

Service Connection Application Form

ODG 01

Office Use	
SC Application #	

Please ensure your application includes all the information asked for. Incomplete applications will be returned for completion or re-submission.

Submission of this form does not provide permission for work to commence. Work can only start after the Council has considered your Application and a Permit has been granted to you.

Please refer to the Service Connection Flow Diagram and Information for your Service Connection Application fact sheet on how this application process works.

Full Name and Address of Applicant	
Full Name:	
Company Name:	
Postal Address:	
Contact Details:	Phone: _____ Mobile: _____
Email:	
Preferred method of contact ¹ : (circle)	EMAIL POST PHONE
Contact person:	

Location Details	
Site Address:	
Legal Description of Property ² :	
Property Number:	
Contractor: (if known)	

Property Owner Details (if different from applicant details)	
Full Name:	
Postal Address:	
Contact Details:	Phone: _____ Mobile: _____
Email:	

If you have any questions about this form, or the application process please contact the Ashburton District Council, 5 Baring Square West, PO Box 94, Ashburton 7740 or Telephone 307 7700, Fax 308 1836, Email info@adc.govt.nz.

¹ Permit and other formal documentation will be delivered by your preferred method of contact (email or post only)

² Both the legal description and valuation number can be found on the rates demand for the property.

What type of services and how many are you applying for?

Water Connections		Fees (Office Use Only)				
Usage	Qty	Diameter (Internal)	Application	Development Contribution	Main Tapping	Total
Residential Lots						
Commercial & Industrial Lots						
Commercial & Industrial Lots		>100mm			\$1,000 BOND	

Sewer Connections		Fees (Office Use Only)				
Usage	Qty	Diameter / Type	Application	Development Contribution		Total
Residential Lots						
Commercial & Industrial Lots		150mm				

Stormwater Connections		Fees (Office Use Only)				
Usage	Qty	Diameter / Type	Application	Development Contribution		Total
Residential Lots						
Commercial & Industrial Lots						
Total Payable						

Inv:	Rec:	Date Paid	
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Further Information that we may ask for to help process your application

- Site plan (this can be your plan submitted as part of your building consent or subdivision application)
- Proof of Easement
- Copy of Trade Waste Consent
- Details of stormwater treatment / attenuation

Conditions and Limitations

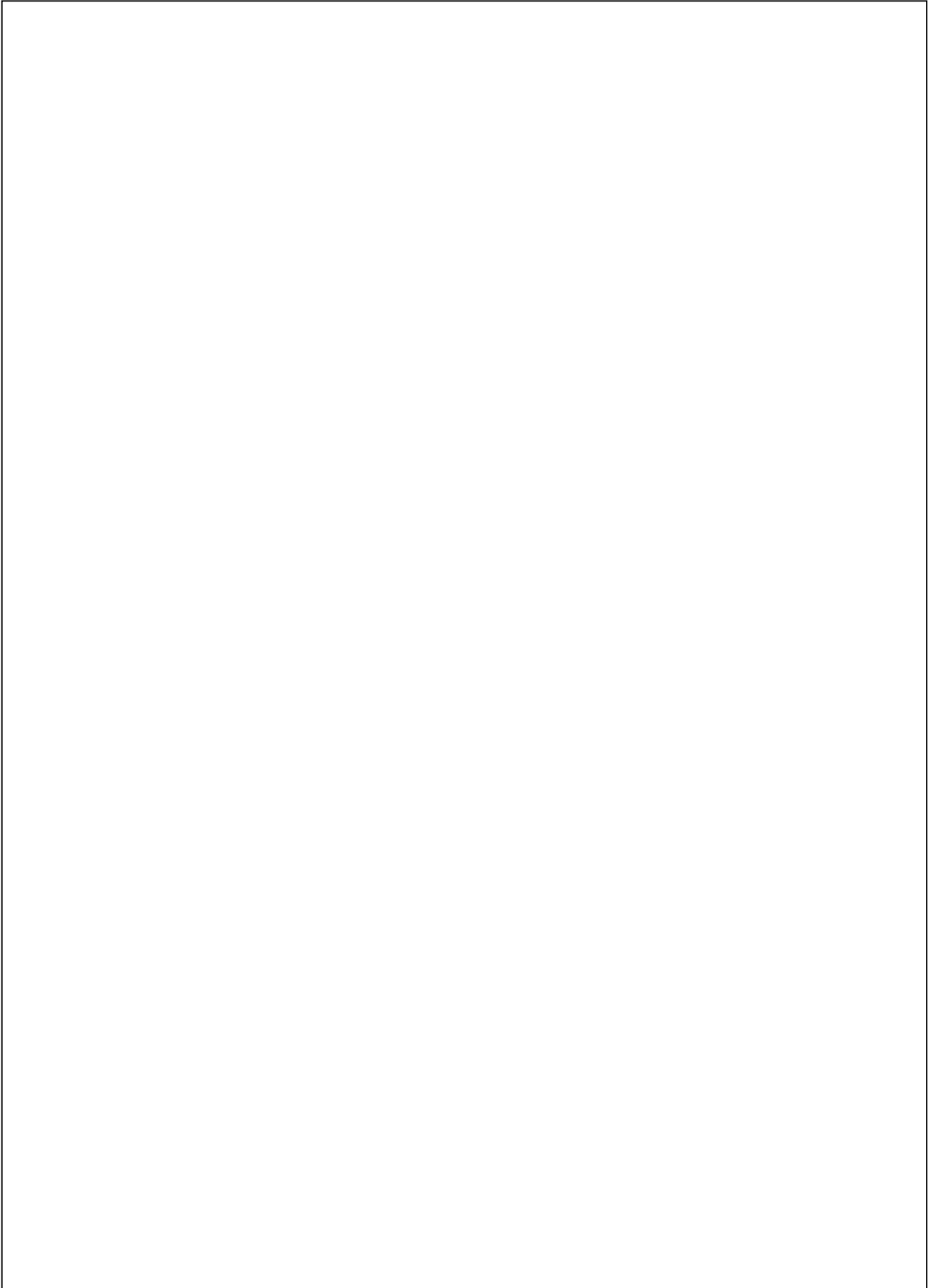
1. All services are to be constructed to Ashburton District Council standard specification, drawing and associated NZ Standards.
2. Unless stated otherwise, all services constructed in the road reserve must be constructed as the above condition and will become the property of the Ashburton District Council.
3. No works may be undertaken in a road reserve or on Council infrastructure without written approval from the Ashburton District Council.
4. Council reserves the right to amend this application in consultation with the applicant.
5. Application fees paid only cover application processing and inspection costs. Main tapping fees generally apply to water connections and cover the cost for Council's maintenance contractor to commission the water connection.
6. Development contributions may be applicable for new connections in the Ashburton, Methven, Rakaia, Hinds, Fairton water supplies and Ashburton and Methven wastewater schemes. These are usually charged through the building consent process
7. Any pipe installed within private property will require a building consent application to be lodged with Ashburton District Council.

