

Public Utility Works Application

Office use only

PU: _____ Property ID: _____
LLP No.: _____ Related Consents (BC): _____
Receipt No.: _____ Date: _____

General guidance

- All fields must be completed or N/A as appropriate.
- Failure to supply all the information and measurements as requested may result in the application being returned unprocessed and unapproved.
- Complete a '[Fast Track Application](#)' for 20mm water meter only installation
- For wastewater and stormwater connections, only submit this application if you have received **written confirmation** from the relevant Council department that this property can connect to the network.
- Contractor(s) **MUST** be selected from the Approved Contractor List supplied within this form.
- Please read Terms and Conditions below before you start

Details

☐ Domestic ☐ Commercial

Description of use: _____

Have you contacted your Contractor(s)? ☐ Yes

Utility Service

☐ Potable Water Size: _____ mm
☐ Stormwater Size: _____ mm
☐ Wastewater Size: _____ mm
☐ Pressurised Sewer Size: _____ mm
☐ Waste Disconnection Size: _____ mm

Water Requirement

☐ New water connection and meter
☐ Disconnection
☐ Back flow preventer
☐ Change of use
☐ Relocation

Site address

Street / Road no. _____ Street / Road name: _____

Suburb / Town _____

Legal Description Lot: _____ DP _____

Applicant

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.

Owner Full Name _____ ☐ Owner ☐ Lease Holder
Postal address _____
_____ Post code _____
Phone _____ Mobile _____
Email _____

Agent authorisation (if applicable)

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

Full Name / Company Name _____
Position / Title _____
Postal address _____
_____ Post code _____
Phone _____ Mobile _____
Email _____
Signature _____ Date _____

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.

Owner Full Name _____
Invoice payable by: ☐ Owner / Applicant ☐ Agent
All correspondence for any installation is to be directed to the: ☐ Owner / Applicant ☐ Agent
Signature _____ Date _____

Checklist for Public Utility Application

- The following information is required for **all** public utility 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	Yes	No
1. Applicant's Full Name	☐	☐	☐	☐
2. Agent Details (if applicable)	☐	☐	☐	☐
3. Owner's authorisation completed	☐	☐	☐	☐
4. Contact telephone, email and postal address details	☐	☐	☐	☐
5. Street name and house number	☐	☐	☐	☐
6. Connection size	☐	☐	☐	☐
7. Licensed contractor (water service, gravity sewer, stormwater) or registered contractor for pressure sewer system – selected from list of Approved Contractors below.	☐	☐	☐	☐
8. Map / service sheet / network as-built	☐	☐	☐	☐
9. Site plan including:	☐	☐	☐	☐
• Location of all structures on the property	☐	☐	☐	☐
• Point of connection to existing pipe (include dimensions)	☐	☐	☐	☐
• Right hand and left-hand distance to boundary measurements	☐	☐	☐	☐
• Location of access, driveway or right-of-way	☐	☐	☐	☐
For new water connections only				
10. Intended Use	☐	☐	☐	☐
11. Boundary Backflow Prevention device (if applicable)	☐	☐	☐	☐
12. Site plan location of all structures on property	☐	☐	☐	☐
13. Site plan including details of assets to be installed	☐	☐	☐	☐
• House site to nearest fire hydrant (<135m)	☐	☐	☐	☐
For new waste and stormwater connections only				
14. Detailed Site Plan showing: – see examples below	☐	☐	☐	☐
• Pipe gradient	☐	☐	☐	☐
• Is this a pressurised sewer system	☐	☐	☐	☐
• Pressurised sewer system needs to check boundary kit, pump chamber and meter panel in site layout	☐	☐	☐	☐
• Pressure sewer agreement completed	☐	☐	☐	☐

Application accepted: ☐ Yes ☐ No Customer Services check: ☐

Reason _____

 CSR Name (please print)

 Signature

Approved Contractors

Water Licensed Contractors only*

Company	Contact	Phone	Email	Mailing Address	Selected Contractor
Downer NZ	Bronwyn Brown	09 470 1798 021 858 924	bronwyn.brown@downer.co.nz	Lower Port Road PO Box 909 Whangarei 0140	☐
FC Contractors	Frank Chandler	09 436 3374 027 426 5553	f.c.contractors.ltd@hotmail.com	PO Box 3247, Onerahi Whangarei 0110	☐
Northern Pipe & Civil Ltd	BJ Stanton	027 442 4845	bj@pipeandcivil.co.nz	2 Manuka Place Whangarei 0110	☐
The Watertight Company	Gordon McKay	09 438 2629 027 451 1714	info@thewatertightco.co.nz	PO Box 523 Whangarei 0140	☐
Watco Plumbing	Mike Williamson	09 438 4006 021 409 610	admin@watco.co.nz	PO Box 10045, Te Mai, Whangarei 0143	☐

