ROTORUA LAKES COUNCIL

Application For Wastewater Connection

1. APPLICANT DETAILS *[please refer to attached notice]*

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: _____

FOR OFFICE USE ONLY

Application No: _____

Valuation No. _____

Area: _____

P.File: _____

Administration fee ☐ Yes ☐ No
[Not applicable if a service lateral exists at or within the property boundary]
$136.00 inclusive of GST
(per connection payable on application)

Cashier Receipt No. _____

Recorded by: _____

Code:10.139.000.5.1702

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: _____

Type of Connection: ☐ Gravity ☐ LPGP

Is the property already connected to the Public Sewer? ☐ Yes ☐ No

Does the existing sewer line need to be disconnected? ☐ Yes ☐ No

Were any buildings demolished which were connected? ☐ Yes ☐ No

Connection size required: ☐ 100mm diameter ☐ 150mm diameter ☐ Other *[nominate size]*

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 sewer connection and agree to meet such fees and/or conditions as may apply from time to time in respect to the Rotorua Lakes Council Water Services & Trade Wastes Bylaws 2017.

_____ Date:_____

Signature of owner:
[or person authorised to sign on behalf of owner]

4. ENGINEERING DEPARTMENT TO COMPLETE

Trade Waste Consent Required? ☐ Yes ☐ No Authorised by Pollution Control Officer:_____

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Pollution Control Case No. Issued by Pollution Control Officer: _____

CONNECTION:

Approved / Lateral exists ☐ Manhole required? ☐ Connection ID size [specify]:_____

COMMENTS / CONDITIONS:

Signed by:_____ Designation:_____Date: _____

AS BUILT – WASTEWATER SERVICES

☐ As-Built records updated ☐ Scanned Signed: _____ GS STAMP

Date Sent: _____ Date Completed: _____

☐ Scanned to Property File:

5. WASTEWATER CONNECTION APPLICATION – SITE PLAN

Rear boundary

Left side boundary

Right side boundary

Front boundary

STREET NAME:

6. NOTICE TO APPLICANTS

To assist you with the Application process, please read the following:

Is an application needed?
An Application Form is required for ALL new service connections.

Administration Fee
An Administration Fee is charged where:
No service connection exists, and connection to the Public Sewer is requested.

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.

An Administration Fee is NOT charged where:
An existing service connection is available at / or within the property boundary.

How do I apply?
Complete the attached wastewater connection application form and submit to Council with payment of the Administration fee of $132.00 per connection.

What information do I need to supply?
Along with the Application Form, please forward a site plan of your property. If it is a newly subdivided property, then a subdivision plan would be helpful. The plans should clearly show the property boundaries and have the preferred location of the connection marked on it, with measurement to the nearest boundary peg.
Please note that if you are not the property owner, the owner must co-sign the Application Form.

Work on adjacent Private Property
Where a service connection is requested from Public Sewer on adjacent private property, written authorisation must be obtained from the Property Owner, and submitted to Council, prior to commencement of any Works.

Who does the work?
Once your service connection has been approved you will receive notification from Council along with a list of Approved Contractors. Only Approved Contractors are permitted to make connection to the Public Sewer, as they must meet all the requirements set by Council. You are able to engage, or obtain quotations from, any of these Approved Contractors.

How much does it cost and whom do I pay for the work?
When you return your Application Form, you must pay an administration fee (if applicable), including GST, to Council. This is not refundable if the application is declined or the Service Connection is not required after it has been approved. The cost of the actual connection will depend on what work your chosen Approved Contractor has to do. You will need to arrange payment details with your Approved Contractor and they may require a deposit or payment in advance, prior to starting work.

How long will it take to install the connection?
Council will endeavour to assess your application within five (5) working days of receipt. If further information is required approval may be delayed. Once the Application has been approved, your Approved Contractor will advise you when they can do the work. Please note that the Approved Contractor you obtain a quote from may need time to prepare for the work to be done. If work is required on a Public Sewer, in the berm, under footpaths or roads, then a 'Road Corridor Access Request' is required before work can commence. These may take up to fifteen (15) days to be granted, following application.

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 Approved Contractors have set guidelines and standards to follow. Please contact the Utilities Operations Section.

NB: Should you have any further queries about applying for a new wastewater connection, please contact the Rotorua Lakes Council Engineering – Utilities Operations Section.

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