

Application to divert water mains and apparatus

This form is to be used to apply for the diversion of our water mains or other relevant apparatus, in accordance with section 185 of the Water Industry Act 1991 and/or to provide information to enable us to assess whether the assets may be protected and remain in situ. On receipt of your completed application, we will:

- Assess whether our assets may be protected or must be diverted
- Where a diversion is required, provide a design and indicative construction costs
- Where protection is an option, provide the requirements of the protection works

Please refer to the guidance information at the end of this document that will help you complete the form.

Please complete all of the relevant sections and provide the information requested so that your application can be processed as quickly and as accurately as possible. Insufficient information may result in delays to your application. If you require any assistance completing this form please contact us on 01268 664905 or NDC@nwl.co.uk

Section 1 – Contact information

Applicant (please specify your correspondence address and contact details)

Company			
Contact name			
Address			
Landline			Mobile
Email			
Is the address stated above the same as the invoice payee? YES / NO *delete as applicable			
If NO, please state the correct invoice payee contact details below:			

Section 2 - Site information

Site location (please provide location details of where the assets are situated)

Site address		
Grid reference		Local Authority

Site history

What was the site previously used for?

Has any ground contamination been identified? Yes/No
We may require a contaminated land assessment to be submitted with this application. Please see guidance notes.

Have relevant parties been consulted on conservation/archaeological issues? Yes/No/not applicable *If yes, please provide details when you submit this application*

Plans

Please email the proposed site layout to NDC@nwl.co.uk. Please refer to the guidance notes at the end of the application, where you will find more detail of our requirements in respect of plans.

Section 3 – Application checklist

Please include the following with your application: (Tick)

Application fee (non-refundable)*.	
Design deposit*	
Contaminated land assessment (compliant with the requirements described in the attached guidance notes)	
Details of existing utility information on or adjacent to the site	
Evidence of title to all land through which assets may be diverted	

Digital (.dwg) format or paper copy of site plan showing Section 38 and Section 278 of the New Roads and Street Works Act (scale 1:500 or 1:1000)	
Site layout plan in CAD (.dwg) format, emailed (max 15Mb) to: NDC@nwl.co.uk.	
Other relevant information that Essex & Suffolk Water should be made aware of	

Please remember that any missing information may cause a delay in the processing of your application.

*Please return your completed application with a non-refundable application fee of £536 (incl. VAT 20%) and a deposit (£3740 or 15% of estimated scheme value, depending on whether the scheme is classified as complex or non-complex) to Essex & Suffolk Water, P O Box 969, Chelmsford, CM2 0XL.

The fees stated above are applicable to applications received in the calendar year commencing on 1 April 2025 and may change in subsequent years. Current fees can be found in the relevant Charging Arrangements document on this web page: [Our Charges | Water Infrastructure For Developers \(nwl.co.uk\)](#)

Section 4 - Declaration

I wish a) to apply to have water mains and relevant apparatus diverted under Section 185 of the Water Industry Act 1991 and/or b) consideration given to the option of protecting assets so that they can remain in situ. I confirm that the information contained in this application is true to the best of my knowledge and belief. In the event that any statement(s) made are untrue, I indemnify Essex & Suffolk Water in respect of all additional costs, losses and expenses incurred in consequence of Essex & Suffolk Water's reliance upon the statement(s). I acknowledge that in making this application I am liable for any charges in respect of this agreement.

Print Name:	Signature:
Company:	Position in Company:
Date:	

Guidance & Information Notes

Site plans

Digital plans showing site layouts will be considered as suitable if they include only the following information

- Outline of houses/buildings only (exclude any internal layouts)
- Footpaths
- Driveways
- Roads
- Parking areas
- Existing buildings (but only those in close proximity to the proposed development)
- Areas intended for adoption (can be sent as a paper copy as an alternative)
- Service strips

Plans should be .dwg file compatible with AutoCAD 2012 or earlier. We reserve the right to deem applications as incomplete in the event that digital plans are submitted with additional information and AutoCAD “layers” in addition to those that are specified in the list above. The layers we do not require should be deleted from the plans that you submit to us. All x-refs must be bound to the drawing prior to sending.