Wastewater and Stormwater Licensed Contractors (for stormwater, gravity sewer system) *

Name	Contact	Phone	Email	Address	Can also install low-pressure sewer systems	Selected contractor
Drainfast Limited (approved for CCTV work)	Mark Bergersen	027 411 5553	mark@drainfast.co.nz	14 Gillingham Road, Kamo, Whangārei 0112	Yes	☐
Hansen Drainage & Earthworks Ltd	Scott Hansen	09 432 7877 027 432 7873	scott@hansende.co.nz	62 Pyle Road East, Ruakākā 0116	Yes	☐
TDG Environmental (approved for CCTV work)	Richard Whitehead	021 730 766	rwhitehead@tdgenvironmental.com	2 Nell Place, Whangārei 0110	Yes	☐
Leslie Drainage Ltd	Richard Leslie	021 111 4852	leslie.drainage@gmail.com	55 Church Road, Te Kamo	Yes	☐

Name	Contact	Phone	Email	Address	Can also install low-pressure sewer systems	Selected contractor
Mako Civil Contracting limited	Mark Jelichich	021 056 5332	Mark@makocivil.com	275A Campbell Road, Parua Bay	Yes	☐
Mod Shoring Limited	Scott Tierney	021 024 11539	modshoring@gmail.com	362B Cemetery Road, Maunu, Whangārei	Yes	☐
Northern Drainage Ltd	Brad Jeeves	021 023 10730	brad@northerndrainage.co.nz	149 Totora Park Lane, Glenbervie, Whangārei	Yes	☐
Precision Drainage	Nigel Martin	09 434 7286	info@precisiondrainage.co.nz	PO Box 86, Maungatapere 0152	Yes	☐
Woods Plumbing & Drainage	Zane Woods	027 788 9001	zane@woodsplumbing.co.nz	PO Box 3005, Onerahi, Whangārei 0142	Yes	☐
Asset Construction Limited	Topaz Camille	027 543 2175	topaz@assetconstruction.co.nz	PO Box 64, Kumeu Auckland 0841	Yes	☐
BSG Civil Limited	Luke Frost	027 522 4656	luke@bsg.net.nz	PO Box 35941 Browns Bay Auckland 0753	Yes	☐
Huband Contractors Ltd	Shaun Huband	021 222 0272	shaun@huband.co.nz	2088 Paparoa Valley Rd, Paparoa 0571	Yes	☐

Wastewater Registered Contractors (for low Pressure sewer system) *

Name	Contact	Phone	Email	Address	Can also install low-pressure sewer systems	Selected contractor
SS Drainage Contractors Ltd	Shane Quinn	09 437 1565 027 222 3105	ssdrainage@xtra.co.nz	45 Sands Road, RD3, Glenbervie, Whangārei 0173	Yes	☐
RA and KL Walker Limited	Rob Walker	021 943 004	robd rains@gmail.com	229 Mangakahia Road, RD 9, Whangārei	Yes	☐
Connolly Drainage Ltd	Chris Connolly	021 705 636	chris@connollydrainage.co.nz	65 Waitaki Street, Henderson, Auckland	Yes	☐
All Drainage Limited	Angela Gill	021 225 3552	jon@alldraining.co.nz	75 Tudehope Road, RD1, Kamo 0185	Yes	☐
Plumbuilt Plumbing Limited	Mathew Alexander	09 443 2374 021 022 42520	mat@plumbuilt.co.nz	5/42 Ellice Road, Wairau, Auckland 0629	Yes	☐
Drainslayers Company Limited	Andy Thompson	027 226 5321	andy@drainslayer.co.nz	49 Bullens Road, RD2, Ardmore, Papakura, Auckland 2582	Yes	☐
Drain Smith	Alexander Smith	021 241 6880	drainsmith@outlook.co.nz	26 Bermuda Place, One Tree Point, 0118	Yes	☐
Hodz Drainage limited	Mark Hoddle	027 492 3568	mark@hodzdrainage.co.nz	81 Fiddlers Hill Road, Puhoi, Auckland 0994	Yes	☐

