

# Adoption of a proposed lateral drain

Application for the adoption of a proposed lateral drain under Section 104 of the Water Industry Act 1991.

For more information:

**W:** new.connections@hdcymru.co.uk

**T:** 0330 678 1481

**Please ensure all relevant sections of the application are completed and refer to the attached support notes.**

## Contents

<b>Section 1</b>	Applicant's details
<b>Section 2</b>	Site details
<b>Section 3</b>	Standard water connections
<b>Section 4</b>	Plumbing details
<b>Section 5</b>	Checklist and payment
<b>Section 6</b>	Declaration

## Section 1

### 1a. Applicant's details

Contact name Note 1.1

Address Note 1.2

Postcode

Telephone number

Mobile number

Email address

Registered company number Note 1.3

### 1b. Agent/consultant details (only complete if you use an agent or consultant) Note 1.4

Agent/consultant name

Agent/consultant address 1.2

Postcode

Telephone number

Mobile number

Email address

Registered company number Note 1.3

### 1c. Site details

Site name

Address Note1.5

Postcode

X Coordinates

Y Coordinates

Who should we be corresponding with?

Applicant

Agent

Related application reference:

Note 1.7

Official use only:

## Section 2: contract details

Name of contractor: Note 2.1

Address of contractor Note 1.2

Postcode

Telephone number

Mobile number

Email address

Registered company number Note 1.3

## Section 3: Construction and Design Management (CDM) Regulations 2015

**Note:** for information on the Construction and Design Management (CDM) Regulations 2015 please visit [www.hse.gov.uk](http://www.hse.gov.uk)

1. Is your project notifiable?      Yes      No      **If no** please move to the next section

**Note:** your project is notifiable if construction work lasts more than 30 working days or involves more than 500 days.

2. Has the Health and Safety Executive been notified that your project is notifiable?      Yes      No

If yes, please tell us the Hafren Dyfrdwy account number: **Note 3.1**

**Note:** if No, you need to contact the HSE at [www.hse.gov.uk](http://www.hse.gov.uk) to advise that your project is notifiable before you submit this application form.

2. If yes to 2, have you appointed a CDM co-ordinator? **Note 3.3**      Yes      No

Name of CDM Co-ordinator:

Address (including postcode)

Contact name:

Email address

Mobile number

Telephone number

Name of Principal Contractor:

Address (including postcode)

Contact name:

Email address

Mobile number

Telephone number

## Section 4: Local council details

Name of local council: Note 4.1

Local council planning consent ref: Note 4.2

Outline consent date: Note 4.3

Full consent date: Note 4.4

Please provide any conditions attached to the consent

## Section 5: Infrastructure credits

1. Please provide details of any premises on the site in the last five years (including details of the former use of the premises and whether those premises have been demolished), as credits against infrastructure charges may apply.

Note 5.1

Previous occupier postal address including postcode	Demolition date	Former use	Water Account no

If details of more premises are known please provide these on an additional sheet and attach it to the application form when it is submitted.

2. If available, please provide water fittings details for the above premises in the table below.

Note 5.2

Previous water fittings	Total
WC flushing cistern	
Wash basin in a house	
Wash basin elsewhere	
Bath (tap nominal size $\frac{3}{4}$ 0.75in / 20mm)	
Bath (tap nominal size larger than $\frac{1}{2}$ 0.5in / 15mm)	
Shower	
Sink (tap nominal size $\frac{3}{4}$ 0.75in / 20mm)	
Sink (tap nominal size larger than $\frac{1}{2}$ 0.5in / 15mm)	
Spray tap	
Bidet	
Domestic appliance (e.g. dishwasher, washing machine, waster disposal unit)	
Communal or commercial appliance	
Any other water fitting or outlet (including a tap, but excluding a urinal or water softener)	

**Note:** infrastructure charges will be charged in accordance with our Charges Scheme.

3. Do you wish to pay the infrastructure charges in advance of the connection being made? Yes No

If no, please note that you will be invoiced separately once the connection has been made.

