

Guidance notes for small build minor sewer diversions

How the process will work:

In addition to our standard sewer diversion process, South West Water offers customers the option of carrying out their own design and construction of sewer diversions/re-lays required as a result of a build over application being unsuccessful. This process allows you to appoint your own builder or contractor to carry out the works.

The following criteria must be met in order to be eligible for the small build process:

- You are a private customer carrying out improvement works to your existing property or constructing an infill property.
- The sewer works will be carried out wholly within your curtilage, i.e. no third-party land or highway/public right of way is affected
- The sewer is no more than 3m deep
- The sewer is no more than 225mm in diameter
- No more than 10 properties are connected upstream
- The sewer does not carry pumped flows
- There are no special technical requirements, e.g. engineering difficulty, geotechnical, structural or environmental issues.

You will need to submit details of your proposals via the build over application form. This will be reviewed to establish whether you can continue with your project without needing to divert or replace the existing sewer.

Should your application to build over or close to the existing sewer be unsuccessful, for example because further work is required to protect our assets, you will be sent a letter advising you to contact us to arrange a site visit. We will then arrange for an inspector to visit you on site within 10 working days to discuss your proposals and look at the options available to you. These could include altering your proposed building footprint, re-laying the affected sewer in situ (i.e. along the existing line) in a preferred material, or diverting the sewer to avoid the proposed building works. This will give you the opportunity to put forward any suggestions or concerns you have and to talk these through with the inspector. Once you are agreed on the way forward, the inspector will take measurements and photographs and ask you to sign off a record of the key points of your discussion, as well as the agreed approach and sketches. We will also discuss your proposed programme and ensure you understand the remaining process.

Within two working days of the site visit we will send you a copy of the inspector's records and confirm the fee for the small build process, asking you to confirm in writing to us that you wish to proceed. Within a further two days of receipt of your written confirmation to proceed, we will issue a legal agreement letter which outlines the responsibilities of both parties, lists additional information required from you, and requests your payment. See **Additional information** section for further details.

On receipt of your signed agreement, payment and additional information we will carry out a number of administrative and technical checks, responding to you with the outcome within three working days. Should the information you provide not meet our requirements, we will talk this through with you and you will be given the opportunity to submit any missing or revised information with no increase in fee. Should there be a need for further submissions following this, we will have to charge at our project co-ordinator's hourly rate for processing this.

Once we are satisfied with the information supplied by you, we will contact you to agree a start on site date. We will require a minimum of 10 working days' notice of proposed start on site in order to schedule our inspector. You or your builder/contractor are responsible for carrying out all the preparatory work (including warning upstream customers, stopping up and managing flows, cutting into the existing pipe), construction work, and backfill and reinstatement. Trenches should be excavated in advance of the inspector's attendance on site, and should be ready for placing of bedding material. Our assets should not be interfered with prior to their attendance e.g. stopping up or cutting out. The inspector will monitor the works until the new sewer has been satisfactorily backfilled and the existing sewer has been abandoned and disposed of as agreed.

The inspector will observe the installation of the new pipework and chambers, and will ask for rectification if not satisfied with the workmanship or compliance with agreed proposals. Once the pipe is installed as required, the inspector will note satisfactory completion of the installation and will allow you to transfer flows to the new sewer.

Following transfer of flows you will be required to carry out a CCTV survey. This should be arranged for the day of completion. The CCTV contractor appointed should produce a report complying with the WRc Model Contract Document for Non Man Entry Sewer Inspection Third Edition (available to purchase [here](#)) and UK Water Industry Manual of Sewer Condition Classification Fifth Edition (available to purchase [here](#)). The inspector will witness the CCTV being carried out and will request immediate rectification of any defects. Once they are satisfied with the internal condition of the new sewer, and that all joints, laterals and chamber connections have been correctly made, they will note this on their record and will allow you to commence backfilling the trench. We require you to provide us with a fully working digital copy of the CCTV and report within five working days of completion of the sewer installation.

You will need to abandon and dispose of the existing sewer and chambers as per the agreed proposals. Note that these are considered hazardous waste and will require appropriate disposal. We will ask to see confirmation of your disposal arrangements prior to the work and a copy of the waste receipt should be forwarded to us once disposal has taken place.

Once backfilling of the trench is complete, the inspector will produce an as-built record drawing and complete manhole record cards on your behalf. You or your builder/contractor will be required to countersign these as confirmation of the works completed. Final reinstatement may be carried out by you at a later date, without our inspector being present.

We will issue you with a letter confirming that you can proceed with your building works and will then commence the vesting process, where the new sewer asset is formally transferred to South West Water's ownership. Until this point you are considered to have beneficial use of the new sewer.

Additional information

The additional information required comprises the following:

- A detailed, dimensioned scale drawing of the existing and proposed sewer arrangement, clearly distinguishable, in relation to your property and the proposed building works. This is to include any chambers or manholes. Proposed depths, materials and diameters should be noted on the drawing. For replacement in-situ manhole depths are to be detailed, and for a more complex diversion relative levels will be required to ensure an appropriate gradient is achieved. The sewer must be design in accordance with CESWI 7th Edition and Sewers For Adoption 7th

Edition, or any subsequent revisions or variations thereof. A version of Sewers for Adoption 7th Edition for small building projects is available for free download [here](#)

- Risk Assessments and Method Statements specific to the sewer replacement works. Examples of items to be covered will be included in the agreement letter. An experienced builder/contractor should be capable of carrying this out on your behalf. You may find useful information on the [HSE website](#)
- A programme of work.

Health and safety

You are responsible for health and safety throughout the works and must provide a safe working environment for yourself, your contractors and any visitors to the site, including our inspectors and other staff. However, if our inspector witnesses any behaviour or conditions they consider to be a threat to health and safety, they have the authority to stop the works until these are addressed satisfactorily.

You may find useful information on the [HSE website](#).

Feedback

We ask you to take the time to fill in a very brief feedback card, where you rate us 1 to 5 on your experiences with the process. This is very valuable to us and enables us to continually improve our service.

Cost

Please refer to the Developer Services Charges Scheme for the current charge for this process.

This charge covers review of your application, initial site visit by our Inspector, review of your proposals and RAMS, one day's Inspector attendance on site during construction, production of as-laid records, and legal costs including vesting of the new sewer.

Should it be necessary for the Inspector to attend site for more than one day during construction, this will be charged to you based on our 'Further days inspection' rate.

You will be responsible for CCTV costs and all other costs relating to the works, including labour and materials.