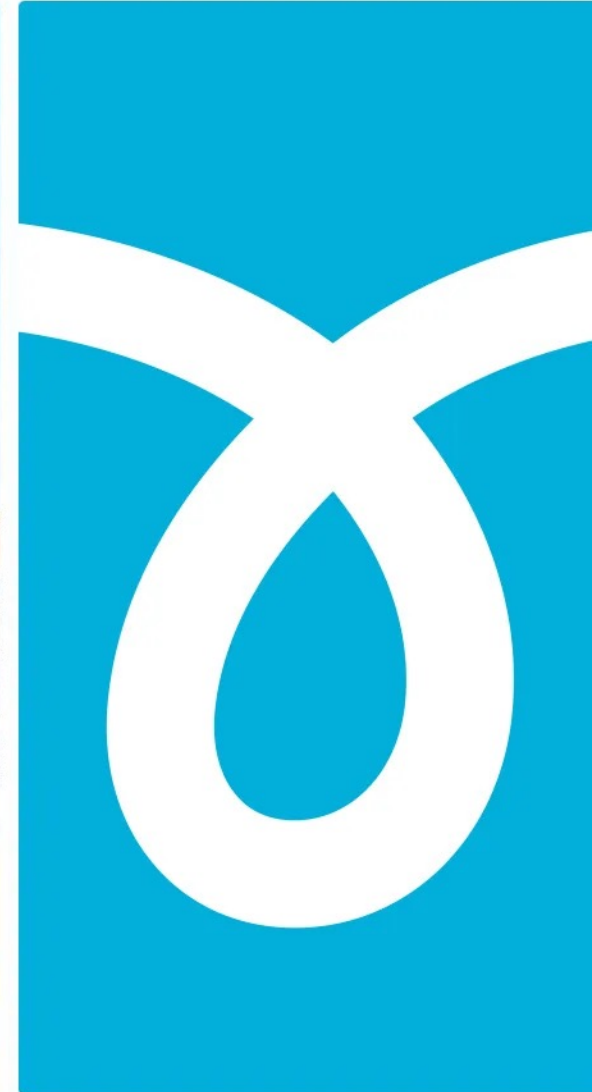




Handover requirements (NAV)

September 2025



Purpose of this pack

- Outline required documents and information for an internal handover.
- Ensure timely and complete Ofwat and POC application
- Provide clarity with examples and Do's and Don'ts.

Network adoptions done right

Key Ofwat Requirements

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Red Line Boundary

Ofwat requires a legal site boundary map that adheres to specific criteria:

- Must be A3 or larger.
- Must clearly outline the site boundary with colour mapping.
- Should depict the surrounding area (including towns, villages, and road names).
- Aerial views from Google Maps are preferred.
- Acceptable colour scheme: black, grey, red, and white, unless using a Google Earth image.



Why Is It Important To Get The Red Line Boundary Drawing Right?

Getting the Red Line Boundary Drawing correct at the outset is crucial. Ofwat have strict requirements for what constitutes an acceptable drawing, and any that don't meet their standards will be rejected.

Rejection means delays, duplication of effort, and wasted resources. By following the guidance in this brochure, you can ensure the drawing is right first time – keeping the project on track.



Hints and Tips for a strong submission

To be accepted by Ofwat, your drawing must:



Ensure road names are legible at the scale provided.



Make the red line boundary bold and unambiguous – unclear boundaries risk rejection.



Avoid using other colours within the drawing to prevent confusion.

