

## SCHEDULE 4

Regulation 14

### Records

#### **Initial records**

**1.—(1)** A local authority must record the number of private supplies in its area, and for each supply must record—

- (a) the name of the supply, together with a unique identifier,
  - (b) the type of source,
  - (c) the geographical location using a grid reference,
  - (d) an estimate of the number of people supplied,
  - (e) an estimate of the average daily volume of water supplied in cubic metres,
  - (f) the type of premises supplied,
  - (g) detail of any treatment process, together with its location, and
  - (h) the name of the region of Public Health England in whose area the supply is located.
- (2) It must review and update the record at least once every 12 months.
- (3) It must keep the record for at least 30 years.

#### **Additional records**

**2.—(1)** For each supply referred to in paragraph 1(1), the local authority must record each of the following within 28 days of the information being available—

- (a) a plan and description of the supply;
  - (b) the monitoring programme for the supply;
  - (c) the risk assessment;
  - (d) the date, results and location of any sampling and analysis relating to that supply, and the reason for taking the sample;
  - (e) the results of any investigation undertaken in accordance with these Regulations;
  - (f) any authorisation;
  - (g) any notices served under section 80 of the Act or regulation 18;
  - (h) any action agreed to be taken by any person under these Regulations;
  - (i) any request for the local authority to carry out sampling and analysis, undertake a risk assessment or give advice;
  - (j) a summary of any advice given in relation to the supply.
- (2) It must keep the risk assessment and records of sampling and analysis for at least 30 years, and all other records referred to in this paragraph for at least 5 years.