

# APPLICATION GUIDANCE

## The Sewer Connection Application Process

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### Request an Application Pack

An application pack can be obtained by completing our Expression of Interest form on our website ([dwrcymru.com](http://dwrcymru.com) – select 'Developer Services').

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### Application Submitted

The completed paperwork & supporting documentation must be submitted to Developer Services along with the relevant fees. Please note that under Section 106 of the Water Industry Act 1991 you must give at least 21 days notice of your intention to connect to the public sewerage system. A dedicated Development Control Officer will then assess the application. The Officer may contact you if further information is required.

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### Application Determined

Developer Services will either refuse (with reasons) or approve the connection application. The Customer and Contractor will receive a copy of this notification. An approval letter will include details of any known site specific risks which we are aware of with the sewer.

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### Completing the Assets to Assets Process

If approved, the nominated contractor must contact our Operations Team to make an Access to Asset Application which must include a Risk Assessment, Method Statement and evidence of the necessary H&S Credentials, as set out on the form AF02. This process should also align with other relevant approvals which are outside our control, such as Highway Opening Notices, approval from third party land owners etc. The Access to Assets form will provide you with more information and relevant contact details.

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### Notify Developer Services

The contractor must contact Developer Services at least 48 hours ahead of the sewer connection works to arrange an inspection of the works. A Site Controller will then visit the site to inspect the connection. Please note any abortive or additional inspections deemed necessary will be re-charged at cost.

### Submitting Your Application

Please Note that under Section 106 of the Water Industry Act 1991 you must give at least 21 Days notice of your intention to connect to the public sewerage system. You must therefore complete and provide the following information for our approval. No works should be undertaken before you are in receipt of your Approval letter.

Your application must include:

- Completed 'PROPOSE DRAINAGE COMMUNICATION UNDER SECTION 106 OF THE WATER INDUSTRY ACT 1991' Form
- Inspection Fee of £196.00 made payable to Dŵr Cymru Welsh Water for connections during normal working hours (outside normal working hours – at cost)
- 1 x extract of the public sewer record indicating the proposed point of connection and the route of private drain N.B. Sites with multiple points of connection can be shown;
- 1 x detail of the proposed mode of connection with the public sewer network;
- A copy of your full planning application form and planning permission, including written confirmation from the Local Planning Authority that any relevant drainage conditions have been discharged or satisfied (If permitted development or planning approval/building regulations not required, please state).
- Confirmation that the S104 Adoption Agreement is in place (where applicable)
- Details of your SSIP Health & Safety Assessed Contractor undertaking the connection work

Please ensure that all documents are submitted with your application. If you do not provide all the information requested it will delay your application until all of the information required has been received. You must NOT proceed with any connection until you have entered into a Section 104 adoption agreement (if applicable), and been granted written Section 106 approval to communicate flows from the development, and gained approval from DCWW Waste Operations under the Access to Assets procedure (further information below).

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### Do You Need a S104 Adoption Agreement?

Please note that if your connection to the public sewer network is either via a lateral drain (i.e. a drain which extends beyond the connecting property boundary) or via a new sewer (i.e. serves more than one property), it is now a mandatory requirement to first enter into a Section 104 Adoption Agreement (Water Industry Act 1991). The design of the sewer and lateral drain must also conform with the Welsh Ministers Standards for Gravity Foul Sewers and Lateral Drains. In instances where a Sewer Connection involves either lateral drain or sewer, Sewer Connection approval to connect cannot be granted until the adoption agreement is in place.

Please be advised that we will not enter into a sewer adoption agreement for any sewer or lateral drain which is constructed in advance of the adoption agreement being in place.

Further information on whether you will require a Section 104 adoption agreement and the adoption process can be obtained from [dwrwymru.com](http://dwrwymru.com) (select 'Developer Services') or by contacting Developer Services on **0800 917 2652**.

### Your Connection to the Public Sewer (Mode And Location)

The application pack includes a mode of connection plan. The mode of connection refers to the method by which you intend on connecting your drain/sewer with the existing public sewerage apparatus. We require either a connection into a manhole chamber or the formation of a "y" junction. Saddle type connections will not be permitted, other than in exceptional circumstances.

The mode of connection may have already been agreed as part of your section 104 agreement. However, in such instances please resubmit the manhole detail plan for verification.

