



Requisitioning a public sewer or lateral drain

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

Before you apply

We don't normally lay new drains or sewers as you're generally able to do this yourself. To do this you'll need to get our consent to connect to our network, and ask us to adopt the pipework. More guidance on this can be found on our website.

In certain circumstances, such as when a connection is being made to a strategic or trunk sewer, or there are third party land access issues, we may carry out the work. In these cases, you should apply to us for a new sewer or lateral drain using this form.

A non-refundable application fee is payable alongside your application. If you'd like to calculate your own estimate of the charges before you apply to us, you can find our 'Charging arrangements for new connection services' on our website.

Notes for completing section A

As our application fees are non-refundable, we advise you to do as much research as possible before submitting your application. This helps make sure you're applying for the right service, and also helps us to understand your expectations. We'll review the information you provide and will make the final decision regarding the point of connection and pipeline route.

If you can't provide all the information we ask for, you can still submit your application and we'll work with you to confirm the specifics.

How to come up with a proposed connection point

There are four key steps you'll need to take if you'd like to propose a connection point:

1. Confirm the type of sewer you need to connect to – There are three different types of sewer:

- **Foul water sewers** convey waste from appliances such as toilets, baths, showers and dishwashers.
- **Surface water sewers** convey rainwater from rooftops, driveways, patios and roads.
- **Combined sewers** convey both foul water and surface water.

The table below will help you match your discharge to a suitable sewer type. If you're considering discharging surface water to a sewer you must first exhaust other options such as soakaways, in compliance with planning policy (for example, the drainage hierarchy in the London Plan).

	You can discharge this into a:		
	Foul water sewer	Surface water sewer	Combined sewer
Foul water	✓	✗	✓
Surface water	Only allowable if you can't discharge surface water by any other method	First preference	Second preference (if it's not possible to discharge to a surface water sewer)

2. Find a sewer – Once you've confirmed the type of sewer you're proposing to connect into, you can locate an appropriate point of connection. The size of the sewer you propose to connect to will need to be equal to or greater in size than your proposed new lateral drain or sewer.

There are two ways to confirm this:

- Purchase a property search showing where local sewers are located.
- Get a drainage specialist to undertake a survey of the manholes and sewers to confirm their suitability for connection. They must contact us to gain our consent prior to undertaking the surveys.

3. Confirm ownership – You should confirm that the pipe you propose to connect to belongs to us. If it doesn't we'll be unable to carry out the work and you'll need to approach the owner of the pipe directly instead. You can use the following information to determine ownership:

- Pipework that only carries waste or rain water from one property and is located within the boundary of the property is referred to as a private drain and is owned by the property owner.
- Any pipework that conveys waste or rain water from more than one property is known as a public sewer, and is normally owned by us (if it's within our region of operation).

4. Prepare a drawing – Once you've identified an appropriate point of connection, you should prepare a drawing showing your site boundary, your proposed route for the new sewer or lateral drain, and your proposed point of connection into the existing sewer network. Make sure you highlight any third party land you know about.

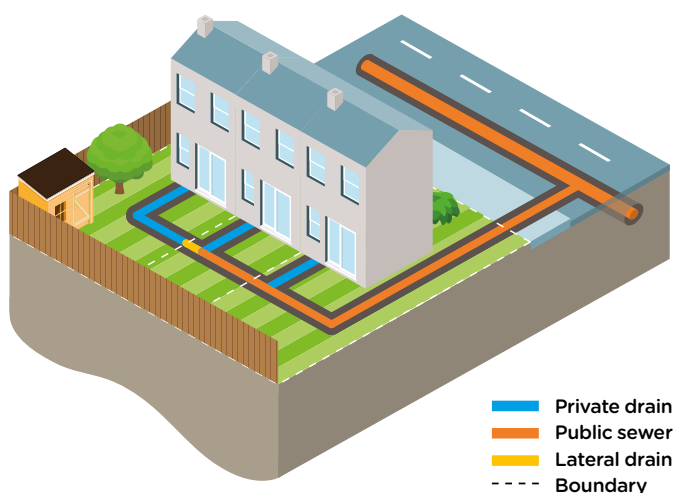
How to find out if your proposed point of connection is a public or trunk sewer

If you'd like to confirm whether your proposed point of connection is a public sewer or a trunk sewer, you can order a property search from Thames Water Property Searches or another search provider. Trunk sewers receive flows from local areas/sewers and are not substantially used for the reception of sewage from private sewers and drains.

