



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth  
District Council



FORM

## Application for a sewer connection/disconnection

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

This form must be accompanied by a completed application cover page form.

Complete this form with the assistance of the sewer connection/disconnection guide. Numbers on this form relate to explanatory notes in the guide.

### 1. Applicant details

1a. I am the	<input type="radio"/> Property owner As stated on the application cover page form. Proceed to 1e.	<input type="radio"/> Lessee Provide details below	<input type="radio"/> Agent authorised by the owner/lessee Provide details below
1b. Full name	<input type="text"/> First name(s)	<input type="text"/> Surname	
1c. Postal address (include postcode and rural delivery details)	<input type="text"/>		
1d. Contact details	<input type="text"/> Phone	<input type="text"/> Mobile	
1e. Email address	<input type="text"/>		

### 2. Application details

2a. Type of application required	<input type="radio"/> Connection Complete all sections	<input type="radio"/> Disconnection (permanent) Complete sections 2 and 5 only
2b. Date connection/disconnection is required by	<input type="radio"/> As soon as possible	<input type="radio"/> Date to be advised
	<input type="radio"/> No later than (date)	<input type="text"/>

Please note that an application which has not been actioned within six months of the date of application will lapse.

### 3. Connection details

3a. Number of connections required	<input type="text"/>		
3b. Size of requested connections	<input type="text"/>		
3c. Number of additional lots	<input type="text"/>		
3d. Required depth of sewer	<input type="text"/>		
3e. Will this be a common drain?	<input type="radio"/> Yes	<input type="radio"/> No	
3f. Is the property already supplied with a sewerage connection?	<input type="radio"/> Yes - specify size of existing connection(s), if known	<input type="text"/> mm	
	<input type="radio"/> No	If no, was the property previously connected to the Council sewer main?	
	Yes	No	

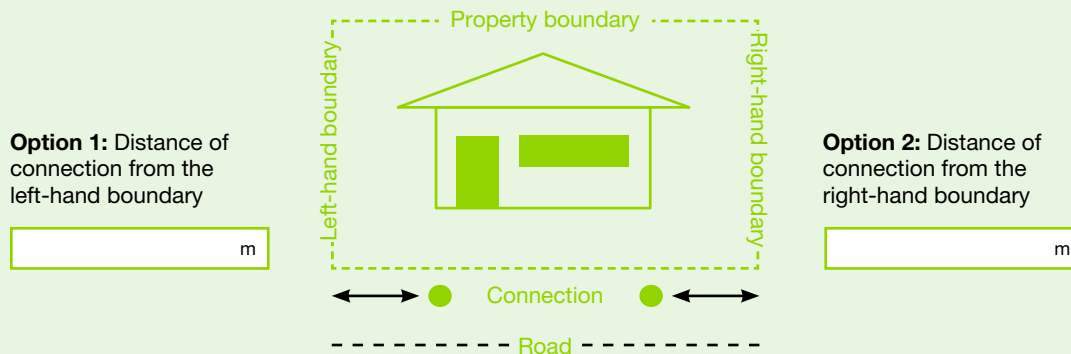
Please turn over

#### OFFICE USE ONLY

Date received	<input type="text"/>	Owner ID	<input type="text"/>	Document #	<input type="text"/>
Time received	<input type="text"/>	Property ID	<input type="text"/>	Application #	SS /
Received by	<input type="text"/>	Land ID	<input type="text"/>	Receipt #	<input type="text"/>
		Legal ID	<input type="text"/>	Amount paid	\$ <input type="text"/>

#### 4. Diagram for location of sewer connection

- Use this diagram to indicate your preferred location for sewer connection.
- You can use the left-hand property boundary or the right-hand property boundary as a point of reference.
- Write the distance of the proposed location from the boundary in the corresponding box.



#### 5. Privacy statement

The Privacy Act 2020 applies to the personal information provided in this application. For the purposes of this application the Council may disclose that personal information to another party. If you want to have access to, or request correction of, that personal information, please contact the Council.

#### 6. Applicant's declaration

I confirm that the information contained in this application is true and correct and that I have read, understood and agree to such terms and conditions applying to this application, including the disclosure of my personal information. I have also attached all additional documentation as required and detailed in this application form.

Signature of applicant

Date

#### OFFICE USE ONLY

Contractors to quote


<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No



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

## Ways to dispose of wastewater or sewer

Domestic sewerage is liquid waste or wastewater from toilets, washing machines, etc.

