



Guidance notes for applications for sewer diversions and requisitions

How the process will work:

We will acknowledge receipt of your application within 3 days. At the same time, if your application is for a minor sewer diversion we will either accept the minor status or confirm that the scheme must be treated as a major scheme, providing the reasons why this is so. Please note that the status of a minor / major diversion may change after this, for example if a site visit reveals engineering complexity or if significant environmental risks are discovered.

We will then ask our Design Consultant to provide a cost for the scheme within 4 weeks of your application. If your scheme is a major sewer diversion or a sewer requisition, this will be an estimate provided by our Design Consultant. Further design and supervision fees (or design checking costs if you or your Consultant have designed the sewer diversion), as well as management and overhead costs will apply to these schemes. If your scheme is a minor sewer diversion, the construction cost will be provided by a Contractor and there will be no additional costs to pay other than the actual construction cost – all other costs will be covered by the deposit that you will have already paid. If you choose a fixed price construction option (see section 4), the construction costs will not be recalculated on completion. If you choose a tender option for construction, then the construction cost will be recalculated on completion – please note that costs can go up as well as down; therefore you may be required to pay additional costs should they become necessary.

In either case, you will be given details of additional costs due as well as a legal agreement to complete and return, both of which must be received by South West Water before the sewer diversion or requisition can progress. You may choose to defer payment of the construction costs for major sewer diversions or sewer requisitions until we provide you with a Contractor price later in the process, however you will always be required to pay the design and supervision fees plus the management and overhead costs before the scheme can progress.

Upon receiving the appropriate costs and completed legal agreement, South West Water will either instruct their Design Consultant to undertake further design work and obtain Contractors' costs for construction (for a major sewer diversion or sewer requisition), or instruct a Contractor to mobilise and start on site (for a minor diversion or for schemes where you or your Consultant have undertaken the design work).

If you have chosen a tender option for construction, and if there are any justifiable additional costs due, you will be notified as soon as we are aware of them, and again when we receive the actual costs from the Contractor. Once construction is complete, our Design Consultant will collate all necessary records from the Contractor and then assess and agree the final account with them. We will then send you a summary of the scheme costs. If your scheme is recalculable on completion, we will let you know either how much will be refunded to you, or how much the additional costs are due.



A sewer diversion can be classified as minor if **all** of the following criteria are met:

- The diversion is all on site, on land owned by the person(s) named in section 1.2
- No streetworks or third party land entry are necessary
- No specialist input is required (e.g. geotechnical, environmental or structural)
- You have answered no to all the environmental questions in sections 2.7 & 2.8
- The sewer to be diverted is a gravity sewer less than 300mm in diameter
- No pumping station is necessary
- The sewer diversion is likely to take less than 6 weeks to construct
- The sewer diversion is likely to be less than 3m deep

South West Water reserves the right to reclassify any sewer diversion as major at any time. Should this be necessary, we will inform you in writing as soon as possible and advise you of the additional costs necessary.

SECTION 1 - APPLICANT (CORRESPONDENCE ADDRESS)
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1.1 Applicant

The person or company applying for the sewer diversion or requisition.

1.2 Please supply the landowner's details if you do not own the site

Only the owner or occupier (with the owner's permission) of the site has the right to require South West Water to provide a sewer.

South West Water will process applications from other parties, provided they are acting with the approval of the owner / occupier as their **sole** representative regarding the new sewer.

If you are not the owner or occupier of the site, please provide a letter, fax or email and the owner / occupier's signature on our application form to confirm their approval for you to act on their behalf.

SECTION 2 - SITE

2.1 Address of the site

This will be the property /site requiring the sewer requisition and/or diversion

Site Contact

This should be the person co-ordinating all on-site works on the Applicant's behalf. This is the person South West Water's Design Consultant and Contractors will contact to arrange site meetings, plan work, etc.

Pre development reference number

This only requires completing if you have previously made a pre development enquiry and have an existing South West Water pre development reference number.



2.2 Information to be supplied in accordance with the Construction Design and Management Regulations (CDM) 2007

The Construction Design and Management Regulations (CDM) 2007 are a set of regulations intended to improve the health and safety standards on construction sites. As a client you have responsibilities under these regulations. The booklet 'The Construction (Design and Management) Regulations 2007: Industry Guidance for Small, One-off and Infrequent Clients', which is currently available from http://www.cskills.org/uploads/CDM_Clients4web_tcm17-4640.pdf, helps to identify these duties.

