

# Adoption of an existing sewer

## Application form

You can go to our website [thameswater.co.uk/buildover](https://thameswater.co.uk/buildover) and apply online or complete this form and return to Thames Water, Developer Services, Clearwater Court, Vastern Road, Reading RG1 8DB



# Guidance notes

## Legislation

Legislation covering the adoption of sewers, which includes pumping stations and other accessories, is contained within the Water Industry Act 1991 (the Act). Section 102 of the Act covers the adoption of existing private sewers. Once adopted they become public sewers and will be maintained by Thames Water.

## Circumstances for adoption

When deciding whether Thames Water should adopt a private sewer we must have regard to all the circumstances of the case, in particular, the following points are taken into consideration:

- Whether the sewer is adapted to, or required for, any general system of sewerage which the undertaker has provided, or proposes to provide, for the whole or any part of the area;
- Whether the sewer is constructed under a highway or under land reserved by a planning scheme for a street;
- The number of buildings which the sewer is intended to serve, and whether (regard being had to the proximity of other buildings or future development) it is likely to be required to serve additional buildings;
- The method of construction and state of repair of the sewer; and
- In a case where an owner objects, whether the making of the proposed declaration under Section 102 of the Act would be seriously detrimental to him/her.

## Inspection of the sewer

If the sewer is one that Thames Water considers should form part of the public sewerage system and provided there are no fundamental legal objections, such as ownership disputes and appropriate design and location, we will inspect the sewer at the applicant's expense. This inspection will include a closed circuit television survey

If the sewer is defective, you will be required to bring it up to the specified standard, following which we will make a further inspection. The standards required are those set out in Sewers for Adoption - a Design and Construction Guide for Developers. Copies are available from the Water Research Centre web site at [www.wrcplc.co.uk/sfa](http://www.wrcplc.co.uk/sfa).

## Adoption

Before adopting the sewer, Thames Water must first give notice to the owner(s) of the sewer. Only after two months have elapsed and no objections have been raised, may we adopt the sewer.

Subject to the above and any legal formalities (for example the transfer of land for a pumping station and rights to discharge surface water to a watercourse) we will make a declaration of vesting, which completes the adoption.

### Your right to appeal

- If Thames Water refuse to adopt your sewer, you may appeal to OFWAT
- Anyone objecting to the proposal may also appeal to OFWAT

A request to appeal should be sent to the following address:

Office of Water Services  
Centre City Tower  
7 Hill Street  
Birmingham B5 4UA

## Applying for adoption of an existing sewer

When you apply to have a sewer adopted under Section 102, you must complete the application form together with the following items:

- A deposit of £1000 must accompany your application to cover our initial costs. All additional costs incurred throughout the adoption process will be recharged to the applicant.
- The parameters used in the design of the sewers and calculations (if available).
- The specifications of the materials and workmanship used in the construction of the sewer (if available).
- Location plan highlighting the sewer to be adopted and "as constructed" drawings.
- Details of all properties connected to the sewer.
- Confirmation that all owners of the sewer support the adoption of the sewer.
- The Developer's Health and Safety file prepared in accordance with the Construction Design and Management Regulation 1994, (if appropriate).
- Acceptable CCTV survey and report of the sewer.

# Application to adopt and existing 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 will receive all correspondence. This can be the property owner or someone acting on their behalf.

**Are you applying as?**

An individual

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**

**Email address**

**Full postal address**

Address line 1:

Address line 2:

Town:

County:

Postcode:

*Continued...*



## C. Nominated contact

Who should we contact to process your application?

Applicant  Someone else   
(Please tick one)

If someone else:

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:



## D. Landowners

Which landowners are entitled to use the site?

Applicant  Nominated contact  Someone else

If someone else:

Title Mr  Mrs  Ms  Miss  Dr.  Other:

First name(s)

Last name

Full postal address Address line 1:

Address line 2:

Town:

County:  Postcode:

If another owner:

Title Mr  Mrs  Ms  Miss  Dr.  Other:

First name(s)

Last name

Full postal address Address line 1:

Address line 2:

Town:

County:  Postcode:



## E. Location of sewer to be adopted

What is the address of the sewer to be adopted?

Same as applicant  Same as nominated contact   
Same as owner  Somewhere else  (Please tick one)

If somewhere else:

Site name

Full postal address Address line 1:

Address line 2:

Town:

County:  Postcode:



## F. About the site

What is your local authority?

Ordnance survey grid ref

VAT development classification

- New build house or flat
- Relevant residential or charitable
- Commercial, existing or other
- Listed
- Conversion
- Mixed



## G. Invoices

**Who should we send invoices to?**

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

**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**



## H. About the work

**How many properties are served by proposed adoptable works?**

Domestic

Industrial

**Are surface water sewers to be included in the adoption?**

Yes  No  Don't know

**If Yes, do surface water sewers discharge into a watercourse?**

Yes  No  Don't know

**If Yes, Is discharge consent with the regulatory authority? eg. Environment Agency**

Yes  No  Don't know

**Is there a legal right to discharge to a watercourse from the riparian land owner?**

Yes  No

(The owner of the land that the section of the watercourse crosses)

**Does the system subject to this adoption include a pumping station?**

Yes  No  Don't know

**If Yes, is the pumping station**

Foul water  Surface water

**Does any part of the sewerage system fall on private land?**

Yes  No  Don't know



## I. Enclose your documents

**Note:**

Documents must be in colour

**Site plan**

This is a general layout plan, showing all sewers that are to be adopted coloured in red. All non adoptable details i.e. roads, buildings, must be coloured in black.

**As built drawings**

This is a detailed drainage plan showing the proposed long section details including, size, pipe material and gradient, as well as all manhole cover and invert levels.

**CCTV report**

Any existing CCTV surveys of the adoptable sewer.

**Previous inspection reports**



## J. 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).



## K. Checklist and Declaration

**Please ensure that you have included the following items with this application form:**

- 1) Initial deposit of £1000. Your cheque should be made payable to Thames Water Utilities Ltd and the site address must be written on the back. If you wish to pay by credit card, please indicate card holders name and daytime telephone number.

**Cardholders  
name**

**Daytime tel no**

- 2) All requirements referred to in pages 6 and 7 of the Sewers for Adoption 6th Edition.

Failure to include any of the above will be deemed as an incomplete application and result in the application being delayed or returned.

I/we confirm that this application is complete and the information supplied is in accordance with Sewers for Adoption 6th Edition Addendum and Guidance Notes.

I/we undertake to pay Thames Water any reasonable costs incurred in preparing the adoption Agreement.

I/we understand that any cancelled applications will result in a minimum charge of £87 to cover abortive costs.

Please note, by signing this application you are not automatically granted technical approval or guaranteed adoption.

**Signature**

**Name in  
BLOCK CAPS**

**Date**



# Getting 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 8.00am-5.00pm



**Thames Water, Developer Services, Clearwater Court,  
Vastern Road, Reading, Berkshire RG1 8DB**

## If you have any other questions for Thames Water



[thameswater.co.uk](https://thameswater.co.uk)



**0800 980 8800**

- Queries relating to your bill
- Change of address
- Meter readings

Minicom service if you are deaf or hard of hearing 0800 316 6899

**0800 316 9800**

- For emergencies
- Other non-billing enquiries
- Literature

Minicom service if you are deaf or hard of hearing 0800 316 9898

To contact us from abroad +44 1793 366011



**Thames Water, PO Box 286, Swindon, SN38 2RA**



This leaflet can be supplied in braille or audio-tape upon request.