

# Application for adoption of new sewers

## Section 104 WIA 1991



This form should be used to offer proposed drainage systems for adoption by United Utilities under Section 104 of the Water Industry Act 1991.

**PLEASE COMPLETE ALL SECTIONS USING BLOCK CAPITALS AND BLACK INK.** Failure to complete all relevant sections will result in your application being delayed. When answering the yes/no questions please mark an 'x' in the appropriate box.

We aim to respond to full applications within 20 working days from receipt of your completed **S104** form.

| <b>Section 1: About you</b> (if there is more than one applicant, please attach the name and contact details on a separate sheet) |  |
|---|--|
| Your name (must be the owner/ occupier of the site)   |  |
| Your company's name (if applicable)   |  |
| Registered company number (if applicable)   |  |
| Your home or company address (including postcode)   |  |
| Daytime telephone number (a mobile number is fine)  |  |
| Email   |  |
| <b>Section 2: Landowner details</b> (on-site landowner)   |  |
| Landowner name  |  |
| Landowner address (including postcode)  |  |
| Daytime telephone number (a mobile number is fine)  |  |
| Email   |  |
| <b>Section 3: Third party landowner</b> (off-site landowner)  |  |
| Third party landowner name  |  |
| Third party landowner address (including postcode)  |  |
| Daytime telephone number (a mobile number is fine)  |  |
| Email   |  |
| <b>Section 4: Your agent</b> (typically designer)   |  |
| Agent name/Company name   |  |
| Agent address (including postcode)  |  |
| Daytime telephone number (a mobile number is fine)  |  |
| Email   |  |

**Section 5: Your solicitor (this will be the contact that the legal documentation will be sent to)**

|   |  |
|---|--|
| Solicitor name/Company name                           |  |
| Solicitor address<br>(including postcode)             |  |
| Daytime telephone number<br>(a mobile number is fine) |  |
| Email   |  |

**Section 6: Your surety**

Please indicate if your Surety is in the form of a bond or cash deposit.  
(Please note the surety bond is 10% of the UU estimate of the value of the works)

Bond  Cash deposit

|   |  |
|---|--|
| Bondsman name/Company name                            |  |
| Registered company number                             |  |
| Bondsman address<br>(including postcode)              |  |
| Daytime telephone number<br>(a mobile number is fine) |  |
| Email   |  |

**Section 7: Site details**

|  |   |   |   |
|--|---|---|---|
| Site name  |   |   |   |
| Site address<br>(or nearest main road)                       |   |   |   |
| Nearest postcode   |   |   |   |
| Start date of development                                    | <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> | Duration of development                                     |   |
| Site grid refence  | X   | Y   |   |
| Details of development                                       | New premises <input type="checkbox"/> Existing premises <input type="checkbox"/>  |   |   |
| Size of development (please specify number of units by type) | Houses  | Flats   | Industrial  |
| Local Planning Authority                                     |   |   |   |
| Does the site have planning permission?                      | Full  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> | If yes, provide planning reference number   |
|  |   | Application Submitted <input type="checkbox"/>              | Date planning consent secured (if applicable) <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> |
|  | Outline   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> | If yes, provide planning reference number   |
|  |   | Application Submitted <input type="checkbox"/>              | Date planning consent secured (if applicable) <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> |

**Section 8: Adoption details**

|   |  |   |
|---|--|---|
| Adopt a foul water sewer                                      | Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Adopt a combined (foul and surface water) sewer               | Yes <input type="checkbox"/> No <input type="checkbox"/>   | Peak combined discharge                   |
| How do you propose to drain surface water?                    | Watercourse <input type="checkbox"/> SuDS feature <input type="checkbox"/> Sewer <input type="checkbox"/> Other <input type="checkbox"/> |   |
| If watercourse or SuDS, do you have the appropriate consents? | Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Adopt a surface water sewer                                   | Yes <input type="checkbox"/> No <input type="checkbox"/>   | If yes, estimated surface water discharge |
| Adopt a pumping station                                       | Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Do you propose to abandon any sewers?                         | Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Do you propose to divert any sewers?                          | Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |

