

Application for a new connection to a public sewer

Application form and guidance notes

Please detach and return the application form and retain our guidance notes for reference.

Please complete all sections of this form including the VAT Development Classification form and use the checklist in Section E to ensure you have included all the information we need. If we do not have all the information requested, your quotation will be delayed.

On completion, the application and accompanying diagrams should be returned to:

Thames Water, Developer Services, Clearwater Court,
Vastern Road, Reading Berkshire RG1 8DB

www.thameswater.co.uk/developerservices



Guidance notes

Sewer Connections can be made directly to a public sewer or indirectly to a private drain that in turn discharges to a public sewer. Where the public sewer to which you are connecting is situated within land owned by the applicant, Thames Water will not adopt the drain, therefore the lesser fee of £278 will be charged.

Direct connections

There are two options available if you want to connect domestic drainage flows directly to a public sewer.

Option 1 - Thames Water constructs the connection on your behalf between the public sewer and your property's boundary. If you choose this option you will have to pay the cost of providing the connection. Thames Water will be responsible for all matters relating to the New Roads and Street Works Act, and (if applicable) any relevant serving of notices. As with the second option, we will take ownership of the pipe from the demarcation chamber to the public sewer. The property owner will be responsible for pipework from the demarcation chamber into the building.

Option 2 - You construct the connection and on completion we take responsibility of the pipe between the existing public sewer and the demarcation chamber. The demarcation should be as close to the highway boundary as possible.

If you select this option the construction of the works must be to a standard that is acceptable to Thames Water Utilities Limited. A chamber will be required at the boundary of the property for maintenance purposes. The materials used for the connection will be to the standard set in 'Sewers for Adoption' published by the Water Research Council (WRc) and the Thames Water Addendum that is available on the WRc website www.wrcplc.co.uk/sfa/. The use of plastic pipes will not be permitted within the public sewer or lateral drain, unless the plastic pipe can withstand 4000 psi jetting pressure.

You will also need to comply with all relevant legal requirements. For example, all works in the street must comply with the provisions of the New Roads and Street Works Act and you will be responsible for the subsequent reinstatement. You will be required to liaise directly with the Highway Authority on these matters. In addition, if any part of the drain is to be laid in land belonging to a third party, we will need to be satisfied that you have the consent of the land owner before we can agree the connection.

Connections to pipes should be made at a manhole or using a preformed junction unless an alternative method has been authorised. Direct connections to pumping mains are not permitted. If you elect to construct the direct connection yourself the standard fee includes the technical vetting of the application, issue of a legal consent and inspections of the connection on site. On satisfactory completion a certificate of vesting for the relevant pipe length(s) will be issued when the new connection is made.

Indirect connections

If you are not connecting directly to the public sewer (i.e. you are connecting to private drainage that in turn discharges to a public sewer) you will need to complete the sections of the form relating to indirect connection(s) only.

1. Legislation - Legislation covering connections to public sewers is contained in Sections 106 to Section 109 of the Water Industry Act 1991 (the Act). Section 106 of the Act provides that the owner or occupier of any premises may have his drains or private sewer communicate with the public sewers of a sewerage undertaker.

A request for Thames Water to construct a lateral drain will be considered as a requisition under section 98-101 of the Water Industry Act 1991 and as such all reasonable costs will need to be paid by the customer.

When you apply for a sewer connection under Section 106 of the Act, you must complete the attached application form and send it to the address at the end of these guidance notes with all requested information and the appropriate fee.

Whether your connection is direct or indirect, an application form must be completed. It is a criminal offence to connect to the public sewerage system without Thames Water's consent.

2. Infrastructure charges - All sewer connections that connect a property to the public sewer for the first time are subject to a sewerage infrastructure charge. This charge is in addition to the connection fees, however will be invoiced at a later date. A leaflet explaining the charge is enclosed for information purposes.

3. Asset Information - To obtain sewer records information please call our Property Insight team on Tel: 0118 925 1504 or Fax: 0118 923 6655/57. Alternatively you can apply in writing to: Thames Water Utilities Ltd, PO Box 3189, Slough, SL1 4WW or e-mail searches@thameswater.co.uk. A charge will be made for this service. Alternatively, this information can be viewed at your local authority offices.

4. Applicant information requirements - Any drawings you submit with your application should be in the scale range 1:100 to 1:500 and include a location plan and details showing the lowest floor levels relative to ground levels at the proposed point of connection. When detailing the private drainage, applicants are advised to assume that the public sewer may surcharge up to ground level in certain circumstances. Particular care should be taken where proposals include basements or semi-basements, or where development is proposed in low-lying areas such as adjacent to rivers.