IQP Boundary Backflow Prevention Device Installers*

Company	Contact	Phone	Email	Mailing Address	Selected Contractor
Downer Water	Shirley Harris	09 470 1796	bronwyn.brown@downer.co.nz	PO Box 909, Whangārei 0140	☐
Northern Pipe & Civil Ltd	BJ Stanton	027 442 4845	bj@pipeandcivil.co.nz	2 Manuka Place, Whangārei 0110	☐
The Watertight Company	Gordon McKay	09 438 2629	info@thewatertightco.co.nz	PO Box 523, Whangārei 0140	☐
Watco Plumbing	Mike Williamson	09 438 4006 021 409 610	admin@watco.co.nz	PO Box 10045, Te Mai, Whangārei 0143	☐

*The contractors listed here have been approved via an application process that confirms that these contractors are familiar with Council's Engineering Standards, hold the necessary health & safety standards and have the necessary qualifications to undertake the type of work that they are approved for (either at the Licensed or Registered level). The presence of a contractor on this list does not constitute an endorsement or guarantee by Council of the contractor's work.

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 utilities network. This includes potable water, wastewater 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 new subdivisions must go through the subdivision process. Only subdivisions intending to install low pressure sewer systems need to also apply for a Public Utility connection.
More information can be found on our website: www.wdc.govt.nz/Services/Planning/Advice-before-start
- All utility works undertaken must be carried out by a Whangarei District Council Licensed Contractor (including water service, gravity sewer and stormwater)
- For Pressure Sewer Pumps to be vested with Council; Licensed and Registered contractor may install Pressure Sewer Pump units provided they have been approved to install and commission the products by the provider (see lists of Contractors below).

Application procedure

- Complete and submit this application form along with supporting documentation and payment
Whangarei District Council, Te Iwitihi, 9 Rust Avenue, Whangārei | Private Bag 9023, Te Mai, Whangārei 0143
Ruakākā Service Centre, Takutau Place, Ruakākā
- Email any queries or your application to: mailroom@wdc.govt.nz. If submitting application electronically, we will contact you regarding the payment.

Application requirements

- Ensure all fields are completed in full.
- Detailed plan of intended works and architecture drawings.
- Only one connection is allowed for one lot
- Council service sheet and site plan marked up to include the proposed connection point may be satisfactory.
- Payment in full of fees prior to approval.
- Upon approval, the licensed / registered contractor will carry out work in accordance with the approved plan, Councils specific requirements and current Whangarei District Council Environmental Engineering Standards

General terms and conditions

- Application costs are in accordance with Whangarei District Council fees and charges, available at our customer service centres or on our website: www.wdc.govt.nz/FeesandCharges
- 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 on our website: 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 our Customer service centres or on our website: 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 our Customer service centres or on our website: www.wdc.govt.nz/EES
- 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.

We recommend that applicants approach relevant utility licensed / Registered 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 3 and 4 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**

Further information

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 our approved installation contractors are available at our Customer service centres or on our website: www.wdc.govt.nz/BackflowPolicy and the Independent Qualified Persons Register: www.wdc.govt.nz/BuildingDocuments
- 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 Council appointing a contractor to install the device and 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.
- The Pressure Sewer Systems Homeowners Guide, [Pressure sewer system key requirements](#) and the [Agreement for provision of pressure sewer connection](#) documents can be found on our website: www.wdc.govt.nz/PressureSystems

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

- As well as using Licenced Drainlayers, Registered Drainlayers may be used to install Pressure Sewer Pump units. Both must be 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 a Licensed Drainlayer / Registered 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 the contractor only.
- **Council does not accept any responsibility for any costs involved**

Contractors Working on Live Reticulation

- All utility works where connections/ disconnections are undertaken to the live reticulation must be carried out by a **Council Licensed Contractor**.
- A list of Approved Contractors is enclosed in this form.

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 Council's Development Contributions Team.

Council Inspections

- Inspections must be carried out by an authorised Council officer.
- A minimum 48 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 registered/licensed contractors' responsibility to ensure all as-builts 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.

