

# ADOPTION OF SEWERS APPLICATION FORM

Section 104 Water Industry Act 1991



WONDERFUL ON TAP

## Section 1 Adoption details\*

### What assets are you proposing for adoption?

The type of connection you make will depend on the sewerage system in the area of the required connection. To process your application we need to understand where waste water is going to be discharged. Waste water can be foul or surface water: foul water comes off toilets, sinks, showers and baths; surface water comes off roofs and paved areas. We recommend your contractor supports you in completing the tables on the next page.

Foul  Surface Water

## Section 2 Contact details\*

The person or company completing and signing this form is responsible for accepting the terms and conditions of the declaration and for paying the application fee(s). We can accept a form that has been completed by agents, consultants and contractors who are duly authorised by the Applicant but the Applicant details must always be provided, and the Applicant remains ultimately liable for the application fee(s).

### 2a. Applicant details\*

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

<b>Applicant (individual/company) name</b>	<b>Contact name (if completing on behalf of a company)</b>
<input type="text"/>	<input type="text"/>
<b>Applicant address</b>	<b>Contact email address</b>
<b>Street</b>	<input type="text"/>
<b>Town</b>	<b>Contact phone number</b>
<b>Postcode</b>	<input type="text"/>
	<b>Company registration number (specify if not applicable)</b>
	<input type="text"/>

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

### 2b. Agent/consultant details

<b>Agent/consultant (individual/company) name</b>	<b>Contact name (if completing on behalf of a company)</b>
<input type="text"/>	<input type="text"/>
<b>Agent/consultant address</b>	<b>Contact email address</b>
<b>Street</b>	<input type="text"/>
<b>Town</b>	<b>Contact phone number</b>
<b>Postcode</b>	<input type="text"/>
	<b>Company registration number (specify if not applicable)</b>
	<input type="text"/>

Tick here if the agent/consultant is our primary contact for this application



We're here to help

0800 707 6600

Mon-Thu 9:00-16:00, Fri 9:00-15:30

[new.connections@severntrent.co.uk](mailto:new.connections@severntrent.co.uk)



Our guidance documents



[Sewers adoption webpage](#)

## 2c. Contractor details

<b>Contractor (individual/company) name</b>	<b>Contact name (if completing on behalf of a company)</b>
<input type="text"/>	<input type="text"/>
<b>Agent/consultant address</b>	<b>Contact email address</b>
<input type="text"/>	<input type="text"/>
<b>Street</b>	<b>Contact phone number</b>
<input type="text"/>	<input type="text"/>
<b>Town</b>	<b>Company registration number (specify if not applicable)</b>
<input type="text"/>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>

Tick here if you want us to copy the contractor into any correspondence

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

## Section 3 Site Location\*

### 3a. 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.

<b>Site address/location of the work</b>	<b>Location Coordinates</b>
<input type="text"/>	<input type="text"/>
<b>Property name/No.</b>	You can find your xy coordinates on the UK national grid map: <a href="http://gridreferencefinder.com">gridreferencefinder.com</a>
<input type="text"/>	<b>Your what3words location</b>
<b>Street</b>	<input type="text"/>
<input type="text"/>	You can find this by visiting: <a href="http://what3words.com">what3words.com</a>
<b>Town</b>	
<input type="text"/>	
<b>Postcode</b>	
<input type="text"/>	

### 3b. Linked applications

Here you can provide the reference numbers for any previous application (e.g. S106 sewer connection approval, S185 Diversion, Development Enquiry). A reference number is given to you after you complete an application form.

Severn Trent reference numbers

## Section 4 Construction and Design Management (CDM) Regulations 2015

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

### Is your project notifiable?

A project is notifiable when there are 20 workers working simultaneously at any point in the project or involves more than 500 person days.

Yes  No - please skip the next question

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

If No, you need to inform the HSE at [www.hse.gov.uk](http://www.hse.gov.uk) before you submit this application form.

