

SELF-LAY WATER MAIN APPLICATION

Application for a water main requisition
under Section 41, 51A and 55 of the
Water Industry Act 1991

Please refer to the support note to help you complete this application form. You may want to keep a copy of the completed form for your own records.

SEVERN
TRENT

Section 1A: Requisitioner

Name of Requisitioner: *Note 1.1*

Contact name:

Address of Requisitioner: *Note 1.2*

Telephone number:

Mobile Number:

Postcode:

Email Address:

Registered company number: *Note 1.3*

Section 1B: Agent/Consultant details

(only to be completed if an agent/consultant is being used)

Name of Agent/Consultant: *Note 1.4*

Contact name:

Address: *Note 1.2*

Telephone number:

Mobile Number:

Postcode:

Email Address:

Registered company number: *Note 1.3*

Section 1C: Site details

Site name and address: *Note 1.5*

Who should we be corresponding with?

Requisitioner Agent/Consultant

Postcode:

Related application reference:

Note 1.7

Ordnance survey reference: *Note 1.6*

X: Y:

Is there any one else you're happy for us to discuss your application with? Yes No

If yes, 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 of Contractor: *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

For information on the CDM Regulations 2015 please visit www.hse.gov.uk

1. Is your project notifiable? *Note 3.1*

Yes No

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.

If no, please move to question 3.

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

Yes No

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.

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*

Name of client (if different to applicant)

Address:

Postcode:

Contact name:

Telephone number:

Email Address:

Name of principal contractor:
(if different to contractor above)

Note 3.4

Address:

Postcode:

Contact name:

Telephone number:

Email Address:

Name of principal designer:

Address:

Postcode:

Contact name:

Telephone number:

Email Address:

Section 4: Local Council Details

Name of Local Council:	<i>Note 4.1</i>	Outline consent date:	<i>Note 4.3</i>
Local Council planning consent ref:	<i>Note 4.2</i>	Full consent date:	<i>Note 4.4</i>

Please tell us about any conditions attached to the consent

Section 5: Ground condition

We need to know what the site was previously used for so that we can tell you 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. *Note 5.1*

1. Please tell us what the site was previously used for: *Note 5.2*

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

Where the previous use was anything other than greenfield/agricultural a Soil Analysis Report will be needed, unless you can confirm that protective pipework is to be laid. If a Soil Analysis Report is needed, but not included with the application form, we'll continue to process the application but you'll be expected to lay protected pipework, which may increase the cost of the work to be done. You may also be charged a requote fee if a Soil Analysis Report is submitted at a later date.

Please tick which option is applicable

Soil report included Protective pipework to be laid

Section 6: Infrastructure credits

1. Please tell us about any premises on the site in the last five years; including what they were used for and whether they have been demolished, as credits against infrastructure charges may apply. *Note 6.1*

	Previous postal address including postcode	Demolition date	Former use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

If the details of more premises are known please tell us about these on an additional sheet and attach it to the application form when you send it to us. *Note 6.2*

Section 7: Water fittings & drainage

1. Is the ground floor of any property elevated more than five metres above the public highway, i.e. road or footpath? Yes No
2. Including the ground floor what is the maximum number of floors within an individual building?
3. Is the hot water system to be fed directly from mains water? (e.g. combi/unvented) Yes No
4. Will rainwater, recycled or grey water plumbing installations be used? *Note 7.1* Yes No
5. Will fire sprinkler systems be fitted within the premises? *Note 7.2* Yes No
6. Will each new domestic property be built to Part G of The Building Regulations 2010 at 110 litres or less of water per person per day (pppd) Yes No

If Yes, please send a copy of the Part G Compliance Report or a pdf copy of results from the [Water Calculator](#) website with your application form.

If only some of the new domestic properties are being built to 110 litres or less of water pppd please tell us which plots here:

7. Will the surface water from each new domestic property be discharged into the public sewerage system? Yes No

If only some of the new domestic properties will not have a surface water connection please tell us which plots here:

8. Will a sustainable drainage system be installed from each new domestic property? Yes No

If only some of the new domestic properties will have a sustainable drainage system installed please tell us which plots here:

Section 8: Construction details

A developer can choose either Severn Trent Water (STW) or a Water Industry Regulation Scheme (WIRS) accredited installer, a Self Lay Organisation (SLO) to lay new water mains and/or services.

So that a developer can make an informed decision, STW will issue an Offer Letter which will detail the works required and the costings for both self lay and STW requisition of a new water mains.

Have you already decided who will lay the new water mains? Yes No

If SLO, we'll send you a Self Lay Agreement with our Offer Letter.
 In the meantime please tell us which option you'll be using:

SLO to design & construct

SLO to construct only

Is the SLO also laying the services?

