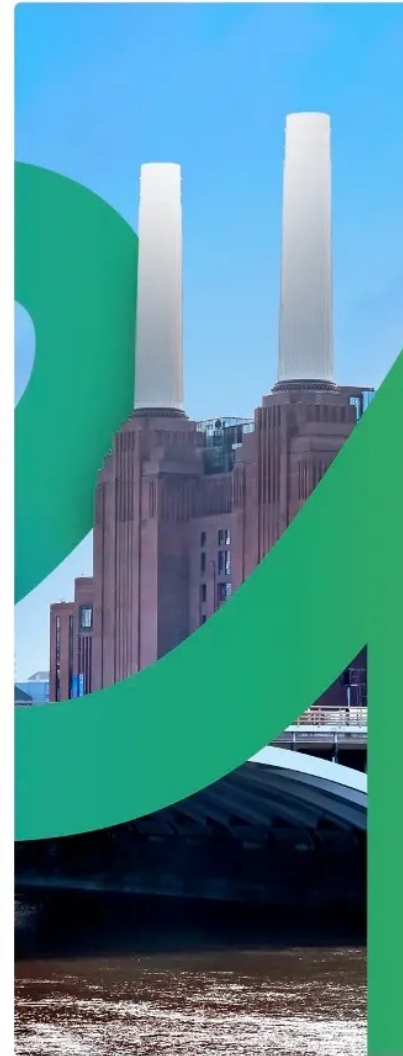
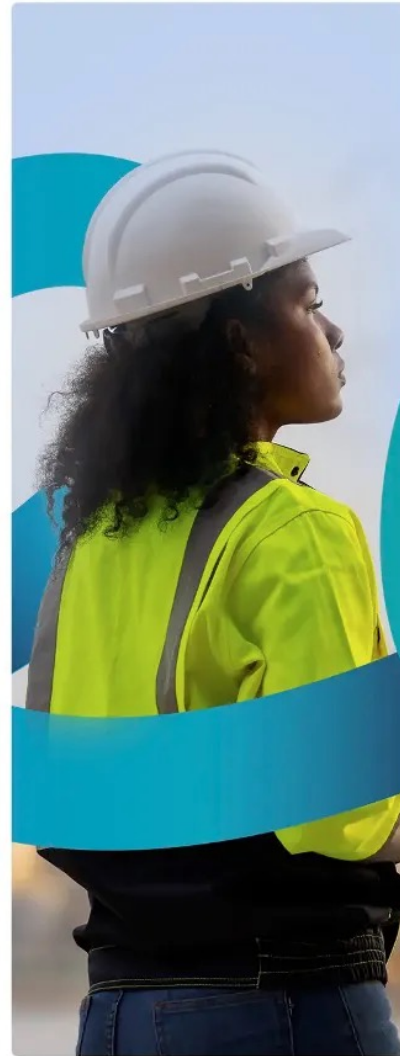




A step-by-step guide to wastewater vesting (NAV)

September 2026



Steps to Wastewater Vesting

Your guide to the NAV Wastewater Adoption Process

This step-by-step guide takes you through every stage of the NAV Wastewater adoption journey, from initial setup to vesting.

At Leep Utilities, we make the process **straightforward, transparent, and collaborative**, ensuring you know what's needed, when, and how we'll support you throughout.



By working together, we'll:

- Maintain clear communication and coordinated progress
- Deliver smooth technical approvals and adoption
- Ensure a safe and efficient network



Our goal:

To make every stage of the process clear, efficient, and seamless, from design to adoption.

With your network successfully adopted, your site will be supported by our ongoing operational commitment to long-term service quality.

Leep Utilities – Network adoptions done right.

The Steps to Wastewater vesting



Project Award and Signature

Once an Asset Value Offer (AVO) is agreed and signed, your project officially begins with Leep.

This is when we kick off the two primary processes of the Steps to:

- Inset Application – We'll take care of the Ofwat application to become the appointed NAV for your site's clean and wastewater services.
- Vesting – We'll work closely with your team to review designs and gather the information needed for Leep to adopt the sewer networks.



Step 1 – NAV Inset Application



Early in the process we'll apply to **Ofwat** for the NAV appointment for your development. This process is fully managed by our internal **Regulations Team** and typically takes around **six months** to complete.

To make the application as smooth as possible, your **Leep Account Manager** will request a few key details and help you gather everything needed for submission.

We'll need:

- A Letter of Support (we'll provide a template for this)
- A Red Line Boundary Map showing the site area
- Developer contact details
- Planning permission or reference number
- Target service-on and commissioning dates (if known)
- Breakdown of residential and commercial plots
- Surface Water Drainage Strategy (full or abated)

Step 2 – Introduction Meeting

Once the agreements are in place and the inset application is underway, we'll assign a **dedicated Wastewater Adoptions Manager** to guide you through the next steps.

We'll arrange a **introduction meeting** with the key stakeholders of the project from both the Developer and Drainage Contractor.

During this session, we'll confirm responsibilities, agree timelines, and capture any specific requirements for your scheme, ensuring everyone is aligned from the start.

Items covered include:

- Confirming details from the sales handover
- Reviewing S104 design drawing requirements
- Programme and delivery milestones
- Site-specific requirements
- Responsibility schedules and adoption steps
- Any additional information



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Step 3 – S104 Submission / Approval

Leep will request the full S104 pack from your designers for review and approval.

