

SELF LAY WATER CONNECTIONS APPLICATION FORM

This form can be used to apply for a new 25mm, 32mm or 63mm water connection to our mains installed by a WIRS accredited self lay provider. [Our Large Diameter Connection application form](#) can be used to apply for connections larger than 63mm.

This application covers:

- Building new properties
- Upsizing your existing supply
- Temporary building supplies
- Agricultural Troughs
- Connections for commercial premises
- Fire fighting systems

Completing your application

- Download the form to complete it electronically or print it to fill it out manually
- Complete all the sections marked with an asterisk* and any section relevant to your specific type of supply
- Refer to the document checklist and make sure you have all the relevant documents to send with your application

Section 1

1a. Applicant details*

The applicant is the owner or occupier of the site /land/property.

| | |
|--|--|
| Applicant (individual/company) name | Contact name (if completing on behalf of a company) |
| | |
| Applicant address | Contact email address |
| Street | Contact phone number |
| Town | |
| Postcode | Company registration number (specify if not applicable) |
| | |

Tick here if the applicant is our primary contact for this application

Tick here if this is your first application for a new connection


1b. Self Lay Agent details

| | |
|---|--|
| Self Lay Agent (individual/company) name | Contact name (if completing on behalf of a company) |
| | |
| Applicant address | Contact email address |
| Street | Contact phone number |
| Town | |
| Postcode | Company registration number (specify if not applicable) |
| | |

Tick here if the Self Lay Agent is our primary contact for this application

Tick here if our primary contact for this application is anyone else and specify

We're here to help

 0800 707 6600
Mon-Thu 9:00-16:00, Fri 9:00-15:30

 new.connections@severntrent.co.uk

Section 2 Site and connection information

2a. Site details*

Please provide the site address or the closest address to your site.

You can tell us the location of your new connection as a grid reference or by providing your unique what3words address.

| | |
|--|---|
| Site address/location of the work | Location Coordinates |
| Property name/No. | |
| Street | You can find your xy coordinates on the UK national grid map: gridreferencefinder.com |
| Town | Your what3words location |
| Postcode | You can find this by visiting: what3words.com |

2b. Previous site usage (new properties only)

We ask how the site has been used to assess the risk of contaminants in the ground and to make sure no water supply becomes contaminated.

What has the site been used for?

Greenfield, any land which has never been developed

Other, please specify

What measures will you take to prevent contamination of the new water supply?

Lay protective pipework.

Submit a soil analysis report and to wait for Severn Trent advise on whether to lay protective or polyethylene (MDPE) pipework.

2c. Previous water or sewer connection

If any properties on your development site have had a water or sewer connection in the last 5 years, you may be eligible for credits to your infrastructure charges. These may reduce the amount you need to pay.

Has the site had a water or sewer connection in the last 5 years?

Yes - please specify the site address

No

Section 3 - Standard water connection(s)

3a. Existing water supply*

Is the site already receiving a water supply?

Yes - my water supply is sourced from:

Severn Trent existing supply- please supply billing account No.

Natural spring, bore hole or private water supply

No - my water supply is sourced from:

Neighbouring property - please supply billing account No.

Temporary standpipe

If you've selected 'Yes - Severn Trent existing supply', what do you intend to do with that water connection?

Retain it for plot/property No.

Change it - please add details

Disconnect it



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3b. New connection details*

How many connections do you need?

Are there any other details you would like to add to explain the reason for your new connection(s)?
(e.g. type of property)

3c. Wastewater removal

How will foul water be removed from the premises?

- | | |
|--|--|
| <input type="checkbox"/> Sewage removal not required (e.g. cesspit, septic tank or application for new water connection only) | <input type="checkbox"/> Through a public sewer |
| <input type="checkbox"/> By another sewerage company (e.g. NAV or other water company) | <input type="checkbox"/> Through a private drain connected to a public sewer |

How will surface water be removed from the premises?