Yes No

Please tell us which SLO you'll be using:

SLO name	
Address and postcode <i>Note 8.1</i>	
Contact name	
Telephone number	
Email address	
Company number	

Who is going to complete the In Line Connection?

STW SLO

Who should the Asset Value Payment be paid to?

Developer SLO

Do you want all future communications to be with the SLO?

Yes No

What type of agreement do you want us to send you?

DAD RD

Section 9: Development profile

1. Please tell us the start date of the build programme

.....

2. Please tell us the end date of the build programme

.....

Table 9A: Household units *Note 9.1*

For each type of property, please tell us how many of each will be built

Flats	Terraced house, mobile homes, maisonettes	Semi detached premises	Detached premises inc. linked detached premises

Table 9B: Non-household units (please include detailed schedule) *Note 9.2*

Please tell us about each connection needed (see the example below)

Property description	Total No.	Peak water flow in litres per second	Storage capacity in litres	Total floor area in m ²
e.g. Hotel	54 beds	1.0 l/s	5000	1200

Section 9C: Fittings List

(Non-household) Note 9.3

Please complete this table for each property/connection. Where there is more than 1 property please provide details on a separate sheet and send in with the application form.

Plot/unit or name	Total no.	No. supplied from storage	Value size (mm)	Total no.	Min. tank fill rate (l/s)
WC flushing cistern					
Automatic flushing cisterns					
Basins in a household premises					
Basins elsewhere					
Baths (tap size 20mm)					
Baths (tap larger than 20mm)					
Showers					
Sinks (taps size 15mm)					
Sinks (taps larger than 15mm)					
Single spray taps					
Bidets					
Dishwashers					
Clothes washing machine Process water (direct feed) in l/s				Process water (direct feed) in l/s	
Drinks vending machines					
Hose bib tap 15mm Please provide details:				Please provide details:	
Hose bib tap 22mm					
Hose bib tap 25mm					
Other (please specify)					

3. Will other water supplies be required i.e. communal facilities, swimming pool etc?

Yes No

If yes, please tell us the flow required in litres per second

Section 10: Fire fighting provision

We recommend that storage provision is made to make sure an adequate water supply is available for fire fighting purposes.

1. Do you need a sprinkler or hydrant on site?

Sprinkler Hydrant

2. Please tell us if the storage tank to be used is a full capacity or reduced capacity storage tank:

Full Reduced

If a full capacity storage tank, the rate should fill tank in 36 hours.

If a reduced storage tank, please tell us the minimum tank fill rate that you need l/s

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 <https://www.stwater.co.uk/building-and-developing/regulations-and-forms/application-forms-and-guidance/> or by calling us on **0800 707 6600**. The payment options are shown below, 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.

If we don't receive the application fee(s) within 30 days of receiving your application we'll assume that you don't want to go ahead with this application.

Please tick to indicate information is attached.

- 1 copy of a location plan showing, edged in pink, the development site together with any other adjacent land owned by the applicant edged in blue
- 1 copy of a site layout plan showing the points at which the applicant wants the requisitioned mains to connect to his private or on-site services

Your site layout plan must include:

- the extent of the first installation, if multiple visits apply and each "back to back" connection if main are being self constructed
- plot numbers
- phasing requirements
- areas to be adopted as public highway
- service strips, if applicable
- points of entry and route of service to back of footpath/boundary point

AUTOCAD 2004 will be used to produce the mains design plans. Therefore please email us a copy of your site layout plan in AUTOCAD format, along with the developer's name and the name of the development site in the subject field to: **new.connections@severntrent.co.uk**

Please tell us the date that the plan was emailed to us

Please tell us your email address used

Please tell us the title of the email

- a copy of the valid planning permission for the site (if proposed development)
- evidence that the applicant owns or occupies the site or premises (e.g. Land Registry document)
- evidence that the domestic properties have been built to Part G of The Building Regulations 2010 at 110 litres or less of water pppd. This can be a copy of the Part G Compliance Report or a pdf copy of the results of the [Water Calculator](#)
- enclosed a Soil Analysis Report, if applicable (see section 5)
- the fee payment of £1739.82 (inc. VAT)
- If you need an invoice before you can send us the fee payment, please tick here and we'll send you this with your acknowledgement and reference number

Section 11a: Payment details

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

Cheque Debit/credit card BACS

For debit/credit card payments, we'll contact you on receipt of the application form to take payment. Please make cheques payable to Severn Trent Water Ltd and post it to us along with your completed application form.

If you're making a BACS payment please send your payment to our bank using these details:

Barclays

Sort code: **20-00-00**

Account number: **03398498**

UTR number: **054 37510 61510**

Company registration number: **2366686**

Please tell us the date the payment 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.

