

# Residential Water and Wastewater Connection Guidance Notes



**Note this application form is for residential properties only. A separate application form is required for commercial properties.**

## Who can connect?

Council has potable water supplies in all or parts of the following communities: Kaikohe/Ngawha, Okaihau, Kerikeri/Waipapa, Kaitaia, Opononi/Omapere, Kawakawa/Moerewa, Rawene and Paihia/Waitangi/Opuā.

Council has reticulated wastewater networks in all or parts of Ahipara, Mangonui/Coopers Beach/Taipa, Hihi, Kaeo, Kaikohe, Kaitaia, Kawakawa, Kerikeri, Opononi/Omapere, Paihia/Waitangi/Opuā, Rawene, Rangiputa, Russell, Whangaroa and Whatuwhiwhi/ Tokerau Beach.

Properties that can connect are those identified as being within the "Area of Benefit" - that is, those properties that the scheme has been designed to cater for. Plans showing the "Areas of Benefit" are available from Council.

Council does not service properties outside the "Areas of Benefit" with either reticulated water or reticulated wastewater services. Confirmation of whether your property is within an "Area of Benefit" can be determined by contacting Council.

## Service connection application details

It is important that all required details are supplied on the application form, even if 'No Services Required' has been ticked. Once the application and site plan have been reviewed by Council, it will be easier to contact the applicant or property owner if all the correct information has been supplied.

## How long will a new connection take?

If a quote is required this will normally be processed within 10 working days and provided in writing to the applicant (if you qualify for a standard connection).

Physical works for a standard connection are usually carried out by our contractors within 10 working days of Council receiving full payment of the invoice (for standard connections).

## Who can install new service connections?

For health and safety reasons, all water service connections to Council mains must be installed by a Council approved contractor. All wastewater connections can be installed by Council approved contractor or a registered drainlayer.

## Site Plans

As well as the application form, a copy of a detailed site and services plan/s showing all relevant information is required for Council to process the application. The plans shall clearly show: property boundaries, location of existing services, location of proposed connection, location of obstructions and size and type of materials. FNDC can provide plans upon request. Contact us on 09 401 5200 or 0800 920 029 if you require any help.

## Backflow

All water connections to properties are required to have boundary backflow protection installed. The standard of backflow protection is determined on a case by case basis and reflects the potential risk to the Council water supply from activities within the property.

## Fees and Charges

All fees will be invoiced to the person selected on section 5 of the application form. All fees must be paid prior to our contractors carrying out the works. Fees and Charges information can be viewed on Page 5.

For a full list of Council's Schedule of fees and charges please visit [www.fndc.govt.nz/services/fees-and-charges-index](http://www.fndc.govt.nz/services/fees-and-charges-index)

## New water meter connections

It is essential that a site plan showing the preferred location of the water meter is attached to your application. This is required for Council to process the application. This step is crucial since it allows us to access the feasibility of the chosen location in relation to our by law, accessibility, safety, and is compliant with our standards.

# Residential Water and Wastewater Connection Application Form



1. Please complete all the details required on this page and sign the Services Declaration below.
2. Provide a copy of the site and drainage plan (as-built)
3. Read information on the following pages in order to establish if you are required to make an application for water and wastewater. Then:
  - If an application for connection is required:
  - Tick the box(es) below indicating the services you require and complete the service connection page

## Are you applying for services as part of a:

☐ Building consent BC# \_\_\_\_\_ ☐ Resource consent RC# \_\_\_\_\_ ☐ Other \_\_\_\_\_

### 1. Services applied for

☐ Water ☐ Wastewater (Sewerage)

### 2. Location of work / building

Physical Address

Town  Valuation Number

Lot No.  DP No.  CT No.

### 3. Property owners details

Name

Postal Address  Post Code

Phone & Mobile  Email

### 4. Applicants details (if different from the property owner)

Company Name  Contact Person

Postal Address  Post Code

Phone & Mobile  Email

### 5. Application fees to be paid by: (tick one)

☐ Owner ☐ Applicant

#### Office Use Only

Date Lodged  /  /

Lodged By

Application #  WTRRET /

Quote RFS

PID #

Connect RFS

# Residential Water and Wastewater Connection Application Form



If you tick yes to any of the requirements on the following pages:

1. Complete all of the information required in each section
2. Tick the **services applied for** box(es) on the front page of this application and ensure that all the relevant information is completed.

## Water connection

### I propose to:

- ☐ Install a new water meter (20mm standard domestic supply)
- ☐ Connect to an existing water meter Water Meter Serial No: \_\_\_\_\_
- ☐ Relocate an existing water meter Water Meter Serial No: \_\_\_\_\_
- ☐ Upgrade an existing water meter \_\_\_\_\_ mm Water Meter Serial No: \_\_\_\_\_



☐ Have you attached a site plan showing the required location of water meter? This is required for Council to process the application? If you need copies of As-Builts, call us on 0800 920 029 and our staff will assist you

### Will your land use include any of the following?

- ☐ Swimming pool/ fountain
- ☐ Secondary water supply
- ☐ Storage tanks
- ☐ Irrigation system
- ☐ Fire sprinkler system (this will require a **fire sprinkler design** for a new domestic fire sprinkler system)
- ☐ Any other hazard classified in [G12/As1 of the NZ Building Code](#) (Please specify) \_\_\_\_\_
- ☐ Other \_\_\_\_\_

## Wastewater connection

### I propose to: Gravity Connection

### Low Pressure sewerage system

- ☐ Install a new wastewater connection to main required
- ☐ Install a new wastewater connection to manhole required
- ☐ Connect to an already installed wastewater connection
- ☐ EDS
- ☐ Install new boundary kit
- ☐ No boundary kit



Have you lodged a building consent for sewerage drainage work? We cannot process your application without one. Give our Building Consent Department a call on 0800 920 029 to discuss.

