



1. Introduction

This is the SES Water 'New Connections' application form; it is designed to capture all the data our Developer Services team need to create a quote for your new connection to our water network.

Before you submit your application, please ensure you have collected all the information required. The checklist in Section 2 helps keep track of all the additional information required. Please ensure everything is included with your application to avoid delays in processing your data.

We will review completeness and acknowledge receipt of your application within five calendar days and upon receipt of:

- Your application form,
- All required documentation,
- Application fee

We aim to provide a quote for supply applications within 28 calendar days of receiving your completed application.

Please read our 'Developer Services Charging Agreements for 2020/21' for information regarding our charging arrangements for the year April 2020 to March 2021, which can be found on the SES Water website under the 'Developers' section.

We understand that applications of this nature can be complicated; therefore, our specialist in-house design team can guide you through the 'New Connection' process. The team is contactable on: 01737 772000.

For new housing or commercial developments requiring a water main extended into the site for connections to be made, you have a choice of how you arrange and pay for works to be carried out. You can choose to appoint your own accredited contractor known as a Self-Lay Provider (SLP) to work with you to install new pipework. For further information on SLPs see our charges information (this document also includes a list of approved SLPs working in our area). Alternatively, we can provide a full quotation, design and delivery service.

Before you start work, we recommend you read the guidance in our 'How to Lay a New Supply Pipe Factsheet' and our 'Metering Policy for New Developments' documents.

Your application, including all supporting documentation can be emailed to our Developer Services team at DeveloperServices@seswater.co.uk or you can send it by post to the following address:

SES Water,
London Road,
Redhill,
Surrey,
RH1 1LS

2. Checklist

Please use the following checklist to ensure you have included all the required mandatory and additional documentation. Failure to include the appropriate documentation will result in your application being returned to you.

Item	Yes	Not Applicable
All mandatory fields in the application form (indicated by a “ * ”) are completed. Note: incomplete applications will not be progressed to the quotation stage.	<input type="checkbox"/>	<input type="checkbox"/>
Location plan (preferred scale of 1:2500)	<input type="checkbox"/>	<input type="checkbox"/>
A site layout plan (preferred scales of 1:250, 1:500 or 1:750) has been included?	<input type="checkbox"/>	<input type="checkbox"/>
Plan showing the connection ‘Point of Connection’ and pipe run for the individual plot(s) and any ‘Temporary Builders Supplies’ is included? The ‘Point of Connection’ is the point at the boundary of a plot you wish SES Water to connect to your pipe work please note this is subject to change by SES Water.	<input type="checkbox"/>	<input type="checkbox"/>
Details of existing utility services on, or next to, the site.	<input type="checkbox"/>	<input type="checkbox"/>
Plan showing designated utility services strips is included?	<input type="checkbox"/>	<input type="checkbox"/>
Plan of any area proposed for adoption by Highways Authority has been included?	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment for water pipes (if there is a risk of contaminated land).	<input type="checkbox"/>	<input type="checkbox"/>
Pipe layout plan has been included If you are not using industry-approved plumbers or contractors?	<input type="checkbox"/>	<input type="checkbox"/>
An internal pipe schematic has been included detailing any; hot and cold water systems, heating (indicating points of use), make and model of the boiler and the hot water cylinder (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
The Health and Safety Executive (HSE) F10 notice has been included? A construction project is notifiable if the construction work is expected to: i) last longer than 30 working days and have more than 20 workers working at the same time at any point or ii) exceed 500 person days.	<input type="checkbox"/>	<input type="checkbox"/>
Written permission from the landowner of any privately-owned land we need to cross to lay your pipe?	<input type="checkbox"/>	<input type="checkbox"/>
If you are installing a sprinkler system, the schematics for the system have been included and its location marked on your plan.	<input type="checkbox"/>	<input type="checkbox"/>
If you require a ‘Fire Supply’, the schematics for the system have been included?	<input type="checkbox"/>	<input type="checkbox"/>

