

# Adoption of Sewers

## Application for the adoption of a sewer under Section 104 of the Water Industry Act 1991

Office use only  
WSC



**NOTE: Please ensure all relevant sections of the application are completed and refer to the attached support notes.**

### Section 1A: Applicant's details

**Name of Applicant:** *Note 1.1*

**Address of Applicant:** *Note 1.2*  
  
  
  
 Postcode:

**Registered company number:** *Note 1.3*

**Contact name:**

**Telephone number:**

**Mobile number:**

**Email address:**

**Fax number:**

### Section 1B: Agent/Consultant details (only to be completed if an agent/consultant is being used)

**Name of Agent/Consultant:** *Note 1.4*

**Address:** *Note 1.2*  
  
  
  
 Postcode:

**Registered company number:** *Note 1.3*

**Contact name:**

**Telephone number:**

**Mobile number:**

**Email address:**

**Fax number:**

### Section 1C: Site details

**Site name and address:** *Note 1.5*  
  
  
  
 Postcode:

**Ordnance survey reference:** *Note 1.6*  
 Form M  Y:

To whom should we send the correspondence?  
 Applicant  Agent/Consultant

**Related application reference:** *Note 1.7*

Official use only:

**Section 2: Contractor details**

<b>Name of Contractor:</b> <i>Note 2.1</i>	<b>Contact name:</b>
<input type="text"/>	<input type="text"/>
<b>Address of Contractor:</b> <i>Note 1.2</i>	<b>Telephone number:</b>
<input type="text"/>	<input type="text"/>
	<b>Mobile number:</b>
Postcode:	<input type="text"/>
<b>Registered company number:</b> <i>Note 1.3</i>	<b>Email address:</b>
<input type="text"/>	<input type="text"/>
	<b>Fax number:</b>
	<input type="text"/>

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

**NOTE: For information on the CDM Regulations 2015 please visit [www.hse.gov.uk](http://www.hse.gov.uk)**

1. Is your project notifiable? *Note 3.1*

If no, please move to the next section.

Yes  No

**NOTE: Your project is notifiable if construction work lasts more than 30 working days or involves more than 500 person days.**

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

**Note 3.2 NOTE: If No, you need to contact the HSE at [www.hse.gov.uk](http://www.hse.gov.uk) to advise that your project is notifiable before you submit this application form**

Yes  No

3. If yes to 2, have you appointed a CDM co-ordinator? **Note 3.3**

Yes  No

**Name of CDM Co-ordinator:**

**Address:**

  
  
  
  
 Postcode:   

**Contact name:**

  

**Telephone number:**

  

**Email address:**

  

**Fax number:**

**Name of Principal Contractor:**

  

**Address:**

  
  
  
  
 Postcode:   

**Contact name:**

  

**Telephone number:**

  

**Email address:**

  

**Fax number:**

**Section 4: Local Council details**

**Name of local Council:** *Note 4.1*

  

**Local Council planning consent ref:** *Note 4.2*

**Outline consent date:** *Note 4.3*

  

**Full consent date:** *Note 4.4*

**Please provide any conditions attached to the consent**

  
  


**Section 5: Drainage**

1. Are you applying for the adoption of foul sewers? **Note 6.1**

Yes  No

2. Peak foul discharge (litre/second)

3. Are you applying for the adoption of surface water sewers? **Note 6.2**

Yes  No

4. Peak surface water discharge (litres/second)

5. Does the site include a pumping station?

Yes  No

6. Does the site include a Sustainable Urban Drainage System?

Yes  No

7. Are any Sustainable Drainage Systems being offered for adoption?

Yes  No

### Section 6: Development profile

**Total number of properties:**

**Anticipated start date:**

**Anticipated end date:**

**Section 7: Checklist / Information and drawings required to progress with your application** As much information should be provided as possible, but as a minimum the S104 application should be in accordance with the DCG, Local Practices and or Severn Trent specific technical standards for the design of a system and should contain the following information (items highlighted blue can be provided during the assessment process rather than at receipt of submission)

### Application Form Fully Completed

#### Planning & Design Details:

- Agreed flow rates for any system
- Confirmation of permission to discharge surface water
- Confirmation for discharge of highway drainage
- Flood Risk Assessment or statement for site and associated risk, including any Ground investigation report and results OR SI to show infiltration could be utilised on the site.
- Drainage Strategy or Statement and layout plan (showing discharge point including rates) Run-off rates and attenuation quick estimates Confirmation of principles of ownership, accessibility, operational requirements of components.

