



## Diversion Application

### Application fee

As a water company we charge an application fee to cover the costs that we incur when managing your application, including logging and reviewing information, creating a design and providing a quote.

Our diversion application fee is below:

Application fee

£576.46 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 charges 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: [servicerequests@south-staffs-water.co.uk](mailto:servicerequests@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 \_\_\_\_\_

## SECTION B – SITE LOCATION PLANS

Please provide a minimum of 1 Nr. Site Location Plan with at least the below information present. The Location Plan should indicate the proposed route of any new assets or the proposed layout of any new building or installation. We will use this Plan to identify the section of our existing assets which may be impacted and hence scope the extent of the diversion works required.

- 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
- Plans must be provided in both .dwg (AutoCAD)\* and PDF form

**\*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.**

## SECTION C – DESCRIPTION OF WORKS

To accompany the Plan from Section B, please provide a description of the proposed works which will be located near our existing assets including construction/installation techniques eg mechanical excavations.

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## SECTION D – TIMESCALES / PHASING OF WORKS

Proposed start date for waterworks on site: \_\_\_\_\_

Details of any road space booked with the Local Authority or any restrictions set to working hours or methodology:

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## SECTION E – 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:\_\_\_\_\_

## 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:**

servicerequests  
@south-staffs-water.co.uk