## Subdivisions, Pressure Testing, Inspections and Approvals

- ☐ Plans and specifications of all works must be approved by Council before any physical works are undertaken.
- ☐ All pipes associated with subdivisions must undergo pressure testing and inspected by FNDC, and all water mains must be sterilised prior to being connected to Council's network.
- ☐ Any works on Council's water, wastewater and stormwater networks can only be undertaken by Council approved contractors. To be approved, contractors must have the appropriate experience, have the necessary health and safety systems, have the appropriate insurances and all connection works must work in conjunction with Council's network maintenance contractors.

# Residential Water and Wastewater Connection Application Form



## Registered drain layer's details

Company Name	<input type="text"/>	Contact Person	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone & Mobile	<input type="text"/>	Email	<input type="text"/>
Registration No	<input type="text"/>	Expiry Date	<input type="text"/>

If your property has an existing sewerage connection and you know its location, your drainlayer can lay the pipe from the dwelling/ building to that sewerage connection. You must have a building consent to do this work and inspection from a building inspector must be undertaken prior to the trench being backfilled. If the location of the sewerage connection is unknown, please contact us and request a copy of the as-built plans.

## Privacy

The information supplied in this application form will be held and used by the staff of Far North District Council. The information will not be disclosed by Far North District Council unless legally required under the Local Government Official Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for: assessing and processing this application and for administration purposes, updating Far North District Council records to ensure all records are accurate, providing Far North District Council with statistical information to assist policy development. You have the right to request access to an correction of information collected.

## Declaration

- |  |  |
|--|--|
| 1. I am the owner of the property OR I am authorised to make this declaration by the owner (attach written authority from property owner)              | 3. I shall notify the Far North District Council in writing of any change of use of the premises and I understand that failure to comply with this requirement is an offence under Section 114 of the Building Act 2004 and is subject to a fine of up to \$5,000. |
| 2. I acknowledge that this application is subject to, and I agree to comply with, the conditions of the Treated water supply bylaw 23 September 2021 . | 4. All information provided on this form is true and correct.  |

Name	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

# Fees and Charges



Note: A non-refundable administrative application fee of \$49.00 for each service is payable upon lodgment of an application. All service connection fees and any applicable water and / or wastewater development contributions must be paid in full prior to any connections being made.

Activity / Service	Fee / Charge GST Incl
Administration fee for a water connection	\$51.00
Administration fee for a wastewater connection	\$51.00
Standard 20mm water meter connection in footpath within 5mtrs of main	Quote to be provided
Standard 20mm water meter connection in berm within 5mtrs of main	Quote to be provided
All new connections including meter and meter box	Quote to be provided
Water meter installation with backflow	Quote to be provided
New wastewater connection provided by Council's contractor up to 150mm main (includes connection to main and 1m of pipe from Council main)	Quote to be provided
New wastewater connection provided by Council's contractor to mains greater than 150mm, or connection lengths greater than 1 metre, or where a manhole or chamber is required.	Quote to be provided
New connection to a pressure wastewater network provided by Council's contractor	Quote to be provided
Upgrade or modify existing connection	Quote to be provided
Relocation of existing water meter	Quote to be provided
Building consent for connection to wastewater reticulation	See Fees & Charges

Wastewater connected rate for all new connections

Where a property connects to sewerage after 1 July in any year, the connection fee will include a sum in lieu of a rate.

The amount of the fee will be calculated on the basis of one twelfth (1/12) of the relevant capital, operating and additional pan rates for the scheme concerned for every complete month until 30 June in the following year. Service availability charge where a new wastewater connection is provided but the property does not connect Where sewerage is made available to a property after 1 July in any year but the property does not connect, the connection fee will include a sum in lieu of a rate. The amount of the fee will be calculated on the basis of one twelfth (1/12) of the relevant availability rate for the scheme concerned for every complete month until 30 June in the following year.

For a full list of Council's Schedule of fees and charges please visit [www.fndc.govt.nz/services/feesand-charges-index](http://www.fndc.govt.nz/services/feesand-charges-index)

## How to submit your application

### Post your completed application to:

Far North District Council  
Memorial Avenue  
Private Bag 752  
KAIKOHE 0440

Email to: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)

### Drop your application into one of our Centres:

Kaikohe Service Centre, 5 Memorial Ave, Kaikohe  
Kerikeri Service Centre, John Butler Centre, 60 Kerikeri Rd, Kerikeri  
Kawakawa Service Centre, Gillies Ave, Kawakawa  
Kaitaia Service Centre, South Rd, Kaitaia  
Kaeo Service Centre, Leigh St, Kaeo  
Hokianga i-Site, 29-31 SH12, Opononi  
Paihia i-Site, The Wharf, Marsden Road, Paihia  
Rawene Service Centre, Parnell St, Rawene