3. Enter site details

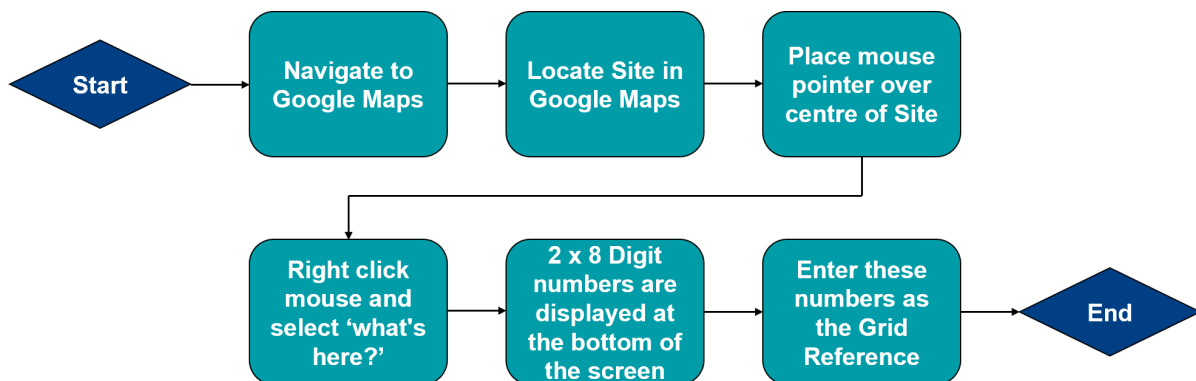
In this section we need to know about the site you are developing, some of the infrastructure required and some of the site's history, please ensure all mandatory fields, indicated with a "*", are completed or your application will not be progressed to the Quotation stage.

3.1. Development site name and location

Development site name*	
Planning reference	

Please enter the Google Maps X and Y (Latitude / Longitude) co-ordinates for the approximate centre of your site. The process is outlined in Figure 3-1.

Figure 3-1: How to Obtain Site Co-ordinates



X Co-ordinate (Latitude)*		X Co-ordinate (Latitude)*	
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If the site has an address, please add the address details below:

Address 1	
Address 2	
Address 3	
Postcode	

3.2. Site access and health and safety

In this section we need to understand how to access your site and any impacts to health and safety.

Item	Yes	No
Is the site located on (or adjacent to) a private road?*	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details of the private land owner below. If no, no action required.		

Name	
Telephone	
Email	

Item	Yes	No
Will we need to lay our new connection(s) across privately-owned land?*	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please include written permission from the landowner to carry out the work on the land. If no, no further action required.		

Item	Yes	No
Does our inspector require an induction to access your site? (If no, go to the next question) *	<input type="checkbox"/>	<input type="checkbox"/>
If yes, we will be in touch with the applicant to organise the induction for our inspector.		

Item	Yes	No
Are there any access restrictions getting on or around site? (If no, no action is required) *	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please add a description of these restrictions below:		

Item	Yes	No
Are there any existing hazardous materials including asbestos on or near the site? (If no, no action is required) *	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please add a description of these hazards below:		

Item	Yes	No
Are there any site-specific health & safety hazards? (If no, no action is required) *	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please add a description of these hazards below:		

3.3. Storing chemicals on site during development

Item	Yes	No
During development, do you plan to store any chemicals, fuel or other materials that may accept the soil or quality of the water being supplied to you?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide a summary of the chemicals and materials you plan to store on site below:		

3.4. Site history

In this section we need to understand more about the history of the site you wish to develop, please indicate below if your site is either a brownfield site or greenfield site alongside a summary of its previous and proposed use:

Type	Description	Yes	No
Brownfield site	A site that has been built on before, normally associated with urban areas. *	<input type="checkbox"/>	<input type="checkbox"/>
Greenfield site	Sites that have not been built on before, often fields, rural, and countryside areas. *	<input type="checkbox"/>	<input type="checkbox"/>
Please provide us a brief summary of the development site's previous and current use:			
Please provide us a brief summary of the development site's planned use:			

Please note: if the site has ever had chemicals stored on it these may have contaminated the ground, therefore you will need to provide a soil survey.

Item	Yes	No
Have you performed a soil survey? (If no, no action is required) *	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please send us a copy of the soil survey with your application.		

3.5. WIAPS plumber details

We recommend using a WIAPS approved plumber. Water industry approved plumbers and contractors can be found at www.watersafe.org.uk. If your plumber is a member of an approved plumber's scheme, please provide the following details and please ensure you have checked your plumber's WIAPS status using the 'Water Safe' website above.

WIAPS membership number	
Registered name	

4. Contact details

In this section please enter the contact details of the applicant, the site owner and the details of the person SES Water can contact to arrange surveys, appointments with or clarify any information regarding this application. Please ensure all mandatory fields, indicated with a '*', are completed or your application will not be progressed to the Quotation stage.

4.1. The developer's details

Company name (if applicable)	
Title	Mr, Mrs, Ms, Miss, Dr, Prof, Rev, Sir, Lady, Other
Name	
Address	
Postcode	
Email	
Telephone	
Mobile	

4.2. The site owner's details

Only complete this section if the application is not the owner of the site being developed, if the site owner is the applicant please go to Section 4.3.

