

## Public Utility Works Application

**PU**

### General Guidance

- All fields must be completed or N/A as appropriate
- The applicant must be the owner of the land, or the lease holder, or a person who has agreed to unconditionally purchase or lease the land
- Complete a 'Fast Track' Application for a 20mm water meter only installations
- Select Approved Contractor for Backflow Preventers (Page 6)

### Owner / Applicant

Full Name \_\_\_\_\_

Postal address \_\_\_\_\_

Post code \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Agent

Name \_\_\_\_\_

Postal address \_\_\_\_\_

Post code \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Site Address

Street/Road no: \_\_\_\_\_ Street/Road name: \_\_\_\_\_

Town or area: \_\_\_\_\_ Lot: \_\_\_\_\_ DP: \_\_\_\_\_

### Utility Service

Potable Water Size: \_\_\_\_\_ mm

Storm Water Size: \_\_\_\_\_ mm

Waste Water Size: \_\_\_\_\_ mm

Waste Disconnection

### Water Requirement

New water connection and meter

Disconnection

Back flow preventer

Change of use

Stock Trough

Description of Intended use: Residential Commercial

Nominated Contractor for each service required: (Have you contacted your contractor(s) )

### Office Use Only

Property ID: \_\_\_\_\_

LLP number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Related Consents: \_\_\_\_\_

Date: \_\_\_\_\_

## Authorisations

### Owner authorisation

As the property owner, I hereby agree to all terms and conditions stated within this Public Utility Application. Public Utility accounts will be issued in my name, until such time as an official notice of sale is received or water billing agent is nominated.

Full name: \_\_\_\_\_

### Billing Details

Street no: \_\_\_\_\_ Street/Road name: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_ Post code: \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Agent authorisation

As the agent you accept responsibility to pass all Council's correspondence to the owner as appropriate.

Full name / Company name: \_\_\_\_\_

Position / Title: \_\_\_\_\_

### Contact Details

Street no: \_\_\_\_\_ Street/Road name: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_ Post code: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Correspondence

**Key Personnel: All correspondence / charges for the meter installation are to be directed to the:**

Owner / Applicant     Agent

## Checklist for Public Utility Application

The following information is required for all public utilities services applications. All applicable items on this check list must be checked as YES before an application can be accepted. Failure to supply necessary information may result in the application being rejected

	Customer check	Office check		Technical Check	
	Yes	Yes	No	Yes	No
1 Applicant's Full Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2 Agent Details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 Owner's authorisation completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4 Contact telephone, email & postal address details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5 Street name and house number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6 Connection size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7 Licensed contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8 Map / service sheet / network as-built	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9 Site plan including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of all structures on the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Point of connection to existing pipe (include dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Right hand and left hand distance to boundary measurements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of access, driveway or right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>For new water connections only</b>					
10 Intended Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Boundary Backflow Prevention device (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Site plan location of all structures on property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Site plan including distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Right hand, left hand and front boundaries to utility connection point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• House site to nearest fire hydrant (<135m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>For new waste and stormwater connections only</b>					
14 Site plan including					
• Pipe gradient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Failure to supply all the information and measurements as requested may result in the application being returned unprocessed and unapproved

- Application accepted  
 Application not accepted

Reasons \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Yes Customer services check

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name (please print)

## Public Utility Applications – Terms and Conditions

### Introduction

Public Utility Applications are required for all new service connections, disconnections and modifications to the Whangarei District Council (WDC) utilities network. This includes potable water, waste water and storm water.

This application only relates to works between the council utility and the private/public property boundary. *If the existing utilities lay within private property this application applies to the network connection only.*

All utility works undertaken must be carried out by a WDC Approved Contractor.

### Application Procedure

Complete and submit this application form along with supporting documentation and payment to a WDC Customer Services Representative at:

Forum North  
5 Rust Avenue  
Whangarei  
Or:

Ruakaka Service Centre  
Takutau Place  
Ruakaka

WDC Approved Contractors and Customer Service Representatives can assist you with the application process.

Alternatively you can email any queries or your application to: [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)

### Application Requirements

- Ensure all fields are completed in full as incomplete applications may be rejected. The application must include a clearly detailed plan of intended works. A council service sheet and site plan marked-up to include the proposed connection point may be satisfactory.
- It is the applicant's responsibility to ensure that all drawings and supporting information is submitted in an acceptable format which also speeds up the processing of your application.
- Prior to approval all applicable fees (*see General Terms and Conditions below*), shall be paid in full. Upon approval the licensed contractor will carry out work in accordance with the approved plan, Council's specific requirements and current WDC Environmental Engineering Standards.

