



This form must be submitted with a completed application cover page form. Complete this form with the assistance of the Building near NPDC-owned reticulation guide - numbers on this form relate to explanatory notes in the guide.

1. Type of proposal

- Options for diverting or building near reticulation

- Conditions for diverting and building near reticulation

Please provide details of the property owner's solicitor:

Solicitor details input box

2. Applicant's declaration and Privacy Statement

PRIVACY STATEMENT

Information on this form is required to be provided under the acts, regulations and bylaws administered by the NPDC and is required to process your application.

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 confirm that I am the registered owner of the property indicated in section one of the application cover page form and that I have read and understood the conditions listed in section one of this form.

This serves as notification to NPDC of my intention, as selected in section one of this form, and my agreement to the conditions associated with it.

Where the building encroaches upon NPDC property

Please note that NPDC as a landowner does not permit the construction of any structures on, over or under NPDC property without the prior written approval of the NPDC asset manager.

Signature and Date input boxes

Signature

Date

First name(s) input box

First name(s)

Surname input box

Surname

OFFICE USE ONLY

Table with columns for Applicant #, Property #, Land #, Legal #, Date received, Time received, Received by, Application #, Document #, Amount paid



Explanations in this guide are intended to assist you to complete the Building near NPDC-owned reticulation form. Numbers on the form relate to the explanatory notes in this guide.

Building near NPDC- owned reticulation

Is there water, sewer, or stormwater reticulation near where you intend to place your building? You may need to complete the application form before you can start any building work.

In New Plymouth District there are many kilometres of sewer, stormwater and water reticulation. Some of this reticulation is within private properties. NPDC needs to maintain and protect these assets as required by the Local Government Act.

NPDC is reluctant to allow buildings or additions to be built near reticulation because doing so can:

- Lead to more difficult maintenance works.
Expose NPDC to potential liability claims.
Compromise the integrity of the district's water, sewer or stormwater reticulation.

In exceptional circumstances and for less critical public services, however, NPDC may allow this type of work to proceed under specific conditions.

How best to locate reticulation?

There are various methods to locate reticulation. It is recommended that you arrange an on-site investigation with a suitably qualified professional.

A service plan printout can be requested from NPDC. This record should be treated as a guide only. The responsibility to ensure that a structure is not built over NPDC-owned reticulation lies with the owner.

Building 'near' reticulation - what is the minimum distance?

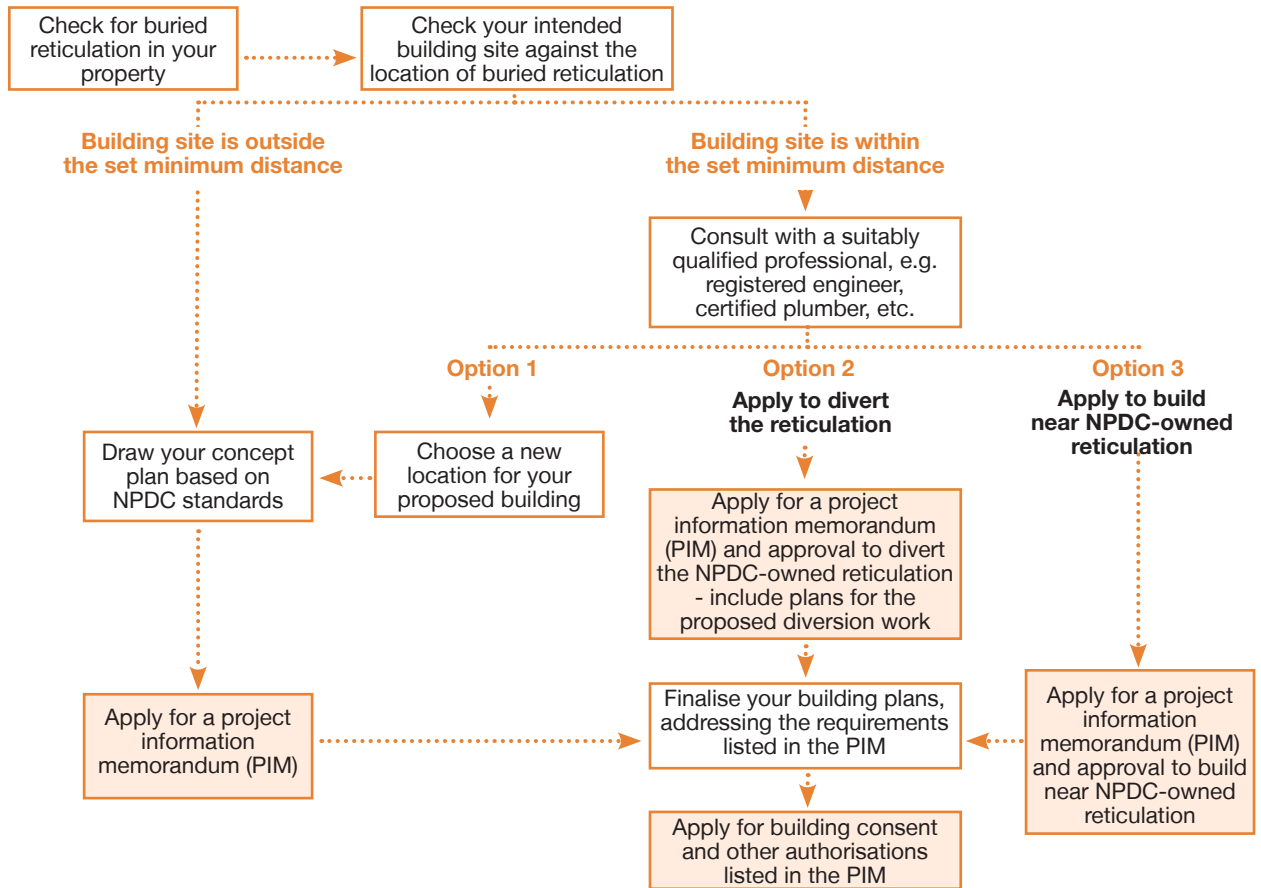
The minimum distance is 1.5m from the centre line of the pipe/culvert, or the invert depth of the pipe/culvert plus the diameter of the pipe or the width of the culvert plus 0.2m, whichever is the greater distance.

