

Adoption of a new sewer

Guidance Notes

Water Industry Act 1991

Please read these Guidance Notes carefully before completing the attached form.

Legislation

Legislation covering the adoption of sewers, which includes pumping stations and other accessories, is contained within the Water Industry Act 1991 (the Act). Section 104 of the Act covers the adoption of private sewers to be constructed at a future date subject to an agreement with the sewerage undertaker. Once adopted they become public sewers and will be maintained by Thames Water.

Thames Water accepts the standards that are described in the latest edition of 'Sewers for Adoption - a design and construction guide for developers'. This is published by the Water Research Centre (WRC) and representatives of both the House Builders Federation and Water UK have been involved in its preparation. Implicit in the guide is that public sewers should be located in highways or public open spaces. Please note, this guide is available from the Water Research Centre web site at www.wrcplc.co.uk/sfa. Proposals submitted in conformity with 'Sewers for Adoption' can be checked rapidly and Thames Water limits its fees to those recommended in the guide.

Applying for a new sewer adoption

When you apply to have a sewer adopted under Section 104 you must complete the attached application form and send it to the address at the end of these guidance notes, together with all the relevant information set out in pages 6 and 7 of Sewers for Adoption and an initial deposit. A separate application form for each connection to the public sewerage system together with the appropriate fee or deposit should also be submitted. A sewer connection application form can be obtained by calling us on 0845 850 2777.

Your attention is drawn to Section 20 of the Part 6 model Agreement of Sewers for Adoption (6th Edition), which sets out our requirements relating to the transfer of land and maintenance arrangements.

Where a consent to discharge from the Environment Agency, British Waterways or Railtrack is required, the applicant must not agree to any conditions without prior approval from Thames Water.

In line with Government advice, Thames Water encourages wherever practical, the disposal of surface water 'on site' without recourse to the public sewerage system. Soakaways or infiltration areas should be used on free draining soils.

Processing of your application form

After the completed application package has been received by Thames Water you will be notified within 5 weeks of the following:

- The acceptability of your proposals with an indication of what elements of the sewer(s) is adoptable.
- Thames Water's estimated cost for the works and the fee required before construction can commence. The fee will be the greater of £500 or 2.5 % of our estimate. The fee is calculated using Thames Water's figures to ensure consistency.
- The Developer is required to provide a Surety to be party to the Agreement who will be liable for a sum not exceeding 10 % of the agreed estimated construction value of the Works (minimum value of the indemnity being £5000).

The agreement

Our Technical Engineers will also request that our Legal Department prepare the necessary Agreement, which is based on the standard form as set out in Part 6 of Sewers for Adoption. This will incur a separate legal fee payable when the agreement is signed. No divergence from this Agreement will be accepted and any attempts to vary the standard Agreement will delay its completion and increase legal costs.

To enable our Legal Department to progress with the preparation of the Agreement, the security and copies of the required drawings must be sent to Thames Water one week after notification that Thames Water accepts your proposals. Where there are to be three signatories to the agreement, we will require twelve copies of all the agreed drawings that form part of the Agreement, with a further three copies for each additional signatory.

You must notify Thames Water when construction is due to start and pay us the balance of the fee. During construction we will inspect the works from time to time.

Maintenance period

The sewers remain your responsibility for 12 months after the provisional certificate. During the construction Thames Water will regularly inspect the work.

With regards to pumping stations, Thames Water offers a service for receiving and reporting telemetry faults or alternatively the complete maintenance of the stations. Details of this service are available on request.

No later than 2 months before the issue of the provisional certificate, you will be required to jet clean the sewers to enable a closed circuit television survey to be carried out. At this stage, you will also be required to provide us with copies of the 'as built' record drawings.

The Developer's Health and Safety File, prepared in accordance with the Construction (Design and Management) Regulations 1994 (CDM Regulations), should be available prior to issue of the provisional certificate.

Your attention is drawn to the following:-

- Section 20 of the Schedule of Agreement (Transfer of Land and Maintenance Arrangements).
- When a surface water sewer will discharge to a watercourse, all necessary consents must be obtained, subject to the prior approval of Thames Water. It should be noted that Thames Water only accepts uncontaminated surface water into its public surface water sewers, which do not require a discharge consent from the Environment Agency. In addition, a permanent right to discharge must be obtained from the riparian owner of the land subject to the prior approval of Thames Water.
- Highway drains and drainage must not be connected to the sewer without Thames Water's agreement.

