

# How to apply for a connection to a public sewer



## Introduction

Prior to applying to United Utilities for permission to make a connection to the public sewer you should obtain approval for your drainage layout from the Local Authority Building Control Section and if required you should also obtain Local Authority planning approval.

United Utilities reserves the right to make a connection to the public sewer and the cost of the materials, plant and labour used will be recoverable from the applicant.

United Utilities requires that any new connections to the public sewer network be made to our high standards such that the integrity of the existing network is not compromised by the type of connection or the construction method.

Under Section 106 of the Water Industry Act 1991, the owner of any domestic property is entitled to have foul and surface water from their property connected to the public sewerage system.

Under section 107 of the Water Industry Act 1991, the sewerage undertaker (United Utilities) has the right to make the connection themselves and charge the applicant. Subject to certain conditions, you or your appointed contractor will be allowed to make the sewer connection under the supervision of a United Utilities engineer.

Foul water from your property may only be connected to an existing foul or combined sewer. Surface water from the property should be connected to an existing surface water sewer where one is available or to a combined sewer. You will be required to provide flow calculations for the surface water discharge.

## The process

You have already started the process by contacting us and obtaining this guide. Further progress can be made by completing the two-part application form.

**Part 1** of the form, with associated plans, will be used by us to complete the technical vetting of your submission and to give approval to the type of connection.

**Part 2** will be used to verify the suitability of your proposed contractor and that work on the public sewerage system is carried out in a safe manner.

You should ensure that your application accurately describes your proposal and that your contractor seeks authorisation from United Utilities to carry out the works.

**We will inspect the work on the public sewer at an agreed time to make sure that this is carried out satisfactorily.**

**There is a charge payable to United Utilities for the above service. Please refer to the 'charges' sheet for further information.**

**Please contact us if you wish to discuss any aspect of your application.**

## Infrastructure charges

Infrastructure charges are applicable to anyone building or developing a property. They are in addition to our charges for water main, sewer requisitions and connections, and cover the cost of extra demand on our existing network.

Standard water infrastructure charges are payable on all new water connections made for domestic purpose. Standard sewerage infrastructure charges are payable on all new domestic sewerage connections.

Non-standard charges apply to premises where water is supplied through a pipe with an internal diameter of more than 20mm, for domestic purposes. Infrastructure charges do not apply to water and sewerage services for non-domestic purposes.

Further information is available on request.

# Responsibilities

## YOU

### are responsible for:

- Obtaining Building Regulation approval from the Local District Council for your proposed drainage system.
- Obtaining permission from any landowner affected by your proposed work.
- Providing all the information we require to approve the connection.
- Ensuring we are in receipt of a completed Part 1 of the sewer connection application form.
- Ensuring that your contractor completes and submits to us Part 2 of the sewer connection application form and receives approval before commencing on site.
- Paying contractors' charges for the cost of constructing the approved sewer connection and any associated drainage system.
- Paying infrastructure charges, if applicable, for each premises connected to water and/or sewerage services for the first time (see Section 5).
- Paying United Utilities charges for each application.

## YOUR CONTRACTOR

### is responsible for:

- Meeting the criteria and obtaining prior approval from United Utilities to carry out work on the public sewer. Only contractors who are suitably qualified to work on the public sewer system will be permitted to make a new connection to any public sewer. Your contractor will need to provide documentary evidence of his competence together with his method statement and risk assessment for the works to be undertaken.
- Only if he is able to satisfy the requirements of United Utilities will he be permitted to make the connection to the public wastewater network.
- Completing Part 2 of the sewer connection application form and receives approval before commencing on site.
- Following approval give five working days notice of the date and time for inspection of the work to the public sewer.
- Confirming if the Construction (Design and Management) Regulations apply to this work.
- Complying specifically with the Water Industry Act 1991, the New Roads and Streetworks Act 1991 and the Confined Spaces Regulations 1997.
- Carrying out the sewer connection in accordance with the agreed Part 2 application.

## WE

### are responsible for:

- Providing assistance with your application
- Checking and approving your connection proposals
- Advising your contractor of:
  - Any known unusual hazards at the location of the proposed sewer connection over and above the normal hygiene hazards when working with sewage.
  - The likelihood of flooding and toxic or explosive gases emanating from the sewer.
- Checking that the contractor has proposed a safe system of work on the public sewerage system.
- Undertaking the inspection of the mode of connection on site.
- Issuing Part 2 (Access Certificate) for United Utilities confined spaces, for example manholes, man-entry sewers and similar structures, but not including the contractor's excavation outside of the public sewerage system.
- Invoicing you for our charges.