Building includes a dwelling, garage, carport, deck, swimming pool, retaining wall and any other permanent structure.

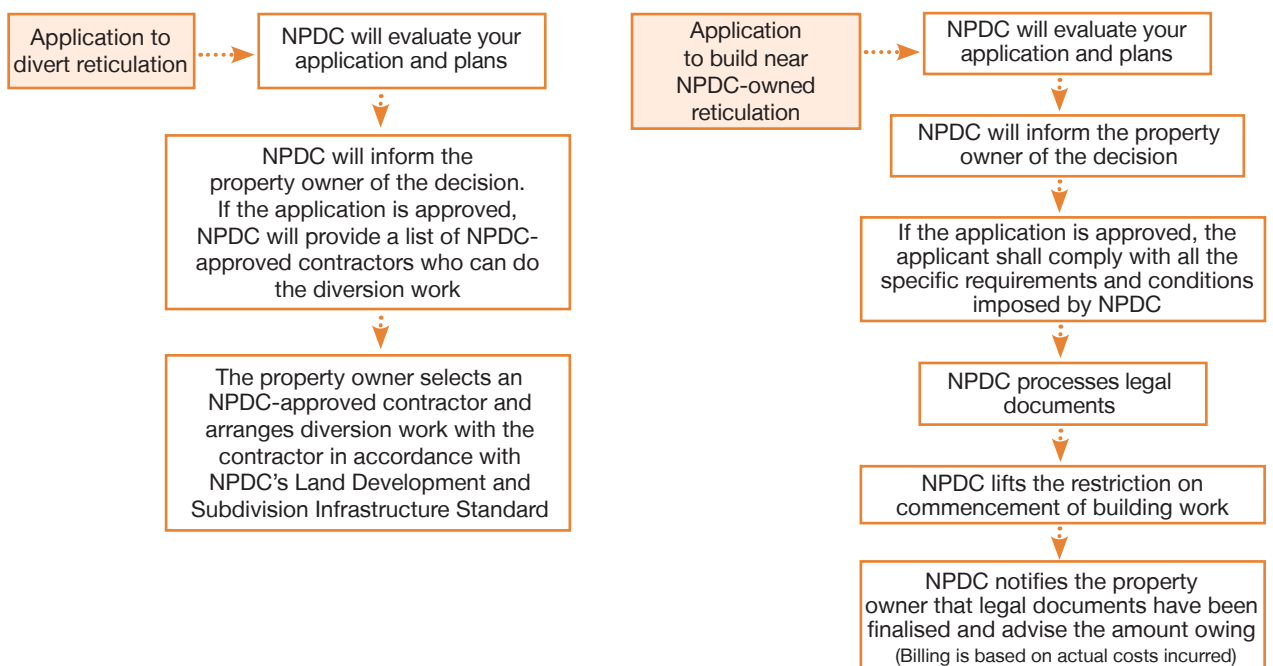
What are your options if your proposed building site is near NPDC-owned reticulation?