Our aim here is to make sure the design meets all Design & Construction Guidance standards (DCG) while keeping the process straightforward for your team.

Our design checks focus on:

- Ensuring it meets specifications and follows the relevant Design & Construction Guidance.
- Reviewing any site-specific details where Leep may need to make internal design decisions.

Your S104 design will then undertake a rigorous review and may require changes to be made and resubmitted for review.

Once the S104 design is approved, we'll issue a Technical Approval Letter(or Acceptance) document to confirm that everything is ready to proceed.



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Step 4 – S104 Legal Agreements

Following Technical Approval, we can begin the legal process for the S104 Agreement.

Our aim here is to make sure all the necessary legal and land ownership information is in place so the agreement can progress smoothly.

The legal process will include:

- Requesting your solicitor and land ownership details, if these have not already been provided.
- Our solicitor then engaging directly with your solicitor to progress the agreement.
- Working with both parties to address any legal requirements and queries through to completion.

Once the legal agreement has been completed, the S104 process can move forward to the next stage.

Items covered include:

- S104 Legal Agreement
- Sewer Easements
- Land Transfer
- Deed of discharge
- Any other items



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Step 5 – Pre Construction Meeting

Once the S104 Agreement is in place, a Pre-Start Construction Meeting can be arranged either on site or via Microsoft Teams.

This is a great opportunity to put a face to a name and bring everyone involved in the project together before construction begins.

The meeting will bring together the developer, contractor along with our Wastewater Adoptions Manager and Site Inspector.

The aim is to make sure everyone is clear on the requirements, understands the inspection process and is ready to move forward with construction.

Items covered include:

- Talk through the approved design and understand the key milestones of the project.
- Agree a suitable construction and inspection schedule.
- Discuss key construction requirements, including pipe materials, bedding, manholes, covers and any other relevant construction items.
- Give you the opportunity to raise any questions and clarify requirements before works begin.



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Step 6 – Site Visits

As part of the adoption process, we'll need to carry out several milestone site inspections throughout the construction of the adoptable sewer network.

You'll have a dedicated Site Inspector who will be your main point of contact for on-site inspection visits. They'll help provide assurance that sewer construction is being completed to the required standards, while also working with you to resolve any unexpected challenges that may arise on site.

Following every site visit, a Site Inspection Report will be issued for your records, confirming what was inspected and highlighting any actions or observations.

Once the development is ready to progress to the next stage, the Site Inspector will confirm this with our Adoptions Manager so the adoption process can continue smoothly.

Milestone Inspections undertaken:

- Construction Project Visits
- Maintenance Inspection
- Final Inspection

Our Site Inspector will:

- Attend the agreed milestone inspection visits.
- Check that construction is progressing in line with the approved design and required standards.
- Work with the developer and contractor to help resolve any unexpected site issues.
- Provide guidance where clarification is needed during construction.



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Step 7 – CCTV & As-builts

Once construction of the adoptable sewer network has been completed, it's time to arrange the CCTV and as-built surveys. This is an important step towards moving the development closer to the maintenance stage.

These surveys provide us with assurance that the sewer network has been constructed in accordance with the DCG.

Once the CCTV and as-built information has been reviewed and accepted, and the development has reached 50% occupancy, we can move forward to arrange the Maintenance Inspection.

This brings you one step closer to the sewer network moving into the maintenance period.

The CCTV survey must include a full report for our assessment, allowing us to review the condition and construction quality of the network.

The as-built drawings must include:

- Pipe material and diameter.
- Pipe gradients.
- All manhole cover levels.
- All manhole invert levels.
- Any other relevant details needed to confirm the network has been constructed as approved.



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Step 8 – S104 Provisional Certificate

Leep will arrange a maintenance inspection once your development has 50% occupation, construction of sewers completed and your CCTV and as-built drawings have been reviewed and accepted.

Our Inspector will arrange a suitable date with your team and attend site to inspect all manholes and associated ancillaries that have been constructed.

The inspection will ensure that the works have been completed to the required standard and are suitable to enter the maintenance period.

Once the inspection has been completed and the works are deemed acceptable, a 12-month Maintenance Certificate will be issued to confirm that the site has entered the maintenance period.



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Step 9 – Final Certificate

As your maintenance period approaches expiry, Leep will contact your team to arrange a suitable date for the final inspection.

Our Inspector will attend site to assess the completed network and confirm that it is operating as required, with all sewers and associated infrastructure flowing freely and free from debris or obstruction.

The inspection will ensure that the network remains in an acceptable condition in preparation for the handover of ownership to Leep.

Once the final inspection has been completed and the works are deemed satisfactory, a Final Certificate will be issued to confirm completion of the maintenance period.

Step 10 – S104 Vesting

- Following completion of the adoption process, your Vesting Certificate will be issued by our Adoptions Manager.
- The Vesting Certificate will formally confirm the legal transfer of ownership of the adopted assets to Leep and mark the completion of the asset handover process.
- With your network successfully adopted, the site will be supported by our ongoing operational commitment to long-term service quality.



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Thank you

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For step-by-step guidance to Wastewater Vesting, speak to your Leep Business Development Manager, who will be happy to help.

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