

# **Pre-Planning Enquiry 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 scale site location plan with your application showing the overall site boundary outlined red (sewer/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. A six or 12 figure Ordnance Survey grid reference (at approx the centre of the site) is also useful for location purposes, particularly sites in remote locations where there are few identifiable features on plan. A measure of the total site area (Ha) must also be included in this section.

**2.2 Site Classification:** Is the site Greenfield, Brownfield or a combination of both, please tick the appropriate box. In terms of drainage 'Greenfield' describes a site that has never been previously developed, or where a previous development has been demolished and not contributed flows to the public sewerage system for a significant period of time (i.e. around 5 years or more).

**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 and an estimate of the impermeable area (i.e. roofs, hard standing, roads etc) on the site. If the previous development has been cleared include the approximate year of demolition. This information enables us to assess the potential for contaminated land. Further guidance on contaminated land is available from us on request.

**2.4 Existing Sewer Connections:** From site investigations/survey results, please provide details of all existing connections from the site into the public sewerage system i.e. size, type, location (i.e. Manhole ref.) and the estimated flow rates through each connection. If a connection branches into the sewer please provide the upstream manhole reference (followed by downstream). Failure to provide these may delay your response.

**2.5 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 the behalf of a property developer, please supply details relating to that 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, or 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. The total impermeable area associated to each of the above categories must also be entered into the appropriate box in the table.

**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 NWL, the local authority or other approving body.

By providing any previous reference number supplied to you by NWL, 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 Sewer Connections:** We need to know how you plan to dispose of the foul and surface water flows generated by the proposed development. In the table please provide details of all proposed connections to the public sewerage system and discharge rates for surface and foul water, in litres per second (l/sec). These flows should be calculated using *Self-Lay of Water Mains and Services 2nd Edition*, and the current edition of *Sewers for Adoption*. Alternatively these flows may be estimated using the following calculations:

- Water Supply l/sec = No. properties x 0.050
- Foul Discharge l/sec = No. properties x 0.046
- Surface Water Discharge l/sec = Impermeable area (ha) x 50 x 2.78

(Note that surface water flow rate included should be the **1 in 30 year storm event**, as noted in the current edition of *Sewers for Adoption*. The above calculation is for 1 in 30 year storm events)

If trade effluent is to be discharged, consent to discharge trade effluent to a public sewer must be obtained from Northumbrian Water Ltd as detailed under Section 118 of the Water Industry Act 1991. Please refer to the **Trade Effluent** pages on our website, under **Business Customers**.

## Section 4 – Enquiry Type & Payment

**4.1 Enquiry Fee:** Please indicate whether the enquiry relates to water supply, sewerage or both by placing the relevant fee in the appropriate box provided. Details

All applications must be paid for prior to being processed. Please make cheques, including VAT, payable to Northumbrian Water Limited and include it with your enquiry.

## 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 the site plan and fee.

Should you require any further information or assistance please contact our New Development Team at the above address or by emailing [developmentenquiries@nwl.co.uk](mailto:developmentenquiries@nwl.co.uk)

## Frequently Asked Questions (FAQ's)

**Q: *When should I make a Pre-Planning Enquiry?***

A: Pre-Planning Enquiries 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 varies depending whether your enquiry relates to a water supply, sewerage or both. In the case of water supply only, the fee increases with the number of houses. For sewerage only, or water and sewerage, the fee is fixed.

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

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

A response to your enquiry will be given as follows:

- **Water Supply enquiry:** We will respond to you within 21 days of receipt of a completed application.
- **Sewerage enquiry:** We will respond to you within 21 days of receipt of a completed application.
- **Combined Water Supply and Sewerage enquiry:** we will respond to you within 21 days, you may receive responses for sewerage and water separately.

**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 fee and site plan 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 water supply and sewerage enquires, 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: **Water Supply** responses will include the following:

- A plan of existing water assets
- Details of off-site reinforcement works that may be required to provide water
- Budget costs to carry out the works
- Details of any protective measures for water assets which may require diversion or easements
- Water efficiency information

**Sewerage** responses will include the following:

- A scaled plan of existing wastewater assets
- Details of allowable discharge rates and connection points to the existing sewerage network
- Details of any off-site reinforcement works that may be required to provide sewage services
- Confirmation of the current availability of Sewage Treatment capacity for the development
- Details of any protective measures for sewerage assets which may require diversion or easements

**Q: *Where do I send my enquiry?***

A: email to: [developmentenquiries@nwl.co.uk](mailto:developmentenquiries@nwl.co.uk)

or,

Post to: New Development Team  
Northumbrian Water Limited  
Leat House, Pattinson Road  
Washington, Tyne & Wear  
NE38 8LB

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

- completed application form
- a scaled site location plan
- a cheque for the appropriate fee + VAT or Invoice