





#### Section 4: Local Council details

Name of local Council: [Note 4.1](#)

Outline consent date: [Note 4.3](#)

Local Council planning consent ref: [Note 4.2](#)

Full consent date: [Note 4.4](#)

Please provide any conditions attached to the consent

#### Section 5: Ground condition

We need to know what the site was used for previously so that we can determine whether there are any contaminants that will affect the pipe material to be laid. If the land is contaminated, the connection may be refused until protective measures or remedial action has been undertaken by you.

1. Was the site previously used for: [Note 5.1](#)

a) Greenfield/agriculture       b) Housing       c) Industry       d) Landfill

e) Other (please specify)

2. Is there any evidence that material [made ground] has been imported on the site? [Note 5.2](#)    Yes       No

3. Have any pollution events occurred at or near the site/are any adjacent sites known to be contaminated? [Note 5.3](#)      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 5.4](#)      Yes       No

**NOTE: 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 5.5](#)**

**NOTE: 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 6: Infrastructure credits

1. Please provide details of any premises on the site in the last five years (including details of the former use of the premises and whether those premises have been demolished), as credits against infrastructure charges may apply. **Note 6.1**

Previous occupier postal address including postcode	Demolition date	Former use	Water Account no.

If details of more premises are known please provide these on an additional sheet and attach it to the application form when it is submitted.

**Note 6.2**

2. If available, please provide water fittings details for the above premises in the table below.

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 softner)	

**NOTE: Infrastructure charges will be charged in accordance with our Charges Scheme.**

3. Do you wish to pay the infrastructure charges in advance of the connection being made? Yes  No

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

## Section 7: Property details

1. Is the connection for: A new property  An existing property

2. Please specify the type and number of units:

Commercial  Houses  Apartments

Highway drainage only  **Note 7.1**

3. Do you have an existing sewer connection? Yes  No

4. Do you have an existing water connection? Yes  No

5. If yes, are you supplied by Severn Trent Water? Yes  No

6. If yes, please provide the billing account number **Note 7.2**

7. If no, please confirm the name of the water supply company.

8. Have you applied for a new water supply from Severn Trent Water? **Note 7.3** Yes  No

9. If the development is for commercial use please complete the table of future water fittings below.

Future water fittings	Total
WC flushing cistern	
Wash basin in a house	
Wash basin elsewhere	
Bath (tap nominal size $\frac{3}{4}$ 0.75in / 20mm)	
Bath (tap nominal size larger than $\frac{1}{2}$ 0.5in / 15mm)	
Shower	
Sink (tap nominal size $\frac{3}{4}$ 0.75in / 20mm)	
Sink (tap nominal size larger than $\frac{1}{2}$ 0.5in / 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)	

## Section 8: Drainage

1. Do you wish to requisition a foul water lateral drain? **Note 8.1** Yes  No

2. Peak foul discharge (litre/second)

3. Do you wish to requisition for surface water? **Note 8.2** Yes  No

4. Peak surface water discharge (litres/second)



**Section 9: Development profile (continued)**

**Table 9C: Industrial and Commercial development profile *Note 9.2***

**NOTE: Surface water sewer requisitions only**

Cumulative number of premises occupied in each year												
SW Band	Plot area <i>Note 9.3</i>	Year										
1	0-20 m <sup>2</sup>											
2	21-99 m <sup>2</sup>											
3	100-199 m <sup>2</sup>											
4	200-299 m <sup>2</sup>											
5	300-499 m <sup>2</sup>											
6	500-749 m <sup>2</sup>											
7	750-999 m <sup>2</sup>											
8	1000-1499 m <sup>2</sup>											
9	1500-1999 m <sup>2</sup>											
10	2000-3999 m <sup>2</sup>											
11	4000-7499 m <sup>2</sup>											
12	7500-9999 m <sup>2</sup>											
13	1.00-1.49 ha											
14	1.50-1.99 ha											
15	2.00-2.49 ha											
16	2.50-2.99 ha											
17	3.00-3.49 ha											
18	3.50-3.99 ha											
19	4.00-4.49 ha											
20	4.50-4.99 ha											
21	5.00-9.99 ha											
22	>10 ha											