Company name (if applicable)	
Title	Mr, Mrs, Ms, Miss, Dr, Prof, Rev, Sir, Lady, Other
Name	
Address	
Postcode	
Email	
Telephone	
Mobile	

4.3. The site contact

If SES Water needs to book site visits or require additional information regarding this application who should we contact?

Item	Yes	No
The developer	<input type="checkbox"/>	<input type="checkbox"/>
Site owner	<input type="checkbox"/>	<input type="checkbox"/>
Another site contact (please populate overleaf)	<input type="checkbox"/>	<input type="checkbox"/>

4.4. Another site contact

Title	Mr, Mrs, Ms, Miss, Dr, Prof, Rev, Sir, Lady, Other
Name	
Email	
Telephone	
Mobile	

5. New connections

In this section we need to know how many new connections you are applying for. Before completing this table, please note the following:

I. 'SES Water' supplies a standard 25mm connection from the mains to the property boundary for all 'Types of Development', if you require a larger size for any development type please provide the following in the description of work:

- a. The plot number that requires a larger connection size,
- b. A reason for the larger connection size.

Please also add the connection size to the 'point of entry' on the plan you provide.

II. Normal working pressure is 1 bar and 9 litres per minute at the stop tap. We endeavour to achieve this pressure and flow at all times but this is subject to issues that may arise in the water supply network resulting in pressure loss. We seek to resolve issues with our water network as quickly as possible.

Please complete the table below with the number of connections you require for each type of development:

Type of development	Number of connections	Description of work
Domestic (i.e. house or flat)		
Commercial (i.e. retail unit or office)		
Industrial unit		

If you are building a commercial property, converting a commercial property to domestic, or converting a domestic property to commercial or any combination of these you must complete a fitting table for each example. We use the fitting table to calculate your rate.

Item	Yes	No
Will your development change the use of an existing building? i.e. converting a house to offices or offices to a house etc.	<input type="checkbox"/>	<input type="checkbox"/>
Will your development divide or combine existing addresses? i.e. convert a house to flats, a factory to offices or offices to a house etc.	<input type="checkbox"/>	<input type="checkbox"/>
Are you developing new commercial or industrial buildings?	<input type="checkbox"/>	<input type="checkbox"/>



5.1. Temporary Builders Supplies (TBS) *

If you require a Temporary Builders Supplies (TBS) please note the following:

I. You can repurpose an existing connection for your TBS simply supply us with details of the existing connection below and highlight this on the plan, this cannot be re-purposed at a later date to be a connection to one of your plots and will require a 'Cap Off' once no longer required (please note TBS's will need to be metered and we may need to install a meter).

II. We can install a new connection to your standpipe which can be re-purposed as a connection to a plot at a later date, simply tell us in the box below which plot it will eventually be connected to.

III. Standpipes being connected to our water network must have a regulations check performed.

- a. If you have used a WIAPS certified plumber to install your standpipe they can provide certification and we will not need to perform a separate regulations check,
- b. If your plumber was not WIAPs certified we will need to perform a regulation check before you can use the TBS.

IV. If you require a larger connection for your TBS (greater than 25mm) please give us the connection size reasons for this below.

If you are not applying for a TBS, please indicate where you will be sourcing your water from during construction:

5.2. Development phases

In this section we need to know when plots will be built by and how many will be built at a time, please complete the table below to show us the number of connections you require for each phase of development. Ensure your plan clearly outlines the plots that will be built in each phase.

Please complete the tables below detailing your build phases.

Item	Response
Phase	
Total number of plots	
Plot numbers	
Date works are due to start	
Anticipated date of 1 st occupation	

Item	Response
Phase	
Total number of plots	
Plot numbers	
Date works are due to start	
Anticipated date of 1 st occupation	

Item	Response
Phase	
Total number of plots	
Plot numbers	
Date works are due to start	
Anticipated date of 1 st occupation	

Item	Response
Phase	
Total number of plots	
Plot numbers	
Date works are due to start	
Anticipated date of 1 st occupation	

Item	Response
Phase	
Total number of plots	
Plot numbers	
Date works are due to start	
Anticipated date of 1 st occupation	

Item	Response
Phase	
Total number of plots	
Plot numbers	
Date works are due to start	
Anticipated date of 1 st occupation	

How many plots will be built per year?												
Year	1	2	3	4	5	6	7	8	9	10	11	12

5.3. Fittings table

These are the fittings tables, if you are converting:

- A single commercial property to multiple domestic properties (i.e. offices to flats)
- A single domestic property to multiple commercial properties (i.e. flats to offices)
- Multiple commercial properties to a single domestic property (i.e. offices to flats) versa
- Multiple domestic properties to a single domestic property (i.e. flats to offices)
- Building a new commercial property

It is **mandatory** that you tell us how many water appliances the new commercial property has or the number of water appliances the property had before the re-development and the number of water appliances the property will have post-development.

