



Resourcing the world

S104 GUIDANCE NOTES

Adoption of a Proposed Sewer

April 2020

S104 Guidance Notes

Veolia Water Projects Ltd (VWP) provides water and sewerage services to domestic and commercial customers in the Tidworth, Ludgershall and Perham Down areas. Any new sewer to be adopted on residential/non-residential developments must comply with the requirements of sewers for Adoption a design and construction guide for developers, in order to be subject to an 'adoption agreement'.

Sewers for Adoption is a nationally recognized document and has been prepared in consultation with Water UK and the House Builders Federation. The guide, together with all sewerage undertakers' addenda, is available from www.wrcplc.co.uk/sfa

Applying for the adoption of a new sewer

When you apply to have a sewer or lateral drain adopted under Section 104 you must complete the attached application form and send it to the address shown, together with all the relevant information, plans and payment as set out in section 5 of our charging agreement.

A separate S106 Sewer Connection application form for each connection to the public sewerage system, together with the appropriate fee, should also be submitted.

Pipe Specification

It is Veolia Water's preference that sewers offered for adoption, with a nominal pipe range of 150mm-300mm (inclusive) are constructed to the following specification:

- Systems that are resistant to a jetting pressure of 4000psi
- Systems that minimise the number of joints in the system
- Systems that do not have lip seals joints, hence preventing root ingress.

Consent to Discharge

Where 'a consent to discharge' is required from the Environment Agency, you must not agree to any conditions, without first obtaining approval from Veolia water Projects Ltd. Similarly, any restrictions on the discharge from surface water sewers that are to be offered for adoption should not be agreed without first obtaining the approval of Veolia Water Projects Ltd.

In the event of surface water discharging to a river or other watercourse through an outfall, the riparian owner will be required to grant legal easements to Veolia Water Projects Ltd. If the developer is riparian owner and is already entering into a Deed of Grant of Easement with Veolia Water Projects Ltd in respect of sewers being laid in land which is to remain private, the rights to discharge may be included in the Deed of Grant. If not, a Deed of Grant is to be entered into by the riparian owner in order to grant rights to discharge to the river or other watercourse via the outfall. It shall be the developer's responsibility to secure such rights prior to adoption.

The developer will be responsible for Veolia Water Projects Ltd's legal costs and disbursements in connection with the grant of legal easements.

Surface Water Disposal

Veolia Water Projects Ltd (and its predecessors), along with all other Sewerage Undertakers, have endorsed the guidelines laid down in Sewers for Adoption, since its introduction in 1980. The current version of Sewers for Adoption, as with previous editions, identifies hydraulic design requirements for both foul and surface water systems. With regard to surface water systems, Sewers for Adoption states that "The system should be designed not to flood any part of the site in a 1 in 30 year return period design storm unless a different standard is used by Undertaker". Veolia Water Projects Ltd designs new and upgraded surface water systems to a 1 in 30 year design. The company has in the past, and in the future will continue to, request that Developers design surface water systems to the 1 in 30 year design standard. Environment Agency guidelines state that storage below ground should not exceed the 1 in 30 year design. All additional storage up to the 1 in 100 year should be provided for above ground.

Veolia Water Projects Ltd agrees that the concept that run-off from development sites should mimic the site before it was developed is sound but it must be recognized that much of the area being drained after development takes place is of land drainage origin. Sewerage Undertakers do not have a responsibility for this element and therefore it is appropriate to design systems that can deal with pipe flows as well as overland flows. Above ground attenuation meets the objectives of both the Environment Agency, Sewerage Undertakers and land owners in an environmentally sympathetic way and at an economic cost.

Veolia Water Projects Ltd is supportive of the concept underpinning SUDS. However, it is felt that it is inappropriate for all sites and that the technical thinking needs to be developed further before it can be considered for general introduction.

Land drainage and groundwater will not be allowed to discharge into the public sewerage systems either directly or via private drains sewers.

S104 Guidance Notes

Balancing Ponds

Balancing ponds will not be adopted by Veolia Water Projects Ltd. Nor will we accept on-line balancing ponds on sewers that are to be offered for adoption. The invert level of Surface Water sewers that are to be offered for adoption and that discharge to a balancing pond must be higher than that on the pondweir of overflow.

