



# Apply for us to adopt your new sewer

Application form

Please complete this form and return it to us at



[developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) or



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

# Notes on your application

Please use this application form for any new private sewers and pumping stations you'd like us to adopt under Section 104 of the Water Industry Act 1991.

You must design and construct the sewer to the acceptable standards prescribed in the regulator's Code for Adoption Design and Construction Guidance as well as our local practices.

View the standard Code for Adoption documents as well as Sewerage Sector Guidance and local practices online at [thameswater.co.uk/seweradoptions](https://thameswater.co.uk/seweradoptions)

We're happy to offer you technical advice on any prospective sites that you'd like to put forward for adoption before you submit your application.

Once we adopt your sewer, we assume full responsibility for maintaining it.

## How much sewer adoptions cost

**Application and administration charge** - £1,580 (zero VAT)

This covers our technical review of your application, including any subsequent design alterations and resubmissions, as well as our work to prepare legal instructions for our solicitors and arrange inspections.

**Project management and inspection fee** – 1.4% of our estimated construction costs (as outlined in our charging document).

We'll invoice this after we've completed our technical review and approved your proposals. We'll invoice all fees directly to the developer unless stated otherwise.

**Legal fees** – Guidance available on request

Our solicitors will invoice your legal representative for our work to prepare the legal agreement as well as for any easements and other licences, including background land checks.

The developer needs to provide a surety who is party to the agreement and liable for a sum not exceeding 10% of the agreed estimated construction value of the works (minimum £5,000), which is calculated based on our contractor rates. These contractors have been commercially procured and represent our costs should we need to step in and undertake any corrective work.

## How to connect your sewer

To connect your site to our existing public sewerage system, you'll need consent to connect to a public sewer under Section 106 of the Water Industry Act 1991.

Please submit a separate Section 106 application at [thameswater.co.uk/sewerconnection](https://thameswater.co.uk/sewerconnection)

We'll charge for each connection separately, but we can invoice this with your Section 104 supervision fees if necessary.

## Our commitments to you

- We'll confirm receipt of your application by sending an acknowledgement email within 5 working days
- We'll make an initial assessment of your application within 7 calendar days
- We'll let you know if we need more information to carry out a technical assessment. We reserve the right to reject incomplete applications
- We'll carry out a full technical assessment within 28 calendar days from the date you send us a complete application

# Notes on the process

## The agreement

Our technical engineers will ask our legal department to prepare an agreement based on the Model Sewerage Adoption Agreement, which is published by Water UK as part of the regulator's Code for Adoption. This is a nationally standardised document designed to help speed up the legal process.

If you want to make changes to the agreement, please bear in mind that you may add significant cost and delay to the works beginning on site, and the metric for standard levels of service for processing the adoption agreement would no longer apply.

You'll need to pay a separate legal fee when you sign the agreement.

We would welcome the opportunity to have a pre start meeting where our inspector can introduce himself to your site staff, discuss any special or bespoke items and attend any site safety inductions specific to your site.

To help our legal department prepare the agreement, we'll ask you to send us a completed legal proforma as well as copies of the drawings we've asked for no later than one week after we've accepted your proposals. You must let us know when construction is due to start and pay us the balance of any inspection fees. During construction, we'll inspect the works from time to time.

If you need consent to discharge from the Environment Agency, British Waterways or Network Rail, you must not agree to any conditions unless we've approved them first. In addition, you'll need to ask us for a discharge deed for any surface water outfalls. If you need help with this process, please visit [thameswater.co.uk/localpractices](https://thameswater.co.uk/localpractices)

In line with government advice, please dispose of surface water 'on site' wherever possible and avoid using the public sewerage system. Soakaways or infiltration systems should be used on free draining soils.

## Your maintenance period

The sewers remain your responsibility for a minimum of 12 months after we issue the provisional certificate. No later than two months before the end of the maintenance period, you must jet-clean the sewers and carry out a closed-circuit television (CCTV) survey. Please provide your CCTV report on a DVD (we can't accept USB drives) and make sure it's in line with the Manual for Sewer Classifications, as published by WRc. At this stage, you should also send us copies of the as-built record drawings and request a final inspection.

Don't forget:

- You must comply with Section 21 of the Schedule of Agreement (Transfer of Land and Maintenance Arrangements).
- When a surface water sewer discharges into a watercourse, you need to seek consent from the relevant parties, subject to our approval. In addition, you must get a permanent right to discharge from the landowner before we'll approve it. Our standard discharge deed can be found in our local practice.
- You must not connect highway drainage to the sewer without our agreement.

