

guidance notes

Form **B**

The water experts



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

Important: We can only schedule your sewer connection AFTER:

- your building water application has been received and payment made
- your method statement and risk assessment have been submitted and approved

We strongly recommend you use the current edition 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 order it via www.webookshop.com or 01793 865012.

Need some help?

You can take the hassle out of your new water and sewer connections by asking Business Stream to handle them. We provide an end-to-end service, managing everything from design through onsite work to final connection – including this application process. Contact us to discuss your needs on 01793 865012.

1 Checklist of supporting data

These must be complete, **and in line with regulations**, before we can progress your application. Applying before these documents are available won't save time – it's wasted effort!

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.

Sewer design proposals

The sewer design proposals should comply with the current edition of Sewers for Scotland. A single technical drawing 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, if applicable
- 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.)
- level of the disconnection chamber at your property, in metres above ordnance datum
- invert level of the connection point at the existing sewer, in metres above ordnance datum
- finished floor level (to ordnance datum)
- all measures for sustainable drainage systems (SUDS)
- all pumping stations

If you are unsure where your sewer main is located, details can be obtained from one of two providers. Details can be found at: www.scottishwater.co.uk/business/horizons/property-searches

Anticipated annual water consumption and discharge rates

Please supply supporting calculations for the figures in your **Form B**. Refer to **section 6.6** and **section 6.7** for further information.

Consultation details from Scottish Water

Please submit the results of any capacity assessment by Scottish Water (eg development impact assessment (DIA) response, drainage impact assessment or relevant correspondence).

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. Submissions can be made to connections@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.

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.

2 Customer details

Please provide your full details to make it easy for us 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.

3 Details of main contact

Please provide contact details of any person coordinating the development, who is best placed to act as our regular contact throughout the project.

4 Billing details

Please tell us which of the above contacts should receive our final invoice or supply details for an alternative billing contact if appropriate (This is just the invoice relating to the new connection – not bills for the future water supply.) Where there are no details given in **section 4**, we will send our invoice to the customer contact in **section 2**.

5 Premises to be connected

5.1 Occupancy

Please provide details of the owner and occupier of the site. 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.

5.2 Postal address

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.

5.3 Type of premises

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

5.4 Type of premises – previous use

If there is already a water supply to the site, please provide your supply point ID – this appears on your water bills.

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

5.6 Planning reference

Business Stream needs to be sure each development has full planning approval. For this reason we need to know the planning reference allocated to your development, plus details of the approving local authority. Failure to supply these will delay your application.

5.7 Crossing 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.

5.8 Contaminated land

We require a copy of the soil investigation report, including a chemical analysis table, if:

- the site has potential land contamination issues (eg any industrial site, former garage site, etc)
- the new connection is a non-standard one, that is above 32mm

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.

6 Connection details

6.1 Date and measurements

Please let us know any specific installation date you are working to.

6.2 Type of discharge

Please indicate whether discharge is domestic or industrial and provide details of type of waste if industrial or trade.

6.3 Trade effluent

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 doesn't 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 apply for it on our **Form H**. Please note that trade effluent consent cannot be granted until your sewer connection has been completed.

6.4 Type of connection

Please detail the number, size and type of connection(s) required. Please note that the minimum size of 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.

6.5 Surface water

Scottish Water prefers that, where possible, you avoid discharging surface water to their network. Please let us know how you propose to deal with surface water, eg private soak-away.

6.6 Anticipated annual water consumption

You may require the help of a consultant to calculate your anticipated water consumption.

As a guide, typical daily consumption estimates are:

- residential / hotel use: 180 litres per 24-hour occupant
- office / workplace use: 55 litres per occupant

If your intended use is more than 1,500m³, please supply either DIA details or a Scottish Water approval letter.

6.7 Discharge rate

You may require the help of a consultant to calculate your anticipated water consumption. Sewers for Scotland 2nd edition and the British Standard document EN752 specify discharge unit calculation methods and rates.

7 Associated applications

7.1 Associated water connection

If you plan to reuse an existing water connection, you will need to submit your existing water supply reference number.

7.2 Building water

Your permanent connection can only be made once you have:

- applied and paid for your building water needs (via our **Form J**) **or**
- confirmed and evidenced another source of water has been used **or**
- confirmed that no water is needed, ie your development is a dry build

Scottish Water reserves the right to visit your development to verify the information provided.

8 Contractor

You (or your agent) are responsible for appointing a firm to carry out the work. Scottish Water's role is to assess if the proposed design will fit within the existing sewer system infrastructure and also to undertake the inspection of the completed connection.

9 Special requirements

Please provide any information about your development that might be relevant to providing a timely connection.

10 Payment details

Once we've received your **Form B** application, you will be charged an application fee to cover administration costs. The current fee is on our website, under New Connections.

If you do not proceed with your application, your fee is non-refundable – we will use it to cover our administration costs.

We prefer to take the fee through a variable direct debit mandate. Setting up the direct debit could not be simpler. Simply complete the direct debit mandate form as part of **Form B**. Please ensure you include your bank / building society details, including the eight-digit account number and six-digit sort code.

If you do not wish to use direct debit, please tick the box and we will contact you to arrange an alternative method of payment.

If more than one signature is required, these will all be needed electronically. If you are unable to provide electronic signatures, please contact us on **0333 207 9703** to arrange for the direct debit to be set up by telephone.

The direct debit guarantee

- This guarantee should be retained by the payer.
- This guarantee is offered by all banks and building societies that take part in the direct debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Business Stream will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Business Stream or your bank / building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a direct debit at any time by writing to your bank / building society.
Please ensure you also send a copy to us.

Contact information

If you have any queries regarding direct debit, please contact us on **0333 207 9703**.
Or write to our customer service centre at **Business Stream, 7 Lochside View, Edinburgh EH12 9DH**.

11 Declaration

The form is designed for electronic signature.

Guidance on electronic signatures is available at www.berr.gov.uk

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.