



GREAT LAKE TAUPŌ
Taupō District Council

INFORMATION PACK

CONNECTING TO A COUNCIL WATERMAIN, SEWER OR
STORMWATER DRAIN

APPLICATION FOR A SERVICES CONNECTION



APPLICATION FOR A WATER / WASTEWATER / STORMWATER CONNECTION

Anyone wishing to connect to a Taupo District Council reticulated water, wastewater or stormwater system shall make application using the attached form. No connection shall be made before permission is granted.

Background

The Taupo District Council (referred to as Council in this document) has the responsibility to manage the community's water services systems through its staff, in the best interests of the community.

This involves protecting and maintaining Council assets and ensuring that any new connections comply with agreed **standards**. These have been established to ensure that what gets built is fit for purpose and consistent with community requirements, as is recorded in Council's Code of Practice for Development Standards (referred to as the Code in this document), and that it will not require on-going unnecessary and expensive maintenance.

Council also needs to make sure that the proposed additions will not result in the capacities of the systems to which the connection is sought being exceeded, so that existing users are not adversely affected, or that unsafe or unhygienic situations arise. It should be noted that stormwater pipe systems are not designed to handle all storm situations. Storms greater than certain design events will result in some surface flooding, ideally down predetermined overland flow paths. Apart from certain areas identified in the District Plan, stormwater from individual properties is generally expected to be disposed of within the boundaries, or into natural watercourses, in which case discharge will be subject to resource consent conditions from Regional Council (generally Environment Waikato for Taupo District.)

There are likely to also be issues of quality involved and Council needs to be sure that:

- *drinking water* cannot get contaminated
- nothing toxic or otherwise interfering with treatment processes is allowed into *wastewater* systems. This includes rainwater and ground seepage water, which can overwhelm pipe capacities as well as reduce the efficiency of treatment processes.
- nothing toxic including wastewater is allowed into *stormwater* drains. Council is required to operate Stormwater Catchment Management Plans to comply with Discharge Consents granted by Regional Council. These will need to cover all aspects of stormwater management to ensure compliance with the Resource Consents.

It should be noted that someone **connecting illegally** or **introducing inappropriate substances** into Council Service mains can be fined under the Local Government Act 2002, Water Supply Protection Regulations 1961 and Health Act 1956.

Where connections involve working in or close to a public road or in hazardous situations (for example in deep trenches or close to other services), Council is also required to make sure that proper consideration is given to maintaining the **safety** of the general public and people carrying out the work.

All this requires that Council is in the position to be able to manage where and how connections are made to its Water, Wastewater and Stormwater services – hence the need for this application form.

It should be noted that sewer connections carrying **trade wastes** will require special consideration outside the scope of this document and these will be referred to Council's Wastewater Engineer.

Making the application

The attached application form should be filled in and submitted to Council with a description (usually best in the form of a drawing) of where the proposed service connection is to be installed and its details. How well this is presented is likely to have an impact on the speed (and cost) of processing the application. If you have any queries Council's Customer Services Staff will be able to provide assistance.

Other Services

Please note that if what is proposed is close to or crosses other services (e.g. electricity, telephone, gas) it is important to discuss with the appropriate service provider, and then to send confirmation of any arrangements made to protect these services with this application. Council does not hold records of these services so is not in a position to advise on their locations. Digging in the vicinity of any buried service should be carried out with particular care, usually by hand, to prevent damage, as drawing records are often not very accurate, and hitting a service can have expensive and serious, including life threatening, implications.

Fees and Charges

Current fees and charges, which may be varied from time to time by Council, are listed in the Annual Plan which can be viewed on Council's website. Fees and charges shall be *submitted with the application*.

The *Fee* is to cover processing of the application, any on-site checks to ensure the work is done correctly, any materials supplied and any work carried out by Council to make the required connection(s).

A *Bond*, where required, is

- to protect Council interests, and/or
- to encourage the work to be done within a reasonable time.

