

Section 1D: Correspondence

Who should we corresponding with?

Applicant **Agent**

Is there any one else you're happy for us to discuss your application with? Please tell us here:

How would you like us to contact you?

Email **Post**

Section 2: Contractor details

Name of contractor

Note 2.1

Contact name

Address

Note 1.2

Telephone number

Mobile number

Postcode

Email address

Registered company number

Note 1.3

Section 3: Construction and Design Management (CDM) Regulations 2015

1. Is your project notifiable? Note 3.1

Your project is notifiable if construction work lasts more than 30 working days or has more than 20 workers working simultaneously at any point in the project; or involves more than 500 person days.

Yes No

If no, please move to the question 3

2. Has the Health and Safety Executive been notified that your project is notifiable? Note 3.2

If No, you need to contact the HSE at www.hse.gov.uk to tell them that your project is notifiable before you submit this application form.

Yes No

3. Is the work being undertaken for a domestic client? Note 3.3

Yes No

4. If yes to question 3, have you notified the principal designer and/or principal contractor of their responsibilities? Note 3.4

Yes No

5. If no to question 3, please provide contact details for client, principal designer and/or principal contractor below Note 3.5

Note: for information on the CDM Regulations 2015 please visit www.hse.gov.uk

(section 3 continued)

Name of client (if different to applicant)	Name of principal contractor (if different to contractor above)
Address	Address
Postcode	Postcode
Contact name	Contact name
Telephone number	Telephone number
Mobile number	Mobile number
Email address	Email address
Name of principal designer	Mobile number
Address	Email address
Postcode	
Contact name	
Telephone number	

Section 4: Ground condition

We need to know what the site was previously used for so that we can decide whether there are any contaminants that will affect the pipe material to be laid. If the land is contaminated, the connection may be delayed until protective measures or remedial action has been undertaken by you. Without this information we're unable to assess your application.

1. Was the site previously used for: Note 4.1

- a) Greenfield/agriculture b) Housing c) Industry d) Landfill
e) Other (please specify below):

2. Is there any evidence that material [made ground] has been imported on the site? Note 4.

Yes No

3. Have any pollution events occurred at or near the site/are any adjacent sites known to be contaminated? Note 4.3

Yes No

If yes to 2 or 3, please give brief details:

4. Is the pipe work to be laid in ground which is (or likely to be) contaminated with surface active organic compounds or by concentrated oxidising agents? Note 4.

Yes No

Notes:

- If you have chosen b, c, d or e for question 1 and/or chosen 'Yes' for questions 2 and/or 3 a soil analysis report of the site is required and must be included when you submit this application form. Note 4.5
- If a soil analysis report is required but not included with the application form we will continue to process the application and you will be expected to lay protected pipework, potentially increasing the cost of the work to be done. You will also be charged a requote fee if a soil analysis is submitted at a later date.

Section 5: Existing supply

1. Is there a spring, bore hole or private supply on the site?

Yes No

2. Is there currently a live Severn Trent supply on the site?

Yes No

If yes, please tell us the Severn Trent account number Note 5.1

If no, skip to next section.

3. Are you intending to retain the live water supply?

Yes No

If yes, which plot/unit is this to be used for?

If you intend to use an existing metered supply during new build construction please tell us the Severn Trent account number. Note 5.2

Note: if you are not using an existing metered supply you will be charged water for construction.

Section 6: Reason for connection Note 6.1

Utilising & connecting to the existing service pipe but not requiring a new connection to the ST main

New property

Renewal/change of supply to existing

Temporary building supply only

Conversion of property

Existing property not previously supplied

Agricultural trough

Other (please specify below):

Section 7: Previous supplies

1. Please give details of any premises that may have had a previous water or sewer connection that has been billed by Severn Trent within the last five years. Note 7.1

If these premises have had a connection which won't be used as part of your development, we'll use this information to work out if we can apply credits to your infrastructure charges which may reduce the amount you need to pay.

