

**business stream**

A SCOTTISH WATER COMPANY



# guidance notes

Form

**E**

The water experts



These guidance notes are designed to help you complete  
**Form E – Application for a development impact assessment (DIA).**

## Important

Before completing this form, make sure you have all the supporting documents listed in section one of the form ready – we can only progress your application with this information to hand.

Also, please note that any other applications cannot be progressed until the outcome of this development impact assessment is known.

DIA results are normally valid for one year from date of issue however it should be noted that capacity cannot be reserved in either the water or sewer network and the results may change due to circumstances outwith our control.

## Need some help?

Take the hassle out of your development impact assessment and any subsequent work or connections, just ask us to handle it. We provide an end-to-end service, managing everything from design through onsite work to final connection – including this application process. Contact us to discuss your needs on 0800 000 000.

### 1 Checklist of supporting data

---

These must be complete, **and in line with regulations**, before we can progress your application. Applying before these documents are available won't save time – it's wasted effort!

#### Plans and calculations

Please note that we need to see plans and calculations to support the information submitted in all parts of section seven.

#### Site location plan

This enables Scottish Water to quickly locate your site in relation to its existing infrastructure.

Your plan should set out precisely where the site is. Show street names, existing buildings, the site boundary and other landmarks. A 12-digit OS grid reference or GIS coordinates would also help.

## 2 Customer details

---

Please provide your full details to make it easy for us to contact you. We need to know whether you are the owner of the site, the contractor developing the site on the owner's behalf, or the future occupier.

## 3 Details of main contact

---

Please provide contact details of any person coordinating the development, who is best placed to act as our regular contact throughout the project.

## 4 Design consultants details

---

Developers sometimes employ different consultancy firms to design the water and waste water infrastructure of developments. Since the existing infrastructure will automatically be assessed when we receive your application, it is important to provide the design consultant details so that we can include them in our response.

Please remember we can help you to take the hassle out of preparing your DIA. Please tick the box on page two if you would like us to act on your behalf.

## 5 Site details

---

### 5.1 Location

You must supply the full postal address and postcode of your site. The Land Registry can provide your postcode. If you don't supply this, your application may be delayed. Your site may already have a Business Stream reference number relating to another application previously submitted. Please provide these to help us speed up your application.

### 5.2 Development details

Because water and waste water demand varies depending on the type of development, we ask for details of the number of units of each type.

## 6 Planning information

---

This information helps us understand what stage your development has reached in the planning process. The planning authority will consult Scottish Water on your plans, so the information you supply here will help ensure Scottish Water is fully briefed to respond.

## 7 Site servicing details

---

We need to understand the demands your development will make on the existing water and waste water facilities. So it's important that we ask you to supply as much information as possible about site servicing.

Please note that when making your calculations, Scottish Water will generally apply the rule that 95% of your water usage will be used as a basis to determine your foul discharge volume.

## 8 Special requirements

---

Please provide any information about your development that might be relevant to providing a timely connection.

## 9 Declaration

---

The form is designed for electronic signature. Guidance on electronic signatures is available at [www.berr.gov.uk](http://www.berr.gov.uk). If you don't have the means to provide an electronic signature, please note that by submitting the form via email you are instructing Business Stream to progress your application.