The following definitions provide additional information useful when completing the following tables.

Item	Definition
House	Means any building which is occupied as a private dwelling house or which, if unoccupied, is likely to be occupied and, accordingly, includes a flat.
Bath	Includes a whirlpool or jacuzzi.
Domestic appliance	Means an appliance such as a dishwasher, a washing machine and a waste disposal unit in a house. The minimum number of total loading units is six.
Commercial / communal appliance	Means an appliance, such as a dishwasher, a washing machine and a waste disposal unit elsewhere than in a house (including communal facilities).
Any other water outlet	Includes taps (such as outside taps) but not a urinal or water softener.

Please note, the multiplier column is used to calculate the rate you will be paying; the steps required to do this are as follow:

1) $[\text{total number of water appliances post development}] \times [\text{the multiplier value}] = \text{total}$

Note: decimal points are rounded to the nearest whole number with 0.5 being rounded down not up.

2) Sum the 'total' values to get the 'Loading Units'

3) Divide the 'Loading Units' by 24 to get the rate

Table 5-1: Worked Example

Details of property being converted from	59, A Street, A Town, A County, Postcode			
Plot numbers being converted to	Plots 1 to 6			
Type of water appliance	Total number of water appliances		Multiplier	Total
	Pre-development	Post-development		
Flushing cistern	2	3	2.0	6
Wash basin in house	2	3	1.5	4.5
Wash basin elsewhere	2	1	3.0	3
Bath tap size (20mm nominal)	1	2	10.0	20
Bath tap size (over 20mm)	0	1	22.0	22
Loading units (sum of totals)				55.5
Rate (loading units divided by 24)				2.31

Table 5-2: Complete when a single property is being converted into multiple properties (i.e. a single office into flats or a single house into multiple offices)

Details of property being converted from				
Plot numbers being converted to				
Type of water appliance	Total number of water appliances		Multiplier	Total
	Pre-development	Post-development		
Flushing cistern			2.0	
Wash basin in house			1.5	
Wash basin elsewhere			3.0	
Bath tap size (20mm nominal)			10.0	
Bath tap size (over 20mm)			22.0	
Shower			3.0	
Sink tap size (20mm nominal)			3.0	
Sink tap size (over 20mm)			5.0	
Spray tap			0.5	
Bidet			1.5	
Domestic appliances			3.0	
Commercial / communal appliances			10.0	
Any other water outlet			3.0	
Loading units (sum of totals)				
Rate (loading units divided by 24)				

Table 5-3: Complete when a single property is being converted into a single property (i.e. multiple offices into a single house or multiple flats into a single office)

Details of property being converted from				
Plot numbers being converted to				
Type of water appliance	Total number of water appliances		Multiplier	Total
	Pre-development	Post-development		
Flushing cistern			2.0	
Wash basin in house			1.5	
Wash basin elsewhere			3.0	
Bath tap size (20mm nominal)			10.0	
Bath tap size (over 20mm)			22.0	
Shower			3.0	
Sink tap size (20mm nominal)			3.0	
Sink tap size (over 20mm)			5.0	
Spray tap			0.5	
Bidet			1.5	
Domestic appliances			3.0	
Commercial / communal appliances			10.0	
Any other water outlet			3.0	
Loading units (sum of totals)				
Rate (loading units divided by 24)				

Table 5-4: Complete when you are building a new commercial property

Plot numbers				
Type of water appliance	Total number of water appliances		Multiplier	Total
	Pre-development	Post-development		
Flushing cistern			2.0	
Wash basin in house			1.5	
Wash basin elsewhere			3.0	
Bath tap size (20mm nominal)			10.0	
Bath tap size (over 20mm)			22.0	
Shower			3.0	
Sink tap size (20mm nominal)			3.0	
Sink tap size (over 20mm)			5.0	
Spray tap			0.5	
Bidet			1.5	
Domestic appliances			3.0	
Commercial / communal appliances			10.0	
Any other water outlet			3.0	
Loading units (sum of totals)				
Rate (loading units divided by 24)				

6. Water Regulations

The Water Supply (Water Fittings) Regulations 1999 set legal requirements for the design, installation, operation and maintenance of plumbing systems, water fittings and water-using appliances. The Regulations have a specific purpose to prevent misuse, waste, undue consumption or erroneous measurement of water and, most importantly, to prevent contamination of drinking water.