## Adopting sewer(s)

When the 12-month maintenance period ends, we'll carry out a final inspection and, once you've completed any outstanding remedial work, issue a final certificate and vesting certificate. Completing the attached application doesn't guarantee that we'll adopt the sewer. Please don't start any work until you've received a signed agreement or agreed an early start with us.

## Adopting pumping stations

You should design any pumping stations and rising mains in line with the Code for Adoption Design and Construction Guidance as well as our local practices.

# Your application

Please complete ALL relevant sections of this form in BLOCK CAPITALS

## Site address

Name

Full postal address

Address line 1

Address line 2

Town

County

Postcode

Local authority

Grid ref.

## Developer

Company name

Title

Mr

Mrs

Ms

Miss

Dr

Other

First name(s)

Last name

Preferred phone no.

Alternative phone no.

Email address

Full postal address

Address line 1

Address line 2

Town

County

Postcode

## Owner (if different from developer above, or if there's more than one landowner)

Company name

|       |    |     |    |      |    |       |
|-------|----|-----|----|------|----|-------|
| Title | Mr | Mrs | Ms | Miss | Dr | Other |
|-------|----|-----|----|------|----|-------|

First name(s)

Last name

Preferred phone no.

Alternative phone no.

Email address

| Full postal address | Address line 1 |
|---------------------|----------------|
|---------------------|----------------|

Address line 2

Town

County

Postcode

Other parties to the S104 agreement (if any)

Company name  
or landowner

| Title | Mr | Mrs | Ms | Miss | Dr | Other |
|-------|----|-----|----|------|----|-------|
|-------|----|-----|----|------|----|-------|

First name(s)

Last name

Preferred phone no.

Alternative phone no.

Email address

| Full postal address | Address line 1 |
|---------------------|----------------|
|---------------------|----------------|

Address line 2

Town

County

Postcode

## Agent (if any) we should communicate with

Company name

|       |    |     |    |      |    |       |
|-------|----|-----|----|------|----|-------|
| Title | Mr | Mrs | Ms | Miss | Dr | Other |
|-------|----|-----|----|------|----|-------|

First name(s)

Last name

Preferred phone no.

Alternative phone no.

Email address

|                     |                |
|---------------------|----------------|
| Full postal address | Address line 1 |
|---------------------|----------------|

Address line 2

Town

County

Postcode

## Invoice address

Company name

|       |    |     |    |      |    |       |
|-------|----|-----|----|------|----|-------|
| Title | Mr | Mrs | Ms | Miss | Dr | Other |
|-------|----|-----|----|------|----|-------|

First name(s)

Last name

Preferred phone no.

Alternative phone no.

Email address

|                     |                |
|---------------------|----------------|
| Full postal address | Address line 1 |
|---------------------|----------------|

Address line 2

Town

County

Postcode

## Development details

Please give your planning permission reference

Are there any drainage-related planning conditions? Yes No

Number of domestic properties Number of commercial properties

Gross internal area of commercial properties

If this is a new development, what's the estimated first occupancy date?

Are you laying sewers on third-party owned land? Yes No

Does your surface water sewer discharge directly to our network? Yes No

Does your surface water discharge to a sustainable drainage system (SuDS)? Yes No

If not, has the landowner given consent to discharge to their watercourse? Yes No

The information supplied is in accordance with the current edition of the Code for Adoption Design and Construction Guidance and our applicable local practice. By signing this application, you're not automatically granted approval and no works should start until approval has been granted.

To the best of my knowledge, I confirm the above information is complete and correct

Please note: If you don't complete the above information (as appropriate), we'll consider this an incomplete application.

## Minimum information checklist

Please provide the following information so that we can process your application.

### For sewers

#### Developer programme:

Estimated start date  
Construction phasing  
Pumping station details  
Adoptable storage tanks  
Surface Water strategy including details on Ponds, Basins and SuDS

#### A location plan showing:

Site boundary  
The OS benchmark details used for level data

#### Longitudinal sections (sewer and rising mains) showing:

Existing levels  
Proposed cover and invert levels  
Pipe diameters  
Bedding classification and details  
Air valves and washouts (if required)  
Pipe material  
Pipe strength  
  
Supplementary information should include:  
Existing services  
Borehole information (required if you're proposing plastic pipes)

#### Adoptable drainage layout indicating the following:

Site boundary (edged in green)  
Roads  
Adoptable sewers including lateral drains must be indicated in colour as shown in Appendix vii of the Code for Adoptions design and construction guidance document  
Pipe materials and size, gradient, direction of flow and manhole levels  
Rising mains (if required)  
Existing and private sewers (marked in black)  
Road gullies and highway drains (marked in black)  
Watercourses  
Site contours  
Flood routing  
Storage and attenuation (if required)  
Outfalls and headwalls (if required)  
North point  
Actual OS grid references

