



1. APPLICANT DETAILS	FOR OFFICE USE ONLY
<p>✓ <b>Please tick</b></p> <p><b>DISCONNECTION OF:</b>    <b>WATER</b> <input type="checkbox"/>    <b>SEWER</b> <input type="checkbox"/>    <b>STORM WATER</b> <input type="checkbox"/></p> <p>Name of Property Owner/Company: _____</p> <p>Street address: <i>[of disconnection]</i>: _____</p> <p>Full legal description <i>[Lot No., DPS SD Blk No.]</i> _____</p> <p>Name of applicant: <i>[if different from above]</i> agent <input type="checkbox"/>: _____</p> <p>Phone: _____ Cell Phone: _____</p> <p>Correspondence to be sent to: <i>[postal address]</i>: _____</p> <p>Email: _____</p>	<p>Disconnection No: _____</p> <p>Valuation No: _____</p> <p>P File: _____</p> <hr/> <p style="text-align: center;"><b>No Administration fee required</b></p> <hr/> <p style="text-align: center;"><b>Water Meter Details if Applicable</b></p> <p>Meter Serial No: _____</p> <p>Water Billing A/C No: _____</p> <p>Date Closed: _____</p> <p>Initial: _____</p> <hr/> <p>Rates Department Notified: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Date: _____</p> <p>Reasons: _____</p>
2. DISCONNECTION DETAILS	
<p>Reason for Disconnection: eg. <i>[Removal or demolition of building, subdivision, redevelopment, no longer required]</i>. _____</p> <p>Date Disconnection Required: _____</p> <p>Is the Service to be re-used within 12 months:</p> <p>Water Y <input type="checkbox"/> N <input type="checkbox"/>      Sewer Y <input type="checkbox"/> N <input type="checkbox"/>      Storm Water Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Is there another building within the same property that is to remain connected to the Services?: Y <input type="checkbox"/> N <input type="checkbox"/></p>	

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

**There is no standard price. Quotes to be obtained from Approved Contractors for permanent disconnections. The applicant must pay the Contractor for the disconnection. Request for disconnection must be approved before work is undertaken.**

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** -- 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**

##### PERMANENT DISCONNECTIONS

You should receive an Approval Notice for the disconnection(s) within 5-10 working days of submitting Request.

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 at the public network connection. A list of RLC Approved Contractors is available on request and can be viewed/downloaded via the Council website.

Disconnections/Capped ends are to be inspected by an RLC Compliance Engineer or Building Inspector prior to backfilling. To book inspection please phone 351-8087 NB: please give minimum 24 hours notice.

##### TEMPORARY DISCONNECTIONS

See Section 4 below for process

#### **Water Disconnections**

##### PERMANENT DISCONNECTIONS

You should receive an Approval Notice for the disconnection(s) within 5-10 working days of submitting Request.

You may then arrange the work to be done directly with the RLC Approved Service Provider (Contractor). Only RLC Approved Service Providers (Contractors) for Level W1 water are permitted to undertake out permanent disconnections at the water main. A list of RLC Approved Contractors is available on request and can be viewed/downloaded via the Council website. You are to required to pay your chosen service provider directly.

**NB:** For metered connections a final read and proof of disconnection must be provided on the Approval paperwork for Water Billing Accounts to be closed. Outside of metered Supplies an Availability charge will still apply.

##### TEMPORARY DISCONNECTIONS

Temporary disconnections are permitted where the connection is to be reused within 12 months. The connection should be plugged on the private side of the connection/toby – usually near the property boundary.

**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. Please note there is no change to water rates for temporary disconnections.

### 4. TEMPORARY 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).