Adoption of Sewer(s)

Following the end of the 12 month maintenance period, Thames Water will make the final inspection and, on completion of any outstanding remedial work, a final certificate and certificate of vesting will be issued.

Please note, signing the attached application does not guarantee that we will adopt the sewer.

You must not start any work until you have received a signed/sealed Agreement.

On completion, please return the full application form to; Thames Water, Developer Services, Reading Bridge House, Reading Bridge, Reading, Berkshire, RG1 8PR

Application for a sewer adoption

Section 104 Please complete all sections of this form in BLOCK CAPITALS

A. Address of site

Name	<input type="text"/>	Address	<input type="text"/>
Local Authority	<input type="text"/>		<input type="text"/>
			Postcode

B. Applicants details

Name	<input type="text"/>	Contact name	<input type="text"/>
Tel no.	<input type="text"/>	Address	<input type="text"/>
Mobile no.	<input type="text"/>		<input type="text"/>
			Postcode

C. Owner's details (if different from section B)

Title	<input type="text"/>	Surname	<input type="text"/>
Forename	<input type="text"/>	Address	<input type="text"/>
Tel no.	<input type="text"/>		<input type="text"/>
Mobile no.	<input type="text"/>		Postcode

D. Agent's details (if any) to whom correspondence should be sent

Name	<input type="text"/>	Address	<input type="text"/>
Tel no.	<input type="text"/>		<input type="text"/>
Mobile no.	<input type="text"/>		Postcode

E. Others to be party to S104 agreement (if more than one, please add additional sheets).

Name	<input type="text"/>	Address	<input type="text"/>
Tel no.	<input type="text"/>		<input type="text"/>
Mobile no.	<input type="text"/>		Postcode

F. Person to whom draft agreement should be sent

Name	<input type="text"/>	Address	<input type="text"/>
Tel no.	<input type="text"/>		<input type="text"/>
Mobile no.	<input type="text"/>		Postcode

F1 Proposed date of commencement of construction / / Duration

F2 Number of Properties Domestic Commercial

F3 Do surface water sewers discharge direct to a watercourse? Yes No

If yes, please confirm consent with Regulatory Authority (Environment Agency/BWB/LA)

(Please note that Thames Water only accepts the discharge of uncontaminated surface water into its public surface water sewers which should not require a discharge consent from the EA)

F4 Is there a legal right to discharge to the watercourse from the riparian owner of the land? Yes No

F5 Does surface water discharge to a soakaway? Yes No

F6 Does the system, which is subject to this adoption, discharge to a balancing pond?
 Yes No If yes, is it A Dry Pond A Wet Pond

F7 Does the system, which is subject to this adoption, discharge to a pumping station?
 Yes No If yes, is it Foul Water Surface Water

(Please note that your application cannot proceed until technical approval is granted. An additional addendum is available for pumping stations on the Water Research Centre website.)

F8 Is any part of the system the subject to the adoption under private land? Yes No

F9 Estimated value of adoptable sewers work, gravity sewers/pumping stations £

F10 Estimated first occupancy date / /

G. Checklist and declaration

Please ensure that you have included the following items with this application form:

- 1) Application/technical vetting fee of £500. Your cheque should be made payable to Thames Water Utilities Ltd and the site address must be written on the back. Alternatively you may pay by credit card by calling our contact centre on 0845 850 2777. The initial fee covers administration costs and an initial assessment of the sewers offered for adoption.
- 2) All requirements referred to in pages 6 and 7 of the Sewers for Adoption 6th Edition.
- 3) Two copies of your drawings.

Failure to include any of the above will be deemed as an incomplete application and result in the 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 this application is complete and the information supplied is in accordance with the current Sewers for Adoption 6th Edition.

I/we undertake to pay Thames Water any reasonable costs incurred in preparing the adoption Agreement.

Please note, by signing this application you are not automatically granted technical approval or guaranteed adoption.

Signature

Name in BLOCK CAPITALS

Company

Position in Company

Date / /

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, Reading Bridge House, Reading Bridge, 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/developerservices

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.