## Section 6: Drainage

1. Are you applying for the adoption of foul sewers?	Yes	No
2. Peak foul discharge (litre/second):		
3. Are you applying for the adoption of surface water sewers?	Yes	No
4. Peak surface water discharge (litres/second):		
5. Does the site include a pumping station?	Yes	No
6. Does the site include a Sustainable Drainage System?	Yes	No

## Section 7 - Development profile

Total number of properties:

Anticipated start date:

Anticipated start date:

Please continue to next section overleaf.

## Section 8: Checklist

Required information and drawings are needed to progress with your application.

Please insert a tick in each appropriate box in the first column to indicate that the information has been included and return this list with your application. Incomplete applications will be returned in full.

Information and drawings required	For applicant to complete	HD to check for to complete completeness and correctness
<b>Layout Plan (min scale 1/500)</b>		
Buildings layout		
Sewers layout (coloured brown/foul; blue/surface water; red;combined)		
Existing public sewers (black)		
Easements (yellow)		
Site boundary (edged green)		
Manhole references		
Manhole cover and invert levels		
Pipe sizes, gradients and materials		
<b>Manhole Schedule</b>		
Manhole references		
Invert and cover levels		
Manhole type		
Cover type		
<b>Construction Details</b>		
Manhole drawings – special manholes only that deviate from Welsh Ministers Standards for Gravity Foul Sewers or Sewers for Adoption 7th Edition		
<b>Relevant Consents</b>		
Planning approval		
Pumping Station Details (where a private station is to be installed)		
Pumping Station Specification sheet from manufacturer		

## Section 9: Declaration (to be signed by the applicant):

Please advise me of the estimated cost and programme for adopting sewers for the above named development. In this respect, I will provide any relevant information required by Hafren Dyfrdwy Ltd.

I understand that the submission of this form is to be treated as a preliminary enquiry and does not commit me or Hafren Dyfrdwy Ltd, save as set out below. In particular, I understand that Hafren Dyfrdwy Ltd does not authorise or hold itself responsible for the reimbursement of any expenses incurred in any design work undertaken by me without the express approval of Hafren Dyfrdwy Ltd.

I confirm that if following the provision by Hafren Dyfrdwy Ltd of the estimated cost and programme, I require further or revised estimates and programmes for the adoption of the sewers for the above named development, I will pay Hafren Dyfrdwy Ltd's costs and will provide such advance payment as they may reasonably require. Upon my acceptance of the estimated cost and programme, I will enter into a formal written agreement with Hafren Dyfrdwy Ltd for the adoption of the sewers.

I also confirm that if the adoption does not proceed I will reimburse Hafren Dyfrdwy Ltd's reasonable abortive costs in preparing the estimated cost and programme.

If there is more than one applicant, please photocopy this declaration page and ensure that each applicant returns a signed copy.

### By signing this form I confirm:

- That the Applicant is the owner / occupier of the land or existing premises in which the sewers are being adopted.
- That all statutory requirements, including without limitation the Water Industry Act 1991 and the CDM Regulations

2007 (as amended), shall be met

- That I have read the New Connection Charges leaflet and understand the charges that are applicable to sewer adoption
- (if signing on behalf of a Company) I am a duly authorised representative of the Company and can bind the Company accordingly.

Signed

Date

Full name in capitals

Company name (if signing on behalf of a company)

Address

The information you provide to us in this application will be used for the purposes of providing a water main and in turn the setting up/amendment of your account with us. We will provide you with our water main design proposals, the estimated costs and programme.

Please note that we will only discuss this new connection with those parties identified on the application.

Should you make any changes to this information you must inform us as soon as possible so as not to delay your application.

Please return this form with supporting documents to:

**Hafren Dyfrdwy Ltd**  
**PO Box 5311**  
**Coventry**  
**CV3 9FL**

Or email them to [new.connections@hdcymru.co.uk](mailto:new.connections@hdcymru.co.uk) in a zip file.