# Our levels of service



Following your request to us for permission to connect your premises to the public sewerage system, we send you a two part application form

The following procedure ONLY applies where work will be carried out on the public sewerage system

You appoint a contractor to carry out the work

We register the property and customer details for future sewerage charges

**Part 1**  
Application for connection  
**Part 2**  
Proposes Safe System of Work

We will issue an invoice to you (refer to the enclosed information sheet for details on our charges)

When ready your contractor completes Part 2 proposing a Safe System of Work on the public sewerage system

We will visit the site to inspect the works and to issue any permits to work on the public sewerage system

You complete Part 1 giving all the relevant information about the premises and type of connection to be made

Approved  
If to lateral or drain, you should let us know when this work has been completed

**Part 2**  
We will examine the proposals and notify contractor of

Your contractor notifies us at least 5 days in advance of the intended date for work to start on site

**Part 1**  
We will examine your proposals and notify you of:

Timescale approval or rejection within 15 working days of receipt

Timescale approval or rejection within 10 working days

Your contractor can plan to commence work on site

[unitedutilities.com](http://unitedutilities.com)

United Utilities Water PLC  
Haweswater House  
Lingley Mere Business Park  
Lingley Green Avenue  
Great Sankey  
Warrington  
WA5 3LP

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Registered Number 2366678

**How to contact us:**

Telephone: 0845 602 0406

Post: United Utilities  
PO Box 789  
Warrington  
WA5 3WQ



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# Technical notes for guidance



## a) Approval

Permission must be obtained from United Utilities for any new direct or indirect connection to the public sewer. In addition, approval of the method to be used in making any direct connection will be required.

**Under no circumstances should the applicant or his contractor break into the public sewer without the written approval of United Utilities.**

## b) Connection types

Direct connections may be made at a manhole (new or existing) or by the insertion of a preformed oblique junction into the sewer pipe. The use of saddle connections will only be permitted where the existing sewer is 300mm or greater in diameter, and the new connection must be at least 150mm smaller in diameter than the sewer pipe to which you propose to connect.

If the development is for more than three properties then the use of new manholes may be considered based in the guidance given in Section C. 13 of 'A guide to Sewerage Operational Practices' and 'A Review of Practice and Recommendations in Making Connections to Pipe Sewers' - see below for further details.

All connections should be made using the correct tools for the job, for example for saddle connections the main sewer is to be core drilled. The contractor is also to take all precautions not to allow any debris to enter the public sewer.

The type of connection will generally be in accordance with the existing network, for example a separate or combined system of drainage. The method of connection may be to an existing manhole or by the installation of a preformed oblique junction into the sewer pipe.

Indirect connections may be made to lateral drains where these have been provided in advance for the premises concerned, or to existing neighbouring drains with additional permission being

obtained from the owner of the drain. The inspection of indirect connections will be carried out by District Council Building Inspectors, not by United Utilities.

## c) Foul and surface water drainage

Only domestic foul sewage will be permitted to be discharged to the public foul sewer. Surface water derived from the premises (and with specific agreement, highways) may be discharged to a public surface water sewer, if one is available. Calculations of surface water flow rates will be required.

Flow calculations: Surface water discharge rates are required for the proposed development. The calculation is based on 50mm per hour rainfall (1 in 30 year intensity).

## d) Trade effluent

Separate approval must be obtained for the discharge to the public sewer of any trade effluent from a factory, manufacturing or commercial process. We will contact you to discuss the details of the necessary Consent or Agreement.

## e) Plans required

To avoid any delay, you should send with Part 1 of the Application Form **a Location Plan** to a scale of 1:2500 showing the position of the site **and a Site Plan** to a scale of 1:500 showing details of the proposed drains on the property, the area to be drained for surface water and the points of connection with the public sewerage system. The drawings shall include the finished floor levels.

## f) Data sheet on sewage

Details are included with the folder: 'Sewerage: getting connected'. If you require further information to help with a COSHH assessment, please let us know.

## g) Safe system of work

Part 2 of the Application Form includes a section for the contractor to give details of his proposed safe system of work, including how the flow in the sewer will be dealt with.