**Section 10: Checklist / Required information and plans** (please tick to indicate information is attached)

**General information required for all enquiries:**

- Three copies of a location plan (scale 1:2500) showing, edged in pink, the development site together with any other adjacent land in the ownership of the applicant edged in blue.
- Three copies of a plan (scale 1:500) showing the points at which the applicant wishes the requisitioned sewers to connect to his private drains or sewers together with the invert levels of the private drains or sewers at these points related to Ordnance datum.
- A plan showing the location and value of the Ordnance Survey benchmark used to determine the invert levels.
- A copy of the valid planning permission for the site (if proposed development).
- Evidence that the applicant owns or occupies the site or premises (such as a copy of the title deed for the land/property).
- Initial Deposit as detailed in the New Connections Charges leaflet.  
**Please make cheques payable to Severn Trent Water Ltd.**

**Additional information required if you are requisitioning a foul sewer:**

- If applicable, supporting calculations to show how the cumulative volume of domestic foul sewage from the non-domestic premises, in cubic metres per year, was derived.
- If applicable, your best estimate of trade effluent flows to be discharged to sewer, in litres/second, together with supporting calculations to show how the figure was derived.

**Additional information required if you are requisitioning a surface water sewer:**

- Calculations that identify the peak surface water discharge from the site. If the requisitioned surface water sewer will drain adoptable public highways, provide your best estimate of flows discharging from the adoptable public highways expressed as a percentage of the total flows discharging from the whole site together with supporting calculations.
- If applicable, details of any flow balancing which may be required in order that the site can be developed and how it is anticipated the flow balancing would be achieved (e.g. Hydro brake chambers and balancing ponds).



**Section 11: Declaration (To be signed by Applicant)**

Please advise me of the estimated cost and programme for providing sewer requisitions/new lateral drains for domestic 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 the requisition of further sewers/connection of additional lateral drains 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 requisition of sewers/connection of lateral drains.

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 2007 (as amended), shall be met
- That I have read the New Connection Charges leaflet and understand the charges that are applicable to sewer requisition/lateral drain connections.
- (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 lateral drain and in turn the setting up/amendment of your account with us. We will provide you with our lateral drain 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: Ground condition

- 5.1 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.
- 5.2 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.
- 5.3 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 5.5. 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.
- 5.4 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
- 5.5 Soil and land contaminated investigation is undertaken in two steps<sup>1</sup>;

##### 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.**

<sup>1</sup> Definition taken from [www.appleenvironmental.co.uk](http://www.appleenvironmental.co.uk)

## 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 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.

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

## Note 7: Property details

- 7.1 Highway drainage:** Highway drainage is the disposal of rainwater, achieved by a network of watercourses of various types along the sides of roads and footpaths. Severn Trent Water are not obliged to accept highway drainage, the addition of highway drainage to the waste network will have to be agreed with Severn Trent Water.
- 7.2** The Severn Trent Water account number will appear in the top right hand corner of any correspondence from Severn Trent Water. If you have an active account but do not have any documentation containing the 12 digit account number please contact our Customer Service department on 08457 500 500.
- 7.3** If you have applied for a water connection, please provide the reference number of that application on the front of this application in Section 1.

## Note 8: Drainage

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

## Note 9: Development profile

9.1 Please provide the cumulative figure for the development, an example is below:

Year	Year by year	Cumulative
1	6	6
2	5	11
3	4	15
4	3	18

9.2 The plot area is the total site area of the premises (whether or not the surface area is permeable).

This includes:

- Buildings
- Vehicular parking
- Un-adopted highways
- Associated grassed areas.

This excludes

- Any permanently grassed or cultivated area of playing field
- Farmland
- Racecourse
- Sports ground
- Golf course
- Parkland
- Any area of land upon which no building is by law permitted to be erected.