

Application Number

NC

# Application for water supply service

*Note this form is to be used for new water connection, alteration, relocation, and disconnection requests.  
Please read the Conditions of Supply and the Applicant Guidelines before completing this form.*

Does this water supply service application relate to a Resource or Building Consent for the development of the property?

Yes  No Consent Number 

SR	BC
----	----

 Date issued 

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Consent type and description 

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## Property and contact details

### Property to be serviced

Street address .....  
.....  
.....

### Legal Description

Valuation Number 

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 Lot & DP Number 

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### Property Owner details

Full Name(s) .....  
Street address .....  
Mailing address .....  
Phone ..... Mobile ..... Fax .....  
Email .....

### Applicant details (if not the owner)

Name .....  
Street address .....  
Mailing address .....  
Phone ..... Mobile ..... Fax .....  
Email .....

### Customer details for ongoing billing of water charges (where applicable)

Name .....  
Company name .....  
Street address .....  
Mailing address .....  
Phone ..... Mobile ..... Fax .....  
Email .....

Indicate who the letter of approval is to be sent to:  Owner  Applicant

## Property development type

### Residential

- New building
- Existing building
- Vacant land
- Lifestyle block/Farming/Horticultural activities
  
- Residential **without** fire sprinkler system
- Residential **with** fire sprinkler system
  
- Residential **home business without** fire sprinkler system
- Residential **home business with** fire sprinkler system
  
- Combined commercial and residential

### Commercial/Industrial (Non-Residential)

- New
- Existing
- Vacant land

### Fire Service

- New
- Alteration

**Subdivision**

**Temporary site works**

**Other** (*specify*).....

## Intended use of property

- Residential home or apartment/flat/townhouse units      No. of units
- Single-level       Multi-level       Body Corporate involved
- Commercial (shops, offices, etc)
- Industrial (dry) (warehouse, etc)
- Industrial (wet) (processing, etc)
- Hospitals (rest homes, medical centres, laboratories, vets, undertakers, etc)
- Community facility (recreation centre, church, etc)
- Educational facility (university, technical institute, school, etc)
- Accommodation (Hotel, Motel, Boarding House, etc)
- Other  (*please indicate*)

### Purpose of the Application for Water Supply Service

- |  |  |
|--|--|
| <input type="checkbox"/> New connection                                      | <input type="checkbox"/> Alteration                  |
| <input type="checkbox"/> Relocation  | <input type="checkbox"/> Disconnection               |
| <input type="checkbox"/> Demolition  | <input type="checkbox"/> Water Meter installation    |
| <input type="checkbox"/> Rainwater tank inspection                           | <input type="checkbox"/> Auxiliary supply inspection |
| <input type="checkbox"/> Backflow prevention containment device installation |  |

### Property information

Does the property have an existing water connection?

Yes  No      How many?

Is there a backflow prevention device provided at the boundary?     Yes  No

If yes, what is the Hazard Level?    High  Medium  Low

Is there a rainwater tank or auxiliary water supply on the property?     Yes  No

### Disconnection/Demolition

Building consent number       Date disconnection required

Type of premises  (house, flats, shops, etc)

Future intended use for property

If rebuilding, when?

Do any existing water meters need disconnecting?     Yes  No

Meter size  mm      Meter number

Meter size  mm      Meter number

### Connection size

Connection size required - ID (standard size is 20mm ID)

Anticipated peak consumption/flow rate  (litres/minute)

Description of connection/alteration requirements: .....  
.....  
.....

Details of sanitary fittings (Include the number of fittings in each check box)

Bath  Shower  Basin  Toilet  Urinal  Kitchen sinks  Dishwasher

Laundry tub  Washing machine  15mm hose tap  20mm hose tap

Storage tank capacity       Booster pump capacity       Booster pump pressure

**Note:** A detailed A4 sized site plan showing property boundaries, existing water services, and the proposed works must be attached to this application. The application cannot be approved without a plan. The preferred position of the connection, or the location of the connection to be removed, together with marked distances/measurements to the nearest boundaries must be shown on the plan (nominate street from which connection is to be taken if a corner site).

**Connection Fee**

I have enclosed the following connection/disconnection fee with my application.

- Residential **\$61.50** per connection
- Other **\$205.00** per connection
- Greenfield subdivision **no fees**
- Disconnection/ Meter/ Backflow preventer **\$61.50** per disconnection/item
- Inspection/re-inspection **\$65.00** per inspection

**Declaration**

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorised to make this application in the name of the legal owner and in doing so, accept the conditions of supply outlined in this application.

Name .....Signed by or on behalf of the owner..... Date.....

