

# Pre- planning enquiry

## Application form

Please complete this form and return it to us at  
[developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) or  
Thames Water, Developer Services, Clearwater Court,  
Vastern Road, Reading, RG1 8DB.



# Application for a pre-planning enquiry

Please complete all sections of this form in BLOCK CAPITALS

If you're using this form to request a budget estimate, please note that you should be able to calculate the likely charges involved in your scheme by consulting our guide, 'Charging arrangements for new connection services', on our website.

**Are you a:**                      Developer          Consultant          Land promoter          (Please tick one.)

**Is your application for:**    Water              Wastewater          Both              (Please tick one.)

**Would you like a water budget estimate?**    Yes          No

(We can only offer a wastewater budget estimate after modelling, if required).

## A - About the person applying

**Company name**

**Title**                              Mr          Mrs          Ms          Miss          Dr          Other

**First name(s)**

**Last name**

**Preferred contact number**

**Alternative number**

**Email address**

**Full postal address**              Address line 1

Address line 2

Town

County

Postcode

## B - Nominated contact

**Who should we contact to process your application?**    Applicant              Someone else  
(Please tick one.)

**If someone else:**

**Company name**

**Title**                              Mr          Mrs          Ms          Miss          Dr          Other

**First name(s)**

**Last name**

**Preferred contact number**

Alternative number

Email address

Full postal address

Address line 1

Address line 2

Town

County

Postcode

## C - Where the work is taking place

What is the address of the property being connected?

Same as applicant

Same as nominated contact

Somewhere else

(Please tick one.)

If somewhere else:

Site name

Full postal address

Address line 1

Address line 2

Town

County

Postcode

## D - About the site

What is the local authority?

Ordnance Survey grid ref

Type of site

Greenfield

Brownfield

Mixed

How big is the site?

MM

YYYY

hectares

When do you intend to have first occupancy?

(Approximate date if necessary)

## E - Planning status (if you've already started the planning process)

Is the development identified in the local plan?

Yes

No

Don't know

If Yes, reference number

Does it have outline planning permission?

Yes

No

Don't know

If Yes, reference number

Does it have full planning permission?

Yes

No

Don't know

If Yes, reference number

Does the development have building regulations permission?

Yes

No

Don't know

When do you intend to start on site?

MM

YYYY

## F - About the water supply

If you're proposing a water storage tank, what is its capacity?

m<sup>3</sup>

MM

YYYY

When will you want your first domestic connection laid on?

For water supplies, what is the estimated flow rate required for your site?

litres/sec

(Not required if applying only for wastewater.)

## G - Existing sewerage connections (Not required if applying only for water.)

	Foul water	Surface water
Does the site have the following sewerage connections?		
What is the type of discharge method?	Gravity	Gravity
	Pumped	Pumped
If sewage is pumped, what is the pump rate?	litres/sec	litres/sec
Amount of existing impermeable area per connection	N/A	
What are the existing connection points? (For example, 'X' number of domestic and commercial properties drain into manhole 'Y' / sewer with diameter of 'Z'.)		

## H - Proposed sewerage connections (Not required if applying only for water.)

	Foul water	Surface water
Does the site have the following sewerage connections?		
What is the type of discharge method?	Gravity	Gravity
	Pumped	Pumped
If sewage is pumped, what is the pump rate?	litres/sec	litres/sec
What is your proposed approach to surface water drainage?	N/A	Traditional piped system
		Sustainable drainage system (SuDS)
Do you propose using separate highway and surface water drainage systems?	N/A	Yes    No
If the surface water rate is attenuated, to what rate is it attenuated?	N/A	litres/sec
Amount of proposed impermeable area per connection	N/A	
What are the proposed connection points? (For example, 'X' number of domestic and commercial properties drain into manhole 'Y' / sewer with diameter of 'Z'.)		

**Please note:** The developer is expected to follow the local authority's drainage strategy and be able to demonstrate how the proposed (attenuated) discharge rate of any surface water flows has been calculated. For developments in Greater London, please refer to the London Plan Drainage Hierarchy (Policy 5.13). We will challenge the rates provided if they are not in line with those based on the local drainage strategies.