### h) Approved contractors

The making of a sewer connection to the public sewerage system will usually be subject to the Confined Spaces Regulations 1997. The contractor should satisfy the following criteria where appropriate:

- Be a HAUC approved contractor - a contractor approved by the Highway Authority to carry out work in the highway.
- Have a satisfactory health and safety policy.
- Be formally trained in working in confined spaces - to meet the Confined Spaces Regulations 1997 and have completed additional training in United Utilities' Code of Practice for Working in Confined Spaces.
- Have adequate insurance - £5 million public liability insurance.
- Operate to Quality Assured standards - to ISO9002 or equivalent.
- Have demonstrated competence in the making of sewer connections.

Please contact us if you require any further information.

### Notifications of work on site.

We require at least five working days notice when work on the site is to be carried out in order to arrange for inspections and to issue any permits to work on the public sewer. The contractor is recommended to phone **08456 020 406** giving the reference number for the approved connection.

### Under no circumstances should the connection be covered over until a United Utilities appointed person has inspected the works.

If the connection has been covered over or is not ready for inspection at the appointed time, United Utilities will be entitled to recover from the applicant any costs incurred in exposing the works and making good any defects if necessary.

**Please note** that United Utilities is responsible for inspecting the connection only. All pipework leading from the connection will need to be inspected and approved by the Local Authority Building Control Inspector.

### Publications for guidance:

#### **A Guide to Sewerage Operational Practices (Section C.13) 1991 -**

Published by the Sewers and Water Mains Committee and available from the Foundation for Water Research (FWR), Allen House, the Listons, Liston Road, Marlow, Buckinghamshire, SL7 1FD.

#### **A Review of Practice and Recommendations in Making Connections to Pipe Sewers 1978 -**

by O C Young, published by the National Water Council, London.

#### Sewer connection check list

##### Part 1

- Completed signed section 1, 2 and 3
- Location plan (1:2500 scale)
- Site plan (1:500 scale)
- Flow calculations / discharge rates
- Copy of your Local Authority Planning Consent

##### Part 2

- Completed signed section 1, 2 and 3
- Competent person confined spaces certificate
- Programme of works including start date
- Method statement
- Risk assessment
- Diagram of mode of connection

#### Notes for guidance

Sections (g) and (h) apply only where work will be carried out on the public sewer.

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# Data sheet on sewerage



## Composition

The exact composition of a particular sewage is indefinable and varies between sites and throughout time. Sources of sewage include domestic wastewater, industrial trade effluents, rainfall run-off and infiltration.

About 99% of sewage is water, with the remaining 1% consisting of organic and inorganic chemicals, gases from decomposition of organic wastes, solids and biological constituents of both animal and microbiological nature.

## Known hazards of exposure

There is no evidence that sewage workers are particularly prone to infection by the variety of micro-organisms found in sewage.

## General hazards

- falling and slipping
- drowning
- asphyxiation (seek information on hydrogen and methane gases)

## Specific hazards

- infection from pathogens through ingestion or open wounds
- chemical toxicity from trade effluents
- explosions from methane gas or other vapours
- Leptospirosis (Weil's disease)
- Hepatitis A

## Health and safety - access to the public sewer

Due to the health and safety implications of working within the public sewer it is necessary to obtain prior approval.

The Part 2 sewer application is the Access Certificate. This is used to assess the contractor, the method of work and the risk assessment.

All operatives working in confined space entry shall be suitable trained to EU skills standard.

## Further information

The Health and Safety Executive have leaflets titled:

*'Working with sewage - the health vapours hazards'*, for both employers and employees.

You are recommended to obtain these and any other guidance, before undertaking work on a sewerage system.

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# Charges 2011-2012



**Our charges for 2011-2012 are as follows:**

## **Breakdown of charges**

Part 1, Part 2 and on-site inspection = £208 plus VAT

## **What the charge includes**

Part 1, Part 2 and on-site inspection.

- Administration costs.
- Providing assistance with your application.
- Engineer checking and approving your connection proposal.
- Advising your contractor of:
  - Any known unusual hazards at the location of the proposed sewer connection over and above the normal hygiene hazards when working with sewage.
  - The likelihood of flooding and toxic or explosive gases emanating from the sewer.
- Checking that the contractor has proposed a safe system of work on the public sewerage system.
- Issuing Part 2 (Access Certificate), for example; manholes, man-entry sewers and similar structures, but not including the contractors excavation outside of the public sewerage system.
- Undertaking the on-site inspection.
- Invoicing you for the charges.