Yes, I have read the Conditions of Supply and Applicant Guidelines

**For office use only**

New Connection Number: NC..... SR ..... BC .....

Application Fee Paid: \$..... Receipt No..... Date Received.....

Water meter involved  Yes  No

Meter size  20mm  25mm  40mm  50mm  100mm  150mm

Meter Type  Standard  Combination  Magnetic flow meter

Water meter reading received  Yes  No Date ..... Reading  Meter number

Meter details sent to FTBC  Yes  No Date .....

Type of backflow containment device to be installed at the boundary:

Site hazard rating:

- |   |                          |        |                          |
|---|--------------------------|--------|--------------------------|
| Reduced pressure zone backflow device (RPZ)             | <input type="checkbox"/> | High   | <input type="checkbox"/> |
| Testable double check valve backflow device             | <input type="checkbox"/> | Medium | <input type="checkbox"/> |
| Testable double check detector assembly (fire services) | <input type="checkbox"/> | Low    | <input type="checkbox"/> |
| Manifold with non-testable dual check valve             | <input type="checkbox"/> |        |                          |

Notes

.....  
 .....  
 .....

Application approved  Yes  No Approval/Decline letter sent  Yes  No Date.....

Application declined  Yes Reason for declining application.....

.....  
 .....

As-built received  Yes  No Date..... As-built sent to WCC  Yes  No Date.....

## Conditions of Supply

Approval of this application is subject to the following conditions of supply:

1. The applicant is responsible for payment of the non-refundable application fee and the contractors charges associated with the connection installation.
2. Any required extension to the Council's water main to enable connection to the property will be at the applicant's expense.
3. Any cost of locating, removing, bypassing or avoiding any obstruction or other utility service encountered during the installation of the connection or associated equipment shall be met by the applicant.
4. Where a person other than the applicant has signed this application both the applicant and the signatory will be liable for these fees, charges and costs.
5. Payment of the application fee is required before the application is processed.
6. The applicant is responsible for ensuring that all relevant conditions of the Wellington City Council's (WCC) Code of Practice for Land Development, Backflow prevention containment policy, Code of Practice for Water Supply Connections, and the Wellington Water Charter are complied with.
7. For disconnections and demolitions buildings are not to be removed/demolished until services have been disconnected. Water services are to be disconnected at the watermain.
8. In order to comply with WCC's and Capacity's Health and Safety requirements all connections to the public water supply must be carried out by an approved contractor.
9. Individual water connections are required to each titled property, with only one water supply connection being permitted per Certificate of Title.
10. If the property is to be subdivided (at the time of application or in the future) each separate title of land is required to have its own separate water supply connection at the street boundary (i.e. no water connections are to cross internal property boundaries). It may be prudent to allow for future subdivision at the time of construction of a second or subsequent dwelling on the property (i.e. lay pipe for future water supply connections) as existing paving/landscaping will not be an acceptable reason for exemption from the separate connection requirement upon subdivision.
11. In cases of a subdivision or cross leased property the applicant is responsible for ensuring that all water services to the lots are located (and relayed or adjusted if necessary) so as to be contained entirely within the proposed new lot boundaries. The applicants Surveyor shall certify in writing that such adjustments have been made or that no such adjustments are necessary.
12. Rainwater tanks and auxiliary water supplies must not be connected to the City water supply system without WCC's approval. The installations must be inspected and approved prior to connection to the Council supply.
13. All extraordinary usage is to be metered via a meter installed at the point of supply.
14. The Council does not provide water meters for tenancies. The customer can install private check meters within the property, which will need to be monitored and managed by the customer. The council takes no responsibility for private check meters and bills the customer based on the Councils meter at the point of supply.
15. No person shall return, or allow to be returned, any water drawn from the supply, back into the water supply.
16. All properties are required to have backflow prevention containment devices installed at the property boundary to protect the public water supply from possible contamination.
17. The applicant is responsible for assessing the site hazard level and the backflow preventer containment device required on the connection. This may require specialist assistance.
18. The water connection cannot be made until the Council receives confirmation in writing that the agreed backflow prevention containment device has been installed.
19. The applicant is responsible for the testing and maintenance of the backflow prevention containment device.
20. The Council does not guarantee an uninterrupted supply of water; premises that rely on a constant supply of water are required to install adequate water storage facilities to enable their activity to continue in the event of the mains supply becoming unavailable.
21. An application for water supply service is a separate consideration to Resource Consent or Building Consent matters. The issue of a Resource Consent or Building Consent **does not** imply automatic approval of an application for water supply service.
22. Submitting an application for water supply service **does not** constitute approval of the application.
23. No physical connection/disconnection work is to be carried within the road corridor prior to approval being given. A road opening notice is required for all work undertaken within the road corridor.
24. The applicant shall allow an officer of the Council to enter the property for the purposes of inspecting the work performed on the property in relation to this application.
25. The applicant is responsible for ensuring that all information about the connection and installed equipment, including as-built drawings meeting Council standards, is submitted to WCC within one month of commissioning of the works.
26. Annual fees are payable for fire service connections.
27. Water meters are owned and maintained by Council and are subject to an annual fee.
28. All consumers have a responsibility to ensure that all water drawn from the water supply is used wisely and not used to an unreasonable extent or in a wasteful manner.
29. The consumers shall take sufficient precautions at all times to protect the connection and any equipment, including the service valve or service manifold, water meter, backflow prevention containment device or flow restrictor, from damage and ensure that the connection and equipment is readily accessible.

