



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth  
District Council



## FORM Water connection/disconnection

Part 14, NPDC Bylaw 2008  
(as amended and readopted, September 2014)

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

### 2. Application details

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

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

Please turn over

#### OFFICE USE ONLY

Date received   
Time received   
Received by

Applicant ID   
Document #   
Property ID   
Land ID

Meter only ☐ Yes  
Application #  /   
Receipt #   
Amount paid \$

#### 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.

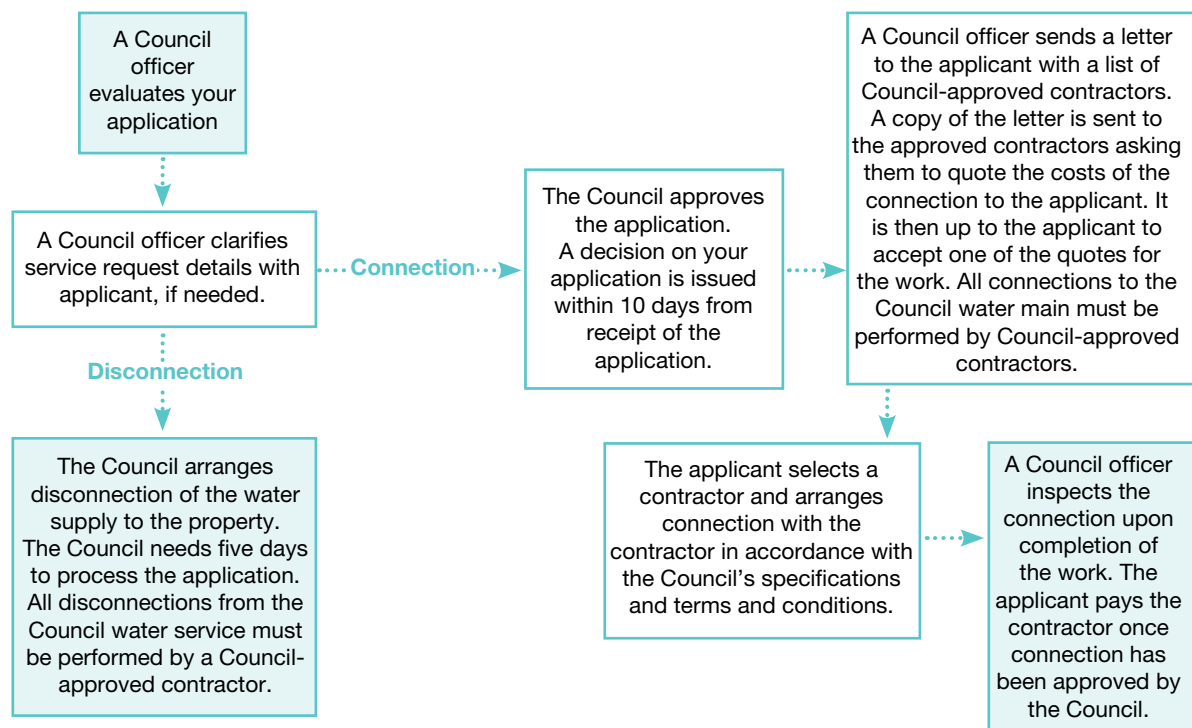
### Do you want to know if your property is within the Council's water supply area?

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).