You will be advised if a bond is necessary. A bond shall be a cash payment and is usually set at twice the anticipated cost of the work. It is also linked to a target completion date. In the event of the applicant failing to fix any shortcomings identified by Council staff within a reasonable time (usually between a few hours for urgent life-threatening situations to 6 weeks for non-urgent matters), Council may choose to fix them and deduct associated costs from the bond. If the bond is not sufficient to cover the work or if no bond is lodged, Council may charge for the outstanding amount.

When the work is completed to the satisfaction of Council, the bond will be refunded, less any deductions, but you will need to apply for it when the work is completed.

Processing of the Application

The application will be reviewed by an appropriately qualified Council staff member to check if what is proposed is possible, appropriate and consistent with the Code. This often includes a visit to the site.

Where Council staff sees problems with what is requested or proposed, the applicant will be advised. Possible alternatives may be suggested, but it will remain the applicant's responsibility to produce the design for approval by Council, with professional help as necessary.

When a complete and appropriate application has been made;

- the applicant will receive a permit to install the **wastewater** or **stormwater** connection, along with advise about where the wastewater connection device can be collected, as well as any conditions imposed; and / or
- Council will arrange a suitable date and time for its contractor to make a **water** connection. (refer details below)

Health and Safety

Working in hazardous locations, for example in trenches deeper than 1.5m, will require special consideration, including notification of the local branch of the Department of Labour.

Working within or close to the road carriageway requires measures to be taken to protect the workers as well as general motoring and pedestrian public. Separate application for a **Street Opening** shall be made to Council in this case. (Refer Council's *Code of Practice for Excavation and Reinstatement of Streets*) Where proposed work is within a **State Highway**, application will need to be made to Transit NZ through OPUS Consultants (Taupo Office), who currently administer the local State Highways on their behalf. In this case the applicant shall provide Council with proof of agreement with Transit NZ.

Injury or fatality as a result of failure to observe current industry best practice will potentially carry heavy penalties under the **Health and Safety in Employment Act 1992** for all who are in positions of responsibility. Where hazardous conditions are likely to occur, the applicant must assume full responsibility for safety on the site, but should advise Council of the measures taken to meet their responsibilities under the Act, with their application.

Making the connection

1. WATER

Connections into a Council watermain shall only be done by Council's Water Utilities Maintenance Contractor at the applicant's expense. Council will provide the branch off the main, Talbot valve, a length of pipe to the property boundary, an isolating valve and where appropriate a water meter and/or backflow preventer in a valve/meter box (Toby). Reticulation within the property shall be carried out by a Registered Plumber and tested in accordance with the Code before back-filling the trench, to the satisfaction of Council's Building Inspectors

2. WASTEWATER

Connection to Council's wastewater system at the location approved by the TDC Inspector, as well as onsite reticulation, shall be carried out by a Registered Drainlayer arranged by the applicant. Council will provide the approved connection device that the drainlayer shall use to make the connection. Under no circumstances should the pipe be allowed to remain open, surface or seepage water or other contaminants allowed into the sewer, or sewage allowed to flow from the pipe. Testing for leaks on a new pipe system shall be carried out before burying, in accordance with the Code.

3. STORMWATER

Connection to a stormwater drain at the location approved by the TDC Inspector, as well as on-site reticulation, shall generally be carried out by a Registered Drainlayer arranged by the applicant, and in accordance with the Code. Under no circumstances should stormwater be connected to or allowed to enter a wastewater system or vice versa.

Note the inspection points described in the permit and the need to apply for final inspection and release of the bond. **As – built drawings** shall be provided for Council records.

Redundant connections

Badly sealed redundant connections to Council mains will let water or contaminants in and out of Council systems. These must be inspected and approved by a TDC inspector before covering.

Expiry date

Any permit will expire 12 months after issue. If you wish to proceed after then it will be necessary to make a new application.