Signature and Date

I have read the fact sheet "Information for your Service Connection Application" and agree to pay the Ashburton District Council all fees and charges that are requested and agree to abide by all the bylaws, regulations and understand the conditions and limitations of this application which affect the service applied for:

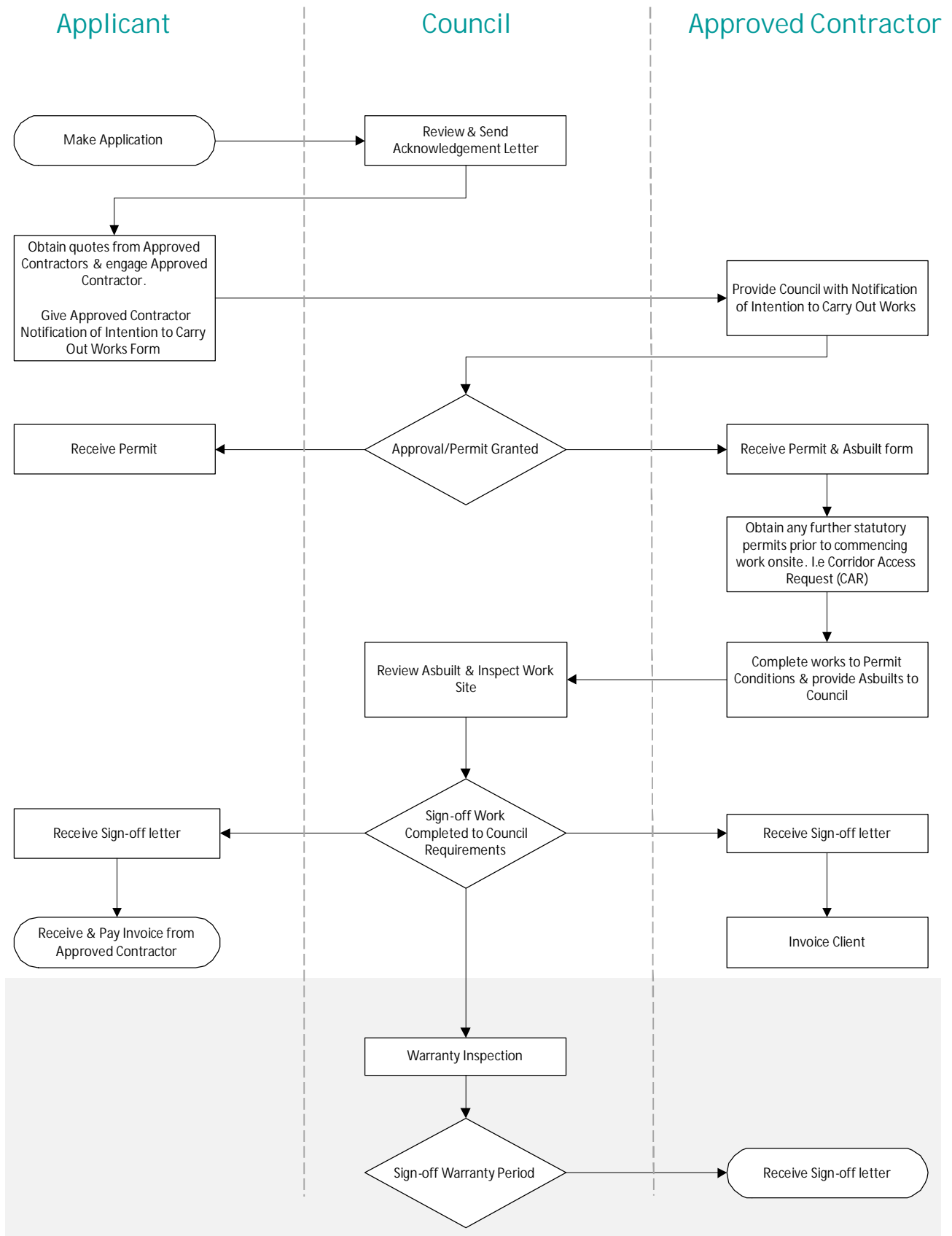
_____ (signature of applicant)	_____ (full name of person signing)	_____ / ____ / ____ (date)
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Related Application #s (Office Use)	
Building Consent	
Subdivision	



