



This form must be submitted with a completed application cover page form.

Complete this form with the assistance of the water connection/disconnection guide - numbers in this form relate to explanatory notes in the guide.

1. Applicant details

1a. I am the [radio] Property owner (as stated in the application cover page form - proceed to 1f.) [radio] Lessee (provide details below) [radio] Agent authorised by the owner/lessee (provide details below)
1b. Full name [text box] First name(s) [text box] Surname
1c. Postal address (include postcode and rural delivery details) [text box]
1d. Contact details [text box] Phone [text box] Mobile [text box] Fax
1e. Email [text box]
1f. Preferred means for formal correspondence [radio] Mail [radio] Email [radio] Fax

2. Application details

2a. Type of application required [radio] Connection Complete all sections [radio] Disconnection (permanent) Complete sections 2 and 6
2b. Date connection/disconnection is required by [radio] As soon as possible [radio] Date to be advised [radio] No later than (date) [text box]

Note: an application that has not been actioned within six months of the date of application will lapse.

3. Property details

3a. Is the property in the process of subdivision? [radio] Yes - state the number of water connections within the subdivision [text box] [radio] No
3b. Is the property already supplied with water? [radio] Yes - specify the size of existing connection(s), if known [text box] mm [radio] No - was the property previously connected to the Council water main? Yes No

Please turn over

OFFICE USE ONLY

Applicant ID [text box] Meter only [radio] Yes
Date received [text box] Document # [text box] Application # [text box] W /
Time received [text box] Property ID [text box] Receipt # [text box]
Received by [text box] Land ID [text box] Amount paid [text box] \$

#### 4. Connection details

##### Purpose(s) for which water supply is required

##### Ordinary supply

- Domestic  
(all domestic supplies except for specific exceptions under extraordinary supply, below)

Number of connections required

Size of connection (O.D.)

25mm

##### Extraordinary supply

(Backflow preventer may be required, supply will be via a metered account)

- Domestic with spa, swimming pool in excess of 10m<sup>3</sup> capacity, or a fixed garden irrigation system
- Commercial and business  
(describe activity below)
- Industrial  
(describe activity below)
- Fire protection system  
(describe activity below)

mm

mm

mm

mm

Description of activity e.g. automatic sprinkler system, fire hydrant etc.

##### Supply for subdivision

Connection of subdivision water network to Council water network

mm

##### Restricted flow supply

Rural water supply areas

Size of restrictor

m<sup>3</sup>

Total number of connections required

Total number of ordinary supply meters required

#### 5. Plan/map for location of water connection/water meter

- Attach a plan/map to indicate your preferred location for a water connection and a water meter.
- You can use the left-hand property boundary or the right-hand property boundary as a point of reference.

#### 6. Applicant's declaration

##### PRIVACY STATEMENT:

Information on this form is to be provided under the Acts, regulations and bylaws administered by the Council and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

First name(s)

Surname

Signature

Date

##### OFFICE USE ONLY

Water supply area

- Urban  Rural

Copy to Financial Services

- Yes  No

Copy to Revenue and Expenditure

- Yes  No

Copy to Asset Strategy

- Yes  No

Type of connection

- Ordinary  Extraordinary

Meter installed?

- Yes  No

Backflow preventer installed?

- Yes  No

Contractors to quote

- Yes  No

- Yes  No

- Yes  No

- Yes  No



Explanations in this guide are intended to assist you to complete the water connection/disconnection form. Numbers on the form relate to the explanatory notes in this guide.

When is a water connection/disconnection application required?

- New connection to public reticulation (all dwellings require a separate connection).
Existing connection to be used for a different purpose.
Change to basis of billing (e.g. from uniform annual charge to metered) for domestic use.
Existing connection is no longer needed (permanent disconnection).

Types of water supply

The Council has classified water supply areas in the district as:

- Urban water supply area.
Rural water supply area.
Outside the current water supply area.

The type of water supply that your property gets will depend on the:

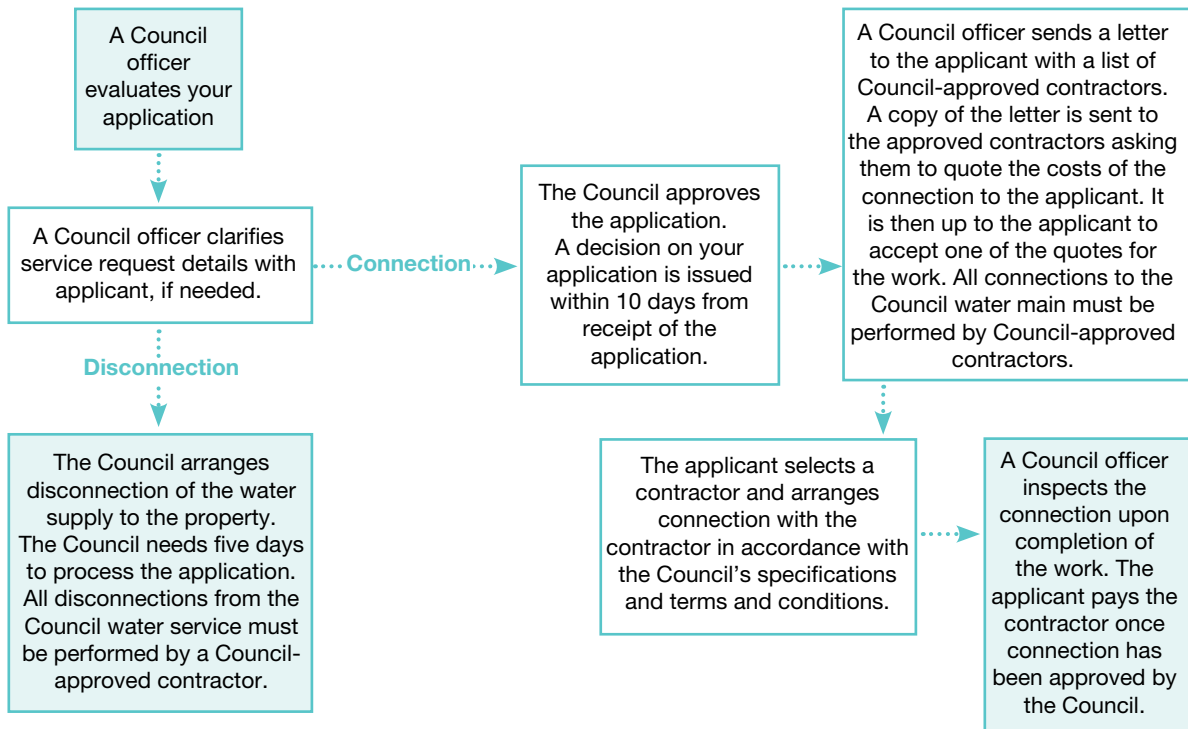
- Purpose for which you need the water, and
The water supply area your property is in.
If your property is outside the current water supply area, your application will be reviewed and you will be advised of any possible future water supply options.

Do you want to know if your property is within the Council's water supply area?

Visit or contact the Council. If this application relates to a building consent application, then this information, including the classification of the area your property is in and the location of Council services, is provided on your project information memorandum (PIM).

Table with 3 columns: Type of water supply, Definition, Billing for water consumption. Rows include Urban water supply area (On demand - ordinary use, On demand - extraordinary use) and Rural water supply area (Restricted flow supply).

## What happens to your application?



Lapsing of approved application: an approved application which has not been actioned within six months of the date of application will be lapsed. Re-application will be required.

## Guidance notes to assist with completing your water connection/disconnection form

**For water connection applications:**  
Complete all sections.

**For water disconnection applications:**  
Complete sections 1, 2 and 6.

### 1. Applicant details

#### 1a. I am the

- Indicate whether you are the property owner, lessee or the agent of the owner or lessee.

#### Property owner

Select this option if you are the property owner as stated on the certificate of title.

Your details will have been provided on the application cover page form and you do not need to repeat them. Proceed to 1f.

#### Lessee

Select this option if you have a lease agreement with the registered owner of the property and the agreement is still in force.

- Write your name and contact details.

#### Agent

Select this option if you are submitting this application as the authorised representative of the property owner or lessee.

- Write your name and contact details.

#### 1f. Preferred means for formal correspondence

- Tick the circle that corresponds to how you wish to receive enquiries and updates regarding this application.

### 2. Application details

#### 2a. Type of application required

- Tick the circle that corresponds to the service that you are applying for.

#### Connection

Select this item if you intend to have your property supplied with water via the Council water system.

#### Disconnection (permanent)

Select this item if your building is connected to the Council's water main and the building needs to be demolished or removed.

#### 2b. Date connection/disconnection is required by

- Tick the circle that corresponds to when you want your water service connected or disconnected.

If you need the service completed on a specific date, tick 'no later than' and write your preferred date.

Make sure that the house is vacated by the date of disconnection.

If the structure is still occupied when the Council officer arrives on your property, the water service will not be disconnected and subsequent visits will be charged accordingly.

## Disconnections - for removal or demolition work

In order to prevent clogging of or damage to pipes, no demolition work may start until disconnection from the water service is completed.

**Permanent disconnection** - if after the removal or demolition work there is no need for the water service in the property, you need to submit an application for disconnection.