## I - Additional information (where available)

When we're assessing your development needs, it's important that we know what buildings (if any) currently exist on the site. It may be, for example, that the infrastructure serving those properties is already sufficient to cater for your proposed development.

We realise it may be too early in your process to complete this table, but any information you can provide at this stage will help improve the accuracy of our assessment and could prevent us from requesting data in the future.

Property type	Existing site	Proposed site
<b>General housing</b> (units 3 person+)		
<b>Flat</b> (units up to 2 person)		
<b>Primary school</b> (max. pupil capacity)		
<b>Senior school</b> (max. pupil capacity)		
<b>Boarding school</b> (max. pupil capacity)		
<b>Assembly hall</b> (max. capacity)		
<b>Cinema</b> (max. capacity)		
<b>Theatre</b> (max. capacity)		
<b>Sports hall</b> (max. capacity)		
<b>Hotel</b> (total bedrooms)		
<b>Guest house</b> (total bedrooms)		
<b>Motel</b> (total bedrooms)		
<b>Holiday apartment</b> (capacity)		
<b>Leisure park</b> (capacity)		
<b>Caravan park standard</b> (per space)		
<b>Caravan site standard</b> (per space)		
<b>Camping site standard</b> (per space)		
<b>Camping site serviced</b> (per space)		
<b>Public house</b> (max. capacity)		
<b>Restaurant / Day care centre</b> (max. capacity)		
<b>Drive in restaurant</b> (max. capacity)		
<b>Hospital</b> (per bed)		
<b>Nursing / Care home</b> (per bed)		
<b>Offices</b> (gross internal area in m <sup>2</sup> )		
<b>Shopping centre</b> (gross internal area in m <sup>2</sup> )		
<b>Warehouse</b> (gross internal area in m <sup>2</sup> )		
<b>Commercial premises</b> (gross internal area in m <sup>2</sup> )		
<b>Manufacturing unit</b> (gross internal area in m <sup>2</sup> )		
<b>Other</b> (please state units and description)		

## J - Enclose your documents

Please make sure any attachments are in PDF format and don't exceed a total of 20MB in size per email.

All drawings must be of suitable detail and have a drawing reference number on them.

**What we need from you to process your application:**

**Site location plan** This should show the site with nearby buildings, roads and any sewers.

**Scaled site layout** This should show existing and proposed layouts.

**Site drainage strategy plan (if available at this stage)** This should show all proposed sewers, pipe sizes and gradients.  
(Not required if applying only for water.)

Please also let us know if you have a **schedule of planned works** showing how you might phase your development.

Please note, without this information we may need to make assumptions about your requirements when calculating your budget estimate (if requested).

## K - How we'll use this information

We'll use the information you give on this application form, and potentially share it with our delivery partners, to provide the service you've requested.

This could include contacting you to discuss your application and/or provide more details, visiting the site where work needs to be carried out, and invoicing you when appropriate. Your feedback is important to us, so we may also use the information to ask for your feedback on how we can improve our performance.

We won't use this information for marketing purposes without contacting you to seek your consent.

You can find Thames Water's privacy policy at [thameswater.co.uk/Legal/Privacy](https://thameswater.co.uk/Legal/Privacy).

## L - Declaration

I confirm to the best of my knowledge that the information in this application is complete and correct.

**Print name**

**Position within company**

**Company**

**Date**

**Signature**

## Submitting your application

Please email your completed form to [developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) or send it to Thames Water Developer Services, Clearwater Court, Vastern Road, Reading RG1 8DB.

Once we've assessed your application, we'll write to tell you the result within 21 calendar days.

Where we know there's sufficient capacity we'll tell you, but if we're concerned there may not be, we'll advise you of the next steps. We'll also let you know if we need further information from you.

## Getting in touch

For enquiries regarding this application or any other questions relating to your building or development work please contact us on:



[thameswater.co.uk/developerservices](https://thameswater.co.uk/developerservices)



[developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk)



**0800 009 3921**

Monday – Friday, 8am – 5pm



Thames Water, Developer Services, Clearwater Court,  
Vastern Road, Reading, Berkshire RG1 8DB



This leaflet can be supplied in braille or audio-tape upon request.