- | | |
|--|--|
| <input type="checkbox"/> Surface water removal not required (e.g. drains to soakaway, watercourse, ditch, canal, highway system or application for new water connection only) | <input type="checkbox"/> Through a public sewer |
| <input type="checkbox"/> By another sewerage company (e.g. NAV/ cross border site) | <input type="checkbox"/> Through a private drain connected to a public sewer |

If you selected public sewer or private drain connected to a public sewer, you will need our approval to connect and/or discharge flow into the public sewer system. Have you already applied for it?

- Yes - Severn Trent reference No.
- No - click [here](#) to apply

Section 4 - Billing and water usage - commercial properties only

4a. Water retailer

Most businesses and organisations in England can choose which company they want to supply their water and wastewater services (billing, meter readings, customer services). The list of water and wastewater retailers in the open market can be found on open-water.org.uk. Prior to the date of the new connection, you will need to choose your retailer and agree the terms of your agreement with them.

Have you already chosen your water retailer?

- Yes - please specify
- No

4b. Surface water area details

If surface water drains from the commercial property directly or indirectly to a public sewer, we need to know the size of the property's hard standing impermeable area to apply the correct charge to the property's bill.

What is the total surface area (e.g. any hard paved and roof areas) of the building you are proposing to connect to the sewer?

Please specify m2



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9c. Water storage

Will you be installing any water storage system to supply any water fittings?

Yes - please specify storage capacity m3 or litres

No

Please provide the number of water fixtures and fittings in each commercial unit and specify how they'll be supplied.

| | Plot: | | Plot: | | Plot: | | Plot: | | Plot: | |
|-----------------------------|---------------------------|--------------|------------------|--------------|------------------|--------------|------------------|--------------|------------------|--------------|
| | Water to be supplied from | | | | | | | | | |
| Water fixtures and fittings | main and storage | storage only | main and storage | storage only | main and storage | storage only | main and storage | storage only | main and storage | storage only |
| WC flushing cisterns | | | | | | | | | | |
| Auto flushing cisterns | | | | | | | | | | |
| Basins household | | | | | | | | | | |
| Basins elsewhere | | | | | | | | | | |
| Baths (taps up to 20mm) | | | | | | | | | | |
| Baths (taps over 20mm) | | | | | | | | | | |
| Showers | | | | | | | | | | |
| Sinks (taps up to 15mm) | | | | | | | | | | |
| Sinks (taps over 15mm) | | | | | | | | | | |
| Single spray taps | | | | | | | | | | |
| Bidets | | | | | | | | | | |
| Dishwashers | | | | | | | | | | |
| Clothes washer | | | | | | | | | | |
| Hose taps | | | | | | | | | | |
| Drinks vending machines | | | | | | | | | | |
| Hose bib taps | | | | | | | | | | |
| Total | | | | | | | | | | |

Section 5 Environmental Incentive Scheme – domestic properties only

5a. Commercial properties only

Our Environmental Incentive Scheme could provide you, as a home builder, a financial incentive by building new homes to specified qualifying criteria. Click [here](#) to find out more.

Please tick the following statements:

Tick

- I confirm that I intend to apply for the below environmental incentives.
- I understand that I will submit an Environmental Incentive application form with all required evidence for each plot within 12 weeks of making the water connection and all internal fittings and/or all external surface water management solutions have been installed.
- I understand that applying for an incentive does not guarantee that an incentive will be received.
- I understand that my incentive will be subject to review and audits.

If the below table is not fully completed, we'll assume you're not intending to apply for the incentive scheme.

Please let us know which incentives you intend to apply for (more than one can be ticked):

| Type | Criteria | I intend to apply for (tick) | Number of plots |
|---|-------------------------------|------------------------------|-----------------|
| Water efficiency | 100 litres per person per day | | |
| | 90 litres per person per day | | |
| | 85 litres per person per day | | |
| Property level surface water management | Rain garden | | |
| | Permeable paving | | |



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5b. Commercial properties only

Our Environmental Incentive Scheme could provide you a financial incentive if you build a non-household premises with solely domestic usage to specified qualifying criteria. Click [here](#) to find out more.