**Temporary disconnection** - if after the removal or demolition work there is a need for the water service in the property, you do not need to apply for water disconnection.

You will need to ask your plumber to disconnect the water on your side of the toby. This must be done before the building work starts.

### 3. Property details

#### 3a. Is the property in the process of subdivision?

Tick yes if the property is being subdivided.

If you ticked yes, you need to state how many Lots within the subdivision will be provided with a water connection. The detail of these water connections must also be provided in section 4.

This information will allow us to relate your application to your subdivision application and update your property records accordingly.

#### 3b. Is the property already supplied with water?

Tick yes if there is an existing connection on your property and this application is for an additional connection.

If you ticked yes, you need to state the size of pipe that is currently installed.

This information is used in assessing whether your existing connections are sufficient to meet future or additional demand.

Tick no if, when installed, this connection will be the only water connection on the property at that time.

If you ticked no, you need to indicate whether the property was connected to the Council's water main before.

This information is used in evaluating your application and it is also important that redundant water pipes are determined and appropriately decommissioned.

### 4. Connection details

Indicate the use for which you require water.

Write the number of connections you need.

#### Ordinary supply

##### Domestic

Select this option if the water connection is for one property that is used by a person or group of people living as a single household or family, and the property does not have a spa or swimming pool in excess of 10m<sup>3</sup> capacity or a fixed garden irrigation system.

This is an ordinary supply and is required to have a standard connection size of 25mm O.D.

A water meter will be installed as part of the connection. An additional charge to recover the cost will be levied.

##### Extraordinary supply

The purposes listed are considered to be extraordinary supply. If you ticked any of these uses, you need to:

Write the number of connections you need.

Write the size of connection you wish to install.

Describe the activities performed in the building or the type of fire prevention equipment the water will be used for.

You may tick more than one item if you will use the water supply for multiple purposes, e.g. a new office building with an automatic sprinkler system.

**Domestic** with spa, or swimming pool in excess of 10m<sup>3</sup> capacity, or a fixed garden irrigation system.

Select this option if the water connection is for one property that is used by a person or group of people living as a single household or family.

#### Commercial

Select this option if the water connection is for trades and services such as banks, shops, warehouses, etc.

#### Industrial

Select this option if the water connection is for factories, tanneries, etc.

#### Fire protection system

Select this option if the water connection is for fire prevention equipment, e.g. sprinkler system, fire hydrant, etc.

#### Supply for subdivision

Select this option if the water connection is for the supply to the water network of a new subdivision. This application should also include the water connections to all properties within the subdivision.

Write the number of connections you need.

Write the size of connection you wish to install.

#### Restricted flow supply

If your property is within a rural water supply area, you need to provide your estimated water requirements. Guidelines on how to select the size of the restrictor are provided on page four of this guide.

Since rural connections will be on restricted flow, this information is needed to determine the size of the restrictor needed to meet your requirements.

Write the number of connections you need.

Write the size of restrictor you need.

#### Total number of connections

Please total the number of connections you require.


#### Total number of ordinary supply meters

Please total the number of ordinary supply meters you require to be installed.

### PIM and building consent may be required


In addition to your water connection application, you may need to apply for a property information memorandum (PIM) and a building consent for the plumbing and drainage part of the work.

## 5. Plan/map for location of water connection/water meter

 Submit a separate plan/map with this application showing your preferred location for a water connection and water meter and the distances from the boundary.

## 6. Applicant's declaration

A decision or information provided to you as a result of your application is limited to the extent and accuracy of the information you have provided in your application.

 Write your full name, signature and the date that you submitted your application.

If you are submitting this application on behalf of your company, please sign your name and not the name of your company.

## Guidelines for selecting the size of the restrictor

The rural water supply areas were designed for an average daily demand of 1,000 litres per day per property plus 500 litres per day per hectare. In addition, for properties equal to or greater than 35 hectares, an additional 1,000 litres per day were provided for each 35 hectare.

However, NPDC cannot guarantee supply. Network capacity, current usage and potential future connection requirements will need to be taken into consideration.

The level of usage for irrigation is beyond the design capabilities of NPDC's treatment plants and reticulation systems.

### Sample calculation

The average daily demand of a 50 hectare property is:

For the property	1,000 litres
Additional allowance	1,000 litres (greater than 35 hectares)
500 litres per hectare	<u>25,000 litres</u> (50 x 500)
Total	27,000 litres
	27 cubic metres per day

The restrictor would be sized to allow 27 cubic metres per 24 hours to flow to the property and at least 27 cubic metres (or 5,939 gallons) of water storage needs to be provided on site.