

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
- Select and nominate Approved Contractor(s) or for Pressure Sewer connection, a Licenced / Registered Drainlayer may be used.

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

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 are to be directed to the: Owner / Applicant Agent

Signature _____ Date _____

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	Yes	No
1. Applicant's Full Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Agent Details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Owner's authorisation completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Contact telephone, email and postal address details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Street name and house number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Connection size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Licensed contractor	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
9. Site plan including:	<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"/>
• Point of connection to existing pipe (include dimensions)	<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"/>
• Location of access, driveway or right-of-way	<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"/>
11. Boundary Backflow Prevention device (if applicable)	<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"/>
13. Site plan including details of assets to be installed	<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"/>
For new waste and stormwater connections only				
14. Detailed Site Plan showing – see example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pipe gradient	<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"/>
• Pressurised sewer system needs to check boundary kit, pump chamber and meter panel in site layout	<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"/>

Application accepted: Yes NoCustomer Services check:

Reason _____

CSR Name (please print)_____
Signature

Contractor Nomination

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 Rd PO Box 909 Whangarei 0140	<input type="checkbox"/>
FC Contractors	Frank Chandler	09 436 3374 027 426 5553	f.c.contractors.ltd@hotmail.com	PO Box 3247, Onerahi Whangarei 0110	<input type="checkbox"/>
Northern Pipe & Civil Ltd	BJ Stanton	027 442 4845	bj@pipeandcivil.co.nz	2 Manuka Pl Whangarei 0110	<input type="checkbox"/>
The Watertight Company	Gordon McKay	09 438 2629 027 451 1714	info@thewatertightco.co.nz	PO Box 523 Whangarei 0140	<input type="checkbox"/>
Watco Plumbing	Mike Williamson	09 438 4006 021 409 610	admin@watco.co.nz	PO Box 10045, Te Mai Whangarei 0143	<input type="checkbox"/>

Waste and Drainage Licensed Contractors Only

Company	Contact	Phone	Email	Mailing Address	Selected Contractor
Drainfast Limited	Mark Bergersen	027 411 5553	mark@drainfast.co.nz	14 Gillingham Road Kamo, Whangārei 0112	<input type="checkbox"/>
Hansen Drainage & Earthworks Ltd	Scott Hansen	09 432 7877 027 432 7873	scott@hansende.co.nz	62 East Pyle Road Ruakaka 0116	<input type="checkbox"/>
HydroTech Drainage/TDG	Brandan Williams	09 438 4866 021 730 766	bwilliams@tdgenvironmental.com	2 Nell Place Whangarei	<input type="checkbox"/>
Leslie Drainage Ltd	Richard Leslie	021 111 4852	Leslie.drainage@gmail.com	55 Church Road Kamo, Whangarei	<input type="checkbox"/>
Mod Shoring Limited	Scott Tierney	021 024 11539	modshoring@gmail.com	362B Cemetery Road, Maunu	<input type="checkbox"/>
Mako Civil Contracting Limited	Mark Jelichich	021 056 332	Mark@makocivil.com	275A Campbell Road, Parua Bay	<input type="checkbox"/>

Company	Contact	Phone	Email	Mailing Address	Selected Contractor
Northern Drainage Ltd	Brad Jeeves	021 023 10730	brad@northerndrainage.co.nz	149 Totorā Park Lane Glenbervie Whangarei	<input type="checkbox"/>
Precision Drainage	Nigel Martin	09 434 7286	info@precisiondrainage.co.nz	PO Box 86 Maungatāpere 0152	<input type="checkbox"/>
Quick Shot	Ammar Ahmed	021 056 5332	ammar@nzlining.co.nz	580D Rosebank Road, Avondale, Auckland	<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"/>
Woods Plumbing & Drainage	Zane Woods	027 788 9001	zane@woodsplumbing.co.nz	PO Box 3005 Onerahi Whangarei 0142	<input type="checkbox"/>
Ventia	Anthony Green	09 740 4400 027 2284795	Anthony.green@ventia.com	PO Box 48 Whangarei 0140	<input type="checkbox"/>

Waste and Drainage Registered Contractors Only

Company	Contact	Phone	Email	Mailing Address	Selected Contractor
Leslie Drainage Ltd	Richard Leslie	021 080 90752	Leslie.drainage@gmail.com	55 Church Road Kamo, Whangārei	<input type="checkbox"/>
Mako Civil Contracting Limited	Mark Jelichich	0210565332	Mark@makocivil.com	229 Mangakahia Road, RD 9, Whangārei	<input type="checkbox"/>
BSG Civil Limited	Luke Frost	027 522 4656	luke@bsg.net.nz	PO Box 35941 Browns Bay Auckland 0753	<input type="checkbox"/>
SS Drainage Contractors Ltd	Shane Quinn	09 4371565 027 222 3105	ssdrainage@xtra.co.nz	45 Sands Road RD3, Glenbervie, Whangārei 0173	<input type="checkbox"/>
RA and KL Walker Limited	Rob Walker	021943004	robdrains@gmail.com	229 Mangakahia Road, RD 9, Whangārei	<input type="checkbox"/>
All Drainage Limited	Angela Gill	0212253552	jon@alldraining.co.nz	75 Tudehope Road, RD1, Kamo 0185	<input type="checkbox"/>
Owen Bennett Drainage Limited	Owen Bennett	0212033808	owenbennettdrainage@outlook.com	95 Finlayson Road RD6, Whangarei 0176	<input type="checkbox"/>
Plumbuilt Plumbing Limited	Mathew Alexander	094432374 02102242520	mat@plumbuilt.co.nz	5/42 Ellice Road, Wairau Auckland 0629	<input type="checkbox"/>

Company	Contact	Phone	Email	Mailing Address	Selected Contractor
Huband Contractors Ltd	Shaun Huband	021 222 0272	shaun@huband.co.nz	2088 Paparoa Valley Rd, Paparoa 0571	<input type="checkbox"/>
Drainslayers Company Limited	Andy Thompson	027 226 5321	andy@drainslayer.co.nz	49 Bullens Road, RD2, Ardmore, Papakura, Auckland 2582	<input type="checkbox"/>

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 Whangarei 0140	<input type="checkbox"/>
Northern Pipe & Civil Ltd	BJ Stanton	027 442 4845	bj@pipeandcivil.co.nz	2 Manuka PI Whangarei 0110	<input type="checkbox"/>
The Watertight Company	Gordon McKay	09 438 2629	info@thewatertightco.co.nz	PO Box 523 Whangarei 0140	<input type="checkbox"/>
Watco Plumbing	Mike Williamson	09 438 4006 021 409 610	admin@watco.co.nz	PO Box 10045, Te Mai Whangarei 0143	<input type="checkbox"/>

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 utility works undertaken must be carried out by a Whangarei District Council Licensed Contractor. 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.

Application Procedure

- Complete and submit this application form along with supporting documentation and payment
Whangarei District Council, Te Iwitahi, 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

Application Requirements

- Ensure all fields are completed in full.
- Detailed plan of intended works and architecture drawings.
- 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 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: <https://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: <https://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: <https://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: <https://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: <https://www.wdc.govt.nz/BackflowPolicy> and the Independent Qualified Persons Register: <https://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 us 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.
- 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 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 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 contractors is enclosed on pages 3 and 4.

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 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 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.