ECM Doc 2576488

ROTORUA LAKES COUNCIL

Application For Water Connection

(Pursuant to Section 88 of the Resource Management Act 1991)

Rotorua Lakes Council is the operating name of Rotorua District Council

1. APPLICANT DETAILS

Name of Property Owner/Company: _____

_____

Street address: *[of new connection to be installed]*: _____

_____

Full legal description *[Lot No., DPS SD Blk No.]* _____

Name of applicant: *[if different from above]* agent ☐: _____

_____

Phone: _____ Cell Phone: _____

Correspondence to be sent to: *[postal address]:* _____

_____

Email: _____

Name and address for Metered Accounts *[if applicable]* : _____

_____

FOR OFFICE USE ONLY

Application No: _____

Valuation No: _____

Water supply: _____

P.File No: _____

Administration fee ☐ Yes ☐ No

[Not applicable if a service line is already in place or where there is a change of use or relocation is required]

$136.00 inclusive of GST

(per connection payable on application)

Cashier Receipt No. _____

Recorded by: _____

Contact ID: 10.137.000.5.1702

Date: _____

Customer Centre Stamp here:

2. CONNECTION DETAILS

Reason for connection:

☐ New House ☐ Secondary dwelling ☐ Subdivision ☐ Subdivision multiple - number of connections _____

☐ Redevelopment ☐ Change of use ☐ Separating services ☐ Relocation of connection ☐ Other _____

Description of activity: _____ Consent No _____

Purpose for which water is supplied:

☐ Domestic *[0m²-2000m²]* ☐ Domestic *[over 2001m²]* ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Fire Supply ☐ Lifestyle *[2000m²-20ha]*

Is the property already supplied with water? ☐ Yes ☐ No

Does the existing supply need to be disconnected? ☐ Yes ☐ No

Were any buildings demolished to which water was supplied? ☐ Yes ☐ No

Connection size ID [*standard size is 20mmID, specify*]: _____mm

Preferred location of the connection *[mark on site plan]* _____ metres from left/right *[circle]* side of boundary.

NB: Non-standard and all commercial connections require comprehensive services plans to be submitted at time of application.

3. DECLARATION

I acknowledge the general conditions on the attached 'Notice to Applicants' form and hereby make application for the above water connection and agree to meet such fees, water rates, and/or conditions as may apply from time to time in respect to the Rotorua District Council Water Services & Trade Wastes Bylaws 2017, and the Local Government [Rating] Act 2002.

_____

Signature of applicant _____ Date: _____

[or person authorised to sign on behalf of applicant]

4. ENGINEERING DEPARTMENT TO COMPLETE

√ **Tick if required**

☐ Scheme Contribution [if required] Amount: $_____ Reference: _____

Connection – Additional Requirements

☐ Meter: [size] _____ ☐ Backflow Preventer: [Type] _____

☐ Allocation: [m3 / day]_____ Flow Rate: [*litres/min*] _____ Flow restrictor size: [*litres/min*] _____

☐ Water billing A/c required Account Opened _____/_____/____ WB: _____ BK _____ Seq _____