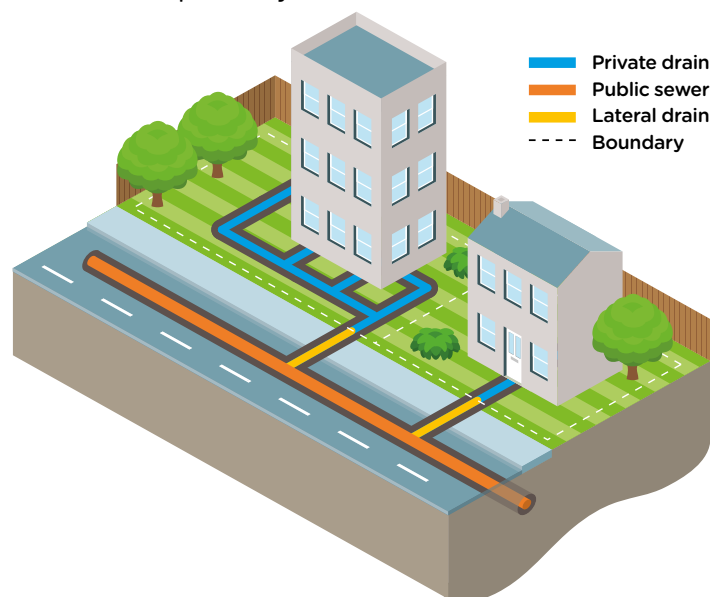
How to determine whether you're applying for a new sewer or a new lateral drain

Use the information below to help you decide whether you need a new public sewer or a new lateral drain, and we'll review your application to confirm this. If you're not sure, send us your application anyway and we'll contact you to discuss.

Public sewers: A public sewer serves more than one building, or buildings within the same curtilage, like in the diagram below.



Lateral drains: A lateral drain is the part of a drain which runs from the curtilage of a building (or buildings or yards within the same curtilage) to the sewer, like in the diagram below. Please note all pipe work within the property curtilage is private and remains the responsibility of the owner.

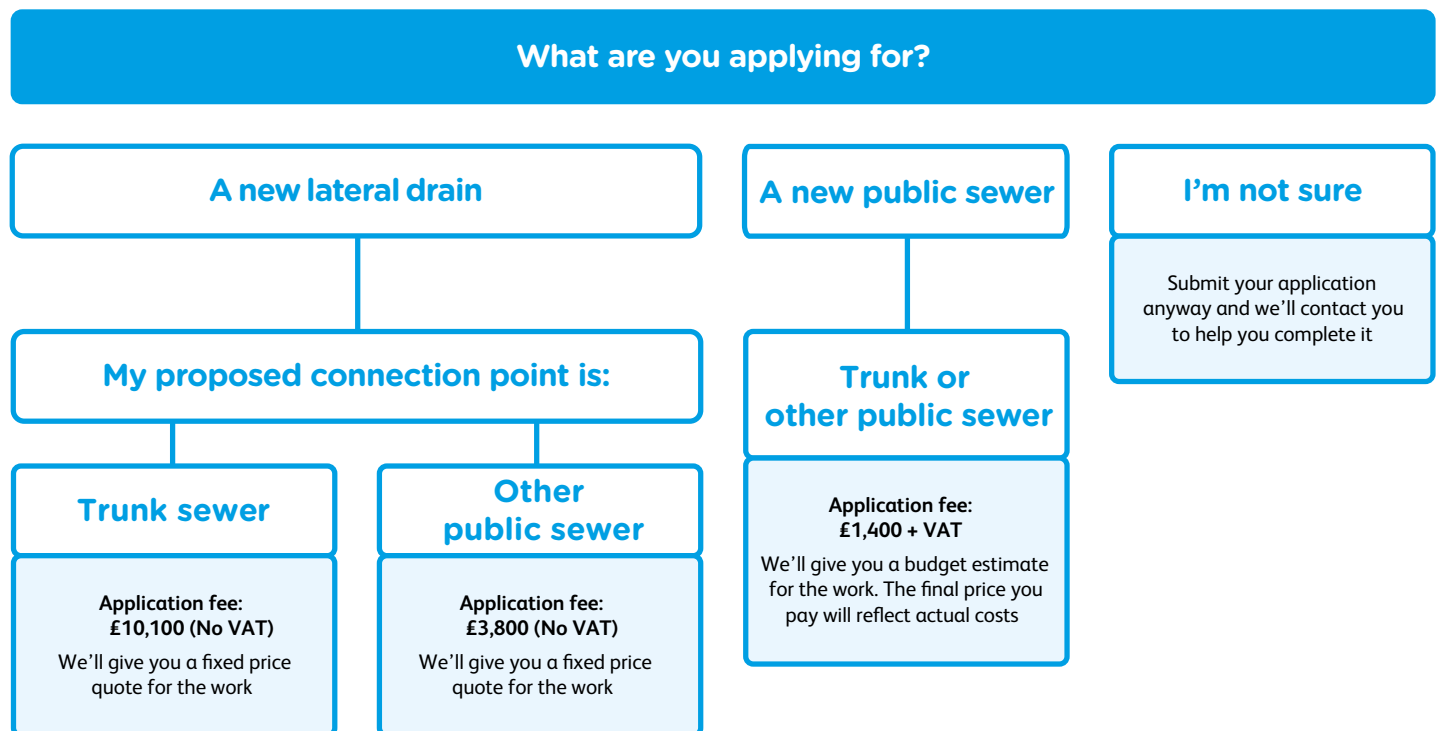


Examples of sites that may require a new lateral drain include:

- A single dwelling/building
- A residential building with multiple flats or apartments with common shared areas
- A caravan site or residential/holiday home park
- A hotel/boarding house
- An office or commercial building
- A school or university campus
- A hospital or other medical facility
- A railway station
- An airport or port

What application fee should I pay?

