Our minimum information requirements

Introduction

We've created this document to support WaterUK's recently published Code for Adoption. This includes Appendix D of Sewerage Sector Guidance, which contains Ofwat's minimum information requirements.

Appendix D outlines the details you'll need to provide at each stage of your enquiry or application to make sure we have everything we need to process your request as quickly as possible. By avoiding delays, we can help you keep to your timelines on site.

This document clarifies the types of plans, design information and documents you should submit to us at each stage of the pre-planning and adoption processes in line with WaterUK's approach.

If you have any concerns or questions, please turn to the back page for our contact details.

Stage 1a: Pre-planning enquiry

It's easy to make a pre-planning enquiry. Please make sure you complete our application in full.

For some developments, we require specific design information so that we can assess them fully. Here are some key points to consider when completing your application:

- If your proposal includes non-residential foul water, let us know the development area and the building usage in terms of operation (eg office, hotel, school) as this will influence our view on occupancy of the site and subsequent flow rates
- Confirm if you plan to use an on-site package treatment plant
- If your proposal includes surface water connections to our network, let us know:
    - proposed rates for a 1 in 30 year event for any brownfield sites (including whether this figure is verified or estimated)
    - your intended connection point to the surface water system
    - Existing and proposed run off/impermeable area
- If your proposal includes a new on-site pumping station, let us know the proposed pumping rate, including how you've calculated this and the frequency of pumping or cycle times
- For developments larger than 100, please let us know a proposed annual delivery rate (eg 50 houses per year), even if this is an estimate – this is critical to help us manage your programme, mitigate risk and plan ahead for phasing

Stage 1b: Pre-design strategic discussion/assessment

If you're planning a large development (2,000+ units) or your site has complex topography, the design of your new network may be less standardised, meaning you'll need a pre-design strategic assessment.

You can use this process if you'd like to discuss your options for sites with numerous phases, multiple pumping stations or on-site sewage treatment works. We'll work together to complete a whole-life cost analysis to make sure we're protecting our customers from networks that require lots of maintenance.

Stage 2: Design of a new sewerage system

We've outlined our minimum information on our new Section 104 sewer adoption application form.

Right now, we don't consider sustainable drainage systems (SuDS), as outlined in WaterUK's Design and Construction Guidance (DCG) section C7, to be sewers. That's why we can't adopt them under Section 104 of the Water Industry Act 1991. However, we fully support their use and would welcome early discussions with you to make sure that sustainable design solutions can be achieved without jeopardising your sewer adoption application.

Requirements for sewers

Table 2.2 in Appendix D covers the standard requirements for gravity sewers. To meet the minimum requirements, we need:

A developer programme with:

- Estimated start date
- Any pumping stations required
- Adoptable storage tanks
- Location of discharges to ponds, basins or SuDS
- Planning approval and associated drainage strategies, especially for surface water designs (we don't allow groundwater, land drainage or track drainage to be added to an adoptable network)

A location plan with:

- Site boundary and north point
- The OS benchmark details for manhole level data

Adoptable drainage layout, including:

- Development site boundary (edged in green)
- All existing and new roads
- Adoptable sewers and lateral drains, coloured and delineated as per Appendix 7 of the DCG
- Pipe materials with size, gradient, direction of flow, manhole covers and invert levels
- Manholes and access chambers, suitably located away from kerb lines
- Rising mains (if required)
- Existing sewers (marked in black)
- Road gullies and highway drains (marked in black)
- Outfalls to watercourse/ditches
- Site contours
- Flood routing
- Storage and attenuation (if required)
- Outfalls and headwalls (if required)

Supplementary information should include:

- Proposed buildings
- Ground floor levels
- Borehole locations
- Contaminated land reports (required if you're proposing plastic pipes)
- Existing trees and proposed landscaping

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)
- Private drainage plan (marked in black)

Copies of hydraulic design calculations, including:

- Foul water (aiming for the best gradient and self-cleansing regime possible)
- Surface water (including flow control device operation)
- 1 in 1 or 1 in 2 showing no surcharge (or 1 in 5 where required)
- 1 in 30 showing no flooding
- 1 in 100 year flood routing plan
- Impermeable area plan (including key)
- Design parameters used

Manhole and access chamber schedules, including:

- Cover and invert levels
- Manhole or access chamber type
- Cover and frame type and classification
- Chamber size/diameter and depth

Typical construction details:

- Manholes and access chambers (including cover & frame and mortar types)
- Demarcation chambers
- Pumping stations (if required)
- Surface water outfall structures/headwalls (if required)
- Flow control devices
- Overflow or weir proposals
- Special manholes (if required)
- Attenuation tanks

For pumping stations

You should design any pumping stations and rising mains in line with the DCG as well as our local practices. Please provide the following information so that we can process your application:

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 manufacturer's design
- Pump head discharge curve

A full mechanical and electrical design package

Pumping station layout, including:

- Access routes for tankers/operatives
- Any access easements
- Finished compound levels
- Positions of chambers, kiosk, ducts and cables
- Hardstanding details
- Fencing specifications
- Flow and pressure monitoring points
- Venting requirements

Section through wet well and valve chambers, showing:

- Valves
- Cover and invert levels to ordnance datum
- Alarm levels

Rising main long section, including:

- Wash out valves
- Release valves (if present)

Pump station calculations, including:

- 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

Stage 3a: Adoption agreement

We use external solicitors to review and prepare our sewer adoption agreements so that we can instruct them to undertake the relevant land and title checks, prepare the draft documents and issue them to your legal provider. We've created a legal proforma to make it easy for you to provide the essential information. We'll send this to you when we approve your proposals.

Our local practice guide explains legal easements, discharge deeds and other land matters that you may need to consider as part of your adoption application.

1. Name and location of development (please include full site address and postcode)	
2. Your application reference number DS	
3. Developer details Developer name: Contact name: Company number: Registered address:	**Developer solicitor details** Company name: Contact name: Email address: Address:

4. Is the developer the landowner of the site? Yes ☐ No ☐ *If no, please complete question 5	
5. Site landowner details (if applicable) Landowner name: Contact name: Company number: Registered address: Title number:	Landowner solicitor details Company name: Contact name: Contact details: Registered address:
6. Will the proposed sewers run through land owned by an adjoining landowner? Yes ☐ No ☐ * If yes, please complete section 7	
7. Adjoining landowner details Landowner name: Contact name: Company number: Registered address:	Adjoining landowner solicitor details Company name: Contact name: Contact details: Registered address:
8. Developer surety details	

Company name: Company number: Registered address:	*If you're applying for a S104/116 diversion, you'll pay a cash deposit, which means you won't need a surety.*

Stage 3b: Early start request

If you need to start work early or ask us to attend your site for any type of inspection throughout the adoption process, it's easy to download and fill out our inspection form.

This form applies from Stage 3b through to and including Stage 6, final inspection and handover.

Stages 4-5: Construction and maintenance period

Unless you've secured early-start approval, as outlined in Stage 3b, or already completed your adoption agreement, we recommend you wait to start construction of the new sewerage works. Otherwise, you may need to pay to excavate the sewers to prove they meet the required standards.

As per Clause E1.3 in Appendix C of the DCG, we'll need you to carry out a CCTV survey at the end of the maintenance period for any adoptable sewers you've constructed using thermoplastic materials. This allows us maximum time to assess settlement and potential deformation, ovality and creep. This is the only CCTV survey you'll need to share with us. You're welcome to undertake your own surveys to check things like road surfacing before you pay your supply chain.

Stage 6: Final inspection and handover

We don't require anything extra from you at this point.