Water Connection Class / Category: _____

Signed by:_____ Designation:_____Date: _____

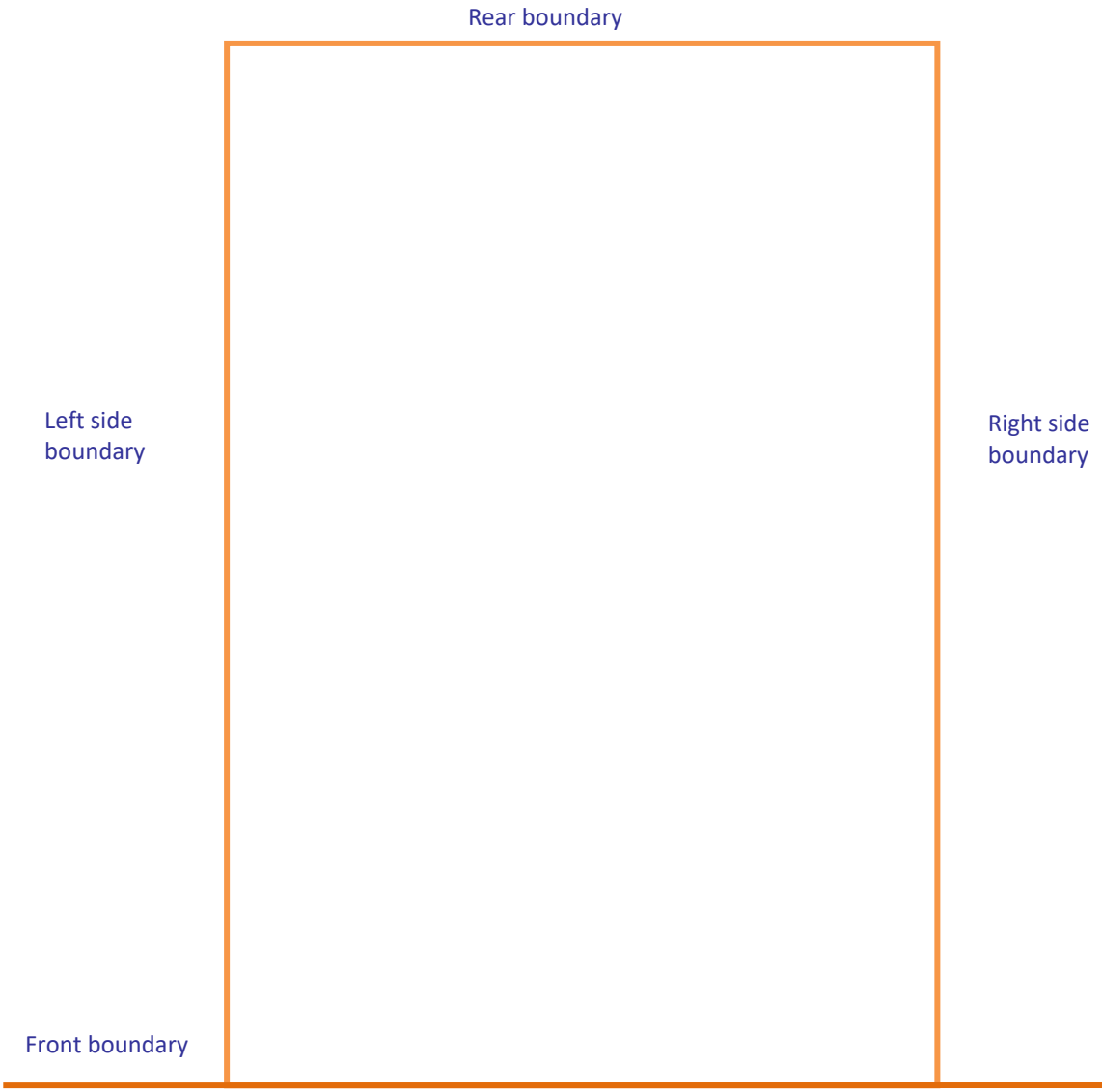
AS BUILT – WATER SERVICES

☐ As-Built records updated ☐ Scanned Signed: _____ GS Stamp here

Date Sent: _____ Date Completed: _____

☐ Scanned to Property File:

5. WATER CONNECTION APPLICATION – SITE PLAN



STREET NAME:

6. NOTICE TO APPLICANTS

Applying for a new water connection
An application form is required for every new connection or where a change of use is occurring to a property [i.e. residential to business] and commercial redevelopments.

What do I need to do?
Complete the attached water connection application form and submit to info@rotorualc.nz or at Council Customer Services counter.

If the application is for multiple connections for example a proposed subdivision, a single application form for that property will be accepted, however the administration fee will be charged for each connection

What information do I need to supply?
Along with the application form, please supply a site plan of your property. The plans should clearly show the property boundaries and have the preferred location of the connection/s marked on it, with a measurement to the nearest boundary. All commercial properties require a comprehensive services plan to be submitted with the application or a subdivision plan if applicable.

When will I know the application has been approved?
You will receive notification of approval along with a list of approved contractors and documentation outlining requirements such as the need for a meter, backflow preventer or flow restrictor.

Who does the work?
You are able to obtain quotations from and/or engage any of the contractors approved to carry out the work (e.g. W1 or W2 for potable water, WW for sanitary sewer and SW for stormwater connections)

How much will it cost and whom do I pay for the work?
During processing of the application an invoice will be generated for the administration fee(s). Please make payment as detailed on the invoice.

