



Building over or near a public sewer

Application form

Please complete this form and return it to us at



developer.services@thameswater.co.uk or



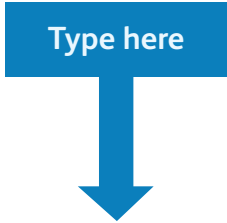
Thames Water, Developer Services,
Clearwater Court, Vastern Road, Reading, RG1 8DB

Application to build over or near a public sewer

You don't need to print this form. Just type your answers straight into the boxes below and email it to us at developer.services@thameswater.co.uk

A - About the person applying

This is the person we'll contact about the application and who will receive all correspondence. This can be the property owner or someone acting on their behalf.



Are you applying as? An individual or A company
An 'individual' is a homeowner and 'A company' is an agent/architect/builder, etc, acting on behalf of the homeowner

Company name

Title Mr Mrs Ms Miss Dr Other

First name(s)

Last name

B - Applicant contact details

We'll use these details to get in touch with you about your application.

Preferred contact number

Alternative number

Full postal address Address line 1

Address line 2

Town

County Postcode

Email address

C - Where the work is taking place

What is the site address?

Same as applicant details? Yes No

If No:

Site name

Full postal address Address line 1

Address line 2

Town

County

Postcode

Who's the best person to contact on site?

The person applying Yes No

If No:

Full name

Contact number

D - The property owner

Who owns the property?

Details of the owner(s) of the freehold must be provided, as they will need to be a party to any agreement.

The person applying Yes No

If No:

Title Mr Mrs Ms Miss Dr Other

First name(s)

Last name

Full postal address Address line 1

Address line 2

Town

County

Postcode

Email address

Is there another owner? Yes No

(If Yes, please complete the 'Other owners' section at the end of the form.)

E - Invoices

Who should we send invoices to?	Applicant <small>(Please tick one)</small>		Nominated contact		Someone else	
If someone else	Mr	Mrs	Ms	Miss	Dr	Other
If owner, which one?	1	2	3			
	<small>(Please tick one)</small>					
First name(s)						
Last name						
Full postal address	Address line 1					
	Address line 2					
	Town:					
	County			Postcode		
Email address						

F - Development details

Has excavation work started?	Yes	No				
What are you building?	New building Underpinning	Side extension Basement	Rear extension	Front extension		
Which local authority does the property fall under?						
When was the existing property built?	D D	M M	YYYY			
This may help determine if you need a build over agreement.						
How did you know you needed to apply?	Building control Letter from Thames Water	Approved inspector	Thames Water website			
<small>(Please tick one)</small>	Other:					

G - Working out the costs

Is the work taking place for someone entitled to Disability Benefit?

Yes

No

What is the internal diameter of the sewer?

150mm or less

151 to 375mm

over 375mm

(Please tick one)

Class 1	150mm or less	£130
Class 2	151mm – 375mm	£440
Class 3	over 375mm	£520

Costs relating to disabled applicant:

Class 1	150mm or less	Free
Class 2	151mm – 375mm	£310
Class 3	over 375mm	£390

Actual costs will be charged for sewers over 375mm. Additional costs may be required for applications relating to strategic or critical sewers. Any additional costs we incur will be invoiced accordingly.

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 use our online payment form [here](#) to make a credit or debit card payment for this application. You'll need your DS reference and the details of the person or company who applied (section A).

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

Alternatively, we can call you to take the payment. To have us call you, please tick below and tell us the following details.

Yes, call me to make payment

We'll call you between 8AM and 5PM within 5 working days of you submitting the application to attempt to take payment from a credit or debit card. Please note that we don't accept American Express.

Telephone number

Name of card holder

To help you confirm it's us calling, you can include a memorable word below that we'll confirm on the call before taking this payment. If this isn't required, you can leave this blank

Memorable word

We'll ask you to confirm the DS reference, site address and that you are the person named on the card, so please have this ready or let the person we'll be calling know to expect a call from us.

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.

H - Enclose your documents

Please make sure the sewer is clearly marked on the drawing.

All drawings must be of suitable detail and have a drawing reference number on them.

What we need from you to process your application:

- Site location plan
- Cross-sectional foundation plan
- Existing and proposed ground floor plans
- Proof of entitlement to disability benefit (e.g. Letter from the Department of Works and Pensions, Blue Badge)

Two copies of the following information should accompany your application form:

- | | | |
|---|---|--|
| 1 Site location plan @ 1:1250 | 4 Section through building indicating position of sewer relative to structure in relation to the new structure. This should also show foundation arrangement and manhole details. | 5 Copies of drawings submitted for Building Regulations approval |
| 2 Site plan @ 1:100 or larger, showing location of sewer and manholes | | 6 Please ensure the sewer is clearly marked on the drawing showing its position. |
| 3 Sectional plan of buildings | | |

I. How we'll use this information

We'll use the information you give on this application form, and potentially share it with our delivery partners, to provide the service you've requested.

This could include contacting you to discuss your application and/or provide more details, visiting the site where work needs to be carried out, and invoicing you when appropriate. Your feedback is important to us, so we may also use the information to ask for your feedback on how we can improve our performance.

We won't use this information for marketing purposes without contacting you to seek your consent.

You can find Thames Water's privacy policy at thameswater.co.uk/Legal/Privacy

J. Checklist and Declaration

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

- 1 Drawings
- 2 Appropriate fees

Failure to include any of the above will mark your application as incomplete, resulting in its delay or return to you. Once consent has been granted, no refund for the application can be given. If you cancel your application, we may need to charge an extra fee. Please note that signing this application does not automatically grant you approval. No work should start until approval has been granted.

I confirm to the best of my knowledge the above information to be complete and correct.

Signature

Name

Date

K. Other owners (Please complete this section if more than one owner in section D)

Owner 2

Title	Mr	Mrs	Ms	Miss	Dr	Other
First name(s)						
Last name						
Full postal address	Address line 1					
	Address line 2					
	Town					
	County			Postcode		
Email address						

Owner 3

Title	Mr	Mrs	Ms	Miss	Dr	Other
First name(s)						
Last name						
Full postal address	Address line 1					
	Address line 2					
	Town					
	County			Postcode		
Email address						



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



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.