#### Location Plan

- Indicated boundary of the site
- Benchmark details
- Minimum scale 1/2500

#### Site/Engineering Layout Plan

- Full set of Design & Layout Details for Development
- Key plan where sites split as multiple sheets
- Minimum 1:500 scale
- North Point
- Site contours
- Show coal mining details (if applicable)
- Show Source Protection zones (if applicable)

- Show flood areas
- Show flood exceedance paths on and offsite details
- Coloured and indexed in accordance with section guidance to show lengths of adoptable system
- Green boundary of land owned by Customer
- New Pipe lengths coloured showing the direction of flow, pipe material, gradient, shape and size
- Pipe lengths should have a self-cleansing regime
- Existing pipes shown black detailing direction of flow, pipe material, gradient, shape and size
- Cover and invert levels of all manholes and inspection chambers including existing manholes where connections are proposed
- Inspection chambers including existing
- Protected strips where systems are not located in public highway (coloured yellow)
- Kerb lines and service strips/margins at least 1m away from centreline of sewer and 0.5m away from outside edge of manhole
- Manhole at every change in direction, gradient or pipe size
- Maximum distance between manholes 90m
- A 3m wide vehicular access road to within 5m of a maintainable asset/component
- Soakaways a minimum of 5m away from any structure or boundary
- A turning area for a 4,000 gallon tanker (if required)
- Manhole details could be provided within a table

### **Longitudinal Sections**

- Scaled at 1:100 vertical & 1:500 horizontal
- Show existing ground level
- Proposed cover and invert levels and any backdrops
- Show the pipe material, strength, diameter and bedding
- Eliminate unnecessary crossovers of pipes
- Show foundation details in relation to sewers where necessary
- How gravity sewers connected soffit to soffit where there is a change in pipe size
- Offline surface water should be laid invert to invert

### **Full set of Hydraulic Calculations for sewerage system**

- Foul Hydraulics

- Surface Water Hydraulics (Pipe Full - 1 in yr or 2yr or 3yr)
- Surface Water Hydraulics (No Flood - 1 in 30yr)
- Pipe strength or deformation calcs

**Manhole & Inspection Chamber Schedule**

- Show manhole Type, shaft and chamber size and depths, overall depth as well as cover and invert level(s) of all incoming and outgoing pipes
- Show manhole cover type, shape, size and depth
- Number of incoming pipes

**Pumping Station Details**

- Location plan: (min scale 1/2500)
- Layout plan showing: (min scale 1/500)
- General arrangement
- Access
- Emergency storage
- Levels of compound/covers
- Vents
- Davit socket
- Kiosk (size/colour/type/location)
- Fencing/boundary
- Inlet chamber
- Flow meter chamber
- Compound floor and access construction

**Sections and details showing:**

- Wet well and pump layout
- Emergency storage
- Pipe layout (including valve chamber)
- Inlet chamber
- Flow meter chamber
- Levels including provisional ultrasonic sensor levels
- Ultra-high level float switch on separate relay

- Chambers on rising main
- Thrust blocks
- Tracer and marker posts along rising main route
- Electronics (including star delta starting where required)

*Full technical approval cannot be achieved without full pumping station specification. However, a conditional approval can be achieved by providing cover level, invert level, head of rising main and flow rate in lieu of the check list above. If an approved specification is not agreed within 6 weeks, the conditional approval will be withdrawn.*

### **Special Asset or Component Drawings.**

- Flow Control manholes
- Drawing for bespoke manholes not designed as per the DCG
- Headwalls
- Underground balancing tanks
- Other storage component details

### **Any Manufacturers details relevant to the application.**

- Flow control devices
- Plastic pipe manufacture details

### **Sewerage Treatment Details**

- Full set of relevant Manufacturers details
- Any consent details for discharges
- [Maintenance regimes and responsibilities](#)

### **Sustainable Urban Drainage Systems**

As part of the adoption process sufficient information is required to ensure the adequacy of drainage design to ensure compliance with the Design & Construction Guidance and to facilitate updates to the public sewer records, as well as to ensure existing hydraulic sewer models can be updated to include post development drainage design flows and that future maintenance requirements are incorporated into Severn Trent's asset management systems.

To support these activities, asset data will be required under the following topic areas and we will advise when this information is required:

- Details of SuDS types and their design characteristics (type, size, materials, geotechnical/hydrogeology characteristics & construction details)
- Ownership details (comprising details of landownership, body responsible for amenity maintenance needs and who will responsible for flood risk management aspects)
- Asset locations, connectivity, long sections and SuDS boundary extents (preferably in CAD/GIS formats)
- Hydraulic design parameters and assumptions, together with a suitable hydraulic model

- Water quality design criteria and assumptions (where appropriate)
- Amenity / Environmental criteria and assumptions (where SuDS deliver multi-functional benefits)
- Operational and management plan

**Section 8: Charging** In order to calculate your inspection fees & bonds, we require an excel pipeline schedule for the adoptable drainage. Please include headings for pipe reference number, pipe diameter, pipe length, and downstream manhole depth. As this data could change during the assessment process, we will ask for this prior to issuing technical compliance.



