

# Facilitation Process – Developer Guide

This guide provides an overview of the key stages of the Facilitation Process for water and waste water assets, as of 1st April 2017.

Further information can be found within the Scottish Water Vesting Policy on the Scottish Water website.

Following an extensive consultation period Scottish Water have implemented a new Facilitation Process for water and waste water assets, as of 1st April 2017. The aim of this new streamlined process is to make it simpler for Developers to vest assets in Scottish Water. A copy of the Vesting Policy can be found on the Scottish Water website.

Vesting describes the process of transferring one or more newly constructed water and waste water assets into public ownership and operation, from private ownership and operation.

Although vesting is regarded as being the last stage in the process, revisions have been made to the entire facilitation process to make the vesting of assets simpler and to allow this to happen earlier.

The main stages to the process are:

- Pre-Development Enquiry (PDE)
- Application (WF1/SF1)
- Construction & Connection
- Request to Vest (WV1/SV1)
- Defect Liability Period

Throughout this guide we have detailed the key changes to the process (as detailed in the Vesting Policy), the responsibilities of the Developer and the documentation and information which the Developer is required to submit at each stage of the facilitation process, from PDE to the Defect Liability Period.

## Stage 1 – Pre-Development Enquiry (PDE)

There are no changes to this stage of the process. PDE's should continue to be submitted to check for capacity prior to applying for your facilitation, using the PDE form which can be found on the Scottish Water website.

## Stage 2 – Application

There are several changes within the application stage of the process which we have detailed below. In order to apply for a new facilitation, please complete and submit the relevant application form(s): Application for New Sewers to Serve Housing Developments (SF1) and Application for New Water Mains to Serve Housing Developments (WF1) which can be found on the Scottish Water website.

In addition to the application form(s) the Developer is required to submit further supporting documentation as detailed below.

To progress a sewer facilitation application, Developers are required to submit:

- Application for New Sewers to Serve Housing Developments (SF1)
- Site Location Plan
- Drainage Layout Drawings
- Longitudinal sections drawings
- Calculations
- Manhole Sections
- Soil Investigation (if applicable)
- Mechanical & Electrical (M&E) (if applicable)
- SUDS risk assessment
- Risk Assessment & Method Statement
- Surface water options report
- Deed & Servitude Proposal Plan

Please note, supporting guidance notes can be found on the SF1 application form.



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For more information:

Development Operations 0800 3890379 [www.scottishwater.co.uk/connections](http://www.scottishwater.co.uk/connections) [DevelopmentOperations@scottishwater.co.uk](mailto:DevelopmentOperations@scottishwater.co.uk)

To progress a an Application for New Water Mains to Serve Housing Developments (WF1), Developers are required to submit:

- Application for New Water Mains to Serve Housing Developments (WF1)
- Water Layout Proposal (as per the current Water for Scotland guidance and to include trench details)
- Approved Roads Construction Consent drawing
- Soil Investigation Report
- Booster station details (if applicable)
- Sprinkler system schematic drawings and manufacturing specifications (if applicable)
- Fire Authority approval
- Deed & Servitude Proposal Plan

Please note, supporting guidance notes can be found on the WF1 application form.

Below we have detailed the changes to process at this stage:

### 1. Deed & Servitude Proposal Plan

Following the launch of the new facilitation process as of April 1st 2017, developers will be asked to provide Scottish Water with information in the form of a plan (“Deed and Servitude Proposal Plan”). The information provided on the Deed and Servitude Proposal Plan will enable Scottish Water to identify its relevant legal requirements. The Deed & Servitude Proposal Plan will be reviewed as part of the Technical Audit and Scottish Water will confirm to the Developer whether or not the necessary legal requirements needed to vest the particular asset(s) are covered.

Full guidance on what is required within a Deed & Servitude Proposal Plan can be found on the Scottish Water website.

### 2. Construction Milestone Capture Form

Following Technical Audit acceptance, Scottish Water will now send a Construction Milestone Capture Form to the Developer, along with the Quotation for Works, Financial Reimbursement Agreement (FRA) and Land Title & Servitude Pack. The purpose of this form is to capture the Developer’s key construction dates, to allow us to schedule Site Inspections During Construction for applicable assets. This form is

required to be filled in and returned to Development Operations prior to construction starting onsite.

### 3. Land Title & Servitude Pack

As mentioned in point 2, Scottish Water will issue a Land Title & Servitude Pack to the Developer, following Technical Audit acceptance. This pack will detail the legal requirements necessary to vest an asset in Scottish Water as per Water/Sewers for Scotland latest edition. This pack will also contain style guides for legal documentation.

## Stage 3 – Construction & Connection Stage

Below we have detailed the changes to the process at this stage:

### 1. Site Inspections During Construction

In order to minimise the need for remedial works post construction and prior to vesting, Scottish Water have implemented compulsory Site Inspections During Construction for specific asset types. This inspection will happen whilst the asset is being constructed, prior to track inspections etc – this inspection does not eradicate the need for the existing inspections which take place prior to connection.