Yes  No

### Is the work being undertaken for a domestic client?

Yes  No - please provide the contact details on the next page

### If yes, have you notified the principal designer and/or principal contractor of their responsibilities?

Yes  No



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<b>Name of Client (if different from applicant)</b>	
<b>Address</b>	
<b>Street</b>	
<b>Town</b>	
<b>Postcode</b>	

<b>Contact name</b>
<b>Contact email address</b>
<b>Contact phone number</b>
<b>Company registration number (specify if not applicable)</b>

<b>Name of Principal Designer</b>	
<b>Address</b>	
<b>Street</b>	
<b>Town</b>	
<b>Postcode</b>	

<b>Contact name</b>
<b>Contact email address</b>
<b>Contact phone number</b>
<b>Company registration number (specify if not applicable)</b>

<b>Name of Principal Contractor</b>	
<b>Address</b>	
<b>Street</b>	
<b>Town</b>	
<b>Postcode</b>	

<b>Contact name</b>
<b>Contact email address</b>
<b>Contact phone number</b>
<b>Company registration number (specify if not applicable)</b>

## Section 5 Local council details

<b>Name of local council</b>
<b>Outline consent date</b>

<b>Planning consent ref. No.</b>
<b>Full consent date</b>

Please provide any conditions attached to the consent relating to the proposed adoptable assets



## Section 6 Drainage

### 6a. Adoption of foul sewers

What is the peak foul discharge? (litres/second)

What is the total length of the sewers on your designs?

Foul sewers: (m)

### 6b. Adoption of surface water sewer

What is the peak surface water discharge? (litres/second)?

What is the total length of the sewers on your designs?

Surface water sewers (m)

### 6c. Sustainable Drainage Systems (SuDS)

Does the site include any SuDS?

Yes  No

Are you applying for the adoption of the sewer elements of the SuDS feature?

Yes  No

### 6d. Adoption of pumping stations

Does the site include a pumping station?

Yes  No

Are you applying for the adoption of the pumping station?

Yes  No

## Section 7 Development profile

Total number of properties:

Anticipated start date:

Anticipated end date:

## Section 8 Environmental Incentive Scheme – domestic 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:**

- 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
Property level surface water management	Rain garden		
	Permeable paving		



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# Section 9 Document checklist

9a. Checklist - please confirm the documents you are going to submit with your application.

1. Sewers	
<p><b>Location plan: (min scale 1/2500)</b></p> <p><b>Layout plan showing: (min scale 1/500):</b></p> <ul style="list-style-type: none"> <li>• Watercourses</li> <li>• Public open space</li> <li>• Road layout inc. gullies</li> <li>• Buildings layout</li> <li>• Finished floor levels to existing and proposed buildings</li> <li>• Contours</li> <li>• Private drainage and connections inc. road gullies</li> <li>• Manhole references</li> <li>• Manhole cover and invert levels</li> <li>• Pipe sizes</li> <li>• Existing public sewers (not coloured)</li> <li>• Sewers layout (coloured brown for foul; blue for surface water)</li> <li>• Easements (coloured yellow)</li> <li>• Site boundary (edged green)</li> </ul> <p><b>Longitudinal sections plan (coloured and referenced):</b></p> <ul style="list-style-type: none"> <li>• Hydraulic calculation pipe references</li> <li>• Longitudinal sections showing: (horiz 1/500. vert 1/100)</li> <li>• Existing ground levels</li> <li>• Finished levels</li> <li>• Chainage (including at manholes)</li> <li>• Manhole references</li> <li>• Manhole cover and invert levels</li> <li>• Manhole type A, B, C (non-preferred) or special</li> <li>• Manhole diameters</li> <li>• Pipe size</li> <li>• Pipe strength and material</li> <li>• Bedding class</li> <li>• Pipe gradient</li> <li>• Pipe crossings</li> <li>• Backdrops (non preferred)</li> </ul>	<p><b>Detailed drawings showing: (scale 1/20):</b></p> <ul style="list-style-type: none"> <li>• Manhole construction – details of special manholes only</li> <li>• Outfall construction – bed level and normal water level inc date taken</li> </ul> <p><b>Design calculations including:</b></p> <ul style="list-style-type: none"> <li>• Foul hydraulics</li> <li>• Surface water hydraulics (pipe full – 1 in 1yr or 2yr or 3yr)</li> <li>• Surface water hydraulics (no flood – 1 in 30yr)</li> <li>• Pipe strength(s) or deformation</li> </ul>



