Development Operations on our dedicated phone number, **0800 3890379** or visit our website at:

**[www.scottishwater.co.uk/connections](http://www.scottishwater.co.uk/connections)**

## Guidance section

Construction Milestone Capture Form

When completing this form please refer to the guidance section for assistance.

We appreciate that you may possess limited information and therefore our mandatory information fields are limited. The more detailed information which can be included on this application form, will ensure that we can schedule site inspections during construction at the appropriate times for your development.

**For further support please contact us as follows:**

**E-mail our team:**

[DevelopmentOperations@scottishwater.co.uk](mailto:DevelopmentOperations@scottishwater.co.uk)

**Main office contact address:**

Development Operations  
Scottish Water  
The Bridge,  
Buchanan Gate Business Park,  
Cumbernauld Road,  
Stepps, G33 6FB

**Main office phone number:**

0800 3890379

Our main office operates 9am–5pm  
Monday–Friday within business hours.



**Scottish Water**  
Trusted to serve Scotland

# Construction Milestone Capture Form

For official use only

Date received:

All fields marked with an asterix (\*) are mandatory.

## 1. Application Details

Please quote any Scottish Water reference previously given that relates to your site.

1.1 Scottish Water Reference Number: \* \_\_\_\_\_

1.2 Applicant Details:

Contact Name: \* \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \* \_\_\_\_\_

Phone: \* \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \* \_\_\_\_\_

1.3 Contact at site (if different from above):

Contact Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \* \_\_\_\_\_

## Guidance section

Construction Milestone Capture Form

### 1 Application Details

- 1.1 Please include any Scottish Water reference number you may have had previously relating to this development.
- 1.2 The applicant will be the designated point of contact and will receive all correspondence from Scottish Water relating to this enquiry unless otherwise stated.
- 1.3 Please only complete the developer section where the applicant is not the developer.

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## 2. Site Details

2.1 Site address: \* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.2 Nearest Postcode: \* \_\_\_\_\_

2.3 Ordnance Survey Ref (12 Fig):

## 3. Planned Construction Dates

3.1 Planned Start Date: \* \_\_\_\_\_

3.2 Planned Site Completion Date: \* \_\_\_\_\_

3.3 Planned Date for First Connection: \* \_\_\_\_\_

3.4 Planned Date for First Occupancy: \* \_\_\_\_\_

## 4. Site Inspections During Construction

As part of the new facilitation process launched on April the 1st 2017, Scottish Water now conducts mandatory site inspections during construction on key infrastructure.

These are visual inspections carried out by Scottish Water Field Service Advisors to ensure that assets are constructed to Scottish Water's standards and specifications. Therefore, all assets must be clearly visible and not covered or backfilled until the Site Inspection During Construction has been carried out.

At this time, Site Inspections During Construction are Asset specific – applicable to SUDS, pumping stations, water booster stations and spine infrastructure.

Please complete each section below for each asset type that is part of your application. If a section is not relevant to the development, please show N/A in place of a Planned Date for Inspections detailed in points 4.1 to 4.5.

### 4.1 Water Spine

We need to inspect water spine infrastructure at the point that the features below are constructed and available for assessment.

- Infrastructure has been laid and prior to any tie-ins or service connections being made.

Planned date for water spine inspection: \* \_\_\_\_\_



### 2 Development Details

- 2.1 If you do not have a full postal address please provide as much location information as possible e.g. name of an adjacent road.
- 2.2 Please provide nearest postcode.
- 2.3 If available, please include a 12 digit Ordnance Survey reference number.

- 4.1 Multiple Assets – Should your development have more than one of a certain asset type, you are required to include the date for inspection for each individual asset.

We understand the dates you provide may change but request that you provide us with the best proposed dates you can for each asset type.

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## 4.2 Foul Spine

We need to inspect foul spine infrastructure at the point that the features below are constructed and available for assessment.

- Infrastructure has been laid including partially or completed manholes and track remains open.

Planned date when features will be ready for first inspection: \* \_\_\_\_\_

## 4.3 Sustainable Urban Drainage System (SUDS):

We need to inspect a SUDS at the point that all the features are constructed and available for assessment.

### 4.3.1 Please specify the type of SUDS to be used by ticking the appropriate box\*:

Pond       Basin       Underground storage

### 4.3.2 SUDS features requiring inspection:

- When the major part of excavation works to create the feature has been completed and construction of headwalls and flow control is ongoing.
- When major construction is coming to an end and the site layout is nearing completion.

Planned date when features will be ready for first inspection: \* \_\_\_\_\_

## 4.4 Waste Water Pumping Station inspection:

We need to inspect a waste water pumping station at the point that all the features below are constructed and available for assessment.

### 4.4.1 Waste water pumping station features requiring inspection:

- When wet well construction has been completed.
- When major electrical and mechanical components have been installed.
- When major construction is coming to an end and the site layout is nearing completion.

Planned date when features will be ready for first inspection: \* \_\_\_\_\_

## 4.5 Water Booster Station inspection:

We need to inspect a water booster station at the point that the features below are constructed and available for assessment.

### 4.5.1 Water Booster Station features requiring inspection:

- When major electrical and mechanical components have been installed.
- When major construction is coming to an end and the site layout is nearing completion.

Planned date when features will be ready for first inspection: \* \_\_\_\_\_



**Please note: Scottish Water will schedule Site Inspections During Construction based on the dates provided in points 4.1 to 4.5.**

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## 5. Declaration

I/We understand that any alterations made to this application must be declared to Scottish Water.

I/We have filled in all the mandatory sections of this form.

The details I/we have given with this application are accurate.

I/We have read and understood the guidance notes.

I/We have enclosed all the necessary supporting documentation.

### Your details

Signature: \* \_\_\_\_\_

Date: \* \_\_\_\_\_

Your full name (in capitals): \* \_\_\_\_\_

Company name: \_\_\_\_\_

**Please note:** In consideration of the environment, we seek to correspond with customers via email. If you wish to receive correspondence via email, please tick this box and complete your email details in section 1.2:

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Alternative formats of this form can be made available free of charge. For information on Braille, large print, audio and a variety of languages, please call our Customer Helpline on **0800 0778778**.

If you have a disability, medical condition or other reason where you may need additional assistance from Scottish Water then please contact us and we can add your name, address and special requirements to our confidential Additional Support Register.

We record all calls for quality and training purposes.



### 5 Declaration

Please ensure that you have read, understood and signed the declaration before returning your form.

**Please return pages 2 – 5  
of this application to:**

**Email:**

DevelopmentOperations@scottishwater.co.uk

or

**Write to:**

Development Operations  
Scottish Water  
The Bridge,  
Buchanan Gate Business Park,  
Cumbernauld Road,  
Stepps, G33 6FB

SW CMC 04/17