Supplementary information should include:  
Proposed buildings  
Ground floor levels  
Contaminated land reports (required if you're proposing plastic pipes)  
Existing trees and proposed landscaping

**Copies of hydraulic design calculations:**

Foul water  
Surface water  
1 in 1 or 1 in 2 showing no surcharge  
1 in 30 showing no flooding  
1 in 100 yr flood routing plan  
Impermeable area plan (including key)  
Design parameters used

**Manhole schedules showing:**

Cover and invert level  
Manhole type  
Cover type  
Chamber size and depth

**Typical construction details:**

Manholes  
Demarcation chambers  
Pumping stations (if required)  
Outfall structures (if required)  
Special manholes (if required)  
Attenuation tanks

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## For pumping stations

You should design any pumping stations and rising mains in line with the Code for Adoption Design and Construction Guidance as well as our local practices. Our full guide to pumping station design can be found [thameswater.co.uk/localpractices](https://thameswater.co.uk/localpractices)

**Full mechanical and electrical design package****Pumping station layout indicating:**

Access  
Finished levels  
Positions of chambers, kiosk, ducts and cables  
Bollards  
Hardstanding details  
Fencing specifications

**Section through wet well and valve chambers showing:**

Valves  
Cover and invert levels to ordnance datum  
Alarm levels

**Rising main long section indicating:**

Wash out valves  
Release valves (if present)

**Pump station calculations showing:**

Inflow  
Pump rating  
Emergency storage  
Volume between duty start and stop  
Number of starts per hour  
Velocity through rising main  
Septicity checks  
Flotation check for wet well

**Where the rising main is over 500m include:**

A surge analysis

**Land transfer plan at 1:500 showing:**

North point  
Road names  
Landmarks  
Boundary of the compound area edged (in red)  
Access right to the station (in brown)

**Zoning diagram (compliance to DSEAR) showing:**

Any electrical installations and wet wells conform to the standards

**Pump station information (if required) showing:**

General arrangement details  
Wet well capacity, storage and time to spillage  
Rising main capacity  
Surge calculations  
Storage calculations (must provide four hour emergency for foul)  
Flotation check  
Pump manufacturers design  
Pump head discharge curve  
Please also refer to our local practices

View the minimum information we need to progress your project through each stage of the process at [thameswater.co.uk/seweradoptions](https://thameswater.co.uk/seweradoptions)

## Payment

Please pay your application fee of £1,580

Once we receive your application, we'll respond to you with a DS reference number which you should quote when paying for the service (if you decide to progress with this).

Please note that payments can take up to three days to process. You can pay using the following methods:

### Credit or debit card

You can call us on **0800 009 3921** Monday to Friday 8AM to 5PM to make a payment by credit or debit card. Please note we don't accept American Express.

### BACS or CHAPS

Please pay to the Thames Water Utilities Ltd account, quoting the reference number starting 'DS' and using the following information:

**Sort Code: 60-00-01**

**Bank Account: 90478703**

**For international payments, the IBAN number is GB96NWBK60000190478703**

**For CHAPS payments, the BIC number is NWBKGB2L**

Please note that payments can be delayed if you don't use the 'DS' reference number.

If the BACS payer is not listed on this form, please send us the payer's full name, postal address and email address, as well as your 'DS' reference number once the payment is made.

If we receive a payment without all the necessary supporting information, we may not be able to process your payment, which will cause delays with progressing your application.

### Cheque

Please make payable to Thames Water Utilities Ltd and write your DS reference number on the back.

If you're posting your form, you can attach a cheque to it directly.

## Your declaration

Please include the minimum information we've requested on pages 7 and 8. Otherwise, we'll consider this an incomplete application, which will delay the process. We'll let you know if your application is incomplete within 7 days of receiving your application.

I/we confirm that this application is complete and the information we've supplied is in accordance with the current Code for Adoption.

I/we undertake to pay Thames Water any reasonable costs incurred in preparing the adoption agreement. By signing this application, I/we understand we won't be automatically granted technical approval or guaranteed adoption.

Signature

Name in BLOCK CAPITALS

Date



# Get in touch with us

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



[thameswater.co.uk/developerservices](https://thameswater.co.uk/developerservices)



[developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk)



**0800 009 3921**

Monday – Friday, 8am – 5pm



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

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