Address of previous premises	Former use	Demolition date	STW account number

Previous water fittings	Total
WC flushing cistern	
Wash basin in a house	
Wash basin elsewhere	
Baths (taps size 20mm)	
Baths (taps larger than 20mm)	
Shower	
Sinks (taps size 15mm)	
Sinks (taps larger than 15mm)	
Spray tap	
Bidet	
Domestic appliance (e.g. dishwasher, washing machine, waster disposal unit)	
Communal or commercial appliance	
Any other water fitting or outlet (including a tap, but excluding a urinal or water softener)	

Note: infrastructure charges will be charged in accordance with our Charges Scheme

2. Do you want to pay the infrastructure charge before the connection is made?

Yes No

If no, please note that you will be invoiced separately once the connection has been made.

(section 9 continued)

Table 9B

Note: the following table must be completed for each connection required (please take additional copies as necessary).

Plot unit or name:

Water fittings to be installed	Total no	Number supplied from storage	Break tank/storage details		
			Valve Size	Total No	Min. tank fill rate
WC flushing cisterns					
Automatic flushing cisterns					
Basins in a household premises					
Basins elsewhere					
Baths (taps size 20mm)					
Baths (taps larger than 20mm)					
Showers					
Sinks (taps size 15mm)					
Sinks (taps larger than 15mm)					
Single spray taps					
Bidets					
Dish washers					
Clothes washer machine					
Drinks vending machines					
Hose bib tap					
Other:					
a) Process water (direct feed) in litres per second					
Please provide details:			l/s		
b) Proposed flow requirements					
Average daily usage (litres per day)				l/p/d	
Duration of usage per day (i.e 8 hours, 18 hours or 24 hour working)				hrs	
Peak flow (litres per second)				l/s	
Storage capacity provided (litres)				l	
c) Fire fighting requirements (A separate private/customer service pipe will be required for fire fighting supplies)					
Fire sprinkler supplies (litres per second). Note 9.4 Sprinkler system should be designed to BS EN 12845:2004 + Amendment 2:2009 If full capacity storage tank flow rate should fill tank in 36 hours If reduced storage tank please state minimum tank fill rate				l/s	
Fire hydrant supplies (litres per second).				l/s	
Will any elements of the fire fighting water be supplied from storage? If yes, please state float size _____ mm and tank capacity _____				Yes <input type="checkbox"/> No <input type="checkbox"/>	

A minimum of 1.5bar and 15/m head is maintained by Severn Trent at the boundary controlling stop tap. Note 9.5

Note: based on the information you give us we'll make an assessment and provide both a pipe size and meter size to provide the flow rate needed. This may be different to the flow rate that you've asked for.

Section 10: Sewerage proposals

- | | | |
|---|----------|------------|
| 1. Will foul water drain directly or indirectly into the public sewer? Note 10.1 | Directly | Indirectly |
| 2. Will surface water drain directly or indirectly into the public sewer? Note 10.2 | Directly | Indirectly |
| If yes, to the above, are you applying separately for a sewer connection to; | | |
| a) Severn Trent | Yes | No |
| If yes, please provide reference number of application | | |
| or b) another water company | Yes | No |
| Please specify: | | |
3. If not connecting into the public sewer, how will the foul and surface water be drained?
4. If surface water will drain into a public sewer, indicate the total area of the site including car parking and grassed areas

Note: a separate application must be made for sewer connections. Forms can be downloaded from stwater.co.uk/developers

Section 11: Checklist and payment

Please make sure you submit all the required information so that we can process your application and get back to you as soon as possible.

There's a fee for the application which is shown below. You can find more information on the charges at stwater.co.uk/application-forms-and-guidance-notes or by calling us on **0800 707 6600**.

The payment options can be found on the next page, but if you're paying by cheque, please make sure it's securely attached to the application form and that all items are posted together.

Checklist	Included	Not required
Location plan identifying the property needing connection (i.e. ordnance survey plan)		
Soil analysis report if necessary (see section 4)		
Site plan indicating the route of the customer service pipe to the highway boundary		
For commercial premises a scaled site plan showing the total site area and the area occupied by each unit		
Initial payment (£331.74 incl. VAT) (one payment for all large diameter connections on this request)		
Required evidence for the environmental discount scheme has been provided		

Please e-mail your application along with all other documents in a zip file to new.connections@severntrent.co.uk. Tell us the date you emailed us and the e-mail address sent from:

Section 12: Payment details

Please tell us how you are going to pay the application fee:

Cheque

Debit/credit card

BACS

For debit/credit card payments please call us on **02477 715204** upon receipt of your acknowledgment letter, quoting your reference number.

