

# Form B guidance

**business stream**

A SCOTTISH WATER COMPANY



# Guidance Notes

These guidance notes are designed to help you complete: Form B – Application for a permanent water connection.

## Important

We can only schedule your sewer connection AFTER acceptance & payment has been made for water & sewer connections

These guidance notes are designed to help you complete: Form B – Application for a waste water / sewerage connection.

We strongly recommend you use the latest version of Sewers for Scotland to develop or check your plans. This document sets out the design standards Scottish Water will use to assess your sewer mains and services. You can download it from Scottish Water's website

## Customer details

### Section 1

Please provide your full details for Business Stream to contact you. We need to know whether you are the owner of the site, the contractor developing the site on the owner's behalf, or the future occupier.

### Billing details

Please ensure you tick the appropriate box for customer / main contact / occupier to receive the invoice for the water connection.

## Site details

### Section 2

**PDE:** Please provide the reference number for the PDE relating to your site, which has been concluded. This will have been provided to you by Scottish Water and is required before your application for a new water connection can be made.

**Water connection application:** Please also note you must have a water application in hand for the same development. Otherwise, please provide the supply point ID (SPID) number for an existing site where the sewer network is being extended.

**Planning reference numbers:** Please provide any planning reference numbers related to your development. These are made available by your local authority. Please only apply once approved.

**Existing building:** If there is already a water supply to the site, please provide your supply point ID (SPID) – this appears on your water bills.

**New Property Address:** As the property will be liable for water and waste water usage charges You must supply the full postal address and postcode of your site. The Land Registry can provide your postcode. If you don't supply this, your application may be delayed.

**UPRN or SAA numbers:** Where a UPRN or SAA reference number are not available please select the appropriate option of give details under other

(The SAA Reference Number will only be available after a property has been rated and can be obtained from the Scottish Assessors Association website – [www.saa.gov.uk](http://www.saa.gov.uk). UPRN availability will vary depending on the specific council planning department and should be available at building warrant granted stage and can also be obtained from the One Scotland Gazetteer website – [www.onescotlandgazetteer.org.uk](http://www.onescotlandgazetteer.org.uk))

**Multiple tenancies:** For multiple occupancy sites, please use **Appendix B** of the form to provide details of all the occupiers. This is so we can ensure the infrastructure is laid in a way that allows for occupants to be billed separately in future, if required. If you don't yet know who the occupants will be, please tick 'Not yet known' and leave the remaining fields blank.

If your development includes domestic premises, you must apply separately to Scottish Water (not Business Stream) for the domestic elements.

## Phasing

2.1

If this is only 1 phase of a larger development it's important that you confirm this within the application.

## Facilitation

2.2

Your development may require a water facilitation main as well as a plot connection to a singular or multiple property. It's also important to know if a facilitation is an advanced installation and if so how many plots will be served of this. This allows Scottish Water via Business Stream to gain a better understanding of your development.

## Connection details

## Section 3

**When are you starting your development:** Its vital we know when your project is due to start so we can help meet the target of your connection date (date of works to commence)

**Number of connections:** Please detail the number of connection(s) required. Please note that the minimum size of a plot connection Scottish Water accepts is 150mm and their preferred connection type is a branch. Saddle connections will only be accepted on mains over 300mm in size or where the connection is at least half the size of the mains.

**Design:** The sewer design proposals should comply with the current edition of Sewers for Scotland 4th Edition. A complete set of drawings must include the following:

- boundary of premises
- location of the existing sewer main
- size of the existing sewer main
- material specification of the existing sewer main
- location of your proposed connection on the existing sewer main
- route of your pipe from connection on the existing main to your property
- size of the proposed connection pipe
- material specification of the proposed connection pipe
- construction details of connection and manhole,
- location of disconnection chamber(s) (A disconnection chamber is required before the connection point into the public sewer. The disconnection chamber will be constructed at the boundary of the property or heel of the footpath.)
- all chambers should be labelled with their cover and invert levels above Ordinance Datum finished floor level (to ordinance datum)
- all proposals for sustainable drainage systems (SUDS)
- all pumping stations (If you are unsure where your sewer main is located, Scottish Water asset plans can be obtained from one of two providers. Details can be found at: [www.scottishwater.co.uk/business/horizons/property-searches](http://www.scottishwater.co.uk/business/horizons/property-searches))

**Section 3 – You must Confirm your intentions for surface water drainage. Please make sure to complete Section 4 on surface water for your development”**

**Please note:** If the design involves diversions or build-overs, you must supply an approval letter from Scottish Water. If you haven't yet obtained this, please contact Scottish Water directly. Please note no connection can be submitted until any of the above has been approved.

Submissions can be made to [service.relocation@scottishwater.co.uk](mailto:service.relocation@scottishwater.co.uk). Please ensure that you provide development information layouts showing existing pipe work and proposed new routes so that Scottish Water can process your application.

**Third party land:** Where your proposed pipe will cross privately-owned land, it is your responsibility to secure written confirmation of access to the land. This does not apply to public highways.