Highway Drainage

The developers' attention is drawn to clause 1.12 of Sewers for Adoption which states that the Sewerage Undertaker is not obliged to accept highway drainage into the existing public sewerage system. In areas where the existing sewer network is known to be already overloaded, or where there are viable alternatives to using the existing sewer network to serve highway drainage, the developer will be required to investigate alternative methods of disposing of highway drainage and runoff with the relevant Highway Authority.

Highway drains and drainage must not be connected to the sewer without Veolia Water's agreement.

Section 104 Applications

Complete the S104 Application Form and return to Veolia Water Projects Ltd at the address given at the end of this document.

The completed application and accompanying drawings, calculations etc, will be checked for compliance with the requirements of the current version of Sewers for Adoption, Veolia Water Projects Ltd's addenda, the combined addendum and these guidance notes. Where the submission complies, you will be notified within 4 weeks of:

- The acceptability of the proposal and an indication of what may be adopted
- Our estimated cost of the work and fee required prior to construction.

(The fee will be the greater of £500, or 2.5% of our estimate of the cost of the works. Any fees already paid will be deducted from this figure. However, Veolia Water Projects Ltd will need reimbursing for re-designs.) Estimates reflect the costs that Veolia Water Projects Ltd would incur if they were carrying out the works.

Cash Deposit/Surety Bond

This will be 10% of the estimated construction value of the works, to a minimum value of £5,000. An additional surety of 15% of the estimated construction value of any pumping station(s) will be required.

Standard Agreements

The necessary standard Agreements will be prepared, for which a separate legal fee is payable when the Agreement is signed.

Please be aware that no amendments to this Agreement will be accepted. Attempts to change the Agreement will lead to delay and increased costs.

To enable preparation of the Agreement, details of the surety and copies of the required drawings must be sent to Veolia Water Projects Ltd one week after notification that Veolia Water Projects Ltd accepts your proposals. Where 3 signatures are required on the agreement, we will require 10 copies of all agreed drawings that will be annexed to the Agreement and a further 3 copies for each additional signatory.

S104 Guidance Notes

Construction Notification

Before commencement of the works Veolia Water Projects Ltd must be notified of the commencement date in advance. The balance of fees must be paid. During construction Veolia Water Projects Ltd inspectors will visit your site.

Notice of Completion and Provisional Certificate

When the works are complete and the majority of the premises served by the sewers are occupied, Veolia Water Projects Ltd will require a **'Notice of Completion'**. By this stage we will also require copies of the 'as built' record drawings. If after a further inspection we are satisfied that the work has been constructed to the approved standard, we will issue a **'Provisional Certificate'**.

The adoptable sewer or lateral drain remains your responsibility for a maintenance period of a minimum of 12 months. During this period you must carry out and pay for any repairs or maintenance. Suitably qualified personnel should regularly maintain Pumping Stations in accordance with the equipment manufacturers specification.

CCTV Survey

No later than 8 weeks before the end of the maintenance period, it will necessary for the sewer or lateral drain to be jet cleaned in order to undertake a Closed Circuit Television Survey.

Health and Safety Plan/ COM Regulations

The developers Health and Safety Plan, prepared in accordance with the Construction (Design and Management) Regulations 1994, should also be submitted, no later than 8 weeks before the end of the maintenance period. This will include all appropriate certificates/manuals etc.

Final Inspection

Any remedial works required should be rectified before the 12-month maintenance period has expired. At the end of the maintenance period we will undertake a final inspection, and on completion of any outstanding work, a 'Final Certificate' will be issued.

Formal Adoption

If there are any outstanding issues such as transfer of land ownership or completion of easement agreements etc, these will need to be completed before adoption of the sewers can be considered. Veolia Water Projects Ltd will not adopt any sewer unless the sewer into which it discharges has also been adopted. When all outstanding matters have been resolved, we will issue the 'Vesting Certificate', which completes the formal adoption of the sewers. The Surety (Bond) can only be released when the vesting has taken place.

Should you require any further information of assistance, please contact:

Veolia Water Projects Ltd

PO Box 3920

Swindon

Wiltshire

SN51BW

Telephone: **(0345) 1482909 - Option 3**

Telephone

Operations and billing enquiries:

08451 482 909*

Mon-Fri 8:30am-4:30pm

A 24 hour emergency service operates outside
of these hours please call: 08451 482 909

*Calls may be monitored or recorded
for training purposes.

Email

Billing: **tidworth.billing@veolia.com**

Operational: **tidworth.operations.vesuk@veolia.com**

Website

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