All payments are made securely during the application process. There is no need to share your bank details at any other point. Please use your Reference number in all further communications with us.

Please make all cheques payable to Severn TrentLtd and post it to us along with your completed application form.

If you're making a BACS payment, please tell us the date it was made, who made it and the BACS reference number so we can match your application to your payment.

Please make sure any BACS payment is made before you submit your application.

BACS ref	<input type="text"/>
Payer	<input type="text"/>
Date	<input type="text"/>
Amount	<input type="text"/>

Please send all completed applications and supporting information to:

Severn Trent Ltd
PO Box 5311
Coventry
CV3 9FL

Or email them to new.connections@severntrent.co.uk

If you email your application to us, we'll assume that you're going to pay by credit/debit card and will contact you for payment.

Section 13: Declaration (to be signed by applicant)

I wish to apply for a new water supply as set out in this form under Section 45 or 55 of the Water Industry Act 1991. I hereby request Severn Trent Water to process my application and provide me with a quote for connection based on the information I have provided.

By signing this form I confirm that:

- The Applicant is the owner/occupier of the premises to which this application relates.
- All statutory requirements, including without limitation the Water Industry Act 1991, the Water Supply (Water Fittings) Regulations 1999, and the Construction and Design Management (CDM) Regulations 2015.
- I understand that if I need to change the connection application once designed, I may be charged a redesign fee.
- If not already paid, all infrastructure charges will be payable on connection.

Signed

Position (If signing on behalf of a Company)

Full name in capitals

Company name (If signing on behalf of a Company)

Address of Applicant

Date

Postcode

We'll assess your application and then send you a quote for the connection(s). **The quote is valid for six months, but in no way obligates you to proceed with the connection.**

We'll only discuss this connection with those parties identified in the application. Should you make any changes to this you must tell us as soon as possible so as not to delay your application.

IMPORTANT NOTE: Insufficient or inaccurate information may result in delays in the processing of your application.

Support notes

Note 1: Applicant's details

- 1.1 The Applicant is the owner/occupier of the site that requires the connection. It is this individual/company that is responsible for the content of the application form and accepting the conditions laid out in the application declaration.
- 1.2 Please ensure that the complete address and contact details are provided. These address details may be used for future contact and correspondence. Please include a telephone number and email address. If you are applying as a company, please include an office email address and phone number along with your own.
- 1.3 Registered Company Number: The registration number of the business as issued by Companies House (www.companieshouse.gov.uk).
- 1.4 We will accept an application form that has been completed by an Agent/Consultant, however, the Applicant remains responsible for the content of the application and must sign the application form.
- 1.5 Please provide as much of the site address as is available at the time of the applications submission. This address **MUST** contain: Road name, Town/city, County.
- 1.6 The Ordnance Survey reference is a 12 digit grid reference split into two 6 digit numbers (X and Y). This can be obtained from www.ordnancesurvey.co.uk
- 1.7 If you have made a development enquiry or submitted any applications that are linked to this site please provide the reference numbers. This will help us process your application.

Note 2: Contractor details

- 2.1 For water connections the contractor will be the company that will be completing the work on site. For sewer connections the contractor will be the company that will be making the actual connection.

Note 3: Construction Design and Management (CDM) Regulations 2015

- 3.1 Your project is notifiable if construction work lasts more than 30 working days and has more than 20 workers working simultaneously at any point in the project; or involves more than 500 person days.