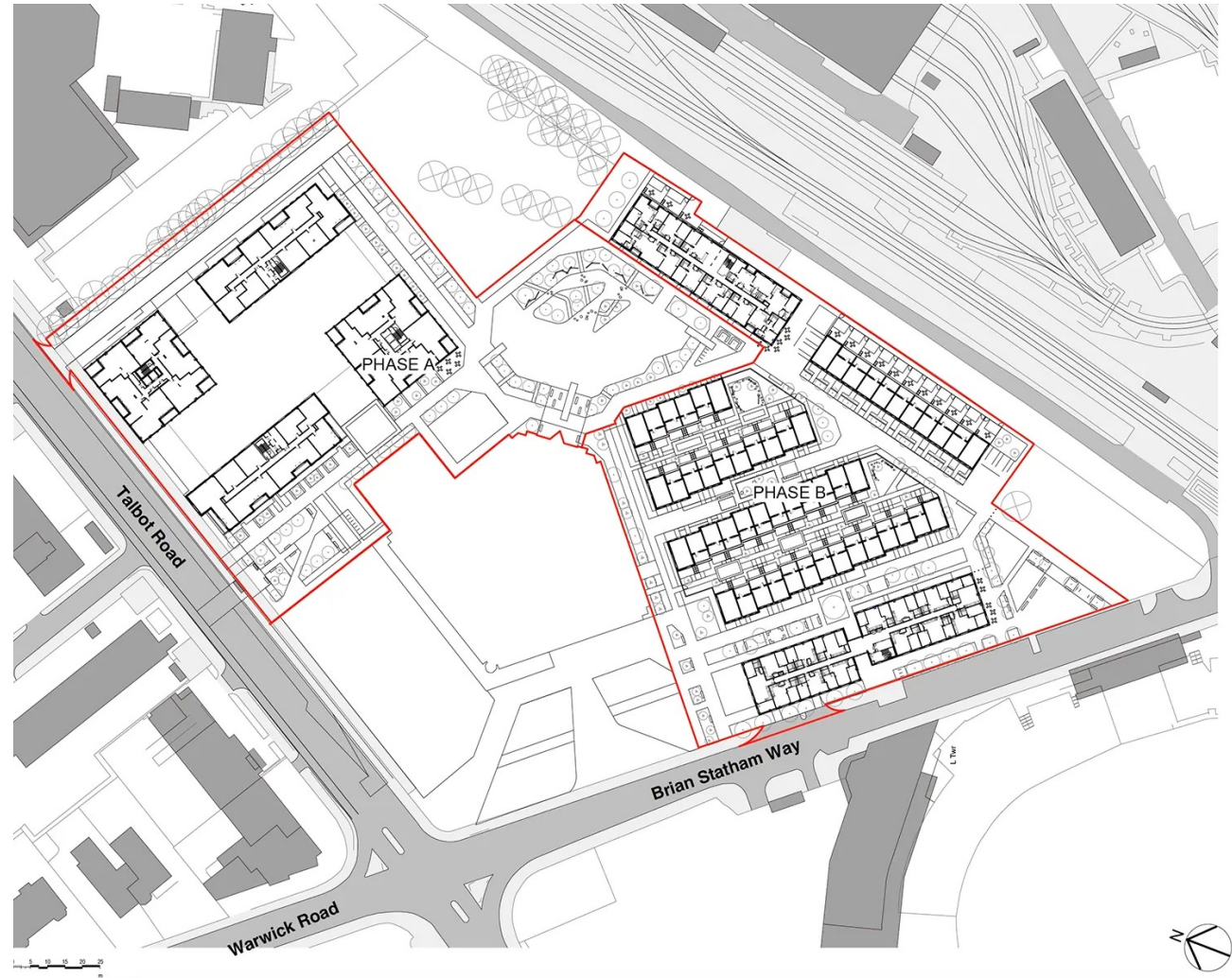


Choose a scale that provides a slightly zoomed-out view, showing the local area with identifiable features while keeping site details clear.

Red Line Boundary

We require a compliant RLBD for all NAV applications. Below is an example of an accepted RLBD that meets Ofwat's requirements. Here's an example of a good quality map (right):

- ✓ Legible road names
- ✓ Bold and unambiguous red line boundary
- ✓ Avoidance of other colours
- ✓ Zoomed out view showing local area



Poor Example Of A Red Boundary Line

Here's an example of a poor quality map (right):

- ❌ No road names to help determine location
- ❌ Red line boundary difficult to read
- ❌ Busy diagram and use of colour diminishing legibility
- ❌ Zoomed in view with no reference to local area



Planning Permission

Full planning permission must be granted before progressing with the application. Please share either a link or a document containing:

- Application reference number (required)
- Supporting documentation (recommended)

It is essential that we are informed of any restrictions, conditions, or expiry dates that may affect the application.



Working with us: Letter of Support

To initiate the NAV process, we require a signed and dated letter of support on your company's letterhead.

This document authorises us to act on your behalf for Ofwat, site status and Point of Connection (POC) applications.

A template will be provided.

[company address]

Emma Kelso
Senior Director, Markets and Enforcement
Ofwat
Centre City Tower
7 Hill Street
Birmingham
B5 4UA

Phone: [XXX]
Email: [XXX]

Date: [XXX]

Dear Ms Kelso

[Site name, location, postcode] (the "Development")

We are aware that Leep Networks (Water) Ltd ("LNWL") is to apply for a variation to its licence in order to become the water and sewerage provider for the Development.

