



South Staffs Water

# Application for Standard 25mm New Water Connections

## When to use this application form

This form can be used to apply for a Standard 25mm water supply for the following types of connection:

- Household
- Non-household
- Property conversion

If you require a connection of 32mm or larger please use our Non-standard Connection form which can be downloaded from our website or if you contact Developer Services we can send it to you by email or post.

Where applicable the completion of this application form will be deemed as your Regulation 5 Notification for the erection of a building or other structure.

## Administration application fees

As a water company we operate an administration application fee for new developer services requests.

Application fee	£204.00 including VAT
Redesign / Requote	£85.20 including VAT

If you require an amendment to a quotation that represents a material change to the original design, we will consider this to be a new application and will apply the charge above.

We can accept your payment once you receive your **Application Reference Number** by the following methods. Please tick your preferred method:

- Debit/Credit Cards  
 BACS  
 Cheque

### BACS details:

Bank - HSBC  
 Sort code - 40-11-18  
 Account number - 63987183  
 Payee name - South Staffordshire Water Plc

**Please do not make payment until you have been allocated an Application Reference Number which will be your payment reference.**

Please return your completed application form to:

Developer Services  
 South Staffs Water  
 Green Lane  
 Walsall  
 WS2 7PD

Tel: 0345 345 1399

Email: [servicerequests@south-staffs-water.co.uk](mailto:servicerequests@south-staffs-water.co.uk)

## SECTION 1 – APPLICANT/COMPANY DETAILS

Unless otherwise stated the quote will be sent to the applicant.

Applicant/Company name (if applicable): \_\_\_\_\_

Contact name: \_\_\_\_\_ Job title: \_\_\_\_\_

Email address: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Office telephone: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Name of contact for new postal addresses: \_\_\_\_\_

Office telephone: \_\_\_\_\_ Job title: \_\_\_\_\_

## SECTION 2 – SITE ADDRESS AND SITE DETAILS

Where the connections will be required.

Site name/address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Office telephone: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Site contact name: \_\_\_\_\_

## SECTION 3 – SITE HISTORY

If any properties have been demolished, please note the demolition date of the properties and the customer reference number/s of the properties.

Property details: \_\_\_\_\_

\_\_\_\_\_

Demolition date(s): \_\_\_\_\_ Customer ref: \_\_\_\_\_

## SECTION 4 – REASON FOR CONNECTION

Please tick appropriate boxes.

Household  Non-household

New property/unit  Existing property without supply

Temporary/site compound supply  Landlord supply

Irrigation supply  Fire sprinkler/hose supply

Property conversion into additional units  Animal drinking trough etc

Other (please confirm reason/type of premises)

Temporary or building supply that will eventually become a permanent supply for a property

Please provide plot number for temporary/permanent supply \_\_\_\_\_

## SECTION 5 – SEWERAGE INFORMATION

Collected on behalf of Severn Trent Water.

Although South Staffs Water does not deal with sewerage connections we are responsible for the collection of sewerage infrastructure charges on behalf of Severn Trent Water. Please provide details about how the foul and surface water will drain from the site.

- |                               |                                 |                              |                             |
|-------------------------------|---------------------------------|------------------------------|-----------------------------|
| How will foul water drain?    | 1. Public sewer                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                               | 2. Septic Tank                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| How will surface water drain? | 1. Public sewer                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                               | 2. Soakaways                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                               | 3. Grey water harvesting system | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please note your application will not be processed if you fail to provide this information.

## SECTION 6 – WATER EFFICIENCY INCENTIVE

**We want to encourage developers to consider options and innovation in the management of the environment and water usage. To achieve this, we offer discounts against our water infrastructure charges if you build your property to achieve a usage below 125 litres per person per day.**

Are you building water efficient homes which will achieve below 125 litres per person per day?  Yes  No

If yes, what usage (in litres per person per day) will your homes be built to? \_\_\_\_\_

How many water efficiency homes will you be building? \_\_\_\_\_

Tick the box to confirm you have provided a plan to show which homes will be built to the water efficiency target:

Please confirm what evidence you are/will be submitting with your application to confirm that the homes will be built with reduced water usage (e.g. Home Quality Mark (HQM) / BREEAM certification, outputs from the water calculator, another appropriate accreditation): \_\_\_\_\_

**When we receive the evidence, we will cater for this discount within the quote we provide to you. We offer a sliding scale of discounts based on the level of water usage saving that you are building to, please refer to our Developer Services Charging Arrangement document which is available on our website for more information.**

## SECTION 7 – WATER CONNECTIONS REQUIRED - HOUSEHOLD (where applicable)

If more than 15 connections are required, please copy this page and complete as necessary.