Service Connection Application

Flow Diagram & Supporting Information



Information for your Service Connection Application

Overview

A Service Connection Permit is required for all work associated with Council owned infrastructure networks including public water supplies, sewer and stormwater networks.

A Service Connection Permit is different to a Resource Consent or Building Consent. Approval of a Resource Consent or Building Consent does not imply automatic approval of a Service Connection Permit and vice versa.

Service Connection Permits are valid for a period of 6 months. Conditions of the Service Connection Permit will specify requirements that your Approved Contractor is to adhere to.

The flow diagram shows how the process will work.

General

Our target is for applications to take less than 10 working days to process after acceptance for lodgement but more complex applications may take longer.

All costs of new service connection/s (including disconnections or relocations) are the responsibility of the property owner or their agent.

Council does not carry out any physical works or arrange for contractors to carry out work on your behalf. Prior to the Service Connection Permit being granted the applicant is required to arrange their own contractor from the list of Council Approved Contractors.

All work on Council infrastructure (including excavation and reinstatement of the road network) must be carried out by a Council Approved Contractor.

Connections made to Council water, sewer or stormwater networks (including indirect connections) without Council Approval is a Bylaw offence and will be assessed for enforcement action.

Current versions of the Application for Service Connection Form, this Information Sheet, and the current list of Council Infrastructure Approved Contractors are available on the Council's [website](#).

Fees and Charges

An application fee is payable with each application. Other fees are also payable:

- Tapping fees cover the cost for Council's Maintenance contractor to attend site when your pipework is ready for connection to the water mains supply.
- Development Contributions are required when a new development generates additional demand on Council infrastructure. These are charged on a case-by-case basis. If contributions are required you will be advised and invoiced accordingly.

Please refer to our [Fees and Charges](#) if you require more information.

How Many/ What Services Can I Apply For?

You may request more than one service for a property (e.g. water & sewer) but

- Only one water or sewer connection is allowed per Certificate of Title. All Parcels that are held together by a Section 77 Certificate under the Building Act are classed as being one Certificate of Title, and therefore extra or surplus connections are required to be disconnected at time of development.
- More than one dwelling can be fed from the same connection.
- If a property is to be subdivided, each separate certificate of title is required to have its own separate water and wastewater supply connection at the street boundary (i.e. no water laterals are to cross property boundaries). It may be prudent to allow for future subdivision at the time of construction of a second or subsequent dwelling (i.e. lay pipe inside the property boundary for future water supply laterals) as existing paving or landscaping will not be an acceptable reason for exemption from separate connections upon subdivision.
- All new connections or changes in land use activities from "domestic" to "commercial" or "industrial" are required to install water meters and backflow prevention at the point of supply. These requirements are compulsory for Commercial and Industrial zoned land.
- Industrial wastewater discharge connections may require separate connections for domestic type and industrial discharges.
- A separate Trade Waste Consent must be in place prior to discharge for commercial and industrial wastewater discharges occur. This includes wastewater from commercial and industrial premises that is of a domestic type.
- Trade Waste Application Form and Guide can be found on Council's [website](#).

Work Undertaken within the Road Corridor

A Corridor Access Request (CAR) is required for all work undertaken within the road corridor. This must be obtained through the beforeUdig website (www.beforeudig.co.nz) by the appropriate Council Approved Contractor and an approved Work Access Permit (WAP) granted prior to starting work onsite.

When connections to Council infrastructure are located on a State Highway additional approval to undertake the work must be obtained from New Zealand Transport Agency. This is in addition to and does not replace the need for a Council approved WAP

All work within the road or footpath is to be carried out in accordance with the National Code of Practice for Utility Operators' Access to Transport Corridors. Please note that this includes a 24 month maintenance and warranty period that is the responsibility of the CAR applicant. This includes reinstatement of sealed surfaces.

When submitting a CAR a Traffic Management Plan (TMP) is required. This is to be prepared by a qualified Site Traffic Management Supervisor (STMS) prior to commencing work within the road reserve.