

# Building over or near 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.



# 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?

DD MM 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

(Please tick one)

Other:

## G - Working out the costs

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

Is the property: (Please tick one)  
**Domestic**  Designed for people to live in  
**Commercial**  Used solely for business purposes

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

Domestic	up to 160mm	£343 £299 when applying and paying online	161 to 375mm	£687
Commercial, industrial or new build property	up to 160mm	£687	161 to 375mm	
Any sewer	over 375mm	£1,300		

### Costs relating to disabled applicant:

Domestic	up to 160mm	Free	161 to 375mm	£344
Commercial, industrial or new build property	up to 160mm	£344	161 to 375mm	£344
Any sewer	over 375mm	£957		

\*\* 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](https://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

**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**

## 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](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.