Plot / Unit Number(s)	Property type:			Number of storeys
	Apartment / terraced / mobile home A	Semi-detached B	Detached C	

## SECTION 7 – WATER CONNECTIONS REQUIRED - NON-HOUSEHOLD (where applicable)

If more than 15 connections are required, please copy this page and complete as necessary.

Plot / Unit Number(s)	Property type (e.g. office, shop, factory, industrial unit, warehouse, hotel, nursing home, hospital etc.)	Site footprint information per unit	
		Total area of unit sq. metres	Total area of site sq. metres

## SECTION 8 – PROVISION OF PLANS/DRAWINGS

In order to process your application we will need to assess the plans relating to your development.

**You must provide the following:**

- **Site Location Plan** – of 1:200, 1:500, 1:1250 or 1:2000 scale, indicating the location of the premises in relation to adjacent roads.
- **Site Layout Plan** – of 1:200, 1:500, 1:1250 or 1:2000 scale, indicating the total site boundary, the area occupied by each unit, common areas and your proposed service pipe route.
- **Diagram/Plan** – showing the pipework/fittings proposed to be installed.

## SECTION 9 – DECLARATION

Please confirm that you have read and accept the **SSW New Supply Terms and Conditions** and the requirements detailed in this application form.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form to:

**Developer Services, South Staffs Water, Green Lane, Walsall WS2 7PD**

**Don't forget to:**

- Enclose Site Location Plan, Site Layout Plan
- Enclose a soil report or the Contaminated Land Assessment form which can be printed off the **website**, in the absence of this we will assume barrier pipe is going to be used. If main laying is required we require a full soil report and test results.

## New supply terms and conditions

Under the provisions of Section 47 of the 1991 Water Industry Act you must observe the following before we will provide any new water connection.

- **Getting Connected** - we will only make a connection when - (1) the quote for the Plot/Unit/House has been issued and been paid in full (2) the supply pipe has passed our inspection (3) mains already exist or have been installed and commissioned from which the connection can be made (4) kerb and back edging are in place enabling us to install the boundary stop tap box to the correct finished surface level.
- **Separate Supplies** - are required for all new or newly converted properties, separately occupied house, flat or part of a building. We may consider allowing shared supplies for buildings that are to be permanently kept under one owner or management company e.g. sheltered housing or special needs cases included in the Housing (Right to Acquire) Regulations 1997 (No.619).
- **Meters** - all new properties will be supplied with a controlling stop tap & meter at the boundary of the property or as near as possible to the property boundary.
- **Water Supply (Water Fittings) Regulations 1999** - all private pipework and fittings must be installed to comply with these regulations (available on request). Our Water Regulations Team undertake routine audits of internal plumbing installations on a sample basis.
- **Supply Pipe Inspection** - the Supply Pipe is the section of the Service Pipe that must be laid by the applicant from the property to the boundary of the public highway or service access strip. The pipe needs to be laid to the correct depth (min. depth 750mm-1350mm max. depth) and needs to be inspected in the trench before it is backfilled. The end of each supply pipe must be clearly marked with the plot / unit number and be capped to prevent debris entering the pipe. An internal stop tap must be installed on the rising main in order that we can pressure test our meter and pipework.
- **Disinfection & Pressure Testing** - we require certificated evidence of analysis for the following water mains/ services :-
  - (i) 63mm (over 25m)
  - (ii) 90mm and above.Disinfection should be undertaken by a competent person/s in accordance with the requirements of British Standard 6700. 2006. The analysis certificate must be issued by a UKAS accredited laboratory ([www.ukas.com](http://www.ukas.com)) and must provide the information detailed in Certificate of Analysis Form (SSW WQ Cert/01/Mar07) which can be forwarded upon request. Completed certificates must be returned to Developer Services for assessment and authorisation by Water Quality. The pipework installation should be appropriately pressure tested to 1.5 times the maximum operating pressure with appropriate thrust blocks installed at terminal points and changes of direction.
- **Backflow Prevention** - to prevent contamination of the water supply we require the installation of an approved Double Check valve on the rising main for all non-household new connections. Building standpipes must be fitted with a double check valve, attached to a rigid structure and be protected against frost and mechanical damage.
- **Water Pressure** - the water industry reference standard is to provide minimum water pressure of 10 metres head (1Bar) at pavement level with a flow rate of 9 litres per minute, which should be sufficient to supply a water storage cistern in a standard two-storey house built at pavement level. Whilst the normal working pressure may be greater than the standard it is possible that in the future the pressure may reduce or due to increasing demands fluctuate to this level. Where new buildings are to be constructed over two storeys, the architect / designer must design the plumbing installation suitable for the minimum water pressure. All water fittings to be installed must be capable of withstanding an internal water pressure not less than 1.5 times the maximum operating pressure.
- **Storage** - in certain circumstances we may specify a requirement for the provision of float-operated valves and 24 hour storage. If you rely on water for a process or commercial purpose you should ensure that you have adequate storage or back-up facilities in the event of loss of supply due to unforeseen operational events which may lead to supply interruptions.