## 2. Consent

- Copy of planning permission for site
- Letter of approval for the discharge of surface water to a watercourse from either Environment Agency (EA), Land Drainage Authority or Internal Drainage Board
- Consent for construction of headwall structure from either EA, Land Drainage Authority or Internal Drainage Board

## 3. Underground balancing tanks

- Detailed design from the tank manufacturer

## 4. SuDS

- Detailed plan showing:**
  - Access
  - Inlet and outlet structures

## 5. Pumping stations

<ul style="list-style-type: none"><li><b>Location plan: (min scale 1/2500)</b></li><li><b>Layout plan showing: (min scale 1/500)</b><ul style="list-style-type: none"><li>General arrangement</li><li>Access</li><li>Emergency storage</li><li>Levels of compound/covers</li><li>Vents</li><li>Davit socket</li><li>Kiosk (size/colour/type/location)</li><li>Fencing/boundary</li><li>Inlet chamber</li><li>Flow meter chamber</li><li>Compound floor and access construction</li><li>Wet well and pump layout</li><li>Emergency storage</li><li>Pipe layout (including valve chamber)</li><li>Flow meter chamber</li><li>Levels including provisional ultrasonic sensor levels</li><li>Ultra high level float switch on separate relay</li><li>Chambers on rising main</li><li>Tracer and maker posts along rising main route</li><li>Electronics (including star delta starting where required)</li></ul></li></ul>	<ul style="list-style-type: none"><li><b>Longitudinal sections (rising main) showing (horiz 1/500. vert 1/100):</b><ul style="list-style-type: none"><li>Existing ground levels</li><li>Finished levels</li><li>Chainage (including at manholes)</li><li>Ancillaries references</li><li>Ancillaries cover levels</li><li>Pipe size/material/bedding</li></ul></li><li><b>Hydraulic calculations including:</b><ul style="list-style-type: none"><li>Inflow</li><li>Pump rate</li><li>Emergency storage</li><li>Volume between duty start and stop</li><li>Numbers starts per hour</li><li>Rising main volume</li><li>Septicity check</li><li>Surge analysis report on rising main</li></ul></li></ul>
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# Section 10 Payment details

## 10a. Payment - please confirm some details on your payment of the application fee to be paid

S104 application fee (£714.03 no VAT)

## 10b. - Payer - please confirm who is going to pay the application fee for invoicing purposes

Applicant     Agent/Consultant     Contractor     Other - please specify

## 10c. Payment method - please confirm how you are going to pay your application fee

Debit/credit card

To pay, please call us on **02477 715204** once you have received our acknowledgment of your application including your reference number.

Bank transfer (BACS and faster payments)

To pay, please use our bank details below and use your site postcode and address as reference for your payment.

**Barclays**  
**Sort code: 20-00-00**  
**Account number: 03398498**  
**UTR number: 054 37510 61510**  
**Company registration number: 2366686**

**Payment reference No.**  
(site postcode and address)

**Effective date of payment**



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## Section 11 Declaration (to be signed by the applicant or authorised persons on their behalf)

### By signing this form:

- I am requesting estimated cost and programme for adopting sewers for the above named development and in this respect, I will provide any relevant information required by Severn Trent 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 Ltd, save as set out below. In particular, I understand that Severn Trent 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 Ltd.
- If following the provision by Severn Trent 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 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.
- If the adoption does not proceed I will reimburse Severn Trent Ltd's reasonable abortive costs in preparing the estimated cost and programme.

### By signing this form I confirm that:

- I am the applicant or authorised by the owner or occupier of the site/land/property in which the sewer are being adopted or an authorised person to complete this form on their behalf.
- All statutory requirements, including without limitation the Water Industry Act 1991 and the CDM Regulations 2007 (as amended), shall be met
- 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 of this form, these costs include the relevant application fee(s). 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 charges being payable.

Date	<input type="text"/>
Signature	<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>(only complete if different to address provided in Section 2)</small>	<input type="text"/>

### Sending your application

- Send us your completed form and documents to support your application to [new.connections@severntrent.co.uk](mailto: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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