The non-household premises I am applying for has:

- Domestic usage water fitting and/or appliances only
- Commercial usage water fitting and/or appliances only
- Mixed domestic and commercial usage water fitting and/or appliances only

A commercial water fitting or appliance is something we wouldn't normally expect to find in a home. Examples include large industrial washing machines or dishwashers, drinks vending machines, or other specialist equipment that typically uses higher volumes of water.

If a water fitting or appliance uses more than the maximum limits set for our environmental incentives, we will classify it as commercial. In these cases, you won't be eligible for the scheme.

Only premises with domestic water fitting or appliances will be eligible for the Environmental Incentive Scheme.

- I understand that my non-household property with solely domestic use is only eligible for the water efficiency 100 litres (per person per day) incentive.

Section 6 - Document checklist and payment details *

6a. Checklist - please confirm the documents you are going to submit with your application

| Checklist | | | | |
|--|------------------------------------|---|--------------|------------------|
| Scenario | Document | Document details | Form section | Tick if included |
| For connections to any premises | Site location plan | <ul style="list-style-type: none"> the site boundary the property (if existing) needing a connection the route of the supply pipe(s) you are proposing to lay to the site boundary the proposed point of connection to our water mains (if known) | 2a | |
| Planning to lay MDPE pipework | Full chemical soil analysis report | <ul style="list-style-type: none"> soil contamination assessment | 2b | |
| For connections to commercial premises | Surface water area plan | <ul style="list-style-type: none"> hard standing non permeable area of the property | 4b | |
| If paying by bank transfer | Proof of payment | | 6d | |

6b. Payment - please confirm the amount of your connections and application fee(s) to be paid

| Item | Number of connections | Fee(s) to be paid |
|--|---------------------------------|-------------------|
| Self lay Water service connection - 25/32/63mm | £217.28 (€181.07 excl. 20% VAT) | £ |

6c. - Payer - please confirm who is going to pay the application fee(s) for invoicing purposes

- Applicant Self Lay Agent Other - please specify

6d. Payment method - please confirm how you are going to pay your application fee

Application fees are non refundable as they cover the administrative activity that we undertake to assess your application.

- Debit/credit card

To pay, please call us on **02477 715204** once you have received your acknowledgment letter and reference number.

- BACS

Please use our bank details below and attach your proof of payment to your completed application.

Barclays

Sort code: 20-00-00

Account number: 03398498

UTR number: 054 37510 61510

Company registration number: 2366686

| | |
|---|--|
| BACS ref nr. (site postcode and address) | |
| Payer | |
| Date | |
| Amount | |



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Section 7 - Declaration (to be signed by the applicant or authorised persons on their behalf)

By signing this form:

- I confirm that I am the applicant and the owner or occupier of the site/land/property or an authorised person to complete this form on their behalf.
- I agree to pay all relevant costs as set out in the current "Severn Trent Charging Arrangement document". Unless indicated otherwise in the payer section, these costs include the relevant application fee(s) for the number of connections being made to the Severn Trent network. I accept that the application fees are non-refundable.
- I confirm that the information provided in this application form is true and accurate to the best of my knowledge and belief. I accept that making any changes to this application at a later stage may affect Severn Trent's timescales to issue their response and could result in additional fees being payable.
- I confirm that I am responsible for:
 - a) complying with all relevant statutory guidance, approved codes of practices, and legislation in carrying out the works; and
 - b) obtaining all appropriate consents, permissions, easements/wayleaves, etc. as may be necessary before carrying out any works.
- I understand that if the ground floor of any property is elevated more than 5 meters above the public highway, I may need to consider a tank-fed or pump and booster system.

| | |
|---|----------------------|
| Date | <input type="text"/> |
| Signed | <input type="text"/> |
| Full name in capitals | <input type="text"/> |
| Company name <small>(if applicable)</small> | <input type="text"/> |
| Role within the company <small>(if applicable)</small> | <input type="text"/> |
| Address <small>(complete if different to address provided Section 1)</small> | <input type="text"/> |

Sending your application

- Send us your completed form and documents to support your application to new.connections@severntrent.co.uk or to Severn Trent Ltd, PO Box 5311, Coventry CV3 9FL
- Compress any large documents into a zipped folder or share them via WeTransfer



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