IMPORTANT NOTE: Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

- 3.2 More information regarding the Health and Safety Executive (HSE) and how to contact them can be found at www.hse.gov.uk
- 3.3 A domestic client is someone who has construction work done on their own home, or the home of a family member, which is not done in connection with a business. Local authorities, housing associations, charities, landlords and other businesses may own domestic properties, but they are not a domestic client for the purposes of CDM 2015. If the work is in connection with a business attached to domestic premises, such as a shop, the client is not a domestic client.
- 3.4 A domestic client is not required to carry out the duties placed on commercial clients. Where the work involves only one contractor, the contractor must carry out the client duties as well as the duties they already have as contractor. In practice, this should involve doing little more to manage the work to ensure health and safety. Where there is more than one contractor the duties of the client must be carried out by the contractor in control of the construction work. If they so wish, a domestic client has the flexibility of agreeing (in writing) with their designer, typically the architect, that the designer coordinates and manages the project. Where no such agreement is made, the principal contractor will automatically take over the project management responsibilities are properly controlled.

Note 3: Construction Design and Management (CDM) Regulations 2015 (continued)

3.5 HSE provides description of the other duty holders, including:

Clients are organisations or individuals for whom a construction project is carried out.

Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

As a **designer** we have a duty under the Construction Design and Management Regulations (CDM) 2015 to inform you of the clients duties. These include:

- Making sure a competent principal designer is appointed
- Making sure a competent principal contractor is appointed
- Providing all the information requested in this application and any relevant health & safety information throughout the design and construction of the works
- Not allowing construction to start unless the principal contractor has prepared a plan to manage, monitor and coordinate health and safety during the works

More details can be found at www.hse.gov.uk

Note 4: Ground condition

4.1 Previous use definitions

a) Greenfield/agriculture: An area of land used previously for agriculture, forest land or some other undeveloped site

b) Housing: A site dedicated to domestic premises

c) Industry: A site dedicated to commercial or industrial uses

d) Landfill: A disposal site where solid waste, such as paper, glass, and metal, is buried between layers of dirt and other materials in such a way as to reduce contamination of the surrounding land.

4.2 Made ground is an area of land that has been man-made, generally through the reclamation of marshes, lakes, or shorelines. An artificial land fill is used, consisting of natural materials, refuse, etc.

4.3 Pollution events include any incident that would have resulted in the land within the site being contaminated; this would include any agents highlighted in Note 4.5. In addition to this, the site will be considered contaminated if it is situated within 100m of a petrol station or Industrial site that would use and dispose of contaminating agents.

4.4 Examples of the contaminants stated in question 4:

a) Surface active organic compounds: detergents, soaps, wetting agents or alcohol

b) Concentrated oxidising agents: Chlorine, nitric acid and sulphuric acid

4.5 Soil and land contaminated investigation is undertaken in two steps¹;

Phase I – desk study

The principal aim of a Phase I environmental report is to gather the information needed to form a conceptual model in order to be in a position to assess the presence and/or significance of any land contamination on site. The resultant information then enables a preliminary risk assessment to be carried out.

Phase II – intrusive study

This is an intrusive site investigation enabling the soil profile to be logged after which samples of soil and groundwater may be collected for chemical analysis. Risk is then assessed in order to determine the potential for harm to receptors both on and off-site from known contaminants.

Note - If a complete soil analysis report is not submitted we may not be able to determine the ground conditions and will continue to process the application and protected pipework will be laid, potentially increasing the cost of the work to be done.

Note 5: Existing supply

- 5.1 If you have an active account but do not have any documentation containing the 10 digit account number please contact our Customer Service department on **03457 500 500**.
- 5.2 You will be charged for water for construction if:
- you are not using an existing metered supply,
 - the connection is a Large Diameter connection for a newly built domestic property,
 - the connection is a standard 25mm or 32mm for any newly built domestic property,
 - any commercial property with a 25 mm connection

Note 6: Reason for connection

- 6.1 Please indicate the reason why you are applying for a new connection.

Note 7: Previous supplies

- 7.1 Infrastructure charges fund the maintenance of our local water and sewerage networks needed to service additional demand.

These charges are made under Section 146 of the Water Industry Act 1991. Liability for infrastructure charges arises when newly created premises are connected to the public water or sewerage systems and can receive water for domestic purposes. On redevelopment sites a credit is given for each premise which had a water connection in the last five years.