Wastewater needs to be treated to prevent water pollution.

There are two ways to dispose of your domestic wastewater - via a sewer main or by using an on-site wastewater disposal, e.g. septic tank.

### Option 1: Sewer main

The sewer main is a pipe system that brings domestic wastewater to the district's treatment facility and is owned by the Council.

If you wish to connect to the Council's sewer system and your property is within the sewer service area, you will need to submit an application for sewer connection.

An application fee will apply for each lot, up to a maximum of five lots.

### Option 2: On-site wastewater disposal system

An on-site wastewater disposal system, e.g. septic tank, is a storage where solid matter or wastewater is disintegrated by bacteria.

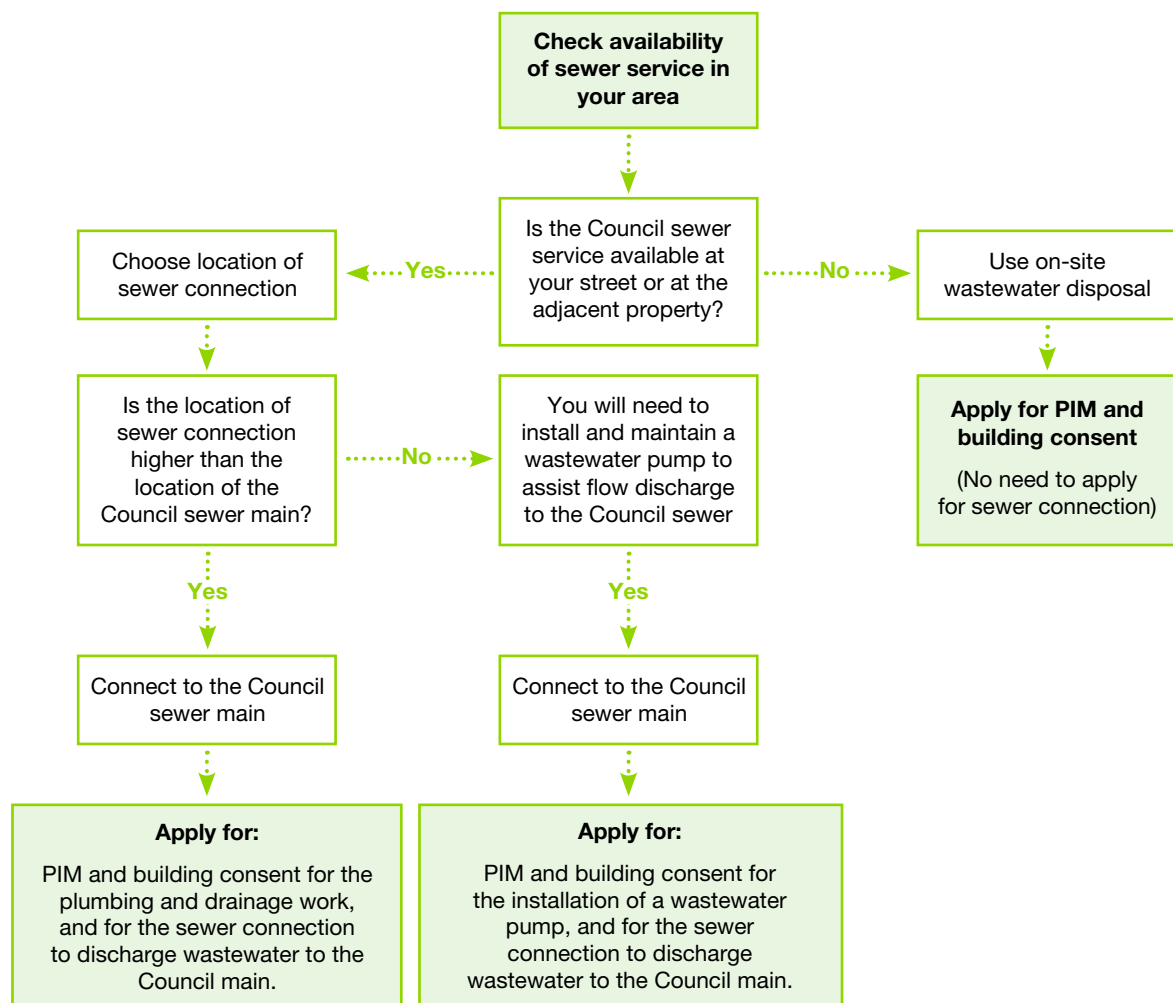
If your premises is not situated within a current drainage district, this is another alternative.

