



## Water Company Lay Application

### Administration application fees

As a water company we operate an administration application fee for new developer services requests.

Application fee	£638.40 including VAT
Redesign / Requote	£494.40 including VAT

If you require an amendment to a quotation that represents a material change to the original design, we will consider this to be a new application and will apply the charge above.

We can accept your payment by the following methods. Please tick your preferred method:

- Debit/Credit Cards
- BACS
- Cheque

#### BACS details:

Bank - HSBC

Sort code - 40-11-18

Account number - 63987183

Payee name - South Staffordshire Water Plc

**Please do not make payment until you have been allocated an Application Reference Number which will be your payment reference.**

Please return your completed application form to:

Developer Services  
 South Staffs Water  
 Green Lane  
 Walsall  
 WS2 7PD

Tel: 0345 345 1399

Email: [developerservices@south-staffs-water.co.uk](mailto:developerservices@south-staffs-water.co.uk)

## SECTION A – CONTACT DETAILS

Preferred method of contact: Post  Email

## DEVELOPER DETAILS

Company name: \_\_\_\_\_

For the attention of: \_\_\_\_\_

Property name / number: \_\_\_\_\_ Office telephone: \_\_\_\_\_

Street: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Village / town: \_\_\_\_\_ Email address: \_\_\_\_\_

City / county: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Please note:** If on site works are being carried out by a different company, please complete details below.

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Job title: \_\_\_\_\_

Has the development been granted planning permission?  Yes  No

## SITE DETAILS

Address and details of the site:

Site name: \_\_\_\_\_ Phase: \_\_\_\_\_

Street: \_\_\_\_\_

Village / town: \_\_\_\_\_ Site contact: \_\_\_\_\_

City / county: \_\_\_\_\_ Office telephone: \_\_\_\_\_

Postcode: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Site grid reference (mid point): \_\_\_\_\_ Email address: \_\_\_\_\_

Previous use of the site:  Greenfield or agriculture

Housing

Industry

Landfill

Filling station

Other (please specify) \_\_\_\_\_

**AUTHORISED REPRESENTATIVES DETAILS**  
(if you would like us to talk to a third party regarding works)

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Company: \_\_\_\_\_ Office telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Tick if this person is the main contact

Have you had a connection offer for this site before?  Yes  No

If yes, can you please provide the reference number \_\_\_\_\_

**PLUMBING CONTRACTOR / INSTALLATION DETAILS**

If you are using a water industry approved plumber / contractor registered under the WIAPS scheme to carry out internal plumbing please provide their registration number below:

Registration number: \_\_\_\_\_

If not, please provide us with details of the principal installer for verification

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Company name: \_\_\_\_\_

Address and postcode: \_\_\_\_\_

\_\_\_\_\_

Direct telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION B – SITE LOCATION PLANS**

Please provide a minimum of 1 Nr. Site Location Plan with at least the below information present:

- A clearly marked site boundary
- Any existing utility apparatus supplying or running through the site
- North point
- Grid References
- Any changes in proposed ground levels/elevation.
- Plans must be to 1:500 or 1:250 Scale

## SECTION C – NEW AND EXISTING SERVICE CONNECTIONS

### EXISTING CONNECTION(S)

Has the development site had a previous connection within the last five years?  Yes  No

If yes, please provide details of the property type(s) (e.g. house, offices etc) \_\_\_\_\_

Number of connections previously on site: \_\_\_\_\_

Date of disconnection: \_\_\_\_\_

Address of disconnected properties: \_\_\_\_\_

### DOMESTIC UNITS

Property type	1 Bedroom Properties	2/3 Bedroom Properties	4+ Bedroom Properties	Landlord/ Bin Store	Internal Use Only	
					Loading Units (LU)	Total LU per property
Number of Units of this Type:						
Type of Fitting (Quantity per Unit)						
w/c flushing					2	
wash basin in house					1.5	
wash basin elsewhere					3	
bath (tap size 20mm)					10	
bath (tap size > 20mm)					22	
shower					3	
sink (tap size 15mm)					3	
sink (tap size >15mm)					5	
spray tap					0.5	
bidet					1.5	
domestic appliance					3	
communal/commercial appliance					10	
any other water fitting (including tap but excluding urinal or water softener)					3	

Property type	Apartment / terrace / mobile home	Semi-detached	Detached
Number of units of this type			







## SECTION E – DETAILED DESIGN DRAWINGS

Please provide a detailed site plan in both .dwg (AutoCAD)\* and PDF format with the below information present:

\*The AutoCAD should be geo-referenced indicating the total site boundary, the area occupied by each unit, common areas and your proposed service pipe routes. Please ensure all cross-references are attached or bound to drawing before being sent.

- Proposed streets displaying whether they are private or to be adopted
- Service corridors
- Surface types e.g. landscaped area or asphalt surface
- Site phases (labelled)
- House type and plot numbers
- Any temporary building supplies (labelled)
- Details of any grey-water or rainwater harvesting systems
- Land not in ownership of the developer that may be affected by works (labelled, with grid references – also see section G)
- Sprinkler supply requirements (labelled)
- Solar heating systems (labelled)
- Any Reduced Pressure Zone Valves (RPZ)/Type BA Backflow devices (labelled)
- Internal boosters (labelled)
- Plans must be to 1:500 or 1:250 Scale and can be provided with the application in disc format or can be emailed

## SECTION F – SOIL CONDITION REPORT

In the absence of a soil report or the Contaminated Land Assessment form which can be printed off the website, we will assume barrier pipe is going to be used. If main laying is required we require a full soil report and test results.

## SECTION G – LAND OWNERSHIP

Please provide details of any 3rd party Land owners that may need to be contacted for completion of works:

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION H – BILL THE BUILDER

In 2026/2027 we will be reviewing Bill the Builder, likely transitioning to all new connections being the responsibility of the developer (the applicant) who will be registered against the property until the property is handed over to the buyer/tenant. Prior to the handover phase, the applicant is responsible for payment. Please therefore complete the bill payer's information below:

Company name: \_\_\_\_\_

Property name / number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Street: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Village / town: \_\_\_\_\_ Email address: \_\_\_\_\_

City / county: \_\_\_\_\_ Postcode: \_\_\_\_\_

## SECTION I – INFRASTRUCTURE AND ENVIRONMENTAL CHARGES

Within your quotation, you will see Infrastructure and Environmental charges. These are explained in more detail in the Developer Services Charging Arrangement and can either be paid upfront with your connection or we will raise an invoice post connection to settle the outstanding balance.

### APPENDICES

APPENDIX A – SSW Sprinkler Policy

APPENDIX B - Internal Metering Policy



South Staffs Water

# Important Announcement For Developers

## Provision of Postal Address Requirements

Please note that we do not make connections **UNTIL** we are in receipt of the new postal address allocated by the local authority. This needs to be a copy of the notification issued by the local authority.

It is the developer's responsibility to provide details of the correct postal address for each new connection being made. This information helps us record the details on our billing system.

### Will your connection be affected?

**Yes:** If your application is for –

- Brand new dwellings/units
- Property conversions where new dwellings/units are created

**No:** If your application is for –

- Existing property having a replacement/separation supply only

**Do not delay getting YOUR connection. Contact your local authority at the earliest opportunity for your notification of postal address and then:**



**Post to:**

Developer Services  
South Staffs Water  
Green Lane  
Walsall  
WS2 7PD



**Email to:**

developerservices@south-  
staffs-water.co.uk