



NAV Application Form – Guidance Notes

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These notes explain why we are requesting information from you. Please read them in relation to the relevant section of the form.

A: New Appointee Applicant Details

Enter the details of the person responsible for setting up the NAV site. We will correspond with this person throughout the process. This may involve requesting further information/making a clarification or issuing a quote.

B: Applicant Requirements

We ask that you identify which type of Agreement you are seeking for the site (Bulk Supply, or Bulk Discharge). If you need both, please tick both boxes.

C. Site Details

Site Location: We need details of the site to be connected such as the location of the site and the number and type of properties being built. Please provide the nearest postcode available at the time of application, as well as X/Y coordinates so we can accurately find the site and check its status (e.g. served/unserved)

Occupancy: Please complete as much of the Residential and Commercial occupancy templates as possible. If the detail is not known, we'll need you to provide us with the total rows and columns of both the Residential and Commercial tables, the minimum data needed is:

- The total **row** for the Residential table
- The total **column** of the Commercial table

Residential: If you are unable to provide the specific housing type in the occupancy table, for the purposes of the capacity check we will presume an average occupancy of 2.4 people per dwelling.

Please send us the updated detail when you become aware of it.



Site phasing: Please provide details of any site phasing that you're proposing, so we can create the appropriate design and quotation.

D: Bulk Supply Requirements

Complete this section if you require a water connection. If this is not applicable, please tick 'No' and skip to Section E.

Contamination: We must safeguard against contamination of water supplied through our pipes. Please inform us if the site was previously for any of the following:

- Petrol Station or other fuel storage
- Chemical Works/storage
- Landfill or Motor Mechanics
- Scrap or Coal Yard
- Burial Ground
- Tannery
- Docks or Boatyard
- Military Camp
- Vehicle parking or unmade ground

Point of connection: Please provide us with information about the connection (option B).

Existing Supplies: Please provide us with the details of any existing supplies on site by completing this part of the form and also attaching the Water Fittings Template. This information will allow us to apply the right infrastructure credits.

Temporary Building Supplies: If your developer requires a temporary building supply, please advise them to contact us directly to request this.

E: Bulk Discharge Requirements

Please complete this section if you require a waste connection. We'll need you to identify which type of bulk discharge agreement you need – it could be Foul, Surface, or Combined. If you require more than one type, please tick the relevant boxes.

Please provide us with information about the connection point.

Please note that most of the fields within this table are mandatory. This information is required for us to carry out a capacity check and determine if your point of connection is suitable.

Type of Connection: When listing the type of connection, options include:

- Splay cut pipe
- External backdrop
- Oblique Junction / Oblique Saddle
- New Manhole / Existing Manhole
- Existing lateral or existing private sewer

NB: No saddle connections will be permitted to pipes of 225mm (9") or less in diameter. No plastic pipework will be permitted in manholes.

Surface Water Drainage: This section is only required if you selected surface water as your discharge point at the top of Section E in the form. If you do not have the details of the existing and proposed impermeable area, please provide it with this information when you have it.

F: Application Checklist

Please attach the following documents to your application. Your application may be rejected if the mandatory documents (with a *) are not included.

Applicable to both bulk supply and bulk discharge:

- *NAV site boundary plan (with the boundary drawn in green)
- *Development site plan at 1:1250 (or larger), clearly showing the preferred point of water and /or waste connections marked on the plans. If the scheme is part of a wider development, please include the scheme boundaries on the plan: Used in our capacity check and integrated capacity planning.

If part of a wider development, please provide any additional detail that could be relevant, either as additional documents or in the free text field (e.g. reference numbers for other applications that have been made related to the site, such as Section 98s / Pre-Development Enquires).

Bulk Discharge specific:

- **Drainage plans with levels:** Used in the capacity check.
- **Site plan showing route of rising main, if there is an onsite waste pumping station:** Used in our capacity check

Bulk Supply Specific:

- **An intrusive soil analysis report** (if commissioned): Used to determine the material of the connecting pipe for a bulk supply connection.
- **Infrastructure credits:** If you are applying for reduced infrastructure charges through our Target 100 scheme, please include supporting documentation from building regulations to confirm your internal fittings comply.

For more information see the Charging Arrangements PDF hosted here: <https://www.southernwater.co.uk/developing-building/connection-charging-arrangements>

G: Declaration

Once completed, please return the application form and relevant attachments to: newappointments@southernwater.co.uk

Next Steps:

We will review your application and confirm we have everything we need to progress it

We will email you a letter within 28 calendar days to inform you of the point of connection and cost of connection. If we are unable to meet the 28 calendar days, we will email you to let you know why and by what date you can expect a response.

When you decide you would like to proceed with the connection for waste or water, you should follow the next steps set out in the Point of Connection offer letter.