### General Terms and Conditions

Application costs are in accordance with WDC fees and charges, available at WDC customer services or: <http://www.wdc.govt.nz/RatesandPayments/FeesandCharges/Pages/default.aspx>

Properties requiring new service connections are subject to Development Contribution assessment. Contributions must be paid in full prior to approval.

Further information on development contributions can be found at:

[www.wdc.govt.nz/DevelopmentContributions](http://www.wdc.govt.nz/DevelopmentContributions)

Council advises applicants to review the individual utility supply bylaws for additional terms and conditions of supply and connection.

Bylaws are available from WDC customer services or:

[www.wdc.govt.nz/Bylaws](http://www.wdc.govt.nz/Bylaws)

All works are to be carried out in accordance with council specifications and Environmental Engineering Standards (EES).

EES are available from WDC customer services or:

[www.wdc.govt.nz/EnvironmentalEngineeringStandards](http://www.wdc.govt.nz/EnvironmentalEngineeringStandards)

A Change of Use application may be required when properties with existing utilities are developed or redeveloped.

Applicants are advised that the cost of the physical works is specifically excluded from any charges relating to this application.

WDC recommend that applicants approach relevant utility licensed contractors for a quote and to establish contractor availability prior to submitting applications.

Costs may vary from contractor to contractor and this process will allow applicants to nominate their preferred contractor. Lists of Approved Contractors can be found on page 5 and 6 of this application form.

### Other Terms and Conditions

All authorisations required from neighbours or governing bodies along with proof of all easements must be submitted with the application (if applicable).

Services to be constructed in the road corridor of a state highway require written approval from the New Zealand Transport Agency (NZTA).

**Contact NZTA Whangarei:**

**09 430 4355**

Services constructed in the railway corridor require written approval from Kiwi Rail Ltd.

**Contact Kiwi Rail:**

**0800 801 070**

Resource Consent is required from the Northland Regional Council for storm water discharge into a stream or river.

**Contact Northland Regional Council:**

**09 438 4639**

Contractor Nomination				
Company	Contact	Phone	Email	Mailing Address
<b>Water Only Contractors</b>				
FC Contractors	Frank Chandler	09 436 3374 027 4265553	<a href="mailto:f.c.contractors.ltd@hotmail.com">f.c.contractors.ltd@hotmail.com</a>	PO Box 3247 Onerahi Whangarei 0142
The Watertight Company	Gordon McKay	09 438 2629 027 4992537	<a href="mailto:info@thewatertightco.co.nz">info@thewatertightco.co.nz</a>	PO Box 523 Whangarei 0140
Downer NZ	Neil Cherry	09 4701798 027 8394527	<a href="mailto:neil.cherry@downer.co.nz">neil.cherry@downer.co.nz</a>	Lower Port Rd PO Box 909 Whangarei 0140
Fulton Hogan	Tony King	09 470 0700 0274 987245	<a href="mailto:tony.king@fultonhogan.com">tony.king@fultonhogan.com</a>	PO Box 1547 Whangarei 0148
Watco Plumbing	Royce Gray	09 438 4006 021 409 616	<a href="mailto:admin@watco.co.nz">admin@watco.co.nz</a>	PO Box 3005 Onerahi Whangarei 0142
<b>Waste and Storm Only Contractors</b>				
Broad Spectrum	Fred Petersen	09 470 4400 021 903 479	<a href="mailto:whangareiadmin@broadspectrum.com">whangareiadmin@broadspectrum.com</a>	P O Box 48 Whangarei 0140
Hansen Drainage & Earthworks	Karl Hansen	027 432 7877	<a href="mailto:karl@hansendrainageandearthworks.co.nz">karl@hansendrainageandearthworks.co.nz</a>	62 Pyle Road East Ruakaka 0116