Infrastructure charges will be included in the quote you receive for the water supply connections (although payment is not legally required until the water connection has been made).

Please refer to our current charges scheme which sets out further information relating to infrastructure charges (Please note this does not apply to the connection charges which must be paid in advance).

Please be aware that if you do not know the account number for the former premises this will not prevent the application from being processed, however this information will allow the application to be processed faster.

- 7.2 Additional premises information **MUST** contain the information that is requested in the table shown in question 1.

Note 8: Plumbing details

- 8.1** Grey water: Waste water generated from domestic activities such as laundry, dishwashing and bathing.
- 8.2** Sprinkler systems should be designed to BS EN 12845:2004 and Amendment 2:2009.
- 8.3** Unless otherwise agreed it is a condition of connection that all new premises connected must have a separate metered connection for billing purposes. Where we agree to a single connection to multiple occupied premises (typically flats and apartments) it is a condition of connection that the supply pipes and water meters are installed in accordance with the specifications as set out in Severn Trent Water's meter fitting installation requirements.
- 8.4** There are certain metering arrangements for multiple occupancy properties that need to be understood before the meters are fitted.
- Each separate occupiable premise and/or communal area in the property will be metered individually.
 - The meters are provided by Severn Trent Water but in most cases will be fitted by the developer, however Severn Trent Water will fit the meter for a charge if requested. Only meters supplied by Severn Trent Water are permissible.
 - At the "Quote acceptance" stage the developer needs to submit drawings of each floor indentifying:
 - Each plot with plot number
 - Any Communal and/or landlord area with a water supply
 - The proposed location of the each meter
 - The site connection will not be progressed until this information has been provided and accepted. The Developer is required to provide us with amended drawings if any changes or additions are made to the number and/or position of the occupiable premises, landlord and communal supplies.

Note 9: Connection(s) needed

- 9.1** Examples of the purposes of the property are given in the list below
- Office
 - Warehouse
 - Block of flats/apartments
 - Student accommodation
 - Terraced – House
 - Semi-detached – House
 - Detached – House
- 9.2** The number of bedrooms in a house affects the size of the pipe that will be used for the connection.
- 1 – 2 Bedroom property = 25mm pipe
 - 3 – 5 bedroom property/3 storey property = 32mm pipe
- 9.3** Please provide the address details that relate to the property that the connection is being made to.

Note 9: Connection(s) needed (continued)

9.4 The sprinkler system supply will not be metered.

If the “full holding capacity” system is to be used, ensure that adequate storage is included to douse any fire on site without the need for make-up water to the storage vessels or a direct feed from Severn Trent Water’s water mains.

Severn Trent Water will allow a 50mm diameter connection to provide 75 litres/minute in-flow rate to a sprinkler storage tank. Under normal operating conditions Severn Trent Water will endeavour to supply 8 litres second for fire fighting. Should this fall short of your anticipated required flow rate we advise that you meet any short fall by either on site storage or other methods agreed between yourselves and the local fire authority.

Severn Trent Water is unable to guarantee specific flow rates or pressures for fire fighting as they may vary dependant on the demand upon the water supply network.

It should also be noted that Fire hydrant supplies will not require metering but will require a single check valve to be installed on the private supply pipe as close as possible to the highway boundary.

9.5 Severn Trent water endeavours to operate it’s distribution system in order to meet it’s Level of Service reporting criteria, to provide a minimum of 15 metres pressure (1.5 bars) at the property boundary. However, for the purposes of design for new systems Severn Trent Water aims to achieve 20 metres pressure (2.0 bars) at the company’s stop tap on the property boundary.

Severn Trent Water’s supplies can be subject to occasional disruption due to a number of factors, therefore consideration should be given to provision of appropriate storage facilities if proposals involve commercial processes which rely on mains water for their continued operation.

Note 10: Sewerage proposals

10.1 Foul water: Foul water is the waste water from your toilet, bidet, bath, basin, sink, washing machine, dishwasher and shower, etc.

10.2 Surface water: Surface water is rainfall as it falls and collects on the roof and around the property, within the property boundary.