We understand that upon appointment, LNWL will succeed to all rights and responsibilities in relation to the provision of water and sewerage services to the Development in place of United Utilities.

We acknowledge that before the Water Services Regulation Authority may vary the licence of LNWL, it must receive a letter of support from the developer of the site.

As the developer of the Development, we submit this letter as our support for the LNWL application.

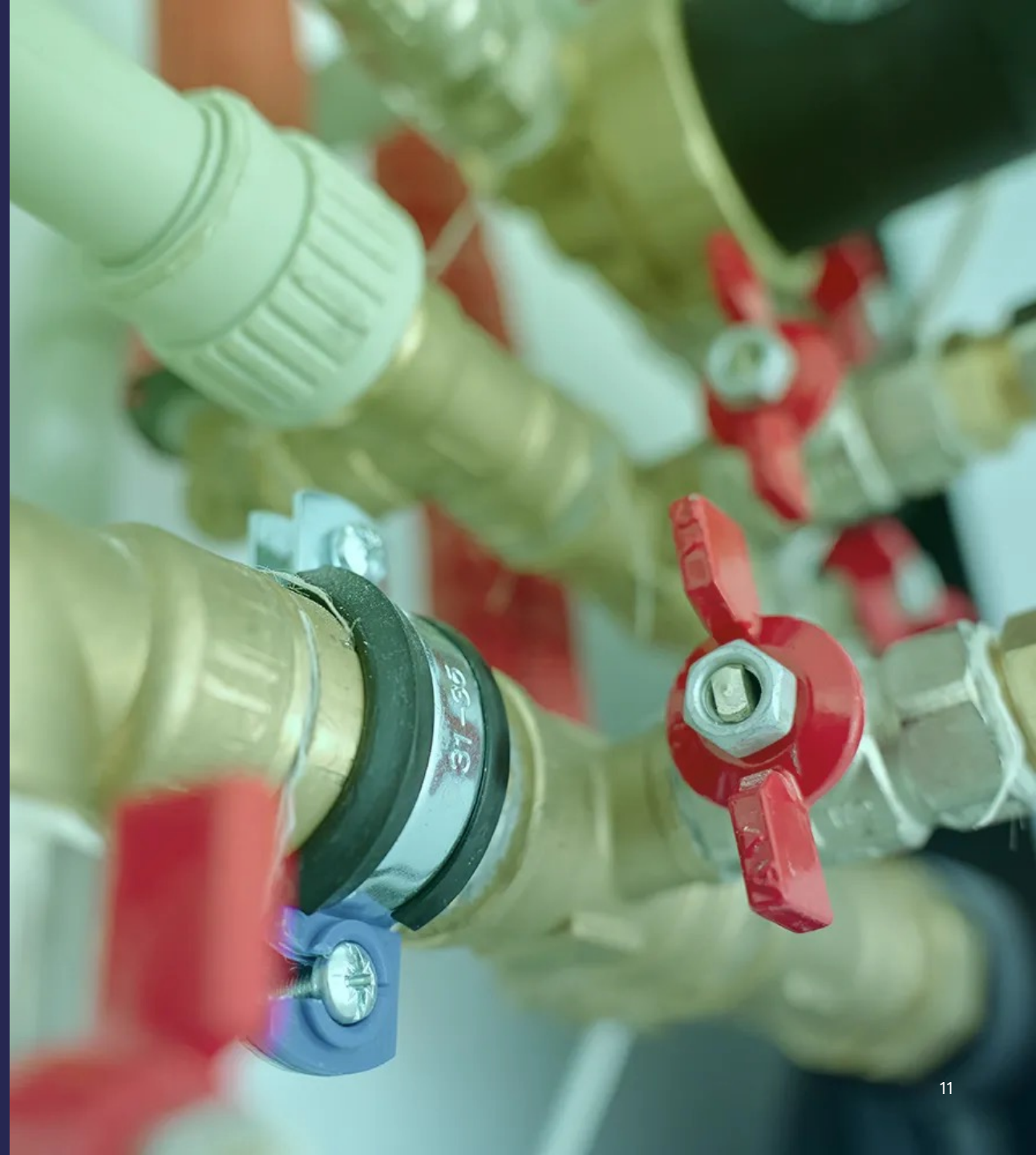
Yours sincerely

[NAME]

For and on behalf of [Developer]

Existing Services

- Please confirm whether any current water and wastewater connections will be retained or decommissioned.
- Existing connections can classify a site as "served," which delays Ofwat approval.
- Early disconnection or conversion is strongly advised. We can assist in converting supplies to temporary building supplies (TBS), if needed.



