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
Please complete all sections of this form in BLOCK CAPITALS

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  Nominated contact  Someone else
(Please tick one. This person will also receive the quote.)

If someone else
Mr  Mrs  Ms  Miss  Dr  Other

If owner, which one?
1  2  3
(Please tick one)

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  Side extension  Rear extension  Basement
Underpinning  Front extension

Which local authority does the property fall under?

When was the existing property built?
D  M  YYYY

This may help determine whether you need a build over agreement.

How did you know you needed to apply?
Building control  Approved inspector  Thames Water website
Letter from Thames Water
Other:

If someone else
Mr  Mrs  Ms  Miss  Dr  Other

If owner, which one?
1  2  3
(Please tick one)

First name(s)

Last name

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

Email address
G - Working out the costs

Is the work taking place for someone entitled to Disability Benefit? Yes ☐ No ☐

Is the property: Domestic ☐ Commercial ☐
(Please tick one)

Designed for people to live in Used solely for business purposes

What is the diameter of the sewer? 160mm or less ☐ 161 to 375mm ☐ over 375mm ☐
(Please tick one)

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<thead>
<tr>
<th></th>
<th>Domestic up to 160mm</th>
<th>£343 £299 when applying and paying online</th>
<th>161 to 375mm</th>
<th>£687</th>
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</thead>
<tbody>
<tr>
<td>Commercial, industrial or new build property</td>
<td>up to 160mm</td>
<td>£687</td>
<td>161 to 375mm</td>
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<tr>
<td>Any sewer</td>
<td>over 375mm</td>
<td>£1,300</td>
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Costs relating to disabled applicant:

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<th>Domestic up to 160mm</th>
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<tr>
<td>Commercial, industrial or new build property</td>
<td>up to 160mm</td>
<td>£344</td>
<td>161 to 375mm</td>
<td>£344</td>
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<tr>
<td>Any sewer</td>
<td>over 375mm</td>
<td>£957</td>
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** Actual costs will be charged for sewers over 375mm, however a minimum deposit of £1,300 or £957 will be required with this application, depending on whether this is a disabled application or not. Any additional costs we incur will be invoiced accordingly. Cheques should be made payable to Thames Water Utilities Limited with the site address written on the back. If you wish to pay by Credit Card, please indicate your contact name and number here and we will contact you to take payment.

Card holder name

Telephone no.

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
2. Site plan @ 1:100 or larger, showing location of sewer and manholes
3. Sectional plan of buildings
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
6. Please ensure the sewer is clearly marked on the drawing showing its position.
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 be deemed as an incomplete application and result in the application being delayed or returned. No works should commence until approval has been granted. Any applications cancelled by the applicant will result in a charge to cover abortive costs, however once consent has been granted no refund will be given. Please note, by signing this application, you are not automatically granted approval.

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

Signature

Name in BLOCK CAPS

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

### Owner 2

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<th>Mr</th>
<th>Mrs</th>
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<th>Miss</th>
<th>Dr</th>
<th>Other</th>
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Getting in touch
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.