Type of water supply	Definition	Billing for water consumption
Urban water supply area	<b>On demand - ordinary use</b>  Supply of water that is used solely for domestic purposes in the dwelling unit, such as: <ul style="list-style-type: none"><li>• Household use for drinking, washing, laundry.</li><li>• Garden watering by hand or by a portable sprinkler (subject to any water use restrictions published by the Council), etc.</li></ul>	Fees related to water consumption are integrated with the property rates, or metered and charged fees, based on usage.
	<b>On demand - extraordinary use</b>  Supply of water which may be subject to specific conditions and limitations (e.g. a backflow preventer may be required) and is used for other than general domestic purposes such as supply for: <ul style="list-style-type: none"><li>• Residential properties with a spa or swimming pool in excess of 10m<sup>3</sup> capacity or a fixed garden irrigation system.</li><li>• Non-residential properties, e.g. commercial or business and industrial.</li><li>• Fire protection systems.</li></ul>	This is normally metered and charged for, based on usage.  If the connection is not in use, a network charge will still apply.  Billing is sent to the property owner.
Rural water supply area	<b>Restricted flow supply</b>  A small continuous flow is supplied by a flow control device called a restrictor. You need to provide storage for water to cater for demand fluctuations. It is advisable to provide for more storage rather than less.  The supply is measured on the basis of an agreed number of water units supplied at a uniform flow rate. The flow rate and storage should be based on the peak demand.  If actual summer usage was below this, e.g. the tank was not nearing empty towards the end of the day, then an application could be made for a lesser flow rate.  Alternatively, if the initial application was insufficient then a greater rate would be applied for. A three-month period of grace is given when the restrictor is first installed. In that three months, the size of restrictor can be changed up to three times without charge. Further changes will be charged and only one change per quarter shall be allowed.  This is the only service available to premises within designated rural water supply areas.	This charge is based on the size of the restricted connection.  If the connection is not in use, a minimum water charge per year will apply.  Billing is sent to the property owner.

Binding interpretation of the Acts, regulations and bylaws can only be issued by the courts. Indications and guidelines issued by the Council 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.

## 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.



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth  
District Council**



**FORM**

## Application cover page

(required with all other forms)

Incorporates requirements of Form 2, sections 33 or 45,  
Building Act 2004

### 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

- 3d. Email

### 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. NPDC applications for this project

## OFFICE USE ONLY

	Application attached	Have applied already (write the application number if known)	Information provided
<b>5a. Common applications</b>			
 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"/>
<b>5b. Non-residential applications</b>			
 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"/>
<b>5c. Other project authorisations</b>			
 Swimming pool registration .....			<input type="checkbox"/>
 Temporary obstruction on road reserve .....			<input type="checkbox"/>
 Temporary road closure .....			<input type="checkbox"/>
 Easements through NPDC-owned reserve land .....			<input type="checkbox"/>
<b>5d. Other project requirements</b>			
 Rapid number request .....			<input type="checkbox"/>
 Contractors parking space reservation .....			<input type="checkbox"/>
 Existing street damage declaration .....			<input type="checkbox"/>





Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

## 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.

Complete the application cover page form



Complete and attach the form(s) that correspond to the approval(s) that you require for your project



Attach payment to your application(s)



Submit your application(s) to NPDC

## 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.

#### 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.

#### 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.

### 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.

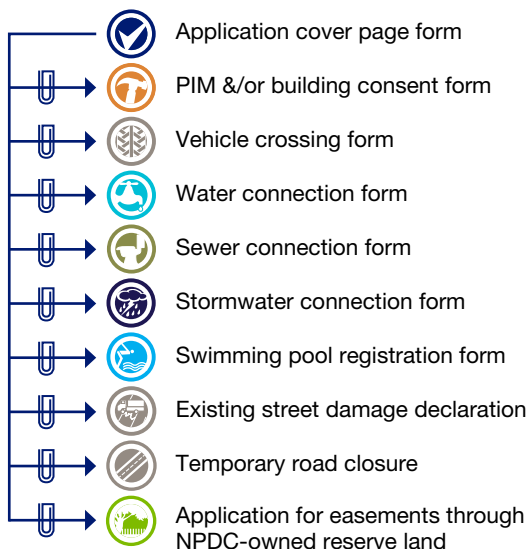
Using this form for multiple applications saves you writing the same information more than once.

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

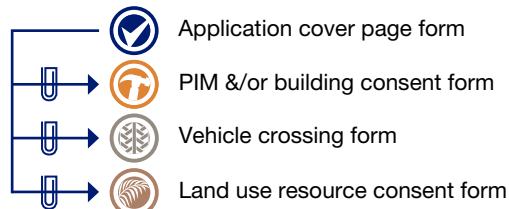
This will help NPDC to assist you in managing your whole project.

#### 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:



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



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



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



#### 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.