Property Breakdown

We require:

- ✓ Number of residential and commercial units
- ✓ Annual build-out rate
- ✓ Commercial usage (including square footage)

This information is necessary for both Ofwat's evaluation and the POC application to determine water demand and design the bulk supply agreement.



Ofwat requirements

The below points are other key details that Ofwat require to assess an application

Ofwat



Water On Dates

Please provide the anticipated “water-on” date – this establishes a project delivery timeline and helps with scheduling key activities.



Environmental Initiatives

Incumbent water companies offer incentives for developments that meet environmental performance criteria. If you intend to apply, we will supply the required forms. Submission must occur prior to finalising the POC quote.



Drainage Strategy

We need to determine whether surface water will be attenuated on-site or discharged into the incumbent’s network. This information is vital for Ofwat’s assessment and inclusion in the bulk discharge agreement.

Site details



Site Address

Please provide the full, accurate address of the development. This allows the incumbent to log and name the site correctly.



Grid Reference

Please provide a central grid reference for the site, as well as individual grid references for each planned connection.



Site Plan

A CAD drawing or detailed site layout is preferred to support the POC application.



3rd-Party Land Crossings

Please inform us if any part of the water connection crosses land not owned by the developer. This must be declared to the incumbent.



Ground Investigation

A ground investigation report is essential for identifying environmental risks. These must be disclosed within the bulk agreements.



POC details



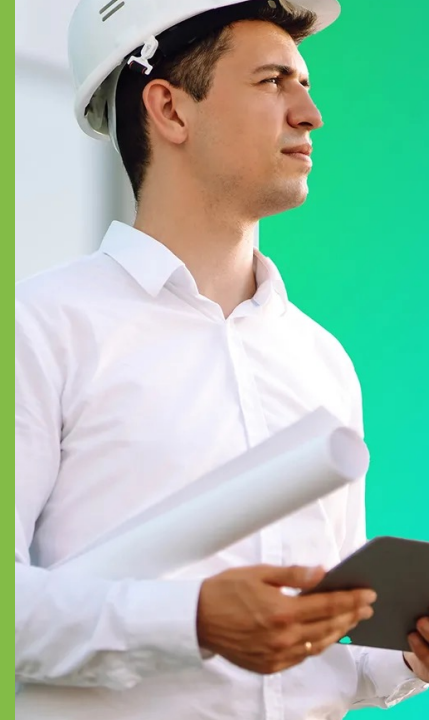
Number of POCs

Please indicate how many POCs are required.



Planned Connection Date

Specify the target date for connection (distinct from the water-on date)



Size Of Each Connection

We can assist in determining this, or the incumbent may provide guidance.



Grid References Of Each Connection

Accurate grid references are essential to align the design with your site requirements and avoid delays during the POC process.



Demand Split

If applicable, provide an estimated usage breakdown between residential and commercial units.



Fire Flow and Storage Tanks

If applicable, please confirm required refill rates (in l/s).

POD details



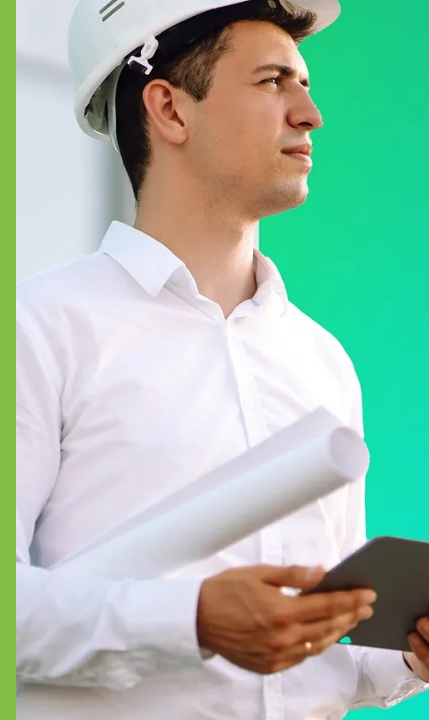
Number of PODs

Please indicate how many PODs are required.



