

# STANDARD FORMS

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South East Water's Standard Forms to be used  
for your project

# This section contains South East Water's Standard Forms to be used for your project.

## **A. Application for Notice of Agreement Form (Works) (2 pages)**

Used when applying for conditions that require the construction of works for the provision of water supply and sewerage services.

## **B. Notice of Agreement Acceptance Form (2 pages)**

Used when accepting a conditions detailed in a Notice of Agreement..

## **C. Design Verification Form (2 pages)**

To be submitted with the Design Drawings at the end of design.

## **D. Pre–Construction Verification Form (2 pages)**

To be submitted at least (5) working days before the commencement of construction.

## **E. Construction Verification Form (2 pages)**

To be submitted at the end of construction.

## **F. End of Defects Liability Period Verification Form (2 pages)**

To be submitted after the defects liability period has expired and the construction of common roads and all other services within the subdivision have been completed.

## **G. Verification Form Attachment Sheet (1 page )**

To be submitted with the verification forms if any of the items can not be verified.

## **H. Documentation Comments Form (1 page )**

Used for any suggestions or comments regarding the documentation.

## **I. Application for Notice of Agreement (Subdivision Non-works) (2 pages)**

Used when applying for conditions that doesn't require the construction of works for the provision of water supply and sewerage services.

## **J. Verification Form – Acceptance of Subdivision Digital Information on Disk (2 pages)**

Used when submitting the subdivision plan information on disk to South East Water with the application.

## **K. Verification Form – Acceptance of Digital Information on Disk (2 pages)**

Used when submitting As-Constructed information to South East Water on disk.

## **L. Verification Form – Acceptance of field Note Information for Subdivisions < 10 lots (2 pages)**

Used when submitting As-Constructed information to South East Water in hard copy format.

### **M. Design Verification Form-Pump Station-Pump Station (2 pages)**

To be submitted with the Design Drawings for Sewerage Pump Stations at the end of design.

### **N. Pre-Construction Verification Form (Pump Station) (3 pages)**

To be submitted at least (5) working days before the commencement of construction of the Sewerage Pump Station.

### **O. Construction Verification Form-Pump Station (2 pages)**

To be submitted at the end of construction of the Sewerage Pump Station.

### **P. End of Defects Liability Period Verification Form (Pump Station) (2 pages)**

To be submitted after the defects liability period has expired and the construction of common roads and all other services within the subdivision have been completed.

### **Q. Work on Live Sewers (1 page)**

This form is to be used for all works associated with live sewers including lifting maintenance hole covers, entering maintenance holes, altering maintenance holes connecting to maintenance holes, connecting property branches or insertion / removal of plugs etc. This form must be received by South East Water Limited (SEWL) at least **(2) working days prior** to any work on live sewers.

To be submitted at least (2) working days prior to any removal/insertion of plugs or alterations to existing assets.

### **R Verification Summary Form (1 page)**

Form R is to be updated & submitted to South East Water to verify the completion of verification forms C,D,E,F,K, & L. which are to be retained by the consulting engineer.

### **S. Request for Shutdown of Water Mains for Connections & Notification of Connection by Tapping Under Pressure (1 page)**

To be submitted to South East Water at least (5) working days prior to the requested day of shutdown.

### **T. Notification of Intention to Carry Out Tests (1 page)**

To be submitted to South East Water at least (2) working days prior to any tests being carried out.