**Anticipated annual water consumption and discharge:** You may require the help of a consultant to calculate your anticipated water consumption, foul waste discharge and surface water runoff.

## Trade effluent

## Section 4

Please let us know if there will be a discharge of trade effluent from the premises. Trade effluent covers waste water from processes such as:

- industrial production
- washing and cooling plant, machinery, vehicles or floors

It does not include normal kitchen and toilet waste, or clean rainwater.

Trade effluent is covered by special laws, designed to protect the sewerage system and the wider environment from harmful waste. Any business that produces trade effluent needs to apply for consent from Scottish Water. This sets out the amount and quality of effluent you're allowed to discharge. Discharging trade effluent without consent is an offence. It's your legal responsibility to manage your effluent and ensure it stays within the set limits.

Please provide your trade effluent consent application reference. If you do not already have one, you can then a separate application process applies & a form H will need to be posted to Business Stream Trade Effluent Team – please visit our website

Please note that trade effluent consent cannot be granted until your sewer connection has been completed.

**Surface water:** Please let us know how you propose to deal with surface water. Methods in Scottish Water's order of preference are:

- Rainwater harvesting
- Private SUDS / soakaway
- Watercourse
- Surface water sewer

Surface water **may not** discharge to combined sewers. If circumstances on site allow no other method, then a full report of investigations eliminating each of the above options must be provided with your application.

Please let us know how you propose to deal with surface water, e.g. private soakaway, rain harvesting.



If you require a building water connection you will need to provide a design proposal showing your intention and should show the following:

Route from the existing mains to the point of connection. These details enable Scottish Water to find the best connection point from its mains.

- boundary of premises
- location of the existing main
- size of the existing main
- material specification of the existing main
- location of your proposed connection on the existing main
- route of your pipe from connection on the existing main to your property
- size of the proposed connection pipe
- material specification of the proposed connection pipe
- location of meters
- location of supporting valves

If you are applying for a temporary waste water connection please provide a separate drawing which should show:

- boundary of premises
- location of the existing sewer main
- size of the existing sewer main
- material specification of the existing sewer main
- location of your proposed connection on the existing sewer main
- route of your pipe from connection on the existing main to your property
- size of the proposed connection pipe
- material specification of the proposed connection pipe
- construction details of connection and manhole, if applicable
- location of disconnection chamber(s)
- levels above Ordinance Datum, as described above for permanent sewer designs

We may need to ask for further drawings and / or calculations after reviewing your initial application and supporting information.

If you do not require building water, for example your development is a dry build, then we will require evidence (invoices) of this. For example – ready mix concrete / timber frame etc

**If water used for building works or site accommodation has been obtained illegally from Scottish Waters network then you will be liable for a retrospective charge.**

**Water used for construction cannot be taken from a domestic property.**

## Checklist of supporting data

## Section 6

Please note your application will not be processed until all supporting information / documents are provided.

**Site location plan** This enables Scottish Water to quickly locate your site in relation to its existing sewer infrastructure. Your plan should set out precisely where the site is. Show street names, existing buildings and other landmarks. A 12-digit OS grid reference or GIS coordinates would also help.

**Scottish Water reference number for water application** These details will only be available if you have submitted a sewer connection application form.

**Sewer design proposals** the sewer design proposals should comply with the current edition of Sewers for Scotland latest edition.

**Flow control devices** Any control devices will need to have supporting calculations.

**Soil investigation report** – Your report should include a chemical analysis table, if the site has potential land contamination issues (e.g. any industrial site, former garage site, etc). This report is needed to identify the type of pipe material to be laid to protect the public water supply.

We require the recommendations and conclusions of the report that determine the pipe material suitable for the ground conditions. Scottish Water has a statutory duty to ensure the public water supply is 'wholesome' and free of any organisms or chemicals which could constitute a danger to health, or affect properties such as taste and odour.

The report should be carried out in accordance with current UKWIR (United Kingdom Water Industry Research) guidance.

**Please note Scottish Water requires that this applies to all applicable sites whether greenfield or brownfield.**

**Crossing third party / private land** Where your proposed pipe will cross privately-owned land, it is your responsibility to secure written confirmation of access to the land. This does not apply to public highways.

**Scottish Water PDE reference number** Please submit the results of any capacity assessment by Scottish Water (e.g. PDE response, drainage impact assessment or relevant correspondence).

**Written confirmation of SEPA and Flood Authority comments** All submissions with new surface water discharge to a watercourse must include this.

We may need to ask for further drawings and / or calculations after reviewing your initial application and supporting information.

## Declaration

## Section 7

The form is designed for electronic signature.

Guidance on electronic signatures is available at [www.gov.uk/government/publications/ electronic-signatures](http://www.gov.uk/government/publications/electronic-signatures)

If you don't have the means to provide an electronic signature, please note that by submitting the form via email, you are instructing Business Stream to progress your application

### Payment details

An application fee is applicable on all approvals. Please note, if you do not proceed with your application after approval an invoice will be raised for the application fee to be paid.