As well as details of the mode of connection, we also require details of the point of connection with the public sewer. It is important that the exact location of the public sewer is identified and correlates with the mode of connection plan, as this information is needed to support your application. If there is any doubt of the position/location of the public sewer, you should contact our Sewerage Operations Team on **0800 085 3968**. Please note that it could take up to 28 days to visit site and confirm the exact location of the public sewer.

Your nominated contractor must be made aware of the details and method of the physical connection to the public sewer (by you), and they must obtain Access to Asset Approval and provide us with at least 48 hours notice of the intent to make the new connection to the public sewer. To inform us of the 48 hour notice, the approved contractor must contact our Work Allocators on **0800 917 2652**.

### Infrastructure Charges

Please note that upon the completion of all new sewer connections, an infrastructure fee of £365.00 will be invoiced (per household). If your development is a new build, this fee will be incorporated in to the infrastructure charges which are payable at the time of the new potable water connection. If your connection follows disconnection from a septic tank/cesspit, you are required to provide the billing reference number on the Applicant's Checklist attached to this document.

### SSIP Health & Safety Assessed Contractors

Any work undertaken on the public sewerage network needs to take account of a host of hazards including but not limited to, confined spaces, working at depth and the potential presence of toxic / explosive gases. Dŵr Cymru Welsh Water therefore needs to be satisfied that your appointed contractor undertaking the works is both competent and suitably qualified in respect of current Health & Safety Legislation.

We have historically maintained our own Health and Safety Accredited Contractor scheme but this is discontinued and we now utilise more widely used Industry based Health and Safety Assessment Schemes. There are numerous suitable Industry based Health and Safety Accreditation schemes available which will satisfy our requirements registered with Safety Schemes in Procurement (SSIP). SSIP is endorsed by the Health and Safety Executive and acts as an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so. Further information is available on the SSIP website: [SSIP.org.uk](http://SSIP.org.uk)

We will check the pre qualification status of your chosen contractor with the approving organisation during application process.

In addition to the SSIP requirements your contractor will also have to secure Access to Asset approval ahead of making the physical sewer connection. Further details about this process and the SSIP can be found within the following sections.

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### Access to Asset Process

The contractor who is planning to access our network will be provided with details of known location specific sewer network risks and hazards when connection approval letters are issued. Details of how the contractor plans to address the highlighted and generic risks will need to be addressed when they submit their own risk assessment and method statement for the works which they are undertaking; these must form part of their Access to Asset application.

A copy of Access to Asset Form AF02 is included within this application and includes details of the information which needs to be submitted to secure Access to Asset approval. Contractors will be asked for their Access to Asset Consent reference number when they provide us with 48 hours notice ahead of the connection.

On the day of the planned works, the contractor must contact our Operational Control Centre (02920 740256) ahead of and on completion of their works / access to our network. In the event of an operational issue within the sewage network which we are aware of during the period of the planned works, the contractor will be notified to cease works and leave the sewer network.

### Legislative Background

This guidance note makes reference to parts of the Water Industry Act 1991, which govern the sewer connection process, including Section 104 and S106:

#### Section 104 – Agreement to adopt sewer, drain or sewage disposal works at a future date

This provision relates to the adoption of all new sewers and lateral drains constructed across Dŵr Cymru Welsh Water's operational area. Historically, the sewer adoption process was voluntary, culminating in us becoming responsible for their maintenance at the end of the process. Legislative changes introduced by Welsh Government in 2012 (see S106B below) now mean that entering into an adoption agreement for every new sewer and lateral drain which is intended to connect to the public sewer network is now a mandatory requirement. The changes go further and also address the standards to which the sewers and lateral drains are designed and constructed. Further information and guidance can be found on the Welsh Government website [wales.gov.uk](http://wales.gov.uk) and search on – The Welsh Ministers Standards for Gravity Foul Sewers and Lateral Drains.

#### Section 106 – Right to Communicate with public sewers.

Any customer wishing to connect to the public sewer network for the first time must comply with the application and approval process in every instance. The term Communicate is used because connections are not always directly to the existing public sewer network, they can be indirect via an existing private network.

#### Section 106B – Requirement to enter into agreement before Construction

The introduction of this provision into the Water Industry Act via the enactment of Section 42 Flood and Water Management Act 2010 effectively introduced mandatory adoption and standards for all new sewers and lateral drains, which are intended to connect with the existing public sewer network.