

# Section 104

## Pre-Start/ Early Start Meeting request form



### Please read

For more information:

**W:** [stwater.co.uk/developers](http://stwater.co.uk/developers)

**T:** 0800 707 6600

Before construction works begin on new sewers proposed for adoption, a Pre-Start Meeting will need to take place on site between the developer, ground works contractor and ST.

A Pre-Start Meeting can be requested using this form following a S104 agreement being in place, signed by all relevant parties and all relevant payments made in line with the S104 agreement.

Additionally, an Early Start & Pre-Start meeting request can be made using this form to enable construction to begin before a full S104 agreement is in place, if technical acceptance or conditional acceptance has been issued by ST for the proposed scheme along with all administration, assessment and inspection payments made. Following an early start approval, a complete S104 agreement must be in place and signed by all relevant parties within 8 weeks of the early start request, failure to do this may result in withdrawal of the S104 agreement process. Due to the partial nature of a conditional acceptance there is a risk that following technical acceptance laid sewers may need to be altered.

Please note early start requests cannot be used for S185 sewer diversions. Diversions of public sewers must have an agreement in place before any work on the existing system is carried out.

We will aim to arrange your Pre-Start/ Early Start meeting within 14 days of a qualifying request.

### What kind of meeting would you like to request?

Pre-Start Meeting	
Early Start Pre-Start Meeting	

ST Scheme reference:

Scheme address:

Postcode

### Applicant details: What are your contact details?

Name:

Phone:

Company & Position:

Email:

### If different from yourself, who is the best person for us to contact to arrange the Pre-Start meeting?

Name:

Phone:

Company & Position:

Email:

For a Pre-Start meeting request you will need to confirm the scheme in question meets the below criteria and all the required information is attached, please tick to confirm the below information is attached and conditions met, alternatively for an Early Start Pre-Start Meeting please skip to the next table:

A complete S104 agreement is in place and signed by all parties for this scheme	
CDM Health and Safety details including a copy of F10 Notice are attached or will be provided on site	
A Programme of works is attached	
Administration, Assessment and Inspection charges paid	

To enable us to process your Early Start & Pre-Start meeting request you will need to confirm the scheme in question meets the below criteria and all the required information is attached, please tick to confirm the below information is attached and conditions met:

Technical or Conditional Acceptance of Sewage system for this scheme has been issued by ST	
A plan is attached that is coloured showing what sections of the accepted system will need to be inspected prior to full agreement being in place	
CDM Health and Safety details including a copy of F10 Notice are attached or will be provided on site	
A Programme of works is attached	
Administration, Assessment and Inspection charges paid	

Signed:

Name:

Date:

Please return this form with supporting documents to:

**Sewer.Adoptions@severntrent.co.uk**

Or by post to:

**Severn Trent Ltd  
PO Box 5311  
Coventry  
CV3 9FL**