

# Adoption of a new 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 104 of the Act covers the adoption of private sewers to be constructed at a future date subject to an agreement with the sewerage undertaker. Once adopted they become public sewers and will be maintained by Thames Water.

Thames Water accepts the standards that are described in the latest edition of 'Sewers for Adoption - a design and construction guide for developers'. This is published by the Water Research Centre (WRC) and representatives of both the House Builders Federation and Water UK have been involved in its preparation. Implicit in the guide is that public sewers should be located in highways or public open spaces. Please note, this guide is available from the Water Research Centre web site at [www.wrcplc.co.uk/sfa](http://www.wrcplc.co.uk/sfa). Proposals submitted in conformity with 'Sewers for Adoption' can be checked rapidly and Thames Water limits its fees to those recommended in the guide.

## Applying for a new sewer adoption

When you apply to have a sewer adopted under Section 104 you must complete the application form together with all the relevant information set out in pages 6 and 7 of Sewers for Adoption together with the initial deposit of £500. A separate application form for each connection to the public sewerage system together with the appropriate fee or deposit should also be submitted.

Where a consent to discharge from the Environment Agency, British Waterways or Railtrack is required, the applicant must not agree to any conditions without prior approval from Thames Water.

In line with Government advice, Thames Water encourages wherever practical, the disposal of surface water 'on site' without recourse to the public sewerage system. Soakaways or infiltration areas should be used on free draining soils.

## Processing of your application form

- After the completed application has been received by Thames Water you will be notified within 5 weeks of the following:
- The acceptability of your proposals with an indication of what elements of the sewer(s) is adoptable.
- Thames Water's estimated cost for the works and the fee required before construction can commence. The fee will be the greater of £500 or 2.5% of our estimate. The fee is calculated using Thames Water's estimating to ensure consistency.
- The Developer is required to provide a Surety to be party to the Agreement who will be liable for a sum not exceeding 10% of the agreed estimated construction value of the Works (minimum value of the indemnity being £5000).

## The agreement

Our Technical Engineers will also request that our Legal Department prepare the necessary Agreement. This will incur a separate legal fee payable when the agreement is signed. No divergence from this Agreement will be accepted and any attempts to vary the standard Agreement will delay its completion and increase legal costs.

To enable our Legal Department to progress with the preparation of the Agreement, the security and copies of the required drawings must be sent to Thames Water one week after notification that Thames Water accepts your proposals. Where there are to be three signatories to the agreement, we will require twelve copies of all the agreed drawings that form part of the Agreement, with a further three copies for each additional signatory.

You must notify Thames Water when construction is due to start and pay us the balance of the fee. During construction we will inspect the works from time to time.

### **Maintenance period**

The sewers remain your responsibility for 12 months after the provisional certificate. During the construction Thames Water will regularly inspect the work.

With regards to pumping stations, Thames Water offers a service for receiving and reporting telemetry faults or alternatively the complete maintenance of the stations. Details of this service are available on request.

No later than 2 months before the issue of the provisional certificate, you will be required to jet clean the sewers to enable a closed circuit television survey to be carried out. At this stage, you will also be required to provide us with copies of the 'as built' record drawings.

The Developer's Health and Safety File, prepared in accordance with the Construction (Design and Management) Regulations 1994 (CDM Regulations), should be available prior to issue of the provisional certificate.

Your attention is drawn to the following:-

- Section 20 of the Schedule of Agreement (Transfer of Land and Maintenance Arrangements).
- When a surface water sewer will discharge to a watercourse, all necessary consents must be obtained, subject to the prior approval of Thames Water. It should be noted that Thames Water only accepts uncontaminated surface water into its public surface water sewers, which do not require a discharge consent from the Environment Agency. In addition, a permanent right to discharge must be obtained from the riparian owner of the land subject to the prior approval of Thames Water.
- Highway drains and drainage must not be connected to the sewer without Thames Water's agreement.

### **Adoption of Sewer(s)**

Following the end of the 12 month maintenance period, Thames Water will make the final inspection and, on completion of any outstanding remedial work, a final certificate and certificate of vesting will be issued. Please note, completing the attached application does not guarantee that we will adopt the sewer.

You must not start any work until you have received a signed/ sealed Agreement.

# Application to adopt a new 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  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

Email address

Full postal address

Address line 1:

Address line 2:

Town:

County:  Postcode:



## C. Nominated contact

Who should we contact to process your application?

Applicant  Someone else   
(Please tick one)

If someone else:

Company name

Continued...

**Title** Mr  Mrs  Ms  Miss  Dr.  Other:

**First name(s)**

**Last name**

**Preferred contact number**

**Alternative contact number**

**Email address**

**Full postal address**

Address line 1:

Address line 2:

Town:

County:  Postcode:



## D. Site owner

**Who owns 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:

*Continued...*

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. Where the work is taking place

Site address?

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

Type of development

New housing  New commercial  New industrial

Other

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  The owner  Someone else

This person will also receive the quote.

(Please tick one)

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:

Email address



## H. Section 104

Who should we send the 104 draft agreement to?

Select all that apply

Applicant  Nominated contact  The owner  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:

Continued...

**If another:**

**Title**

Mr  Mrs  Ms  Miss  Dr.  Other:

**First name(s)**

**Last name**

**Full postal address**

Address line 1:

Address line 2:

Town:

County:  Postcode:





## I. About the work

Proposed start date  
for construction of  
new sewer

DD MM YYYY

Proposed end date  
for construction of  
new sewer

DD MM YYYY

Estimate of first  
occupancy date

DD MM YYYY

How many properties  
are served by proposed  
adoptable works?

Domestic

Industrial

Do surface water sewers  
discharge direct to  
sustainable drainage?

Yes  No  Don't know

If Yes, type of  
sustainable drainage?

Balanacing pond  Soakaway  Watercourse

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  Both

Is any part of the  
sewerage system to be  
adopted under private  
land?

Yes  No  Don't know

Estimate construction  
cost of proposed  
adoption works



## J. Enclose your documents

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

Please submit 2 copies of all documents, which must be in colour.

- Site drainage plan** This should show the proposed adoptable sewer, its proposed position, size, pipe material and gradient. Include all manhole cover and invert levels and any unusual design attributes.
- Site phase plan** This should show phase sequence and numbering for multi-phase developments only.
- Longitudinal drawing** Section plan showing proposed sewer, pipe sizes and gradients.
- Manhole schedule** Schedule of all adoptable manholes to include type, size, depth and cover/invert level.

**Note:**

Once the plans have been approved you will need to send us ten coloured copies of the approved plan(s) showing the location and proposed layout of the sewer(s) and pumping station(s) to be adopted in PDF format. These are required as they will be distributed as part of the section 104 agreement.



## K. 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).



## L. Checklist and Declaration

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

- 1) Application/technical vetting fee of £500. Your cheque should be made payable to Thames Water Utilities Ltd and the site address must be written on the back. Alternatively you may pay by credit card by calling our contact centre on 0800 009 3921. The initial fee covers administration costs and an initial assessment of the sewers offered for adoption.
- 2) Provide the information referred to in our Addendum to Sewers for Adoption 7th Edition.
- 3) Two copies of your drawings.

Failure to include any of the above will be deemed as an incomplete application and result in the application being delayed or returned. Please note, in some cases Thames Water may have to ask for submitted design/layout to be amended due to flooding or attenuation.

I/we confirm that this application is complete and the information supplied is in accordance with the current Sewers for Adoption 7th Edition.

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

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.