

Public Utility Works Application

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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 20mm water meter only installations
- Select and nominate Approved Contractor(s) (Page 5-6) or for Pressure Sewer connections, may a Licenced Drainlayer may be used (Page 8)

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

Pressurised Sewer

Size: _____

mm

Waste Disconnection

Water Requirement

New water connection and meter

Disconnection

Back flow preventer

Change of use

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: _____
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Authorisations

Owner authorisation (must be completed and signed by owner)

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 a billing agent is nominated.

Owners
Full name: _____

Billing Details

Street no: _____ Street/Road name: _____
Suburb: _____ City: _____ Post code: _____

Phone _____
Mobile _____
Email: _____ Date: _____

Owners Name _____ Owners 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: _____

Agent Name: _____ Agent Signature: _____ Date: _____

Correspondence

Key Personnel: All correspondence / charges for any 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"/>
For new water connections only					
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 details of assets to be installed	<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"/>
For new waste and stormwater connections only					
14 Site plan including					
• Pipe gradient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is this a pressurised sewer system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pressure sewer agreement completed?	<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

 CSR 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 where connections/ disconnections are undertaken to the live reticulation must be carried out by a WDC Approved Contractor. For Pressure Sewer Pumps to be vested with Council; Licenced Drainlayers may install Pressure Sewer Pump units provided they have been approved to install and commission the products by the Approved Pressure Sewer Product Supplier.

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

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

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

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

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	Selected Contractor
Water Only Contractors					
FC Contractors	Frank Chandler	09 436 3374 027 4265553	f.c.contractors.ltd@hotmail.com	PO Box 3247 Onerahi Whangarei 0142	<input type="checkbox"/>
The Watertight Company	Gordon McKay	09 438 2629 027451 1714	info@thewatertightco.co.nz	PO Box 523 Whangarei 0140	<input type="checkbox"/>
Downer NZ	Don Morrison	09 4701798 021 858 924	Don.Morrison@downer.co.nz	Lower Port Rd PO Box 909 Whangarei 0140	<input type="checkbox"/>
Forte Civil	BJ Stanton	022 393 7030	bstanton@nzforte.com	PO Box 315 553 Silverdale 0944	<input type="checkbox"/>
Watco Plumbing	Royce Gray	09 438 4006 021 409 616	admin@watco.co.nz	PO Box 10045 Te Mai Whangarei 0143	<input type="checkbox"/>
Waste and Storm Only Contractors					
All Drainage	Jon Gill	021 444 401	jon@alldrainsage.co.nz	75 Tidehope Road RD1 Kamo Whangarei 0185	<input type="checkbox"/>
Broad Spectrum	Fred Petersen	09 470 4400 021 903 479	whangareiadmin@broadspectrum.com	P O Box 48 Whangarei 0140	<input type="checkbox"/>
Hansen Drainage &	Scott Hansen	027 432 7877	scott@hansende.co.nz	62 Pyle Road East	<input type="checkbox"/>

Earthworks Ltd				Ruakaka 0116	
HydroTech Drainage	Sarah	09 438 4866 021 730 673	sarahct@hydrotech.co.nz	P O Box 1696 Whangarei 0140	<input type="checkbox"/>
Northern Drainage Ltd	Brad Jeeves	021 023 10730	brad@northerndrainage.co.nz	49 Russell Road Whangarei 0110	<input type="checkbox"/>
Precision Drainage	Nigel Martin	09 434 7286	info@precisiondrainage.co.nz	PO Box 86 Maungatapere 0152	<input type="checkbox"/>
United Civil Construction Ltd	Paul Bonetti	09 438 0354	Paul.Bonetti@unitedcivil.co.nz	PO Box 6113 Otaika Whangarei 0147	<input type="checkbox"/>
Watco Plumbing	Royce Gray	09 438 4006 021 409 616	admin@watco.co.nz	PO Box 10045 Te Mai Whangarei 0143	<input type="checkbox"/>
Woods Plumbing & Drainage	Zane Woods	027 788 9001	zane@woodsplumbing.co.nz	PO Box 3005 Onerahi Whangarei 0142	<input type="checkbox"/>

IQP Boundary Backflow Prevention Device Installers					
Company	Contact	Phone	IQP Number	Mailing Address	Selected Contractor
Downer Water	Shirley Harris	09 470 1796	IQP Number: 097	PO Box 909 Whangarei 0140	<input type="checkbox"/>
The Watertight Company	Gordon McKay	09 438 2629	IQP Number: 092	PO Box 523 Whangarei 0140	<input type="checkbox"/>
Watco Plumbing	Royce Gray	09 438 4006	IQP Number: 080	PO Box 10045 Te Mai Whangarei 0143	<input type="checkbox"/>

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.

Pressure Sewer Systems

An alternative to gravity sewer systems is an on-site system. This is a small pumping unit installed on each property to pump the household sewage into our main sewerage network. Each unit has a 24-hour emergency storage tank (about 1 metre by 2 metres) and is fitted with an alarm contained in a control panel. The pump unit itself is installed in a location on the property and the system is powered by the household power supply. The public pressure sewer pipework is buried in the road reserve similar to a water main. Further detailed information may need to be provided on the site plan when applying to Council for Pressure Sewer System connections.

Ownership and operation of the Pressure Sewer System

Council is responsible for maintaining Pressure Sewer Systems that have been vested to Council. This includes the pipe work from the pump unit to the property boundary and the control panel. Property owners are responsible for maintaining the drainage pipe from the house to the pump unit and providing power to run the pump unit.

The Pressure Sewer Systems Homeowners Guide advises on how you can help to keep the system running smoothly.

<http://www.wdc.govt.nz/WaterandWaste/Wastewater/Documents/Pressure-Sewer-System-Guide.pdf>

Key requirements for the Pressure Pump System:

<http://www.wdc.govt.nz/WaterandWaste/Wastewater/Documents/Pressure-Sewer-system-Key-Requirements.pdf>

Agreement for provision of the Pressure Sewer Connection:

<http://www.wdc.govt.nz/WaterandWaste/Wastewater/Documents/Agreement-for-Provision-of-Pressure-Sewer-Connection.pdf>

Approvals / Suspension / Cancellation

Following approval, written authorisation and approved plans will be given to the Owner / Agent and your nominated contractor, works must not be carried out prior to receipt of the approved plans and 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 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 Standard, 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 1 month 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.

Contractors Working on Live Reticulation

All utility works where connections/ disconnections are undertaken to the live reticulation must be carried out by a WDC Approved Contractor. A list of approved contractors is enclosed on pages 5 and 6.

Contractors Working on Pressure Sewer Pump Unit Installations connecting to Existing Boundary Kits

As well as using Approved Contractors, Licenced Drainlayers may be used to install Pressure Sewer Pump units provided they have been approved to install and commission the products by the Approved Pressure Sewer Product Supplier.

It is important to note:

- It is the applicant's responsibility to engage an Approved Contractor/ Licenced Drainlayer (as appropriate) 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.

Approved contractors

It is the applicant's responsibility to engage an 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.