| Section 8: Technical information (the following information is required with your application)   | Confirm attached   |
|--|--|
| A plan at a scale of 1:1250 or near as possible to fit on an A3 sheet indicating grid reference, North point, road names and land marks. Site boundary edged in green and any required easements indicated as a yellow strip.  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| Proposed drainage layout plan at 1:500 scale, the drawing size needs to be confirmed e.g A0, A1 etc, the plan should include the existing and proposed drainage.<br>All new drainage to have cover and invert levels to Ordnance Datum, pipe sizes, pipe material, gradients etc.<br>Proposed sewers should be coloured as follows: foul – brown, surface water – blue, combined – red, boundary of the site – green and easements - yellow.<br>The value of the Ordnance Bench Mark should also be noted on this plan.<br>If discharging to a watercourse then the top water level of the watercourse should be noted on the plan.<br>If there is a rising main this should be indicated on the drainage plan.<br>The title block should include scale and paper size.  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| Longitudinal sections drawings (scale 1:500 horizontal and 1:100 vertical) indicating the existing and proposed ground levels, manhole positions with cover/invert levels, chainage, pipe diameters and materials, bedding types. If there is a pumping station, the rising main should also be indicated.   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| If not using United Utilities Standard Details, a copy of the applicable standard construction details for manholes, pipe bedding, ladders, headwalls etc.   | Yes <input type="checkbox"/> No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| If surface water is being proposed for adoption we require hydraulic calculations (microdrainage or similar):<br>Surface water simulations to be provided for the 1:2 year storm which should not indicate surcharging and 15, 30 and 60 minute simulations for the 1:30 year storm which should not indicate any flooding.<br>1 copy of the MDX file is required on disc<br>1 copy of the drainage area plan<br>1 copy of the foul water design   | Yes <input type="checkbox"/> No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| Manufacturers details and specifications for any flow control devices. The minimum acceptable orifice size is 100mm.   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| 1 copy of the ground condition investigation report indicating ground conditions, any contamination, any conclusions and remediation.  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| 1 copy of the local council planning consent highlighting any drainage conditions.   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| Appropriate land drainage consents or permissions (Environment Agency and / or Local Authority) for surface water pipes that discharge to watercourse.   | Yes <input type="checkbox"/> No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| 1:20 Manhole Schedules for each new manhole for adoption indicating internal layout, channel fittings up to 300mm (if over 300mm pipes then channels may be formed in Granolithic Concrete), benching widths, access type and position, rocker and cut pipes, depths to soffit and ladders, chains and safety railings where necessary.  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| Private drainage layout plan showing cover and invert levels to Ordnance Datum.  | Yes <input type="checkbox"/> No <input type="checkbox"/>                                 |
| Section 9: If a Pumping Station is being offered for adoption the following information is required with your application  |  |
| <b>Pumping stations and rising main should be designed as per 'Sewers for Adoption 7th Edition' and the latest pumping station addendum.</b>   |  |
| Full mechanical and electrical design package required for a pump station which should also include:<br><ul style="list-style-type: none"> <li>• Pumping Station compound layout plan indicating access, finished levels, positions of chambers, kiosks, ducts and cables, bollards, hardstanding details and fencing specifications.</li> <li>• Section through wet well and valve chambers indicating valves, cover/invert levels to Ordnance Datum, all alarm levels etc.</li> <li>• Rising main long section indicating any wash out valves, any release valves etc.</li> <li>• Pump Station calculations showing inflow, pump rating, emergency storage, volume between duty start and stop, number of starts per hour, velocity through rising main, septicity checks, flotation check for wet well etc.</li> <li>• If the rising main is over 500m long, a surge analysis will also be required for the rising main.</li> </ul> | Yes <input type="checkbox"/> No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| Land Transfer Plan at 1:500 on A4 or A3 indicating North arrow, road names and land marks.<br>The boundary of the compound area to be transferred should be edged in red and any access rights to the station should be coloured brown.  | Yes <input type="checkbox"/> No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| Zoning diagram (compliance to DSEAR) – all electrical installations in sewage pumping station wet wells shall conform to Zone 1 standards.   | Yes <input type="checkbox"/> No <input type="checkbox"/><br>N/A <input type="checkbox"/> |

## Section 10: Payment/fees

The Section 104 fee is 2.5% of the estimated construction cost of the agreed design based on United Utilities contract rates this fee will be confirmed once the design is confirmed as acceptable.