The information to be supplied in this section of the application will help to ensure that all parties are able to communicate fully with each other and should assist the processes involved with design and installation of the sewer.

South West Water has a duty to ensure the safety of its personnel, contractors and customers. Any risks to either need to be identified and highlighted at an early stage.

Providing drawings in DWG or AutoCAD format, if available, will help us to maximise efficiency in processing your application.

2.3 Planning Permission

Please provide the required details of your planning permission. If you have not received planning permission, then South West Water will not be able to proceed with your application.

2.4 Type of Development

Please indicate the type and number of dwellings or units you are planning to construct. This will enable us to design a sewer layout to suit the size of your development.

2.5 Phasing information for installation of sewer

If the site is to be constructed in several phases, please provide a plan indicating where each phase is located. The phasing of sewer laying will affect the cost of the work and may affect the contribution you are required to pay. It is in your interest to describe the phasing accurately as this may reduce the likelihood of incurring charges due to extra visits being required.

2.6 Site Build Rate

This will assist us in ensuring the correct number of phases is included for the job. It will also give us an indication of South West Water's income from the new builds and the likely duration of construction on the site.

2.7 Site Investigation Details

Please describe in as much detail as possible the previous use(s) of the land being developed, giving details of any buildings on the site (existing or demolished) and the type(s) of use(s) of the land (e.g. residential, industrial, agriculture, waste land, etc). In particular, you should identify if there are / have been potentially contaminative historic and / or current land uses Identified or recorded on site.

Has any contamination been recorded/identified on or near the site? Certain ground contaminants dictate the type of material and method used in the installation of the sewer. For example, you must consider whether or not potentially contaminated soils and / or groundwater have been encountered or recorded on site.

The assessment of contamination on a site is a specialist task. If you have not had a competent specialist assessing the contamination risk then you should tick the 'don't know' box. If you do this then South West Water may undertake their own assessment at your cost, although costs will be kept as low as possible.



This may not affect your ability to apply for a minor sewer diversion, however should it be necessary to re-classify your application as a major sewer diversion due to contamination investigation, we will inform you in writing as soon as this becomes known.

If you state NO then please note that South West Water will rely upon this information in the design and this will form part of a future legal agreement between the parties.

If the Local Planning Authority have requested any reports or further information from you relating to ground conditions, contamination or previous land use; if a desk study and/or site investigation detailing ground conditions has been carried out for this site, if laboratory analysis for soil and/or water samples from this site have been undertaken to identify any possible ground contamination or if you have any other information relating to ground conditions or contamination, please include copies of any associated reports, letters and/or documents. If no soil survey has been carried out, South West Water may request one at your expense, although once again costs will be kept as low as possible.

Are you required to provide an Environmental Impact Assessment by the Local Planning Authority? If you are, please include a copy with your application.

2.8 Detailed Site Questions

Please specify what type(s) of sewer you are requisitioning or diverting as applicable. If you are requisitioning a surface water sewer, we will need to know the approximate areas of Highway and Private drainage.

If you are able to answer any of these further questions then this will help the design process and ensure that any relevant guidelines and regulations are adhered to in the installation of your sewer.

SECTION 3 - DRAINAGE

Please indicate whether the property / development will be connected either directly or indirectly to the public sewerage system maintained by South West Water.

If you have answered yes to the above question, please indicate the type of drainage on the development.

If you have answered no to the question i), please indicate what means of disposal you will be using.

Please indicate if soakaways are to be used for surface water drainage.

SECTION 4 - DIVERSION PRICING OPTIONS

Please indicate the type of pricing option you wish to use:

Fixed Price with Partnering Contractor

The work will be priced and billed according to the negotiated rates in place for South West Water sewer maintenance work.

Tender using South West Water approved list of Contractors

The scheme will be issued to a number of Contractors for them to provide an estimate of the cost for the work. These Contractors will be chosen using factors such as location, recent performance on similar



schemes or scale of scheme. The total cost for the scheme will be re-calculable upon completion. You will then be sent a credit note for deductions or an invoice for additional costs due.

Fixed Price using South West Water approved list of Contractors

The same conditions apply as above, except that the Contractors will provide a fixed cost for the work. The total cost for the scheme will not be re-calculable upon completion.

Sole Tender using nominated Contractor

You may feel it would be beneficial to nominate one Contractor to carry out the work. This is particularly applicable where you already have a South West Water approved Contractor working on site as a ground worker. Should you wish to use an alternative Contractor, the Contractor must seek South West Water approval prior to works commencing. The work will not be allowed to commence using a non-South West Water approved Contractor. The total cost for the scheme will be re-calculable upon completion. You will then be sent a credit note for deductions or an invoice for additional costs due.

