



**Form A/01:**

**Pre-application enquiry in relation  
to a new connection or  
connections**

September 2015

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping Version	25 August 2015	Non-material housekeeping changes	ICP/WRC/CP 001	All
ICP Quality Assurance	22 September 2015	Clarificatory and syntax changes following review of the texts	ICP/WRC009	Section 4.3
20150930	30 September 2015	For post-vendor MAP		As per Quality Assurance version

# Form A/01: Pre-Application enquiry in relation to a new connection or connections

For use by Retailers

**To Water Wholesaler** .....

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**To Sewerage Wholesaler** .....

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This form should be used where any Non-Household Customer enquires of the Wholesaler as to the provision of Water or Sewerage Services for a proposed development or premises under Process A1 of the Operational Terms, where the Non-Household Customer has selected a Retailer.

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Development details
3.	Planning information
4.	Site servicing details
5.	Special requirements
6.	Declaration

Sections marked with an asterisk (\*) are mandatory.

Mandatory means that the Retailer must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the Retailer must note this and, where relevant, provide a reason why it is not applicable.

**1. \*Retailer details**

Retailer name .....  
Retailer ID .....  
Retailer's own reference .....  
Contact name .....  
Contact number .....  
Contact e-mail .....

**2. \*Development details**

Please indicate the type of development

- Industrial
- Commercial
- School
- Hospital
- Hotel
- Other

If other, please state type of development .....

Number of units

Commercial  .....

Industrial  .....

Area of site (ha) .....

Please advise start date of development .....

Please provide any Wholesaler reference(s) previously given to the site

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.....

Site or project name .....

Site address .....

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.....

Ordnance Survey references at centre of site (10 fig)

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Location of development

.....

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.....

Postcode outcode (i.e. first 2-4 alpha-numeric characters)

.....

Name of Developer

.....

Name of site contact

.....

Contact number

.....

Contact email

.....

### 3. \*Planning information

In which local authority area will the development be constructed?

.....

.....

- (i) Is the development included in the current local plan?  Yes  No
- (ii) Has outline planning permission been granted?  Yes  No
- (iii) Has detailed planning permission been granted?  Yes  No
- (iv) If relevant, date detailed planning permission received .....
- (v) If either outline or detailed planning permission received, please provide the planning reference number .....

### 4. \*Site servicing details

The following information is used to assess the impact of the development on the Wholesaler's existing Network.

Complete land type and section 4.1 for all applications.

Complete section 4.2 for applications to Water Wholesaler.

Complete sections 4.3 to 4.6 for applications to Sewerage Wholesaler.

Land type for this development

Greenfield

Brownfield

Please complete the additional fields marked with an asterisk (\*) if the site is a brownfield development.

\*Previous use of site .....

\*Date previous building was last occupied .....

#### 4.1 Development Levels

What is the lowest ground level on site (to ordnance datum)? ..... metres

What is the lowest road level on site (to ordnance datum)? ..... metres

What is the lowest floor level on site (to ordnance datum)? ..... metres

If your site is identified as being constrained, please tick the box to indicate if you wish to receive a quotation for the necessary investigation work.

Yes

No

#### 4.2 Water details

Pre-development peak water demand ..... litres / second

Pre-development average water demand ..... litres / second

Post-development peak water demand ..... litres / second

Post-development average water demand ..... litres / second

Proposed highest water fitting on site (to ordnance datum) ..... metres

#### 4.3 Sewerage details

Pre-development waste water design (please tick one of the following boxes)

Totally separate Foul Sewage and Surface Water

Combined

Partially combined

If partially combined or combined, please indicate quantity of Surface Water draining to combined system ..... litres / second

Pre-development peak foul discharge ..... litres / second

Pre-development average foul discharge ..... litres / second

Post-development waste water design (please tick one of the following boxes)

- Totally separate Foul Sewage and Surface Water
- Combined
- Partially combined

If partially combined or combined, please indicate quantity ..... litres / second  
of Surface Water draining to combined system

Post-development peak foul sewerage discharge ..... litres / second

Post-development average foul sewerage discharge ..... litres / second

#### 4.4 Surface Water drainage

Pre-development Surface Water discharge ..... litres / second

Please indicate where the Surface Water is currently discharging

- Surface Water sewers
- Combined Sewer
- Soak-away
- Direct to watercourse

Please specify .....

- Rain water harvesting

If rain water harvesting is used, please indicate the approach used

.....

Any other relevant information

.....

- Other

Please specify .....

Post-development pre-attenuated Surface Water discharge ..... litres / second

Post-development attenuated Surface Water discharge ..... litres / second

Where do you propose to discharge Surface Water?

- Surface Water sewers
- Combined sewer
- Soak-away
- Direct to watercourse

Please specify .....

- Rain water harvesting  
 If rain water harvesting is used, please indicate the approach proposed  
 .....
- Any other relevant information  
 .....
- Other  
 Please specify .....

Please provide plans and calculations to support the information provided above.

**4.5 Surface Water design** (please tick appropriate boxes)

What SUDS (Sustainable Urban Drainage System) measures are being used to manage Surface Water, if any

- Detention pond
- Detention basin
- Underground storage
- Infiltration trench
- Other  
 Please specify .....

**4.6 Trade Effluent**

The purpose of this section is to highlight intent to discharge. Formal Trade Effluent Consent applications should be made by submitting Form G/02 to the relevant Wholesaler.

Is there expected to be Trade Effluent discharge at the development?

- Yes
- No

If yes, please provide the following below (if known).

Description of the nature of the proposed discharge  
 .....  
 .....

Proposed maximum daily discharge volume ..... m<sup>3</sup>/day

Proposed maximum discharge rate ..... litres/second

Proposed period/s of discharge (normal working hours during day) .....



Proposed Trade Effluent treatment given at site (e.g. oil separation, balancing, pH correction, chemical or biological treatment)

.....  
.....  
.....

## 5. Special requirements

Please outline special requirements as appropriate

.....  
.....  
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### 5.1 Request for the Wholesaler(s) to assist the Non-Household Customer with the technical aspects of what is needed to complete the development impact assessment

Where an application form and the necessary technical information is deemed to be materially incomplete by the Wholesaler, the development impact assessment will not proceed until the necessary technical information is provided by the Retailer. Alternatively, the Retailer may request that the Wholesaler assists the Non-Household Customer with the technical aspects of what is needed to complete the application such that the Wholesaler may complete the development impact assessment, by indicating below.

I hereby request that the Wholesaler assists the Non-Household Customer to complete the technical details required for the development impact assessment.

Please provide the primary Non-Household Customer contact details to assist with the technical aspects of what is needed to complete the development impact assessment

Company name .....  
Contact name .....  
Contact number .....  
Contact e-mail .....

## 6. \*Declaration

I / We understand that any alteration made to this application must be declared to the Wholesaler.

I / We have filled in all the relevant sections of this form. The details I / we have given with this application are accurate.

I / We have read and understood the supporting guidance notes.

I / We have enclosed all the necessary supporting documentation (tick appropriate boxes below).

- Location plan
- Drawings (if available)
- Calculations (where applicable)

Please specify .....

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**Your details**

Signature .....

Date (dd/mm/yyyy) .....

Full name (in capitals) .....

Role in the company or job title .....