Every three years, you will be required to submit to the Council a certificate issued by a suitably qualified professional, e.g. a registered engineer, confirming that the septic tank is in good working condition.

Do you want to check if your property is within the Council's sewer service area?

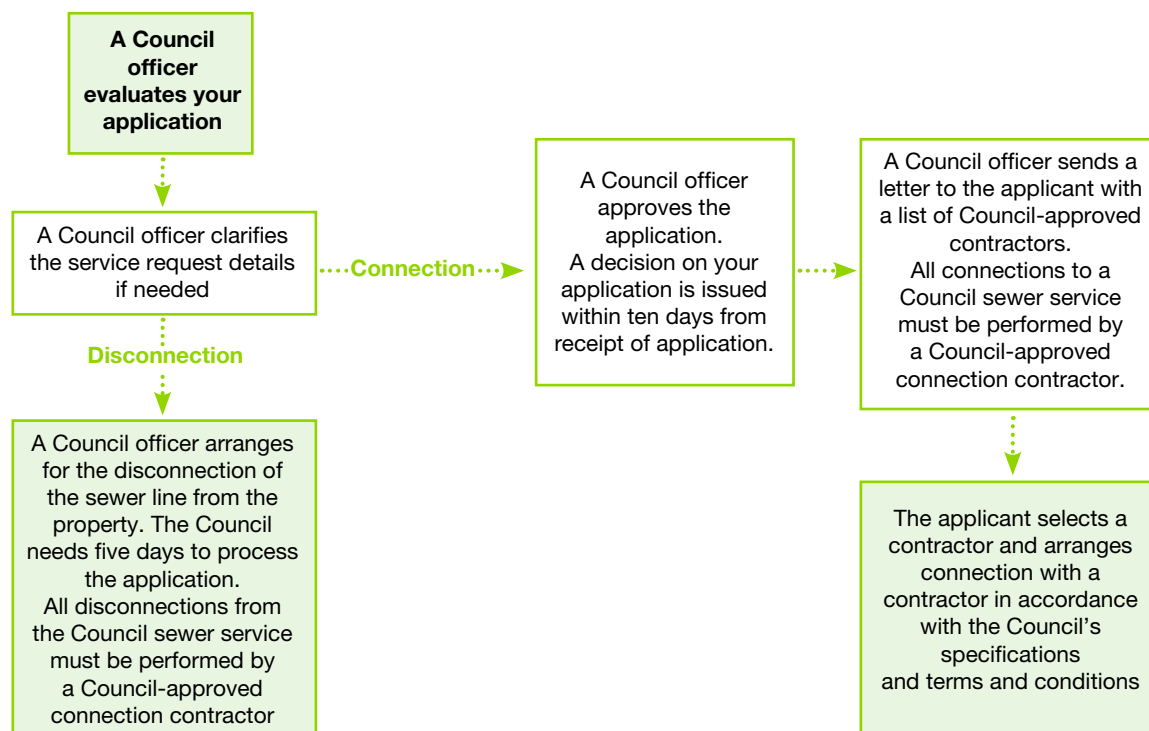
Visit or contact the Council. If the application relates to a building consent application, this information, including the location of Council services, is provided on your project information memorandum (PIM).

## When can you connect to the Council sewer main?



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 sewer connection/disconnection 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 sewer connection/disconnection form

### For sewer connection applications:

Complete all sections.

### For sewer disconnection applications:

Complete sections 1, 2 and 5.

## 1. Applicant details

### 1a. I am the

- ☒ Indicate whether you are the property owner, lessee or the agent of the owner of 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 1e.

#### 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.

### Removal or demolition work

No demolition work may start until disconnection from the sewer service is completed.

## 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 connected to the Council sewer pipe system.

#### Disconnection (permanent)

Select this item if your building is connected to the Council's sewer 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 sewer service connected or disconnected.

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

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

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

### 3. Connection details

Your application will not be accepted if the following is not provided on your application form.

It is recommended that you consult a suitably qualified engineer or registered plumber when completing this portion of the form.

**3a. Number of connections required**

☒ Indicate the number of connections you need.

**3b. Size of requested connection(s)**

☒ Write the size of pipe that you intend to use for your sewer connection(s).

**3c. Number of additional lots**

☒ Indicate the number of additional lots required.