It is necessary to show the number and position of all connections on the drawings together with details of pipe sizes and design flows for each connection, particularly for surface water connections and/or non-domestic sites. The existing sewer should also be shown on your drawing.

The application details are essential for the company to assess the method of making each connection with a view to ensuring such methods are not prejudicial to the sewerage system. Any incomplete applications will not be processed until Thames Water receives all relevant documentation.

5. Surface Water and Foul Water Connections - In accordance with the Act foul water may not be connected to a surface water sewer and a surface water connection may not be connected to a foul water sewer without the consent of the sewerage undertaker. Such a connection may only be permitted when a 'combined' public sewerage system exists. If your proposal includes connection to a 'combined' public sewer, the site drainage should be separate and combined at the final manhole nearest the boundary.

Connections are not permitted for the removal of ground water. Backdrop connections are not permitted unless expressly requested by Thames Water for operational reasons.

6. Trade Effluent - The discharge of non-domestic effluent is not permitted until; Thames Water has issued a valid trade effluent consent. If anything other than domestic sewage is discharged into the public sewers without a trade effluent consent, an offence is committed and the applicant will be liable to the penalties contained in Section 118 of the Act.

Applicants should contact Trade Effluent prior to seeking a connection approval, to discuss trade effluent consent and conditions of discharge. A Trade Effluent reference number should be obtained and included in the relevant box of the attached application form. The address for our Trade Effluent team is: Thames Water, Process Quality Waste, Crossness Sewage Treatment Works, Belvedere Road, Abbey Wood, London, SE2 9AQ or alternatively, you can telephone them on 020 8507 4321.

7. Section 107 - Under Section 107 of the Act Thames Water may insist on carrying out the connection, however it will only do so where there is valid operational or strategic reasoning, for example trunk and man entry sewers. In most cases we will allow you to choose the option of making the connection to the sewer yourself.

8. Issuing Consent - We will inform you of a consent decision within 21 days of receipt of a complete application. However, in cases where we consider that we should make the connection ourselves, we will let you know within 14 days of receipt of your application.

Thames Water may refuse a connection where the mode of construction or condition of the drain or private sewer to be connected to the public sewer is such that it does not satisfy the standards reasonably required by Thames Water or that undertaking the works will be detrimental to the public sewer system.

If the proposed connection is acceptable, consent will be issued. In some cases, this consent may be subject to adjustments to your proposals, for example, whether the connection is by junction or manhole.

9. Construction - It is a legal requirement that any contractor employed to work on the public sewer system is competent and suitably qualified in respect of current Health & Safety legislation. This includes certified personnel in respect of confined spaces working and all the necessary public indemnity insurances required.

In most cases, development sites will be subject to the requirements of the Construction Design and Management Regulations 1994 and will have a Planning Supervisor appointed. Sufficient evidence must accompany the application to satisfy Thames Water that these requirements have been met. Thames Water may inspect the work at the time of connection for auditing purposes.

Under no circumstances must any person enter or connect to the public sewerage system without a Thames Water Operational Safety Authorisation (TWOSA). If the connection requires working within the highway, you will need to serve the appropriate notices on the local Highway Authority.

If yes, please provide the Water Services Account Number:
(this can be found on your water bill)

Please indicate the water company (if not Thames Water)

Local authority area (this must be completed)

Planning application reference:

Postcode

Section C Connection details

***C1 Type of connection** Please specify the quantity required for each connection type:

No. of foul water No. of surface water No. of combined
 Diameter Diameter Diameter

If you require multiple connections, a schedule of connection diameters and their locations MUST be included with this application.

Is a Trade Effluent agreement required Yes No

If yes, please provide the Trade Effluent reference number:

C2 Proposed date of connection

Please note, Thames Water will commence Billing arrangements within two months of the issue of the consent or proposed connection date (whichever is the later) unless agreed otherwise.

***C3 Method of connection** Please specify the quantity required:

No. of direct connections to public sewer No. via manhole No. via junction pipe
 No. of indirect connections to public sewer via existing private sewer /drain/lateral/spur

Does this involve a connection to a Trunk sewer Yes No

Please use separate forms if connecting to both Trunk and non - Trunk sewers at the same location.

C4 Total number of properties served by this connection(s)

A list of postal addresses for all properties served by the connection must be included. It is also essential that peak design flows for each connection are included for surface water and non - domestic sites.

Section D Thames Water schedule of charges (charges are per connection and not per application)

These charges do not include any construction works.