The cost of the actual connection will depend on the work that needs to be done. You will need to arrange payment details directly with the contractor.

How long will it take to install the connection?
Council will endeavour to assess your application within five (5) working days of receipt of application. If the work required is outside of private property e.g. in roadside berm, or under road, the contractor must submit a "Road Corridor Access Request" before work can commence. Processing can take up to (15) days from the day of application. Liaise with your approved contractor as to timeframe for work to be done.

What happens if I am unhappy about the work done by my approved contractor?
If you encounter any problems or poor workmanship, Council would like to know as the Water Service Providers have set guidelines and standards to follow. Please contact the Utilities Operations section.

Should you have any further queries about obtaining a new water connection, or would like to know more about any of the Rotorua Lakes Council water supplies, please contact the Customer Centre.

The following is a brief summary of the conditions of supply relating to the Rotorua Lakes Council's Water Supplies as contained in the Rotorua District Council Water Services & Trade Wastes Bylaws 2010:
Supply level of service

The Water Service Authority does not guarantee an uninterrupted or higher level of service [e.g. flow, pressure, quality] than that contained in Council's Annual or Long-term Plan. Should you have a particular requirement for an uninterrupted level of service [flow or pressure] it is your responsibility to provide any necessary storage, backup facilities or equipment to ensure an uninterrupted supply.

Water conservation
All consumers have a responsibility to ensure that all water drawn from the supply is used wisely and not used to an unreasonable extent or in a wasteful manner. This is especially important during summer when water demand is at its highest and the Council may impose restrictions on water usage if it is deemed necessary.

Backflow Prevention
As a water supplier, Council must provide you, the consumer, with potable water. 'Potable' means the water is safe for human consumption.
The water supply can be contaminated if water is drawn back into the mains from your property. This backflow can be caused by:

- Back siphonage – when the water pressure in the supply is less than the pressure in your piping system. This may be the result of a burst water pipe, the water being shut off or a fire hydrant being used.
- Back pressure – when the pressure in your piping system is higher than the pressure in the supply. This can happen when header tanks or booster pumps are used on the property.

Council policy on backflow prevention

1. That all new non-domestic connections are fitted with an approved backflow prevention device appropriate for the level of risk associated with the activities undertaken within the property.
2. That all new domestic connections and any new non-domestic connections that are not assigned as a medium or high risk shall have a non-testable double check valve installed on the connection.
3. That a programme of investigation be progressively undertaken to assess all existing connections and, where required, have the appropriate backflow device installed.

Your responsibilities as a property owner
If you use or connect any piping system in a way that might lead to contamination of the water supply, you are required to protect the service connection at the point of supply with the appropriate backflow prevention device. You should complete an application form as an approved service provider must install the device and test it.

After the initial installation Council will assume ownership and undertake annual testing and maintenance.

Further information
A copy of the Rotorua District Council Water Services & Trade Wastes Bylaw 2017 can be viewed online through the Rotorua Lakes Council website (rotorualakescouncil.nz) or contact the Engineering-Utilities Operations section.

7. WATER SUPPLY REQUIREMENTS

Central / Eastern / Ngongotaha – [Urban]

Domestic [land area 2000m^2 or less]	Unmetered
Domestic [land area greater than 2000m^2]	Metered with Backflow Preventer
Commercial / Industrial	Metered [may require a Backflow Preventer]

Rotoiti / Rotoma / Hamurana
All connections metered. Backflow Preventer required if land area is greater than 2000m^2

Mamaku
All connections metered. Backflow Preventer required is land area is greater than 2000m^2
[Note: may only connect to the supply if the scheme contribution has been paid in full – check with Engineers – Utilities Operations]

Okareka
All connections metered. Backflow Preventer required if land area is greater than 2000m^2.

Kaharoa / Reporoa*
All connections metered
Farm supplies – restricted flow rates and on-site storage necessary. Backflow preventer and flow restrictor required.

***Reporoa Urban Settlements**
Metered [on-site storage recommended]

*Note: for some Kaharoa properties, the scheme contribution may still be required to be paid – check with Engineers – Utilities Operations].

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