Planned Connection Date

Specify the target date for connection (distinct from the water-on date)



Size Of Each Connection

We can assist in determining this, or the incumbent may provide guidance.



Grid References Of Each Connection

Accurate grid references are essential to align the design with your site requirements and avoid delays during the POD process.



Demand Split Per POD

If applicable, provide an estimated usage breakdown between residential and commercial units.

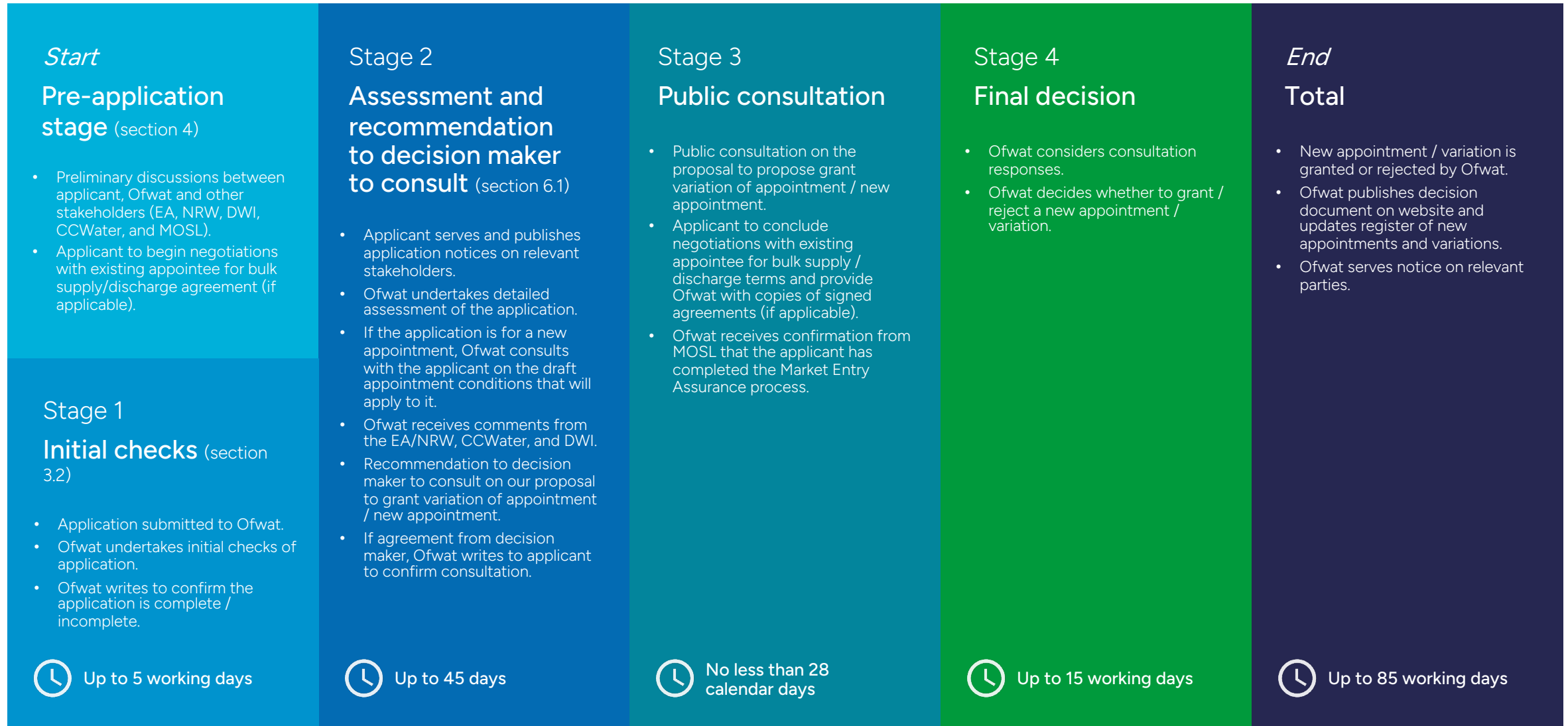


NAV Application Process and Timescales

The NAV application follows a structured process regulated by Ofwat.