**Section 9: Declaration** (To be signed by Applicant)

Please advise me of the estimated cost and programme for adopting sewers for the above named development. In this respect, I will provide any relevant information required by Severn Trent Water Ltd.

I understand that the submission of this form is to be treated as a preliminary enquiry and does not commit me or Severn Trent Water Ltd, save as set out below. In particular, I understand that Severn Trent Water Ltd does not authorise or hold itself responsible for the reimbursement of any expenses incurred in any design work undertaken by me without the express approval of Severn Trent Water Ltd.

I confirm that if following the provision by Severn Trent Water Ltd of the estimated cost and programme, I require further or revised estimates and programmes for the adoption of the sewers for the above named development, I will pay Severn Trent Water Ltd's costs and will provide such advance payment as they may reasonably require. Upon my acceptance of the estimated cost and programme, I will enter into a formal written agreement with Severn Trent Water for the adoption of the sewers.

I also confirm that if the adoption does not proceed I will reimburse Severn Trent Water Ltd's reasonable abortive costs in preparing the estimated cost and programme.

If there is more than one applicant, please photocopy this declaration page and ensure that each applicant returns a signed copy.

By signing this form I confirm:

- That the Applicant is the owner / occupier of the land or existing premises in which the sewers are being adopted.
- That all statutory requirements, including without limitation the Water Industry Act 1991 and the CDM Regulations 2015 (as amended), shall be met
- That I have read the Developer Services charging booklet and understand the charges that are applicable to sewer adoption• (if signing on behalf of a Company) I am a duly authorised representative of the Company and can bind the Company accordingly.

<b>Signed:</b>	<b>Position:</b> (If signing on behalf of a Company)
<input type="text"/>	<input type="text"/>
<b>Full name in capitals:</b>	
<input type="text"/>	
<b>Company name:</b> (If signing on behalf of a Company)	<b>Address:</b>
<input type="text"/>	<input type="text"/>
<b>Date:</b>	
<input type="text"/>	Postcode:
	<input type="text"/>

The information you provide to us in this application will be used for the purposes of providing a water main and in turn the setting up/amendment of your account with us. We will provide you with our water main design proposals, the estimated costs and programme.

**Please note that we will only discuss this new connection with those parties identified on the application.**

Should you make any changes to this information you must inform us as soon as possible so as not to delay your application.

**Please return this form with supporting documents to:**

Severn Trent Water Ltd  
PO Box 5311  
Coventry  
CV3 9FL  
Telephone: 0800 707 6600.

## Support notes

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

### Note 1: Applicants 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.
- 1.3 Registered Company Number: The registration number of the business as issued by Companies House ([www.companieshouse.gov.uk](http://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](http://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 2007

- 3.1 Your project is notifiable if construction work lasts more than 30 working days or involves more than 500 person days.

**IMPORTANT NOTE**

*If your project is notifiable you will have to appoint a CDM co-ordinator, if you have not Severn Trent Water cannot process your application form.*

- 3.2 More information regarding the Health and Safety Executive (HSE) and how to contact them can be found at [www.hse.gov.uk](http://www.hse.gov.uk)
- 3.3 CDM Co-ordinator (Definition): The person appointed to advise and assist the client on how to comply with the CDM Regulations during the project, and to ensure that suitable arrangements are made and implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase. **Only appointed on notifiable contracts.**<sup>1</sup>

- 3.4 Principal Contractor (Definition):** The duty holder who is required to ensure effective management of health and safety throughout the construction phase of the project. Their main duty is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that hazards are identified and risks are properly controlled.<sup>2</sup>

<sup>1</sup> Definition taken from The HSE Industry guidance for CDM Co-ordinators

<sup>2</sup> Definition taken from The HSE Industry guidance for Principal Contractors

#### Note 4: Local Council details

- 4.1** Please provide the name of the Council authority that has provided planning permission construction on the site.
- 4.2** Please provide the unique reference number for the planning permission issued by the Council authority.
- 4.3 Outline consent:** A form of planning consent designed to test the principle of whether or not a development is acceptable. The planning authority can request any level of detail they think is necessary to reach a decision, although usually, only a minimal amount of information is supplied. Outline consent does not authorise construction, only that the site is suitable for development.
- 4.4 Full consent:** A detailed planning assessment that will provide consent for construction to start, as well as confirming the future use of the site.

#### Note 5: Infrastructure Credits

- 5.1** 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.

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

#### Note 6: Drainage

- 6.1 Foul water** is the waste water from your toilet, bidet, bath, basins, sinks, washing machines, dishwashers and showers etc.
- 6.2 Surface water** is rainfall as it collects around your property.