



# Apply to close a public 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

Under Section 116 of the Water Industry Act 1991, we're able to restrict the use or close (abandon) existing public sewers at our discretion. If you're planning a brownfield development site, you can ask us to do this to avoid costly and unnecessary diversions or build-overs for a sewer you don't want to use, assuming that nobody else is being served by that sewer.

Only we can decide to close or abandon a public sewer.

## How to apply to close a sewer

To apply, please complete all the information on this form and submit it with:

1. Detailed drainage plans showing all existing sewers and connecting laterals from existing buildings and adjoining properties
2. A site location plan and development proposals clearly marked with the public sewers and manholes you wish to close, including pipe size and material
3. A CCTV survey of all public sewers and connecting laterals you wish to close, referenced to match the labelling on the public sewer records and your plans
4. A detailed method statement and programme on how you propose to close and abandon the sewers, be this via removal or grouting
5. Details of how any existing public sewer manholes you'd like to keep will be internally altered and made good
6. A photographic survey of all public sewer manholes you'd like to close

Please mark the sewers you'd like to close on your site plan using orange crosses, with notes confirming details of the proposed abandonment method eg removing or grouting. Please confirm where grouting will start as well as the position of air release points.

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.

If you've already applied for a sewer diversion under Section 185 of the Water Industry Act 1991, you don't need to apply for closure as well.

## What we'll do

If we agree to close the public sewer, you'll need to pay for the costs of removing or grouting it as well for any reinstatement works. You'll also need to pay an application fee to cover the cost of assessing your request as well as any inspections.

If you provide an acceptable and detailed method statement, you and your appointed contractor should be able to close the sewer yourself. This means either removing the entire sewer, including grubbing out the sewer and manholes, or using a high-strength cement grout to seal it. If you do the latter, you'll still need to remove or grub out any abandoned manholes to soffit level.

If we're not closing the sewer as far as a manhole on the existing public sewerage network, we may need you to construct a new manhole/access chamber to clearly mark the end of the public system and make sure we have access for maintenance.

We'll need to check that no neighbouring buildings connect to the existing sewer so that we don't affect their service. If any connections need to remain live after your proposed closure, we'll need to consider alterations and diversions (at your cost) to maintain their connection.

Following the private sewer transfer in 2011, there may be public sewers and lateral drains crossing your site that aren't currently on our map of public sewers. Unmapped public sewers and lateral drains may affect your proposals, so please check to make sure you've identified these on your detailed drainage plans.

Once a public sewer is closed and grouted (not removed), it remains our responsibility. We can't transfer public sewers into private ownership.

Once works have been completed, inspected and approved, we'll issue a closure or abandonment certificate under Section 116 of the Water Industry Act 1991.

## How much closures cost

**Application and administration charge - £305.00**  
(zero VAT)

This covers our technical review of your application, including any subsequent design alterations and resubmissions, as well as our work to arrange inspections and issue the appropriate certification.

In all cases, you're responsible for:

- Designing your proposal and producing the required drawings and method statement
- Updating any designs and plans following our review and comment
- All contractor costs in demolishing, removing and disposing of pipes and manholes
- All grouting and capping off works
- The cost to undertake and provide a CCTV survey and report

## Your application

Please complete ALL 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 reference

Please provide a brief description of your proposed works, identifying the total length of public sewer you wish to close as well as the number of manholes affected.

## Payment

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

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.