



Apply for us to
adopt your new
sewer

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

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 - £1,000.00 (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.

Supervision and inspection fees – 2.5% of our estimated construction costs or a minimum of £500.00 (zero VAT)

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 developers.thameswater.co.uk

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

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

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

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

Payment and declaration

Please pay your application fee of £1,000:

- **By phone** Call our contact centre on 0800 009 3921 to pay by card
- **By bank transfer** Complete our online Bacs form and include the unique DS reference with your payment details. If you've applied by post, add your site name or postcode. Our bank account number is 90478703 and our sort code is 60 00 01
- **By cheque** Please make it payable to Thames Water Utilities Ltd and write the site address on the back

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.

Your declaration

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

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



thameswater.co.uk/developerservices



developer.services@thameswater.co.uk



0800 009 3921

Monday-Friday, 8am-5pm



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