You'll need to pay a non-refundable application fee in order for us to process your application. Use the flowchart below to work out what fee applies.



VAT is applicable at the standard rate on application fees.

We use HM Revenue and Customs' interpretation of VAT legislation as our guide on how to correctly charge VAT on the services we provide. Our work attracts a different rate of VAT according to the type of service we are supplying, the type of property involved and where the work is being carried out.

Application for a new public sewer or lateral drain

Please complete all sections of this form in BLOCK CAPITALS

A - What you're applying for, and the application fee you'll need to pay

Please refer to the guidance notes for this form to help you complete this section, as this will affect the application fee you'll need to pay as well as the charges we'll apply for the work.

How many new public sewers and/or lateral drains are you applying for?	One	Multiple		
	If you need more than one new public sewer or lateral drain for this site, please complete this section with respect to the first sewer/lateral drain needed, and give details of the others required in section E, as well as marking them all clearly on the site plan you attach. Please note a separate application fee applies for each new public sewer or lateral drain needed.			
The new sewer or lateral drain will collect:	Surface water	Foul water		
Will a trade effluent consent be required?	Yes	No	Don't know	
Proposed connection point (if known)				
The proposed connection point is a:	Trunk sewer	Other public sewer	Don't know	
I'm applying for a:	New public sewer	New lateral drain	I'm not sure of the classification	
The non-refundable application fee I believe applies is:	£10,100 (No VAT)	£3,800 (No VAT)	£1,400 +VAT	I'm not sure
Have you already worked out an estimate of the charge for your scheme, based on our 'Charging arrangements for new connection services'?	Yes	No		
	If 'yes', we welcome you to attach your estimate to this application to help us understand your expectations.			

B - About the person applying

This can be the property owner or someone acting on their behalf.

Company name

Title Mr Mrs Ms Miss Dr Other

First name(s)

Last name

Preferred contact number

Alternative number

Email address

Full postal address	Address line 1		
	Address line 2		
	Town		
	County	Postcode	

Are you a:	Land promoter	Property developer	Homeowner
	Self-lay provider	NAV (inset provider)	
	Consultant, working on behalf of which client		
	Other, please specify		

C - Nominated contact

Who should we contact with any queries?	Applicant	Someone else				
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If someone else:

Company name

Title	Mr	Mrs	Ms	Miss	Dr.	Other
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First name(s)

Last name

Preferred contact number

Alternative number

Email address

Full postal address	Address line 1		
	Address line 2		
	Town		
	County:	Postcode:	

Is this the owner of the site?	Yes	No
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D - Invoices

Who should we send any invoices to? Applicant Nominated contact Someone else

If someone else 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

E - About the site

Please provide the address where the work is taking place.

Site address: Same as applicant Same as nominated contact Somewhere else

If somewhere else

Full postal address Address line 1

Address line 2

Town

County Postcode

What is the local authority for the site?

Ordnance survey grid ref

Development description: Please provide as much information as possible, including information about the development overall (such as the number of residential dwellings, the floor area of any offices and the number of industrial units) and the work required.

Please send any supporting information alongside this form.
If you have any other Thames Water DS Reference numbers for this site, please include them here
e.g. DS1234567 – Connect to a public sewer

Anticipated first occupation date
(if unsure, please provide estimated dates)

MM YYYY

Anticipated final occupation date
(if unsure, please provide estimated dates)

MM YYYY

F - 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.

G - How to pay

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.

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 - Checklist and declaration

You must provide the following alongside your application:

- **Site plan** showing the site boundary and drainage layout, plus your proposed connection point (if known) and any third party land to be crossed (if applicable)
- **Non-refundable application fee**

If available, please also attach the following information to help us to process your application:

- Information from any surveys already undertaken
- Details and locations of any other utility services, such as gas and electricity
- Soils and borehole information, such as ground make up, soil types and depths
- Valid planning consent
- Proposed occupancy profile/programme for the development
- Any estimate of the charges that you've calculated yourself, based on our published 'charging arrangements for new connection services'

Declaration

I have read the guidance notes that relate to this application and I confirm to the best of my knowledge that the information in this application is complete and correct.

Signature

Name in BLOCK CAPS

Job title

Date

Please send your completed form and accompanying attachments by email to developer.services@thameswater.co.uk or by post to Developer Services, Thames Water, Clearwater Court, Vastern Road, Reading, Berkshire RG1 8DB.



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.