Scottish Water will inform the Developer in writing if a Site Inspection During Construction is required and will schedule an inspection date based on the dates submitted in the Construction Milestone Capture Form provided by the Developer, following Technical Audit acceptance. If the date for the inspection is not suitable, the Developer can contact Scottish Water to rearrange.

If the Developer does not contact Scottish Water to rearrange the appointment and is not on site to accommodate the inspection when the Field Sales Advisor (FSA) arrives, an aborted visit fee will be charged to the Developer. Following this inspection, a report will be provided to the Developer which details the outcome of the inspection. If any remedial works are highlighted, the Developer is required to complete these prior to assets being vested in Scottish Water.

### Stage 4 – Request to Vest

Following construction of the asset and connection to the network, the Developer is required to submit a Request to Vest form (WV1/SV1) to initiate the vesting of assets in Scottish Water. The forms can be found on the Scottish Water website.

Depending on the type of asset to be vested in Scottish Water, various pieces of supporting documentation are required to be submitted along with the Request to Vest, these are:

#### For Foul, surface water and combined sewers:

- As-built drawings in electronic format
- Health & Safety file
- Deeds of Servitude and/or Section 3A authorisation (where applicable)
- CCTV survey (Defect Free)
- Manhole survey cards

#### For Pond and/or Basin:

- As-built drawings in electronic format
- Deeds of Servitude and/or Section 3A authorisation (where applicable)
- Land title transfer details
- Risk assessment
- Maintenance report (including dates of all tasks carried out e.g. de-silting)

#### For Foul Pumping Station:

- As-built drawings in electronic format (please refer to guidance notes)
- Deeds of Servitude and/or Section 3A authorisation (where applicable)
- Land title transfer details (please refer to Developer Guide)
- Operational and Maintenance (O&M) manual
- Details of electricity supplier (MPAN Number)
- Details of telephone supplier and pumping station telephone number (where applicable)

#### For Underground Storage:

- As-built drawings in electronic format
- Health and Safety file

- Deeds of Servitude and/or Section 3A authorisation (where applicable)

Please note, supporting guidance notes for the above can be found on the Request to Vest (SV1) form.

#### For Water Mains:

- As-built drawings in electronic format
- Health and Safety file
- Deeds of Servitude and/or Section 23a authorisation (where applicable)
- Confirmation of Fire Hydrant acceptance by Fire Service

#### For Booster Station:

- As-built drawings in electronic format
- Deeds of Servitude and/or Section 23A authorisation (where applicable)
- Land title transfer details
- Operational and Maintenance (O&M) manual
- Details of electricity supplier (MPAN number)
- Details of telephone supplier and booster station telephone number (where applicable)

Please note, supporting guidance notes for the above can be found on the Request to Vest (WV1) form.

Below we have highlighted the key aspects of this stage:

### 1. Completion Inspection

Once all documentation has been reviewed and accepted by Scottish Water, a completion inspection will be carried out to ensure the asset has been constructed in accordance with Scottish Water's standards and specifications. Scottish Water will contact the Developer to arrange a date for the inspection and will confirm this date in writing. Following the inspection, the Developer will be provided with a detailed report which will highlight any necessary remedial works, which are required to be completed prior to the asset being vested in Scottish Water. Once a successful completion inspection has been carried out and missives for the land transfer have concluded, Scottish Water will issue the Developer with a Completion Certificate – at this stage the Developer is no longer responsible for maintaining the asset.

### 2. Transfer of Ownership

Once all supporting documents referenced have been reviewed and accepted by Scottish Water, our Legal Team will instruct the transfer of any land title and deeds of servitude. A Transfer Certificate will be issued to the Developer once the land title transfer has settled and/or servitude has been granted. In the event land title and deeds of servitude are non-applicable, the Transfer Certificate will be issued in conjunction with the Completion Certificate.

#### Stage 5 – Defect Liability Period

Once a Completion Certificate is issued, a two year Defect Liability Period commences for the asset. Scottish Water will be responsible for the on-going maintenance of the asset during this time period however; the Developer will remain liable for any latent structural defects to the asset.

18 months into the Defect Liability Period, Scottish Water may arrange and carry out a Defect Liability inspection on the asset. The purpose of this inspection is to ensure no issues have occurred and the asset still complies with Scottish Water's standards and specifications. As mentioned above, if any structural or significant problems are found with the asset which are caused by a failure in the way the asset was constructed or upstream debris, the remedial works required are the responsibility of the Developer.

#### Reasonable Cost Contribution (RCC)

As part of the new Scottish Water Vesting Policy it is stated that RCC can only be claimed on completion of vesting and habitation – Developer's will only be paid for RCC claims once Transfer Certificates have been issued and Habitation Certificates can be provided.

While these changes will take effect in the future, there are no changes to RCC payments as of 1st April 2017. Updated guidance and communications will be provided prior to any changes to how RCC claims can be submitted.

#### Facilitation Escalations

If you are unhappy with how Scottish Water have dealt with any aspect of your facilitation please contact Development Operations for details of the complaints and escalations process.

For further support please contact the Development Operations team or your designated Development Manager.

**E-mail our team:**

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

**Main office contact address:**

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

**Visit:**

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