Table with 2 columns: Option, Description. Rows include: Choose a new site for your building; Divert the reticulation (do not change your proposed building site) Get approval to divert the reticulation; Do not change your proposed building site Get approval to build near NPDC-owned reticulation.

How to proceed with your building project



What happens with your application to divert or build near NPDC-owned reticulation?



Guidance notes to assist with completing the 'Building near NPDC-owned reticulation' form

1. Type of proposal

- Tick the circle that corresponds to the option that you propose to undertake in relation to your building work.
- Attach a plan for any proposed diversion work.

Refer to page one of this guide for a description of each option.

2. Applicant's declaration

A decision or information supplied 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.



1. Property details

1a. Site address
(Specify unit/level number,
location of building within
site/block number, building
name and street name)

1b. Current lawfully
established use

1c. Legal description

1d. Rapid number

2. Property owner details

2a. Owner name

First name(s)

Surname

2b. Name of additional
owner(s)/company/trust

2c. Contact person
(if different from above)

2d. Postal address
(include postcode)

2e. Contact details

Phone

Mobile

Fax

2f. Email

3. Payer details

3a. Required for invoice

Applicant
- proceed to 4

Owner
- proceed to 4

Other
- provide details below

3b. Name in full

3c. Postal address

4. Description of project

4a. Detailed description
of the development/
project

4b. Will business activities take place when building is completed?























Yes

No

Please turn over

5. Council applications for this project

OFFICE USE ONLY

	Application attached	Have applied already (write the application number if known)	Information provided
5a. Common applications			
 Project information memorandum	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Deemed permitted boundary activity notice.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
5b. Non-residential applications			
 Discharge of trade waste consent			<input type="checkbox"/>
 Alcohol licensing			<input type="checkbox"/>
 Food premises registration			<input type="checkbox"/>
 Health Act registration			<input type="checkbox"/>
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration			<input type="checkbox"/>
5c. Other project authorisations			
 Swimming pool registration			<input type="checkbox"/>
 Temporary obstruction on road reserve			<input type="checkbox"/>
 Temporary road closure			<input type="checkbox"/>
 Easements through Council-owned reserve land			<input type="checkbox"/>
5d. Other project requirements			
 Rapid number request			<input type="checkbox"/>
 Contractors parking space reservation			<input type="checkbox"/>
 Existing street damage declaration			<input type="checkbox"/>



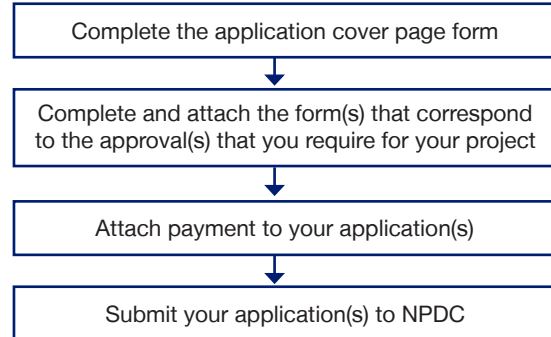
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How to use the application cover page form

New Plymouth District Council (NPDC) administers a number of Acts on behalf of central government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or NPDC services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



Notes to assist completion of your application cover page form

1. Property details

1a. Site address

- Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

1b. Current, lawfully established use

- Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling, shop, takeaway bar, warehouse.

1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or record of title.

- Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

1d. Rapid Number

- If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by NPDC that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

2. Property owner details

- Write the name and contact details for all owners. Include any company or trust name.
- If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

WATER BILLING

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

3. Payer details

- Indicate who will receive the invoice.

4. Description of project

4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating a business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

5. NPDC applications for this project

- Tick to indicate all applications that the application cover page form relates to.

Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

This will help NPDC to assist you in managing your whole project.

Examples of projects requiring multiple NPDC applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over NPDC pipes, you may need to complete all of the following applications:

- Application cover page form
- PIM &/or building consent form
- Vehicle crossing form
- Water connection form
- Sewer connection form
- Stormwater connection form
- Swimming pool registration form
- Existing street damage declaration
- Temporary road closure
- Application for easements through Council-owned reserve land

If you are building a garage on the boundary and installing a vehicle crossing, complete:

- Application cover page form
- PIM &/or building consent form
- Vehicle crossing form
- Land use resource consent form

If you are operating a restaurant/café/bar, with tables on the footpath, complete:

- Application cover page form
- Food premises registration form
- Alcohol licensing form
- Encroachment licence form

If you are converting your residential garage into a hairdressing salon, complete:

- Application cover page form
- PIM &/or building consent form
- Health Act registration form
- Land use resource consent form

Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with an NPDC officer, or phone NPDC on 06-759 6060.