

## Fast Track - Public Utility Service Application 20mm Water Meter Only (**DOMESTIC ONLY**)

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### General Guidance

- All other connection types require a 'standard' public utility works application
- 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
- If a Backflow Preventer is required with the water meter (see application requirements), please complete a 'standard' public utility works application.

### Owner / Applicant

Full Name \_\_\_\_\_  
Postal address \_\_\_\_\_ Post code \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

### Agent Authorisation (If required)

As the agent you accept responsibility to pass all Council's correspondence to the applicant as appropriate. If fees are not paid by the agent, charges will remain the responsibility of the owner.

Full Name/ Company Name \_\_\_\_\_  
Position/ Title \_\_\_\_\_

### Contact Details

Postal address \_\_\_\_\_ Post code \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### Site Address

Street/Road Number \_\_\_\_\_ Street/Road Name \_\_\_\_\_  
Town or Area \_\_\_\_\_ Lot \_\_\_\_\_ DP \_\_\_\_\_

### Office Use Only

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

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

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

### 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: \_\_\_\_\_

### Correspondence

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

Owner / Applicant

Agent

## Public Utility Checklist (Fast Track)

The following information is required for **all** water connection applications. Please check the application against this list

	Customer check Yes	Office check Yes
1 Applicant's Full Name	<input type="checkbox"/>	<input type="checkbox"/>
2 Agent Details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3 Contact Details (telephone, email, postal address)	<input type="checkbox"/>	<input type="checkbox"/>
4 Site Details / Legal Description	<input type="checkbox"/>	<input type="checkbox"/>
5 Owner Authorisation Complete	<input type="checkbox"/>	<input type="checkbox"/>
<b>6 Site plan including:</b>		
• Location of all structures on the property	<input type="checkbox"/>	<input type="checkbox"/>
• Location of meter connection point	<input type="checkbox"/>	<input type="checkbox"/>
• Location of access, driveway or right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
<b>7 Distances:</b>		
• Right hand / left hand boundary to meter measurements	<input type="checkbox"/>	<input type="checkbox"/>
• Front boundary to meter location	<input type="checkbox"/>	<input type="checkbox"/>
• House site to front boundary / meter	<input type="checkbox"/>	<input type="checkbox"/>
• House site to nearest fire hydrant is <135m	<input type="checkbox"/>	<input type="checkbox"/>
• Network as built plan (supplied by WDC)	<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 unaccepted.

- Application accepted
- Application not accepted

### Reasons

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

## Introduction

- The fast track application process is designed for a **domestic** water meter to be installed on an existing connection point to a **single lot** of a completed subdivision.
- Council will arrange a licensed contractor to fit the meter assembly and on-charge the costs in accordance with Council's schedule of fees and charges.
- Please note if the water meter connection point is not visible, extra investigation work to locate the water connection will be charged to the applicant / owner.

## Application Procedure

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

Forum North  
5 Rust Avenue  
Whangarei

Or:

Ruakaka Service Centre  
Takutau Place  
Ruakaka

- 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)
- Ensure all fields are completed in full, as incomplete applications may be rejected. The application must include a **clearly detailed plan of intended works**.
- 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.
- 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.

## Application Requirements

- The applicant must obtain a copy of the relevant network as-built plan relating to the property, showing the connection point where the water meter is required (available from the customer services office at Council).
- The applicant must provide a site plan in accordance with the public utility checklist.
- In most instances' vehicle crossings must not be sited over the existing water service connection, exceptions will be considered at the discretion of the Water Services Engineer.
- It is the applicant's responsibility to ensure all drawings, information, etc is submitted as per the sample drawing shown, to enable speed in processing.
- Backflow prevention (BFP) devices are required on domestic properties with swimming pools, stock troughs or any other types of private water storage. They are also required on all commercial connections.
- BFP's are installed directly after the meter and tested annually. WDC does not normally install BFP's.
- If a BFP is required please complete a free of charge 'standard' public utility application and engage a licensed contractor to install both meter and BFP.