Ltd				
HydroTech Drainage	Lincoln Amosa	09 438 4866 021 730 673	<a href="mailto:lincolna@hydrotech.co.nz">lincolna@hydrotech.co.nz</a>	P O Box 1696 Whangarei 0140
Northern Drainage Ltd	Brad Jeeves	021 023 10730	<a href="mailto:brad@northerndrainage.co.nz">brad@northerndrainage.co.nz</a>	49 Russell Road Whangarei 0110
Precision Drainage	Nigel Martin	09 434 7286	<a href="mailto:info@precisiondrainage.co.nz">info@precisiondrainage.co.nz</a>	PO Box 86 Maungatapere 0152
United Civil Construction Ltd	Paul Bonetti	09 438 0354	<a href="mailto:Paul.Bonetti@unitedcivil.co.nz">Paul.Bonetti@unitedcivil.co.nz</a>	PO Box 6113 Otaika Whangarei 0147
Watco Plumbing	Royce Gray	09 438 4006 021 409 616	<a href="mailto:admin@watco.co.nz">admin@watco.co.nz</a>	PO Box 10045 Te Mai Whangarei 0143
Woods Plumbing & Drainage	Zane Woods	027 788 9001	<a href="mailto:zane@woodsplumbing.co.nz">zane@woodsplumbing.co.nz</a>	PO Box 3005 Onerahi Whangarei 0142

#### IQP Boundary Backflow Prevention Device Installers

Company	Contact	Phone	IQP Number	Mailing Address
Downer Water	Shirley Harris	09 470 1796	IQP Number: 097	PO Box 909 Whangarei 0140
The Watertight Company	Gordon McKay	09 438 2629	IQP Number: 092	PO Box 523 Whangarei 0140
Watco Plumbing	Royce Gray	09 438 4006	IQP Number: 080	PO Box 10045 Te Mai Whangarei 0143

#### Water backflow prevention devices

Backflow device applications are free of charge however it is the owners' responsibility to arrange and cover costs for purchase and installation of the device.

Backflow facts and WDC approved installation contractors are available at WDC customer services or: <http://www.wdc.govt.nz/WaterandWaste/Water/Documents/Backflow-prevention-policy-and-code-of-practice-2012.pdf>

and:

<http://www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Documents/Independent-Qualified-Persons-Register.pdf>

Backflow Prevention Devices are required on all industrial and commercial properties, as well as on domestic properties with private water storage for example, swimming pools, stock troughs and tanks. These devices are necessary to ensure the safety of drinking water.

**Failure to install the device applied for within this application may result in WDC appointing a contractor to install the device and on charging the property owner.**

## Approvals / Suspension / Cancellation

Following approval, written authorisation will be given to the Owner / Agent and your nominated contractor, works must not be carried out prior to receipt of this letter or prior to receiving written authorisation.

Should an application be suspended, the applicant will be advised accordingly in writing.

Once the suspension has been resolved, approval may be given.

Applications are valid for 6 months from approval. Lapsed applications will be cancelled and deemed void (fees non-refundable or transferrable).

## Development Contributions

Development Contributions may be required in accordance with the Local Government Act 2002.

Development Contributions are charges that help Council fund the infrastructure needed to service growth within the district.

Development Contributions are assessed and may be payable on new service connections.

These are assessed in accordance with Councils Development Contributions Policy.

If Development Contribution charges are applicable an assessment will be issued and must be paid in full prior to Council authorising works.

For further information or an estimate of potential contributions please contact Councils Development Contributions Team.

## Council Inspections

Inspections must be carried out by an authorised Council officer.

A minimum 24 hours prior notice shall be given when inspections are requested by the licensed contractor.

Inspections must be scheduled with council infrastructure and services support on: 09 430 4200 please quote the utility number at this time.

During the inspection the council officer will review the physical connection, pipe tests, workmanship, and primarily compliance.

Where additional inspections are required the customer may be charged on an hourly rate basis.

## Network As-built plans

As built plans of the council network can be obtained from customer services. Alternatively you can email [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz) and request these plans to assist you with preparing your application. There is no charge for these plans.

## Completion As-built plans

All as-built plans shall comply with Council's drafting standards outlined in the current Environmental Engineering Standards .clause 1.7 and 1.11.1.3. which include GPS coordinates.

Where plans do not comply, Council may require submission of revised plans.

It is the licensed contractors' responsibility to ensure all asbuilts are submitted to council within 14 working days of council inspection, or as otherwise agreed.

Adequate allowance for the survey and drafting of the as-built plans must be factored for when quoting for the work.

## Approved contractors

It is the applicant's responsibility to engage a approved contractor who in turn is required to ensure that the work proposed is viable and physically possible prior to the application being lodged with Council.

The cost of carrying out the work following approval by Council is a matter between the applicant and contractor only.

Council does not accept any responsibility for any costs involved in carrying out the work.

Only an approved contractor can be used for all utility service connection work. A list of approved contractors is enclosed on pages 5 and 6.