

Point Of Connection Application:

Guidance notes

Section 1 – Applicant Details

1.1 Applicant/Agent: Please provide the name, address and contact details of the person or company making the enquiry and tick the preferred method/s of contact in case we need to get in touch.

Section 2 – Site Details

2.1 Location: It is vital that we are able to accurately locate and identify the full extents of the site, to help with this you must provide a site location plan with your application showing the overall site boundary outlined red (water mains record plans are usually ideal). If the site has a valid postal address, please provide this. Alternatively, provide the name of a road (or road number) in close proximity to the site boundary, preferably the road from which access to the development will be gained. Also include the local authority/council area in which the site is situated. An Ordnance Survey grid reference at approximate centre of the site is also useful for location purposes, particularly sites in remote locations where there are few identifiable features on plan.

2.2 Site Classification: Is the site Greenfield, Brownfield or a combination of both, please tick the appropriate box. Greenfield describes a site that has never been previously developed.

2.3 Brownfield Details: If you believe the site is “Brownfield” i.e. land identified for redevelopment, please provide details of the current or most recent use. If the previous development has been cleared include the approximate year of demolition. This information enables us to assess the potential for contaminated land. For further guidance on contaminated land assessment please see <https://www.eswater.co.uk/UKWIR-contaminated-land-guidance.aspx>

2.4 Existing Water Supply: If the site has an existing water supply please indicate the estimated usage figure (in l/s) for the existing/former development. If the supply is metered a more accurate assessment of current water consumption can be made by referring to billed volumes. Please indicate if the supply is metered and if possible, provide the meter serial no.

Section 3 – Development Details

3.1 Developer: If the application is being made by an agent/consultant on behalf of a developer, please supply the details relating to the developer. Whilst it is not mandatory to include these details the information can be beneficial for future/ongoing discussions.

3.2 Development: We need to know as much about the proposed development as you can possibly tell us at this stage. The table includes the most common development types where you should enter the number of units in the case of residential, caravan, retail and industrial developments and the estimated number of persons for proposed offices, hospitals, care homes, schools and student accommodation. If the proposed development does not fit into any specific category, please provide details in the ‘Other’ box provided.

3.3 Phasing: For residential developments please provide details of when you anticipate the first home is likely to be occupied along with the proposed annual completion rate. Whilst it is not mandatory to include these details this information helps us to better understand your proposal.

3.4 History: Help us to understand the current status of the development by telling us about any previous enquiries or applications with ESW, the local authority or other approving body.

By providing any previous reference number supplied to you by ESW, we will be able to identify any previous feasibility studies carried out within the vicinity of the development helping us to process your application quicker.

3.5 Proposed Water Supply: We need to know how much water you require and what it will be used for). These flows should be calculated using *Self-Lay of Water Mains and Services 2nd Edition*. Alternatively, these flows may be estimated using the following calculation:

- Water Supply l/sec = No. properties x 0.01

Section 4 – Enquiry Type & Payment

4.1 Enquiry Fee: Please indicate whether you wish to apply for NAV (New Appointments & Variations) specific information as part of your enquiry. Please note there is an additional fee payable for this information.

4.2 Payment is required at the time of submitting your application. Please make cheques, including VAT, payable to Essex and Suffolk Water Limited and include it with your complete application. Payment may also be made by debit/credit card and an advisor will call to take payment upon receipt of your completed application

Section 5 – Declaration

Ensure that you have fully completed all mandatory sections of the application form – failure to provide all necessary information will result in your application being delayed. Please print your name, sign and date the application form to confirm you agree with declaration and enclose your site plan and application fee.

Should you require any further information or assistance please contact Developer Services on Tel: 0345 609 4638 or by emailing developerservicesouth@eswater.co.uk

Frequently Asked Questions (FAQ's)

Q: *When should I make a Point of Connection application?*

A: Point of Connection applications are only required for developments of **3 or more** properties (or the equivalent in terms of commercial and industrial developments).

Q: *How much will it cost?*

A: The fee depends on what type of enquiry you require. The latest fees can be found at <https://www.eswater.co.uk/developers/our-charges.aspx>

Q: *How long will it take to get a response?*

A: We will acknowledge receipt of your application (completed form, fee and site location plan). Your enquiry will have a unique reference number.

We will endeavour to respond to you within 21 days upon receipt of your completed application.

If more detailed investigations are required before we can give you a full response, we will notify you of this and provide an estimate of when a response to the enquiry will be given.

Please Note: *we will only process your enquiry if the form is completed and your fee and site plan are included. Incomplete enquiries may need to be returned to you for more information, resulting in a delay to the response.*

Q: *What more detailed investigations may be required?*

A: If further analysis is required for your enquiry, we may need to undertake detailed investigations, which will take longer than the standard response time:

- detailed hydraulic computer modelling
- investigation of the existing network
- feasibility studies for network upgrades
- flow and/or pressure surveys

If it is necessary for us to carry out detailed investigations, we will contact you and give you a date by which we expect we will be able to provide a full response.

Q: *What will the response include?*

A: **Point of Connection** responses will include the following:

- Confirm the point of the connection for the development based on the information provided.
- Comment on any special engineering difficulty that may be associated with the existing water mains at the point of connection
- Details of any network reinforcement works, where water is to be used for non-domestic purposes we will also provide budget costs for this work.
- Indication of known risks in the area e.g. the presence of trunk mains, other plant and easements.
- A summary of the contestable and non-contestable elements of the work relating to the provision of the infrastructure for the development.
- A plan of existing water assets

NAV responses in addition to the above will also include:

- An indication of the water infrastructure charges that are applicable.
- An indication of the income offsets that we will pay.
- Indicative costs for providing a bulk supply connection to our network.
- An indication of the operation pressure in our water main at the point of connection.
- An indication of whether we believe the site is served by us or not.

Q: *Where do I send my enquiry?*

A: email to: developerservicesouth@eswater.co.uk

Post to: Developer Services
Essex & Suffolk Water
PO Box 969
Chelmsford
CM2 0XL

Please note we will not process your enquiry until all parts of the application have been received:

- completed application form
- a site location plan
- payment of the appropriate fee