## General notes

### Please retain for future reference

- **Communication Pipe** - this is our section of the service pipe and connects the water main to the supply pipe. We will normally only lay the communication pipe to the boundary of the street in which our main is laid.
- **Fire Supplies** - a constancy of pressure and continuity of supply cannot be guaranteed for fire fighting. It must be noted that flows and pressures will vary due to demand, both throughout the day and seasonally and supplies maybe interrupted at any time for a variety of reasons including planned and emergency maintenance works and third party damage incidents. We recommend that storage provision is made to ensure an adequate water supply is available for fire fighting.
- **Easements** - if in laying your supply pipe you need to (or have obtained a right of access to) cross another owners land, you must provide us with a copy of the legal agreement (easement).
- **Water Infrastructure Charges** - are payable in addition to connection charges whenever a new or additional supply is required and helps us to pay for the costs of adapting our network to meet the demands of new developments. For household and non-household water supplies up to 32mm the current standard charge will be applied. This charge will be outlined in our quotation and will apply to each property or part of a building, which is occupied as a separate dwelling (including flats).  
For multi-occupancy developments like hotels, community housing, nursing homes, sheltered accommodation or retail premises the charge will be based on the number of water fittings to be installed. We may make an allowance for previous properties on new developments if you provide us with details of the previous usage for the site and whether any connections existed on the site prior to re-development.. Infrastructure charges for non-household connections are calculated by taking the loading units of the water fittings to be installed within the premises and dividing this by the loading units of a standard household premise. Our Charges Scheme provides an example of how these charges are calculated.
- **Sewerage Infrastructure Charge** - is also payable and collected by us on behalf of Severn Trent Water Ltd. If any form of exemption in respect of sewerage infrastructure charges has been granted by Severn Trent Water Ltd a copy of their formal notification form must be returned with this application, otherwise sewerage infrastructure charges will be included where applicable.
- **Ducts** - suitable sleeving must be used to protect the supply pipe where it enters the building, to provide access for renewal and to enable insulation of the pipe. A variety of sleeving products are available, an example being 100mm diameter Soil Pipe, which is large enough for access purposes and will allow a loose fill granular material such as polystyrene to be inserted for insulation of the supply pipe.
- **Size of Supply** - for normal, uncontaminated ground conditions, blue medium density polyethylene pipes (MDPE) can be used. Installation of the supply pipe on premises is the applicant's responsibility, therefore it is vital that you size the supply pipework correctly for the flow rate required. Consideration for flow restrictions should be made wherever long supplies are required and/or the supply has to overcome a gradient to reach the property.
- **Contaminated Ground** - certain types of ground contamination will have a detrimental effect on MDPE supply pipes or PE water mains. Where this has been identified, water industry approved barrier supply pipes and barrier water mains will be specified and must be laid. As barrier pipes are manufactured with differing outside diameters the developer will be required to provide a Female Iron fitting compatible with the pipe being laid. This is to enable us to standardise the connection to any approved barrier pipe.





South Staffs Water

# Important Announcement For Developers

## Provision of Postal Address Requirements

Please note that we do not make connections **UNTIL** we are in receipt of the new postal address allocated by the local authority. This needs to be a copy of the notification issued by the local authority.

It is the developer's responsibility to provide details of the correct postal address for each new connection being made. This information helps us record the details on our billing system.

### Will your connection be affected?

**Yes:** If your application is for –

- Brand new dwellings/units
- Property conversions where new dwellings/units are created

**No:** If your application is for –

- Existing property having a replacement/separation supply only

**Do not delay getting YOUR connection. Contact your local authority at the earliest opportunity for your notification of postal address and then:**



**Post to:**

Developer Services  
South Staffs Water  
Green Lane  
Walsall  
WS2 7PD



**Email to:**

servicerequests  
@south-staffs-water.co.uk