An invoice for charges will be issued on completion of Part 1 approval. You will be invoiced for £208 plus VAT, payable within 30 days of date of invoice. **This is non-refundable if you choose not to proceed with the application.**

Further inspections following abortive visits will be subject to an additional fee of £47 plus VAT.

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# Application for connection to the public sewer: Part 1



## Part 1: Application

### Section 1: Site/contractor details

This form should be used if you require a new connection to an existing public sewer under section 106 of the Water Industry Act 1991.

#### Please use BLOCK CAPITALS

<i>Please give the name and address of the company or individual requesting the connection(s). This could be the owner of the premises or a builder requesting the connection on another's behalf.</i>	Applicant's name and address:	
	Postcode:	
	Tel:	
	Fax:	
	Contact name:	
<i>Please give the name of the person who is able to answer any questions relating to this application.</i>		
	Tel:	
<i>Please give the detailed address of the site or premises to be connected.</i>	Address of property to be connected:	
	Postcode:	
	Tel:	
	Fax:	

## Section 2: Application details

This form should be used if you require a new connection to an existing public sewer under section 106 of the Water Industry Act 1991.

### Please use BLOCK CAPITALS

<i>This section to be completed and signed by the person responsible for payment of charges (in accordance with United Utilities' charges sheet). This could be the owner of the premises or a builder requesting the connection on another's behalf.</i>	Invoice details:	
	Postcode:	
	Tel:	
	Fax:	
<i>Please give the name and address of the person responsible for future sewerage charges (if different to applicant).</i>	Signature:	
	Contact name – for future charges:	
	Tel:	
	Address:	
	Postcode:	
	Tel:	
	Fax:	

## Section 3: Connection details

### Please use BLOCK CAPITALS or tick as appropriate

#### 1. Is the proposed connection to:

<i>Please indicate the type of premises to be connected</i>	a: altered premises	
	b: existing premises	
	c: new premises	
	d: basements	

<b>2. Number of premises being connected:</b>					
		a: directly or indirectly to the public sewer by this connection			
		b: if more than one connection is being made, state how many			
<b>3. Is the proposed connection for:</b>					
If you answer 'no' to a and b go to 4. If you answer 'yes' got to 5.		a: foul sewage		Yes	No
		b: surface water		Yes	No
<b>4. How do you intend to discharge:</b>					
Please provide details of how foul sewage or surface water will be disposed of, if not to the public sewer.		a: foul sewage			
		b: surface water			
Flow calculations will be required to confirm the rate of discharge if connecting more than one residential property or any commercial premises.					
<b>5. Will your effluent discharge be domestic content only?</b>					
If 'no' got to 6, if 'yes' go to 7.				Yes	No
<b>6. What is the content of the non domestic sewage discharge?</b>					
Please provide details of any effluent derived from commercial processes. We will contact you if a separate agreement and/or Trade Effluent Consent is required from United Utilities.					
<b>7. Type of proposed connection:</b>					
				Foul sewage	Surface water
Please indicate the type of connection(s) you require. Part 2 of this application form is applicable to 8c, 8d and 8e. d is required when draining 3 or more premises. Additional approval is required from your Building Control Officer for your drainage work.		a: to an existing lateral drain			
		b: to an existing private drain			
		c: direct to the public sewer via a junction connection			
		d: new manhole constructed on the public sewer			
		e: to an existing public sewer			
<b>8. Proposed connection date (if known) (day/month/year)</b>				D	M
				Y	Y
<b>9. Water supply</b>					
If 'no' go to 9b.		a: is there an existing water supply to the premises?		Yes	No
		If yes please quote your United Utilities account number: <input type="text"/>			
		b: have you already made an application to United Utilities for a water connection?		Yes	No

### Section 3 - Declaration

I wish to apply for permission to connect to the public sewer for the premises referred to in this application under Section 106 of the Water Industry Act 1991.

I confirm that I have read and will comply with the 'Notes for Guidance' and United Utilities 'Charges' enclosed with this application. I confirm that I have obtained all necessary Building Regulation & Planning Authority Consents required for this application.

