



## 1. APPLICANT DETAILS

## FOR OFFICE USE ONLY

✓ Please tick

DISCONNECTION OF: WATER  SEWER  STORM WATER

Name of Property Owner/Company: \_\_\_\_\_

Street address: [of disconnection]: \_\_\_\_\_

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: \_\_\_\_\_

Disconnection No: \_\_\_\_\_

Valuation No: \_\_\_\_\_

P File: \_\_\_\_\_

### No Administration fee required

Service disconnections:  
For prices each job is to be quoted for  
there is no standard price.  
Quotes may be obtained once the  
request has been processed.

### Water Meter Details if Applicable

Meter Serial No: \_\_\_\_\_

Consumer Class No: \_\_\_\_\_

Water Billing A/C No: \_\_\_\_\_

Date Closed: \_\_\_\_\_

Initial: \_\_\_\_\_

Rates Department Notified: Y  N

Date: \_\_\_\_\_

Reasons: \_\_\_\_\_

## 2. DISCONNECTION DETAILS

Reason for Disconnection: eg. [Removal or demolition of building, subdivision, redevelopment,  
no longer required]. \_\_\_\_\_

Date Disconnection Required: \_\_\_\_\_

Is the Service to be re-used within 12 months:

Water Y  N  Sewer Y  N  Storm Water Y  N

Is there another building within the same property that is to remain connected to  
the Services?: Y  N

**NOTE: No building may be removed or demolished until all services have been disconnected and / or capped.**

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

Date: \_\_\_\_\_

Comments / Description:

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

### AS BUILT – SERVICES

As-Built records updated  Scanned Signed: \_\_\_\_\_

GS STAMP

Date Sent: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Scanned to Property File:

### .3 NOTICE TO APPLICANTS

#### **Rotorua Lakes Council Request For Service Disconnection**

Form required for ALL service disconnections i.e. all or any services no longer required due to demolition, removal of a building, subdivision or redevelopment.

#### **Sewer and Stormwater Disconnections**

Once your Service Disconnection Request is processed you will receive an Approval Notice together with any supporting documentation that may be required.

You may then arrange the work to be done directly with the RLC Approved Service Provider (Contractor). Only RLC Approved Service Providers (Contractors) are permitted to disconnect Sewer and Stormwater Services. A list of RLC Approved Contractors is available on request and can be view on the Council website.

Capped ends are to be inspected by an RLC Compliance Engineer or Building Inspector prior to backfilling. To book inspection please phone 351-8234 NB: please give minimum 24 hours notice.

#### **Water Disconnections**

Once your Service Disconnection Request is processed and you will receive the necessary documentation to obtain a quotation. Only RLC Approved Service Providers (Contractors) approved for W1 water are permitted to carry out permanent disconnections at the water main.

You are to arrange for the work to be carried out and payment with them direct.

**NB:** If the property has had a temporary disconnection and is still vacant after 12 months, Council will request a permanent disconnection and the owner will be invoiced for the costs.

### 4. DISCONNECTION PROCEDURE FOR SEWER AND STORMWATER

- The point of disconnection is to be 500mm inside the boundary of the property being disconnected OR between 1.0 and 1.5 metres from the sewer / stormwater main if the main is inside the boundary, or at the manhole if applicable.
- Cut out a 0.5 metre section of pipe (straight cut) leaving clean ends for capping.
- Cap the downstream section with a PVC cap – not mortar, cement, plastic bags or any other material that may end up in the reticulation system and cause future problems. The cap must be sealed to prevent leakage in the event of a sewer / stormwater overflow or backup.
- After capping, the owner or contractor (on behalf of owner) must contact the Compliance Engineer for a final inspection before it can be signed off.
- Details of the disconnection/s to be As built or documented and handed to the Compliance Engineer at time of inspection or signed and handed into Rotorua Lakes Council, Engineers, Water Operations.
- (To arrange an inspection please contact Rotorua Lakes Council – phone 07 351-8234 *at least 24 hours notice is required*). Only after inspection can the excavation be backfilled. The cut out piece of pipe shall be left next to the excavation until backfilling is complete.
- A marker peg painted red must be placed in the ground no further than 0.5 metre from where the pipe is disconnected (to mark the spot for future reference).