- | | |
|--|------------------------------|
| 1. Connection to public sewer including lateral drain | Price per connection is £485 |
| 2. Connection to public sewer within owners private land | Price per connection is £278 |
| 3. Connection of adoption site to public sewer | Price per connection is £273 |

If you opt for Thames Water to construct the connection(s), all reasonable costs incurred by Thames Water will need to be paid by the applicant.

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| 4. Indirect connection to public sewer | Price per indirect connection is £87 |
|--|--------------------------------------|

- | | | |
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| 5. Would you like Thames Water to provide a competitive quote for the construction of the proposed connection/lateral drain? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

- | | | |
|---|------------------------------|-----------------------------|
| 6. Would you like Thames Water to provide a competitive quote for any other drainage works on site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If you have answered 'yes' to either of the above questions, you will need to complete the VAT Development Classification form

7. If you use an alternative contractor to construct the connection/lateral drain (option 2), it must be constructed to Thames Water's standards and will be adopted on satisfactory completion.

Any applications cancelled by the applicant will result in an £87 charge to cover abortive costs however, once consent has been granted no refund will be given. Cheques should be made payable to Thames Water Utilities Limited and the site address must be written on the back of the cheque.

In the interest of security, please do not provide credit card details, please leave your contact name and number and we will get in touch with you to process the payment.

If you wish to pay by Credit Card, please tick here and provide your contact details

Card holder name and telephone number

Section E Checklist and declaration

Please confirm that you have included the following items, by ticking the boxes provided:

- 3 copies of detailed plans, including site location plan indicating location/point of connection (connection points to be labelled individually), size of proposed connection, size of sewer, level of connection (interpolated), peak design flow details
- Copy of planning consent
- Appropriate fees
- Total fees included £
- Evidence of H&S/CDM competence (only if you are carrying out the construction)
- VAT Development Classification (only if you have requested that Thames Water provide a quote for construction works)

Failure to include any of the above will be deemed as an incomplete application and result in your application being delayed or returned. Please note, in some cases Thames Water may have to ask for submitted design/layout to be amended due to flooding or attenuation.

I/we confirm that the lateral drain will be constructed to adoptable standards and upon completion of works, Thames Water will issue a declaration of vesting. I/we confirm that this application is complete and the information supplied is in accordance with Sewers for Adoption 6th Edition Addendum. By signing this application, you are not automatically granted permission to connect and you must not start work until you have received our Notice of Consent.

*Your Signature

*Your full name in BLOCK CAPITALS

*Company

*Position in Company

*Date

Under no circumstances must any person enter the public sewerage system without the express authorisation of Thames Water.

VAT Development Classification

This document should be completed as part of your application. It is important that the information you give us here is accurate, as this is how we will determine the correct rate VAT to apply to your work. Please read through the property type definitions and the 'How we apply VAT' matrix on the reverse side of this form before answering the question below.

VAT and Developer Services

We use HM Revenue & Customs' interpretation of VAT legislation as our guide on how to correctly charge VAT on the services we provide. Our work attracts a different rate of VAT according to the type of service we are supplying, the type of property involved and where the work is being carried out.

Certain elements of work such as infrastructure charges and various application fees do not attract VAT and are classed as 'outside the scope'.

Property type definitions

The following definitions are taken from Notice 708 Customs: Building and Construction (February 2008). A copy of this document can be found on HM Revenue & Customs website www.hmrc.gov.uk/vat.

New build properties

A new house or flat designed solely for residential or domestic use. Permanent residential caravan parks are also included in this definition.

Existing properties

An existing house or flat designed solely for residential or domestic use.

Commercial properties

A site designed for any form of business activity, including agricultural.

Relevant residential or charitable property

We might be able to apply a zero rating to works involving properties constructed for relevant residential or charitable purposes. A detailed explanation of the terms 'relevant residential' and 'relevant charitable' properties can be found in Notice 708 Customs: Building and Construction (February 2008). This document also lists examples of these property types and explains how to complete the certificate you would need to submit to us to demonstrate that the building is eligible.

Listed buildings

An existing building which is on the Statutory List of Buildings of Special Architectural or Historic Interest.

We might be able to apply a zero rating to work involving a listed building provided it can be classified as a residential, relevant residential or charitable property although cases of this nature will be dealt with individually. You will need to provide evidence that the building is listed, and that your proposed alterations have received Listed Building Consent.

Conversions

An existing property which is in the process of being converted into residential accommodation, for example, a house into flats or bedsits, or a building into a relevant residential property.

The lower 5 per cent rate of VAT for certain conversions can only apply to our work if carried out within the property boundary.