Sole Fixed Price using nominated Contractor

The same conditions apply as above, except that the total cost for the scheme will not be re-calculable upon completion.

SECTION 5 - VAT

It is important to select the relevant type of property to ensure the correct VAT is applied to the charges. Civil engineering services include connections and new sewers.

New Domestic Dwelling – Civil engineering services provided in the course of construction of a building designed as a new dwelling, or number of dwellings, will be zero rated.

Domestic Conversion – Civil engineering services provided in the course of certain domestic conversions may qualify for the reduced rate of VAT. Please note that for the reduced rate to apply all work must be carried out within the immediate site of the development, (i.e. in land owned by the person(s) named in section 1.2). **Please note that where the connection is made off site, (outside of land owned by the person(s) named in section 1.2) current interpretation by HMRC of VAT legislation will not allow the reduced rate to be applied.**

Relevant residential / charitable – Civil engineering services provided in the course of construction of a building intended to be used solely for a relevant residential purpose or relevant charitable purpose, may be zero rated. **For zero rating to apply you will need to provide evidence that the building qualifies for the intended purpose. For charitable purposes please provide the charity number.**

Listed Building - Civil engineering services provided in the course of carrying out approved alterations to a listed building may be zero rated. **For zero rating to apply you will need to provide evidence that the building is both listed and that the alterations required have received listed building consent. You will also need to provide your Customs and Excise certificate number to qualify for zero rated VAT**

SECTION 6 - ADDITIONAL INFORMATION



Would you like us to arrange a site meeting? Please indicate if you would like us to arrange a site meeting to discuss the sewer provision for your development.

Please reference in the table any drawings and calculations you have submitted with your application.

SECTION 7 - DECLARATION

In signing the declaration you are applying for a new sewer connected to South West Water's wastewater system. Such a supply will be designed by South West Water (if required) based upon the information provided in the application.

You must include the following with your application

Site Plan – Clearly showing the layout of your site with proposed positions of all the buildings, roads, trees, points of access to the site, preferred route of services and at a scale of 1/500 or less. The site boundary must be edged in green.

Site Location Plan – Clearly showing the location of the site in relation to the nearest Public Highway (or with Grid Reference) and the surrounding geography and with a scale of 1/2500.

Submitted design for a sewer diversion – If you are choosing to submit your own design for a sewer diversion then this should be done in accordance with sewers for Adoption 6th Edition, A Design and Construction Guide for Developers. Part 2 outlines how the sewer should be designed. Appendix VI outlines how the drawings should appear and what information should be shown. In addition to this we would expect a long section for the proposed sewer showing sewer materials, gradients, chainage, manhole types and cover and invert levels. All levels must be referenced to Ordnance Datum. A manhole schedule must be included. Appropriate standard construction details should be provided. A copy of any hydraulic calculations you have done should be provided. You will need to provide a CCTV survey of the existing sewer to be abandoned. If your submitted design is incomplete or incorrect you will be allowed a further submission with no increase in charge. If this resubmission is still incomplete or incorrect then the review of any further submissions will be charged at an appropriate rate. This will be included in the final cost of the works.

Copies of relevant reports – Please provide copies of any reports you confirm have been undertaken in section 2.7 or 2.8.

Deposit (all plus VAT if applicable) – One of the following must be included with your application:

- For all Minor Sewer Diversions designed (including those designed by you or your Consultant), £1,850, which will reduce to £1,500 if you are able to provide a recent CCTV survey of the sewer(s) to be diverted with your application. This is a fixed cost and covers all scheme costs other than construction.
- For all other Sewer Diversions (including those designed by you or your Consultant) and Sewer Requisitions payment of £1,000 per scheme must be included with your application. There will be additional design and supervision fees and management and overhead costs due at a later stage as well as the construction costs.

This will be deducted from the final cost of your scheme. If the final cost of the scheme is less than your deposit then the outstanding amount will be refunded on completion of construction.



To be included if applicable

Letter / fax / email or authorisation - If the applicant is not the owner or occupier of the site, a letter, fax, or email from the owner / occupier confirming that the applicant has authorisation to act on their behalf must be attached to the application along with a signature in Section 1.

Evidence for VAT reduction - Relevant evidence for reduced rate or zero rated VAT if your application relates to a relevant residential / charitable, listed building or domestic conversion site.