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Taupō District Council

APPLICATION FORM FOR WATER / WASTEWATER / STORMWATER CONNECTION

I owner / representative of owner, (*delete one*)

hereby apply for a WATER / STORMWATER / SEWER/ TRADE WASTE CONNECTION

(*delete what is not required*) at(*street address*)

..... (*Lot number*)..... (*Resource/Building Consent number*)

in accordance with the **attached plans and specifications, (including traffic management plans where appropriate.)**

Work on my behalf will be carried out by:
(*contractor*)

I enclose payment (cheque / eftpos / other –*credit card not accepted*) for the amount of:

Connection fee (*from attached fee chart*)

Type of connection..... \$.....

Other Fees 1)..... \$.....

2)..... \$.....

Bond (*you will be advised if a bond is necessary*) \$.....

TOTAL (enclosed) \$.....

For Council Use only
Deposit acc code
.....
.....
.....
.....

Postal address (if different from above):

.....

Daytime Contact telephone number:

I have read and understood the Taupo District Council *Information Pack "Application for Water / Wastewater / Stormwater Connection"* and am authorised to make this application on behalf of the owner of the property.

Signed: Date:

COUNCIL USE ONLY
Receipt No:.....Receipt Date:

Processing Instructions –Customer Services; *Generate invoice using appropriate cost code (refer attached list) and have this document saved in Objective in [Street address] in the appropriate Consent (or Correspondence folder if not consent related) as an Application (select the appropriate type) with e-mail reference to this saved document sent to:-*

1) *Water or Wastewater Services Supervisor and Foreman/Team Leader, or Stormwater Engineering Officer, as appropriate;* and
2) *Finance Officer – Rating*

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PERMIT TO MAKE WASTEWATER /STORMWATER CONNECTION

(Issued by Wastewater Services Supervisor/ Stormwater Engineering Officer)

To:

Postal Address:

You are hereby authorised to install a WASTEWATER/STORMWATER CONNECTION
(delete as appropriate) at:

..... *(street/road address)**(Lot
number),*

in accordance with Taupo District Council’s **Code of Practice for Development
of Land** and the following conditions:

1. Bond Amount *(where required)*:.....- to be lodged in full before the work starts.
2. Location on site
3. Sewer pipe saddle available at
4. Inspection required byphone.....before covering
(provide As-built drawing for inspection with 4 points of reference on it -
measurement from nearest down stream or up stream manhole, back
boundary, side boundary and the depth)
5. Other testing required.....
6. Work with the road, where required, shall be carried out in strict compliance
with the submitted and approved Traffic Management Plan
7. Additional site specific conditions:
8. When the work is completed and the site tidied, you must notify the Council
Inspector, provide “As-built” drawing and apply for a refund of the Bond
(where lodged) using the attached form.

Council Contact Person phone:.....

Signed:

Name: Date of issue:.....
(TDC Inspector)

FOR COUNCIL USE:
Processing Instructions: *File copy in Objective under [street address] /
Resource or Building Consent or Correspondence file (if no consent) / as document
type CONSENT,PERMIT,selecting the appropriate type”, and send permit to
applicant.*



GREAT LAKE TAUPŌ

Taupō District Council

Resource/Building consent/Ref No.:.....

ADVICE OF COMPLETION OF COMPLETION OF WORK AND REQUEST FOR RELEASE OF BOND (WHERE REQUIRED)

TO: Taupo District Council
PO Box 2005
Taupo 3352

For attention: (TDC Inspector from permit)

I hereby confirm that the water/wastewater/stormwater connection at..... is now complete in all respects and request final inspection and release of the Bond amount.

As-Built drawings are attached for your information.

Bank Account Number for Direct Credit:.....

Signed:

Name:

Date:

FOR COUNCIL USE:

Instruction to T.D.C. Inspector:

- 1) Satisfy yourself that the work is complete to an acceptable standard, liaising with applicant as necessary to fix any problems.
- 2) When the process is complete, sign below and file in Objective under the property/resource or building consent file, or general correspondence if no consent, as a CERTIFICATE, called "CONNECTION COMPLETION", along with any list of deductions (see below)
- 3) Forward a reference to Finance Officer, Treasury for refund of any Cash Bonds/further invoices
- 4) Arrange completion of shortcomings using withheld or invoiced funds
- 5) Provide GIS with location sketch/drawing

Completion Certificate

The Work is complete to a satisfactory/ unsatisfactory standard

Signed: Date:.....