## Applicant guidelines

### Applications

A separate application form is required for every new connection for all new and relocated buildings; and for connection alterations, relocations, and disconnections. An application is also required where a change in use is proposed on the property.

Approved applications are valid for a period of six months from the date of approval. If works are not completed within this period the approval will lapse and a new application will be required.

### Presenting the application

Return the completed application together with the application fee to Wellington City Council, PO Box 2199, Wellington; or deliver to the Wellington City Council, Central City Service Centre, 101 Wakefield Street, Wellington.

If paying the application fee by cheque please make the cheque payable to Wellington City Council. You may be asked for proof of identification when presenting this application.

### Application fees

The following **application fees** are payable to WCC at the time of application:

Residential	<b>\$61.50</b> per connection
Other	<b>\$205.00</b> per connection
Greenfield subdivision	<b>no fees</b>
Disconnection/ Meter/ Backflow preventer	<b>\$61.50</b> per disconnection/item
Inspection/re-inspection	<b>\$65.00</b> per inspection

The approved installation contractor will provide a quote to the applicant for the cost of the installation/disconnection work. These costs will be charged directly to the applicant.

### Information to accompany this application

- The applicant must complete pages 1 to 4 of this application form
- The application fee must accompany the application
- An A4 sized plan showing property boundaries, existing water services, and the proposed works
- Fire flow and pressure tests by a certified party for all fire connection applications
- Fire sprinkler designs for new residential fire sprinkler system connection applications
- Design calculations for other supply situations where required by Capacity

### Application evaluation

Applications are evaluated for approval by Capacity Infrastructure Services Limited (Capacity) on behalf of WCC.

If the applicant wishes to discuss particular aspects of an application, enquiries can be made to Capacity at 85 The Esplanade, Petone; by telephone to (04) 910 8850 or (04) 910 8854; or by email to [chandra.koswatte@capacity.net.nz](mailto:chandra.koswatte@capacity.net.nz)

### Connection procedure

- ↘ Capacity receives and processes application, clarifies details with applicant if necessary
- ↘ Capacity approves/declines the application, sends letter to applicant with any conditions of approval and encloses details of approved installation contractors
- ↘ Applicant seeks quotes from approved contractors, selects preferred contractor and enters into an installation agreement with the contractor
- ↘ Contractor advises Capacity and submits documentation for Work programme, Health and Safety, Shutdown, Traffic Management Plan, Road Opening notices, etc
- ↘ Contractor installs (or disconnects) connection
- ↘ Capacity carries out site audit and approves work if satisfactory
- ↘ Contractor submits As-built plans, meter readings, test certificates, etc
- ↘ WCC records updated
- ↘ Applicant makes direct payment to contractor

**Approved contractors**

Only contractors approved by Capacity may carry out connection/alteration/disconnection works to the Council water reticulation system. Currently six contractors have been approved for this work, details of these contractors will be provided to the applicant with the letter of approval.

**Payment**

Payment for the installation works shall be made directly by the applicant to the approved contractor. Neither Capacity nor WCC is party to the installation arrangements between the applicant and the approved contractor.

**Working within private property**

Where a backflow prevention containment device is required to be installed on the connection inside the property boundary, the property owner can arrange for the installation and other pipework within the property to be carried out by a registered plumber qualified to undertake this type of work.

**Re inspection fees**

Applications that require re-inspection because the standard of work does not meet Council Specifications will attract an Inspection Fee of \$65.00 for each re-inspection until the work is compliant with Council Specifications. This fee will be charged to the approved installation contractor.

**Privacy Statement**

The information supplied on this application form will be held and used by Wellington City Council. The information will not be disclosed by 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, processing, and communicating with you on this application, for administration purposes, and to ensure all Council's records are accurate. You have the right to request access to the information held and to request correction of the information collected.



Sketch plan showing location of proposed connection