Please send all completed applications and supporting information to:

Severn Trent Water Ltd
PO Box 5311
Coventry
CV3 9FL

Or email them to new.connections@severntrent.co.uk in a zip file

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.

BACS ref	
Payer	
Date	
Amount	

Section 12: Declaration*(To be signed by Requisitioner)*

Please advise me of the estimated cost and programme for providing new water mains for domestic and/or non domestic* (delete as applicable) purposes 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 providing public water mains 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 a requisition of a water main.

I also confirm that if the requisition 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 requisitioner, please photocopy this declaration page and ensure that each applicant returns a signed copy.

By signing this form I confirm:

- **That the requisitioner is the owner / occupier of the land or existing premises for which the mains are being requisitioned**
- **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 Charges Booklet and understand the charges that are applicable to water main requisition**
- **That I have read the Severn Trent Water main requisitions and service connections guidance notes**
- **(if signing on behalf of a Company) I am a duly authorised representative of the Company and can bind the Company accordingly.**

Signature

Full name in capitals

Position

Company name: (if signing on behalf of a Company)

Address:

Postcode:

The information you provide to us in this application will be used for the purposes of providing a water main. 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 tell us as soon as possible so as not to delay your application.

Support notes

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

Note 1: Requisitioner details

- 1.1 The Requisitioner is the owner/occupier of the site that needs the connection. It is this individual/company that is responsible for the content of the application form and for 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)
- 1.4 We will accept an application form that has been completed by an Agent/Consultant, however, the Requisitioner 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 submission. This address must contain road name, town/city and county.
- 1.6 The Ordnance Survey reference is a 12 digit grid reference split into two 6 digit numbers (X and Y). You can get this 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 tell us the reference numbers. This will help us process this application.

Note 2: Contractor details

- 2.1 The contractor is the company that will be completing the work on site.

Note 3: Construction and Design 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.
- 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: Local council details

4.1 Please tell us the name of the council authority that has provided planning permission construction on the site.

4.2 Please tell us 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: Ground condition

5.1 Examples of the contaminants

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

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

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

5.2 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.

Note 6: Infrastructure Credits

6.1 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 Developer Charges Booklet.

Connection charges must be paid for in advance.

6.2 Additional premises information MUST contain the information that is requested in the table shown in question 1.

Note 7: Plumbing details

7.1 Grey water: Waste water generated from domestic activities such as laundry, dishwashing and bathing.

7.2 Sprinkler systems should be designed to BS EN 12845:2004 and Amendment 2:2009.

7.3 Here are our requirements for meters in multiple occupancy properties:

- Each separate occupiable premise and/or communal area in the property will be metered individually.
- The meter must be provided by Severn Trent Water, but can be fitted by the developer. Alternatively, Severn Trent Water can fit the meter for a charge.
- 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 each meter**

- The site connection will not be progressed until this information has been provided and accepted. The developer is required to give us amended drawings if any changes or additions are made to the number and/or position of the occupiable premises, landlord and communal supplies

Note 8: Construction details

8.1 Registered Company Name: The name of the business that has been registered with Companies House – see www.companieshouse.gov.uk.

8.2 A VAT registration number is alphanumeric and consists of up to 15 characters. When entering your VAT number, it must include the two letters that identify your EU member state (e.g. DK for Denmark, EL for Greece, and GB for the United Kingdom).

Your number can be obtained from www.hmrc.gov.uk/vat

Note 9: Development profile

9.1 Please tell us the total number of premises that will be occupied by the end of the development so that we can assess the impact on our water network.

9.2 Please give us a list of the associated details of all non-household units that are being constructed on the site as part of this development. Below is a table giving an example of the property types and the total number of what is required for each:

Property type	Total no of
Hotel	Beds
Hospitals	Beds
Nursing homes	Beds
Schools	Pupils
Restaurants	Seats

9.3 A copy of Table 9C needs to be completed for each unit that will be built on the site.

Note 10: Fire fighting provision

10.1 Sprinkler systems should be designed to BS EN 12845:2004

10.2 Please contact the Water Officer at the local Fire and Rescue Service if you are unsure of the fire fighting flow requirements for the proposed development.

This publication is available in alternative formats, including large print and Braille.

For more information:

 Call **0800 707 6600**

 **new.connections@severntrent.co.uk**

Calls to 0800 numbers are free from UK landlines. Calls to 0345 numbers are charged at a local rate and when phoning from a mobile, may be included in your free minutes package.

Severn Trent Water Ltd
PO Box 5311
Coventry CV3 9FH
stwater.co.uk