INSTRUCTION TO FINANCE OFFICER, TREASURY

- A Bond of \$.....has been lodged with TDC to protect Council's interests. Work is to all practical purposed complete. Please refund of the bond amount of.....
- 2) Where this is less than the full amount of bond held, the deductions made with reasons are listed on the attached list, along with appropriate general ledger codes to which the balance of the bond should be credited so the work can be completed. Please arrange transfer(s) in this case.
- 3) Additional claims in excess of the Bond amount are also to be listed, where necessary. In this case, please invoice the applicant above, as appropriate.

GENERAL LEDGER CODES FOR WATER, WASTEWATER, AND STORMWATER CONNECTIONS

Area	Invoicing Code (Admin & Making connections)	GL code (Income)	GL Code (Expense)	2 DESCRIPTION
Water				
Taupo	BC50	263131804	263433504	Water Connection -Taupo
Acacia Bay	BC51	264131804	264433504	Water Connection -Acacia Bay
Kinloch	BC52	265131804	265433504	Water Connection -Kinloch
Waitahanui	BC53	266131804	266433504	Water Connection -Waitahanui
River Rd	BC54	267131804	267433504	Water Connection -River Rd
Mapara	BC55	268131804	268433504	Water Connection -Mapara
Whakamoenga	BC56	269131804	269433504	Water Connection -Whakamoenga
Bonshaw Park	BC57	270131804	270433504	Water Connection -Bonshaw Park
Centennial Drive	BC58	272131804	272433504	Water Connection -Centennial Dr
Whakaroa	BC59	273131804	273433504	Water Connection -Whakaroa
Mangakino	BC60	274131804	274433504	Water Connection -Mangakino
Waihaha	BC61	275131804	275433504	Water Connection -Waihaha
Tirohanga	BC62	276131804	276433504	Water Connection -Tirohanga
Atiamuri	BC63	277131804	277433504	Water Connection -Atiamuri
Whakamaru	BC64	278131804	278433504	Water Connection -Whakamaru
Motuoapa	BC65	279131804	279433504	Water Connection -Motuoapa
Turangi	BC66	280131804	280433504	Water Connection -Turangi
Omori	BC67	281131804	281433504	Water Connection -Omori
Whareroa	BC68	282131804	282433504	Water Connection -Whareroa
Hatepe	BC69	283131804	283433504	Water Connection -Hatepe
Wastewater				
Taupo	BC70	284131802	284433502	Wastewater Connection -Taupo
Acacia Bay	BC71	285131802	285433502	Wastewater Connection -Acacia Bay
Kinloch	BC72	286131802	286433502	Wastewater Connection -Kinloch
Waitahanui	BC73	287131802	287433502	Wastewater Connection -Waitahanui
Mangakino	BC74	288131802	288433502	Wastewater Connection -Mangakino
Atiamuri	BC75	289131802	289433502	Wastewater Connection -Atiamuri
Whakamaru	BC76	290131802	290433502	Wastewater Connection - Whakamaru
Motuoapa	BC77	291131802	291433502	Wastewater Connection -Motuoapa
Turangi	BC78	292131802	292433502	Wastewater Connection -Turangi
Motutere	BC79	293131802	293433502	Wastewater Connection -Motutere
Omori	BC80	294131802	294433502	Wastewater Connection -Omori
Whareroa	BC81	295131802	295433502	Wastewater Connection -Whareroa
Storm Water				
Taupo CBD	BC82	439131810	439433510	Stormwater Connection -Taupo CBD
Mangakino	BC83	446131810	446433510	Stormwater Connection -Mangakino
Turangi	BC84	455131810	455433510	Stormwater Connection -Turangi
Bonds				
Water Connection Bond	BC85	600821043		Water Connection Bond
Wastewater Connection Bond	BC86	600821044		Wastewater Connection Bond
Stormwater Connection Bond	BC87	600821045		Stormwater Connection Bond