Our works are usually carried out on or outside the property boundary meaning that the current interpretation by HM Revenue & Customs of VAT legislation does not allow us to apply the lower rate in the majority of cases. However, there might be instances where we have to work within the property boundary and in these cases, we can apportion the VAT.

Mixed

A development or building that comprises more than one property type. For example, this could be a new build housing development with commercial facilities, or new build commercial premises with a residential flat above. In some cases, we can apportion the VAT on a fair and reasonable basis to reflect the types of properties being served. If your development falls into this category, we might need to contact you for further information.

Other

It is likely that if your property type is not mentioned above, it will be treated in the same way as a commercial property.

Please choose which category best fits your development:

- New build house or flat
- Relevant residential or charitable
- Commercial, existing or other
- Listed
- Conversion
- Mixed

How we apply VAT

The table below gives examples of how we apply VAT to a selection of our services.

	New build house or flat only	Relevant residential or charitable only	Commercial, existing or other	Listed only	Conversion only	Mixed
Infrastructure charges	Outside the scope – VAT does not apply					
Network charges	Outside the scope – VAT does not apply					
New water supply connection - application fee	Standard rated in all cases					
New water supply connection - services and mains	Zero-rated ¹	Zero-rated ¹	Standard rated	Zero-rated ¹	Lower rated ²	Standard rated ⁵
Pre-development enquiry application fee	Standard rated in all cases					
Network capacity investigations	Standard rated in all cases					
Water for building purposes (SIC 1-5)	Standard rated in all cases					
Self lay - all elements	Standard rated in all cases					
Water main and sewer requisitions	Zero-rated ¹	Zero-rated ¹	Standard rated	Zero-rated ¹	Lower rated ²	Standard rated ⁵
Section 102 and 104 sewer adoption application fee, build over application fee (Class I, II and III), Section 106/107 sewer connection costs	Outside the scope – VAT does not apply					
Section 102 and 104 sewer adoption additional services - remedial works payments and 'As built' drawings	Standard rated in all cases					
Section 106/107 sewer connection - construction costs	Zero-rated ¹	Zero-rated ¹	Standard rated	Zero-rated ¹	Lower rated ²	Standard rated ⁵
Sewer diversion returnable bonds	Outside the scope – VAT does not apply					
Water main and sewer diversions	Zero-rated ¹	Zero-rated ³	Standard rated	Zero-rated ³	Lower rated ²	Standard rated ⁵
Protection of our assets as requested by customer	Zero-rated ¹	Zero-rated ¹	Standard rated	Zero-rated ¹	Lower rated ²	Standard rated ⁵
Disconnection	Standard rated in all cases ⁴					

- Where VAT is stated as zero-rated, this is subject to the provision of evidence that the building is eligible. On occasion, there may be parts of the work on which we have to charge a standard rate of VAT.
- Where VAT is stated as lower-rated, this will only apply to works carried out within the property boundary. Otherwise, a standard rate of VAT will apply.
- Where VAT is stated as zero-rated, this will only apply to works that are carried out within the site. A standard rate of VAT will apply in all other circumstances, including diversions in the public highway.
- Although VAT applies to disconnections at a standard rate, Thames Water carries out this service free of charge.
- On mixed developments we might be able to apportion the VAT between standard and zero but usually, we would only do this at the customer's request.

Getting in touch with us

For enquiries regarding this application or any other questions relating to your building or development work please contact us on:

0845 850 2777

Monday - Friday 8.00am-5.00pm

You can write to us at

**Thames Water, Developer Services, Clearwater Court, Vastern Road,
Reading, Berkshire RG1 8PR**

Alternatively you can email us on developer.services@thameswater.co.uk
or visit our website address at www.thameswater.co.uk/developerservices

**You can contact Thames Water 24 hours a day, 365 days a year.
We record all our calls to ensure that we always give you a quality service.**

0845 9200 888

- Queries relating to your bill
- Change of address
- Meter readings

Minicom service if you are deaf or hard of hearing
0845 7200 899

0845 9200 800

- For emergencies
- Other non-billing enquiries
- Literature

Minicom service if you are deaf or hard of hearing
0845 7200 898

To contact us from abroad:
+44 1793 366011

If you prefer you can write to us at:
Thames Water PO Box 286
Swindon SN38 2RA

Visit the Thames Water website at
www.thameswater.co.uk

Have you any comments about this leaflet?

We will be happy to hear from you regarding this or any other matter where you feel our service to you could be improved.

**This leaflet can be supplied in
braille or audio-tape upon request.**