There is an initial charge for processing and assessing all applications (as detailed below) the application fee will be deducted from the final fee.

In response to customer feedback we now process applications digitally and encourage customers to submit their complete S104 application by email. The additional printing cost we incur for providing this service is included in the fees below (further information can be found in 'United Utilities connections and developer Services charges' which is published yearly on our website.)

Emailed applications should be sent to [SewerAdoptions@uuplc.co.uk](mailto:SewerAdoptions@uuplc.co.uk)

| Size of development | Emailed application & printing service |                              |
|---------------------|--|------------------------------|
|                     | Cost                                   | Confirm                      |
| Up to 20 properties | £753                                   | Yes <input type="checkbox"/> |
| 21-50 properties    | £1,329                                 | Yes <input type="checkbox"/> |
| Over 50 properties  | £1,942                                 | Yes <input type="checkbox"/> |

### Please indicate method of payment:

|                          |        |  |   |   |
|--------------------------|--------|--|---|---|
| <input type="checkbox"/> | BACS   | <p>Within 48 hours of receipt of your form, we will contact you with:</p> <ul style="list-style-type: none"> <li>The bank details to send your payment to</li> <li>A unique Reference No. which must be quoted with your BACS payment. Please do not make payment until you receive this Reference No.</li> </ul> <p>We will require payment to be received within 5 working days from us sending your reference No. in order for us to progress your application.</p> |   |   |
| <input type="checkbox"/> | Cheque | Date of payment  | <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> | Your payment ref<br>(typically site name) |

Made payable to **United Utilities Water Limited**

Once agreed United Utilities will also recover any legal costs associated with the preparation of the Section 104 Agreement, this will be confirmed by the legal department.

### Declaration: Section 104 Application for adoptions of sewers

By signing this Application I/we confirm that: -

I/we understand that this Application constitutes an application under Sections 104 of the Water Industry Act 1991

I/we confirm that I/we have read understood and completed the application form annexed to this Application and enclose the required information as per the checklist.

I/we confirm that the information provided is accurate and complete to the best of my/our knowledge and understand that failure to provide any of the information required under the application form or checklist may result in the assessment of the submission being delayed.

I/we understand that if United Utilities Water Limited determines that the Application is incomplete or unsatisfactory I/we will be notified in writing and provided with a list of the missing or incomplete information.

I/we understand that United Utilities can charge for additional time spent carrying out assessments of submissions which are incomplete or unsatisfactory.

I/we understand that in making this application I/we agree to pay the standard section 104 fee, which will be 2.5% of the estimated construction cost of the approved design.

I/we acknowledge that the application fee is non-refundable to cover United Utilities vetting cost should a section 104 agreement no be entered into and this will be paid at the time of application.

I/we confirm that all statutory requirements including, without limitation, the Water Industry Act 1991, the CDM Regulations 2007 and any health and safety legislation will be met.

If signing on behalf of a Company I confirm that I am a duly authorised representative of the Company and can bind the Company accordingly.

|           |   |
|-----------|---|
| Name      |   |
| Signature |   |
| Company   |   |
| Date      | <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> |

**For United Utilities use only**

|                           |                                     |                  |                                     |                             |                              |
|---------------------------|-------------------------------------|------------------|-------------------------------------|-----------------------------|------------------------------|
| Date application received | <input type="text" value="DDMMYY"/> | Upfront fee paid | <input type="checkbox"/> Yes        | Digital processing fee paid | <input type="checkbox"/> Yes |
| Cheque number             |                                     | Value            | £                                   |                             |                              |
| BACS ref:                 |                                     | Value            | £                                   |                             |                              |
| Date payment received     | <input type="text" value="DDMMYY"/> | Date processed   | <input type="text" value="DDMMYY"/> |                             |                              |
| Processed by              |                                     |                  |                                     |                             |                              |
| Doc number                |                                     |                  |                                     |                             |                              |



**About us**

United Utilities is the North West's water company. We keep the taps flowing and toilets flushing for seven million customers every day. From Crewe to Carlisle, we work hard behind the scenes to help your life flow smoothly.