**3d. Required depth of sewer**

Depth of sewer refers to the distance from the ground level to the level where the sewer pipe will be located.

☒ Write the measurement details.

**3e. Will this be a common drain?**

☒ Tick yes if the connection is to serve more than one building/dwelling unit.

☒ Tick no if the connection is for one building/dwelling unit.

In assessing the capacity required for this connection, the Council needs to know if the sewer pipe is to be shared with other users.

**3f. Is the property already supplied with a sewerage connection?**

☒ 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 the pipe(s) 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 sewer connection in the property at that time.

☒ If you ticked no, you need to indicate whether the property was previously connected to the Council's sewer main.

This information is used to evaluate your application and it is also important that redundant sewer pipes are determined and appropriately decommissioned.

### 4. Diagram for location of sewer connection

☒ Use the diagram on the form to indicate your preferred location for the sewer connection.

☐ If you need more space, submit a separate plan with this application showing your preferred location for the sewer connection and its distance from boundary.

**Option 1:** Left-hand boundary as point of reference

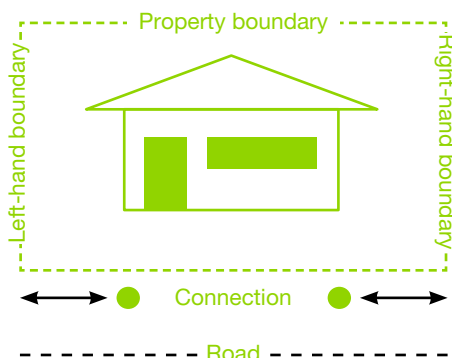
**Option 2:** Right-hand boundary as point of reference

**Option 1:** Distance of connection from the left-hand boundary

e.g. 3.5m

**Option 2:** Distance of connection from the right-hand boundary

e.g. 3.5m



### 5. Privacy statement

The application for sewer connection/disconnection requires you to submit information that may fall into the category of 'personal information', such information is governed by the Privacy Act. The Council collects and holds that information in order to process your application and also in order to meet its requirements under the Public Records Act 2005.

The Council will only use and disclose your personal information provided in your application for the purpose of the application. You may request any of your personal information details to be amended.

### 6. Applicant's declaration

By signing and submitting this form to the Council you are confirming that you have read and understood the privacy statement on the application and that the information you have provided in the application is true and correct.

If you are submitting this application on behalf of a company, you will need to sign your name as an authorised office of [the name of your company].

### Discharge of liquid wastes from commercial processes

Approval of sewer connection is limited to discharge of domestic-related sewage, e.g. wastewater from staff or residential toilets, tearooms, sinks, dishwasher, etc.

It does not cover discharge of liquid waste generated from commercial or industrial processes to the Council's sewer main, e.g. grease from deep-frying activity, wastewater from car wash facilities, etc.

For more information on the discharge of liquid waste from commercial or industrial activities, refer to part 11, Trade Waste, NPDC Bylaw 2008 (as amended and readopted July 2013).



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.

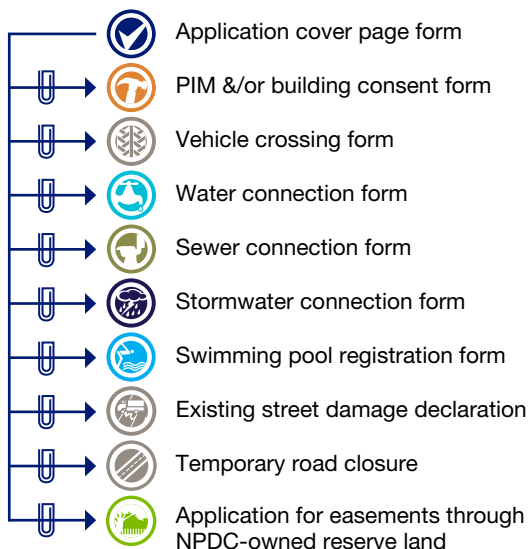
Using this form for multiple applications saves you writing the same information more than once.

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

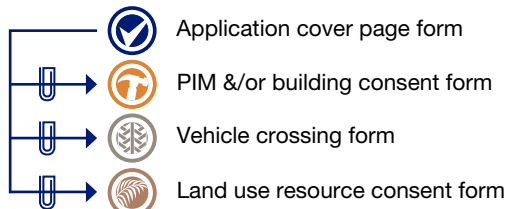
This will help NPDC to assist you in managing your whole project.

#### 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.