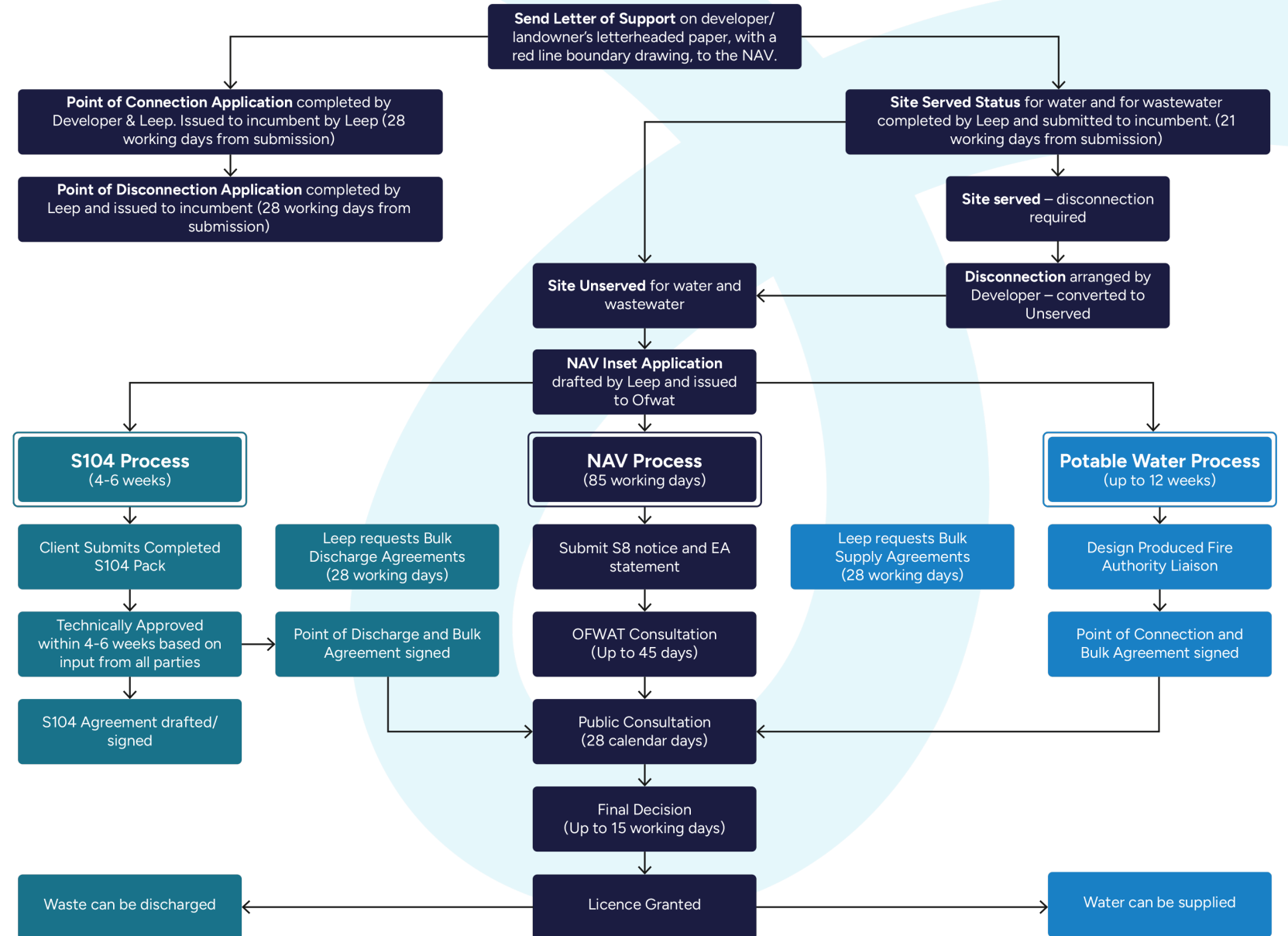
Timely and complete submission of the required information is crucial to maintaining progress and avoiding delays.

The table on the next slide provides a summary of each stage, activities involved, and indicative timings for completion.



Process from appointment of a scheme to inset by Ofwat

The following process illustrates the key steps and paths for a NAV to be appointed by Ofwat to provide water and/or sewerage services to a development.



Thank you for your co-operation

Getting in touch

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The logo for Leep Utilities, featuring the word "leep" in a stylized blue font with a green dot over the 'p', followed by the word "utilities" in a white, lowercase, sans-serif font. A small trademark symbol (TM) is located at the end of the word "utilities".