

# Upfront connection requests

## 1. Purpose

The purpose of this guide is to help you understand what's required when submitting an upfront connection request to us.

## 2. Scope

This guide helps you, the Water Service Coordinator, understand what you need for us to approve your upfront connection.

## 3. Minimum requirements and Approval process

Under certain circumstances, we allow upfront connections to our systems. This allows you to complete the connection due to site constraints. Submit your request via e-developer using the submit variation option. We'll assess your request and then refer it to our Networks team as an out-of-scope application.

## 4. When we won't allow upfront connection requests

### Pressure sewer, vacuum or sewer/pot

We only allow upfront connections to gravity sewer < DN300 only. If you're connecting to a live sewer other than <DN 300 gravity sewer or any other Sydney Water owned assets, you must submit Form A through SW Connect and seek approval before considering upfront connection.

### Lead-in

We don't allow upfront connections to a lead-in sewer that's constructed and NOT taken over by us. We also don't allow an upfront connection to a lead-in that isn't connected to a live system.

Live systems can be a wastewater (sewage) pumping station, Interim Operation Protocol (IOP) or a gravity, pressure or vacuum sewer.

### Other reasons:

- Assets aren't owned by us
- Property Junction Connection
- Connection to the collecting maintenance hole (MH)/maintenance shaft (MS) or the wet well of a wastewater (sewage) pumping station)
- Connection to a MH which receives discharge from a pumped-out system
- Connection to a vent line/airline
- Connection to a buried chamber
- Connection to a MH for sewer > DN300 (unless approved by SWMS/FIFM).

### Your development details

Case number: \_\_\_\_\_

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

Mark-up HYDRA Location including the asset number: (if HYDRA not showing MS/MH, attach the mark-up Work As Executes (WAE) plan for the connection MH/MS):

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## 5. Your Checklist

Use the checklist below to ensure you have the relevant information for approval of the upfront connection. Please note: Dry connections don't require upfront connections.

Your design	Yes	No	Have you attached it?
Has your design plan/variation (seeking the upfront connection version in e-developer system for the relevant case number) been approved?			
<b>Your design/variation must include the following:</b>			
UDE, ISP and property acceptance			
Section 73 final approval by our Networks team (for out-of-scope application)			
Building plan approval (for out-of-scope application)			
A review / approval for FIFM / SWMS			
<p>An additional plan (Hydra plot showing the sewer location you intend to connect to) indicating:</p> <ul style="list-style-type: none"> <li>• where the upfront connection is required</li> <li>• a description of the location of the work HYDRA mark-up plan (including the asset number of the MH/MS where connection is required)</li> <li>• justification why you can't connect following standard protocols.</li> </ul> <p>If HYDRA mark-up is not available, show the location in the NearMap print-out and mark-up WAE plan for MH/MS.</p> <p>You must justify why a normal connection does not apply in this instance, for example, road restrictions, water charge area, heavy traffic area or deep excavation, failed Permission to enter (PTE), or any other site constraints.</p>			
<p><b>Please note: If any of the above does not apply, type N/A in the 'Have you attached it?' field</b></p>			
Other things you need to do			Have you attached it?
This submission must state that the work is to be completed on one day (not the connection alone but the upstream laying of the sewer).			

Your design	Have you attached it?
If the work can't be completed in one day, provide detail of the how the capping is to take place before the upstream construction of pipes.	
Continuous gas monitoring is required.	
Provide us with a form or letter signed and dated by the person responsible for implementing the work.	
If an access chamber (maintenance hole) is to be constructed for this upfront connection, include a description of how this access chamber will be pressure tested before use.	
Any additional information you want us to know	

**Attach this checklist and the supporting documents when you submit your variation in e-Developer.**