## Support notes:

**IMPORTANT NOTE:** Insufficient or inaccurate information may result in delays in the processing of your application.

### Note 1: Applicants details

1.1 The Applicant is the owner/occupier of the site that requires the connection. It is this individual/company that is responsible for the content of the application form and accepting the conditions laid out in the application declaration.

1.2 Please ensure that the complete address and contact details are provided. These address details may be used for future contact and correspondence.

1.3 Registered Company Number: The registration number of the business as issued by Companies House ([www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)).

1.4 We will accept an application form that has been completed by an Agent/Consultant, however, the Applicant remains responsible for the content of the application and must sign the application form.

1.5 Please provide as much of the site address as is available at the time of the applications submission.

This address MUST contain: Road name, Town/city, County.

1.6 The Ordnance Survey reference is a 12 digit grid reference split into two 6 digit numbers (X and Y).

This can be obtained from [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

1.7 If you have made a development enquiry or submitted any applications that are linked to this site please provide the

reference numbers. This will help us process your application.

### Note 2: Contractor details

2.1 For water connections the contractor will be the company that will be completing the work on site. For sewer connections the contractor will be the company that will be making the actual connection.

### Note 3: Construction, Design and Management (CDM) Regulations 2015

3.1 Your project is notifiable if construction work lasts more than 30 working days or involves more than 500 person days.

**IMPORTANT NOTE:** If your project is notifiable you will have to appoint a CDM co-ordinator, if you have not Hafren Dyfrdwy cannot process your application form.

3.2 More information regarding the Health and Safety Executive (HSE) and how to contact them can be found at [www.hse.gov.uk](http://www.hse.gov.uk)

3.3 CDM Co-ordinator (Definition): The person appointed to advise and assist the client on how to comply with the CDM Regulations during the project, and to ensure that suitable arrangements are made and implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase.

Only appointed on notifiable contracts.<sup>1</sup>

3.4 Principal Contractor (Definition): The duty holder who is required to ensure effective management of health and safety throughout the construction phase of the project. Their main duty is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that hazards are identified and risks are properly controlled.<sup>2</sup>

<sup>1</sup> Definition taken from The HSE Industry guidance for CDM Co-ordinators

<sup>2</sup> Definition taken from The HSE Industry guidance for Principal Contractors



**Note 4: Local Council details**

4.1 Please provide the name of the Council authority that has provided planning permission construction on the site.

4.2 Please provide the unique reference number for the planning permission issued by the Council authority.

4.3 Outline consent: A form of planning consent designed to test the principle of whether or not a development is acceptable. The planning authority can request any level of detail they think is necessary to reach a decision, although usually, only a minimal amount of information is supplied. Outline consent does not authorise construction, only that the site is suitable for development.

4.4 Full consent: A detailed planning assessment that will provide consent for construction to start, as well as confirming the future use of the site.

**Note 5: Infrastructure Credits**

5.1 Infrastructure charges fund the maintenance of our local water and sewerage networks needed to service additional demand.

These charges are made under Section 146 of the Water Industry Act 1991. Liability for infrastructure arises when newly created premises are connected to the public water or sewerage systems and can receive water for domestic purposes. On redevelopment sites a credit is given for each premise which had a water connection in the last five years.

Infrastructure charges will be included in the quote you receive for the water supply connections (although payment is not legally required until the water connection has been made).

Please refer to our current charges scheme which sets out further information relating to infrastructure charges (Please note this does not apply to the connection charges which must be paid in advance).

Please be aware that if you do not know the account number for the former premises this will not prevent the application from being processed, however this information will allow the application to be processed faster.

5.2 Additional premises information MUST contain the information that is requested in the table shown in question 1.

**Note 6: Drainage**

6.1 Foul water is the waste water from your toilet, bidet, bath, basins, sinks, washing machines, dishwashers and showers etc.

6.2 Surface water is rainfall as it collects around your property.