**Signature:**

**Print name:**

**Date:**

**Please return your completed application form with:**

- a location plan, scale 1/2500
- a site plan, scale 1/500 showing the position of your connection as approved by the Local Authority Building Control
- copy of the Local Authority Planning consent
- flow / discharge rate calculations

**Your application will be rejected if the above documents are not enclosed**

**Please return completed forms to:**

**United Utilities, PO Box 789, Warrington, WA5 3WQ**

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03/11/50/3544a



# Application for connection to the public sewer: Part 2



## Part 2: Access certificate

Our reference number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your reference number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 1: Site/contractor details

This form should be used by the contractor to give the risk assessment/method statement for the work to be carried out on site when making the connection via a junction or manhole (new or existing) on the public sewer. It is NOT required if the connection will be to an existing lateral or private drain.

**Please use BLOCK CAPITALS**

Please give the full address of the site or premises to be connected	Address of premises to be connected:	
	<input type="text"/>	
	Postcode:	<input type="text"/>
Please give the name and address of the contractor who is intending to carry out the works.	Contractor's name:	<input type="text"/>
	Address:	
	<input type="text"/>	
	Postcode:	<input type="text"/>
	Tel:	<input type="text"/>
	Fax:	<input type="text"/>
Please give the name and address of the competent person who is intending to carry out the works.	Work supervisor - name:	<input type="text"/>
	Signature:	<input type="text"/>
	Address:	
	<input type="text"/>	
	Postcode:	<input type="text"/>
	Tel:	<input type="text"/>
	Fax:	<input type="text"/>

The work supervisor must understand that it is his/her responsibility to ensure that all persons employed on this project are adequately confined space entry trained to EUskills standard and suitably experienced to perform their tasks in a safe and appropriate manner. The works supervisor must have completed a supervisor's course and the operatives to a course suitable for the National Classification of entry.

## Section 2: Work activities

Please use **BLOCK CAPITALS** or tick as appropriate

Type of work to be carried out:

a: junction connection

b: new manhole construction

c: connection to an existing manhole

d: other (please specify)

Do the CDM regulations apply?

Yes

No

Sequence of work

Diagram of proposals

Provide method statement separately

Proposed date of connection

### Section 3: Safe systems/risk assessments

	Hazard identification	Contractor's control measures	
<p>The contractor is to identify all hazards associated with this work and include his control measures.</p> <p>Please refer to the Part 1 approval notice for hazards identified by United Utilities.</p>	Known hazards		
	Dealing with flow	X	
	Confined space entry		
	Trade effluent discharge		
	Tidal influence		
	Previous gas alarms		
	Pumping station discharges		
	Other hazards		
	<p>Emergency contact details to be provided by the contractor in case of emergency that may need immediate evacuation of the work area.</p>	<b>Emergency procedures:</b>	
<b>Emergency contact numbers:</b>			
Works supervisor			
Contractor			
<p>Work carried outside of these times must be specifically sanctioned by the District Engineer.</p>	<p>Work involving entry into confined spaces must only be carried out between 08:00 and 16:00 hours on normal working days.</p> <p>Permission must be received before entry into confined spaces.</p> <p><b>Log-on</b> before starting work each day and log-off upon completion of the work or at the end of the day by contacting United Utilities as notified. Phone numbers will be provided when the application has been approved.</p> <p><b>CAUTION:</b></p> <p><b>If you fail to log-off</b> an emergency plan may be invoked by United Utilities which could involve the Emergency Services and/or United Utilities staff being called out.</p> <p>Should this be the case ALL charges incurred in implementing this procedure will be directed to the company or agent involved.</p> <p><b>RECORD AGREED:</b></p> <p>Contractor's acknowledgement: I have read this form and acknowledged the precautions necessary to enable this work to be carried out.</p>		
<b>Works supervisor or representative</b>			
<b>Date</b>			

**Please include with this form:**

- copies of proposed Work Supervisor confined space training certificate.
- a programme of works indicating the anticipated commencement date.
- a method statement related to confined space entry, to include an undertaking to carry out in accordance with United Utilities Working procedures.
- risk assessment for the above method statement.
- manhole details as appropriate including the method of connection into the new and/or existing manholes.

**If any of the above is required and not provided your application will be returned.**

**Please return completed forms to:**

**United Utilities, PO Box 789, Warrington, WA5 3WQ**

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