Please answer the following question regarding your development, please ensure all mandatory fields, indicated with a ‘*’, are completed or your application will not be able to be progressed to the Quotation stage.

Item	Yes	No
All buildings or structures developed are for wholly domestic use only*	<input type="checkbox"/>	<input type="checkbox"/>
Extension or alteration of a water system on any premises other than a house will be undertaken*	<input type="checkbox"/>	<input type="checkbox"/>
Development will result in a material change of use of the premises*	<input type="checkbox"/>	<input type="checkbox"/>
A trough, standpipe or compound supply will be built as part of the development*	<input type="checkbox"/>	<input type="checkbox"/>
The development is for more than one domestic property or is for non-domestic use: If yes, please ensure you have included the appropriate pipe schematics (as indicated on the checklist) *	<input type="checkbox"/>	<input type="checkbox"/>

Does the application include any of the following?

Item	Yes	No
A rainwater harvesting system *	<input type="checkbox"/>	<input type="checkbox"/>
A bath having a capacity, as measured to the centre line of the overflow, of more than 230 litres or 50.6 gallons *	<input type="checkbox"/>	<input type="checkbox"/>
A bidet with an ascending spray or flexible hose *	<input type="checkbox"/>	<input type="checkbox"/>
A pump drawing more than 12 litres or 2.64 gallons per minute connected directly or indirectly to a supply pipe *	<input type="checkbox"/>	<input type="checkbox"/>
A water storage tank connected to the water supply *	<input type="checkbox"/>	<input type="checkbox"/>
A unit which incorporates reverse osmosis, e.g., dialysis equipment *	<input type="checkbox"/>	<input type="checkbox"/>
A water treatment unit which produces a waste water discharge or which requires the use of water for regeneration or cleaning, e.g., water softener, waste disposal unit *	<input type="checkbox"/>	<input type="checkbox"/>
A reduced pressure zone (RPZ) valve assembly or other mechanical device, for protection against a fluid, which is in Fluid Category 4 (WRAS Categorisation) *	<input type="checkbox"/>	<input type="checkbox"/>
A plumbed in garden watering system, except one designed for use by hand *	<input type="checkbox"/>	<input type="checkbox"/>
Any water system laid outside a building either less than 750mm (30 inches) or more than 1,350mm (54 inches) below ground level *	<input type="checkbox"/>	<input type="checkbox"/>
Construction of a pond or swimming pool more than 10,000 litres or 2,200 gallons capacity designed to be replenished automatically with water supplied by 'SES Water' *	<input type="checkbox"/>	<input type="checkbox"/>
An oil central heating system *	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning on installing an instant hot water tap? If yes, please provide the make and model: *	<input type="checkbox"/>	<input type="checkbox"/>

7. Declaration

Item	Yes	No
I wish to apply for a new water supply as described to the premises referred to in Section 4 of this form under Section 41, 45 or 55 of the Water Industry Act 1991, and I acknowledge my responsibility with regard to compliance with the Water Supply (Water Fittings) Regulations 1999. *	<input type="checkbox"/>	<input type="checkbox"/>
I acknowledge receipt of the Health and Safety Executive information setting out the Client's duties under the CDM Regulations 2015 and accept that these apply to me. *	<input type="checkbox"/>	<input type="checkbox"/>
I have provided all the information requested. *	<input type="checkbox"/>	<input type="checkbox"/>
Should it be necessary, I appoint 'SES Water' as my agent for any relevant work outside my boundary. *	<input type="checkbox"/>	<input type="checkbox"/>
I acknowledge that in making this application I will be liable for any charges payable in respect of the connection(s) to which this application relates. *	<input type="checkbox"/>	<input type="checkbox"/>
I confirm the utility asset information enclosed is the most up-to-date available at the time of submitting this application. *	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I have consulted all the relevant parties regarding any Environmental Impact building on my site may have including but not limited to the effect on watercourses, wildlife and any archaeological issues. *	<input type="checkbox"/>	<input type="checkbox"/>

All customers who contact us will have their contact information passed to a third-party processor acting on behalf of our water regulator, Ofwat, for the purposes of comparing our performance against that of other water companies. This measurement is called, Customer Measurement of Experience (C-MeX) and Developer Measurement of Experience (D-MeX). The purpose of this measure is to promote improved service for development applicants across the water industry.

The data is collected by our regulator's agent through quarterly e-mails and phone calls to applicants.

Declared by (name)	
Declared on (date)	

Please confirm that you have completed all required information as detailed in Section 2 (checklist) prior to submission of this form.