Examples – site plans and as-builts

Figure A: Gravity connection – site plan example

Figure B: Pressurised sewer – site plan example

Figure C: E-one as-built example

Figure D: Gravity main and stormwater as-built example



GENERAL NOTES

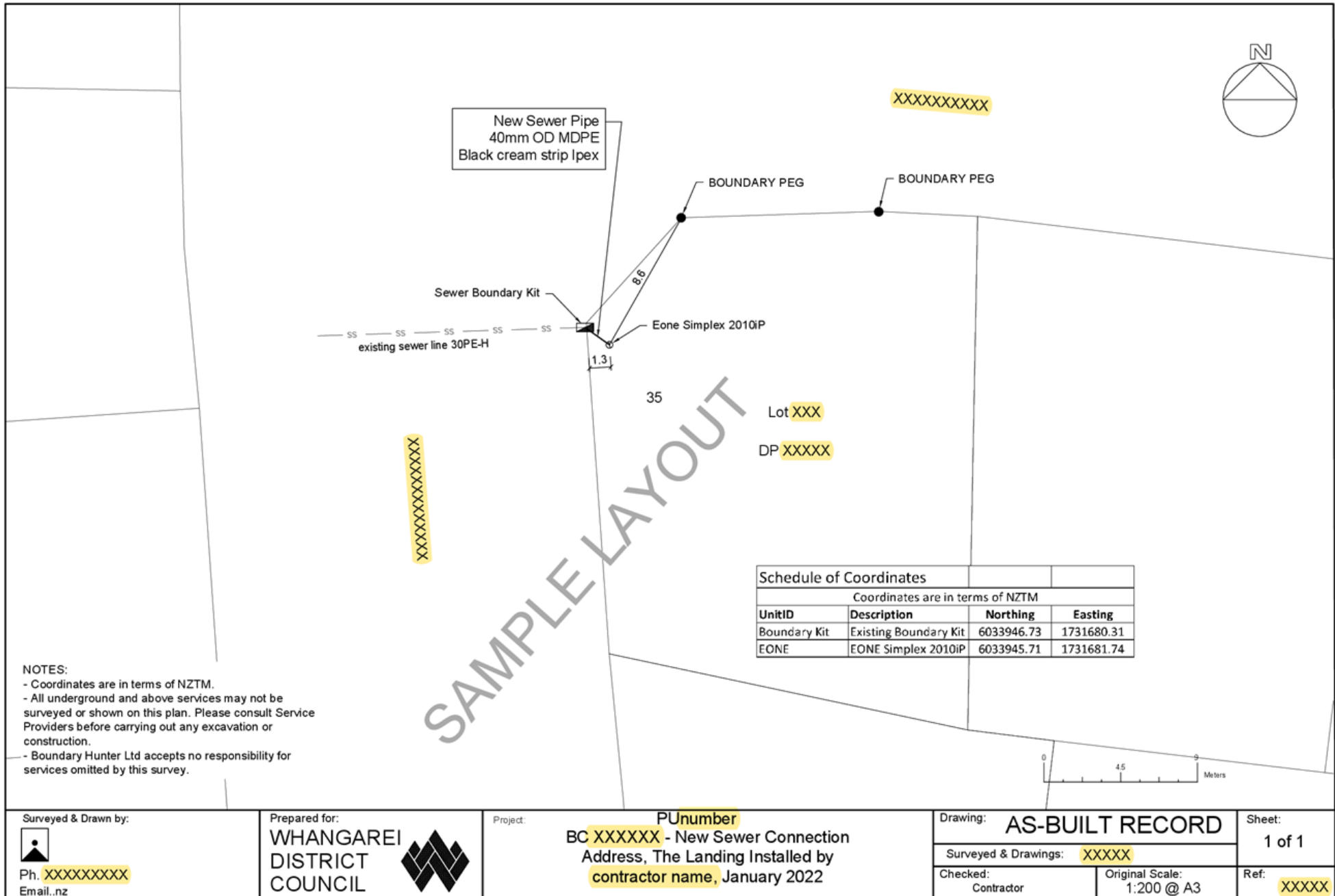
DO NOT SCALE

All dimensions subject to on-site verification prior to installation of work. Figure dimensions shall be taken in preference to scaling.