Please provide a plan showing the exact location of the site (1:2500) and plans showing assets that are to be considered for diversion/protection (1:500 minimum). Please clearly identify assets in commission and those that have been abandoned. Details of existing cables, pipes, underground structures etc., should be indicated together with any proposed routes for other utilities on or adjacent to the site.

In terms of land ownership, we require a copy of the ‘Official copy of register of title’ together with an ‘Official copy of title plan’.

Contaminated land

The following web page gives details of our requirements when submitting a contaminated land assessment:

<https://www.eswater.co.uk/globalassets/customer-pdfs/developer-pdfs/esw/contaminated-land-guidance.pdf>

Positioning of assets and easement widths

We require a minimum clearance of 300mm between our water mains and any other proposed utility assets. If a diverted water main is to be laid in a 2000mm wide footway, then the recommendations in the current version NJUG¹ should be observed. Where our existing water mains are subject to an easement; this should be respected and maintained, or a new route and easement will be required.

The easement width normally varies according to the pipe as follows:

Internal Diameter of pipe	Easement width, each side of the extreme edge of the pipe	Approximate easement width in total
Greater than 600mm	6.0m	13.0m
Greater than 300mm, up to and including 600mm	4.5m	9.5m
Up to and including 300mm	3.0m	6.0m

¹ NJUG Guidelines on the positioning and colour coding of underground utilities’ apparatus
Issue 01-Apr-2025

Other information required

Please provide information relating to:

- Any protected species of animals or plants – Sites of Special Scientific interest (SSSI)
- Any Tree Preservation Orders and protected hedges – Hedgerows Regulation 1997
- Details of watercourses/springs, whether on the surface or underground
- Location of cesspools, septic tanks or land drains
- Land has been subject to any notifiable plant or animal diseases
- Any other information relevant to our water mains or installation of apparatus, or our future access to.

Application fees and deposits

Our method of calculating the cost of water mains diversions or the protection of mains, where appropriate, is based on a reconciliation of the total cost incurred, on completion of the work. The process involves:

- Assessing whether a water main can be protected or must be diverted
- Where a diversion is required, providing a design and indicative construction costs
- Where protection is an option, providing the requirements of the protection works
- Reconciling all of the costs we have incurred in delivering the works, on completion
- Charging the reasonable costs incurred

We require applicants to pay a non-refundable application fee plus a deposit amount for this service.

The deposit is required to commence more detailed work to determine whether an asset may be left in place and protected or needs to be diverted. The deposit includes for the following:

- A review of the application with stakeholders to gather the relevant information about the asset
- A site survey/meeting to gather more accurate asset location data, where necessary
- An initial assessment to determine the options for the asset to remain in place and/or a provisional diversionary route

Where a diversion is required, the deposit also enables us to commence with the following:

- Designing the diversion in accordance with our design criteria
- Producing a CAD drawing layout of the assets
- Consulting with the customer and internal stakeholders

Methods of payment

The following methods of payment are accepted in respect of this application

Post	By cheque or postal order sent to:
	Essex & Suffolk Water, PO Box 969, Chelmsford, Essex CM2 0XL
	Cheques should be crossed and made payable to "Essex & Suffolk Water"
	Please write your address and quotation reference on the back and return with the quotation counterfoil
	Postdated cheques are not acceptable
	Please do not send cash through the post

BACS	<p>For the payment of fees and charges by BACS please use the following bank details:</p> <p>National Westminster Bank, PO Box 1PY, Grey Street, Newcastle upon Tyne NE99 1PY</p> <p>Name of Account: Northumbrian Water Sort Code: 62-17-28 Account Number: 000000000 (Head Office Collection Account) Payment Ref: Your quotation reference</p>
	<p>To help us to locate your payment please contact us with the amount paid, date of payment, sort code, account number. Email address: NDC@nwl.co.uk</p>

VAT is applicable at the standard rate of 20% on application fees and deposit.

More detailed information on methods of payment can be found in our Charging Arrangements document that is available on our website

Website address

Our Developer Services web pages can be located at the following address: www.eswater.co.uk/developers