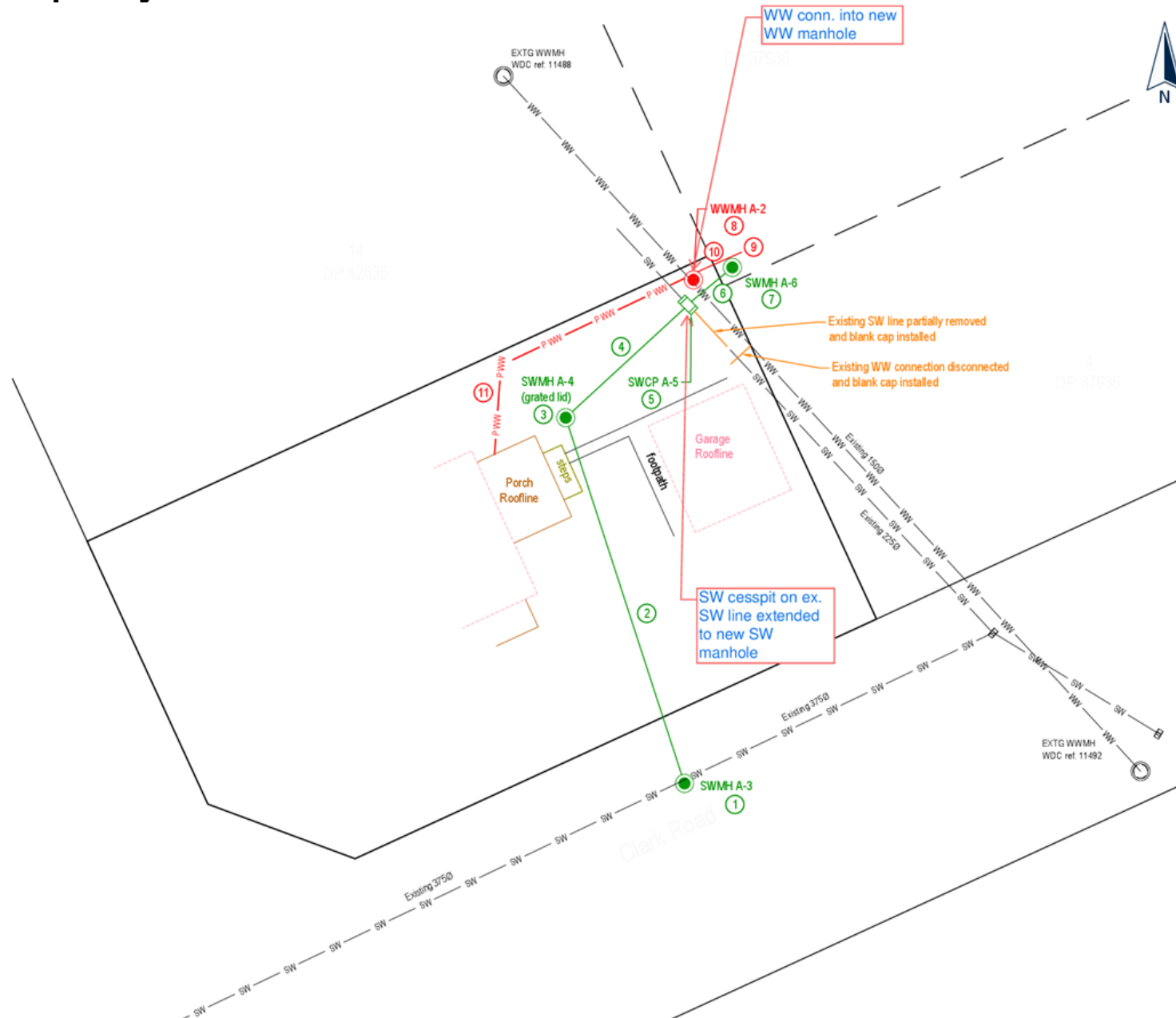
All rights reserved. © COPYRIGHT of AC Studio Limited

ALL WORK TO COMPLY WITH NZBC





Sample layout



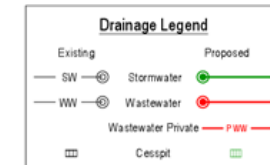
This drawing and design remains the property of, and may not be reproduced or amended without the written permission of Cato Bolam Consultants Ltd. No liability shall be accepted for unauthorized use of this drawing and design.

I certify that these As-Built Plans are an accurate record of the works undertaken and that:

- The Coordinates (X, Y) are in terms of NZTM on NZGD(2000), and are within ± 50mm
- The levels (Z) are in terms of One Tree Point Vertical Datum 1964 LINZ datum (ODS) datum, and are within ± 10mm.

Signed: 
Registered Professional Surveyor

Phone : (09) 438 1684
Email : catobolam@catobolam.co.nz



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PLANNERS | SURVEYORS | ENGINEERS
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**Property
Address**

**Stormwater & Wastewater
As-Built (PU number)**

FOR COMPLETION

No	REVISION (DESCRIPTIONS)	NAME	DATE
A	Issued For Completion	S Reher	14/02/2024
	SURVEYED	B Vulevich	09/02/2024
	DESIGNED	B Vulevich	09/02/2024
	DRAWN	B Vulevich	09/02/2024
	DATE	16/02/2024	
	ORIGINAL SCALE	1:200	
	ORIGINAL SIZE	A3	
	DRAWING NO.	47181-DR-C-9000	
	REVISION	A	