



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 Property owner
As stated on the application cover page form. Proceed to 1e.

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

1e. Email address

2. Application details

2a. Type of application required Connection
Complete all sections

Disconnection (permanent)
Complete sections 2 and 5 only

2b. Date connection/disconnection is required by As soon as possible

Date to be advised

No later than (date)

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

3b. Size of requested connections

3c. Number of additional lots

3d. Required depth of sewer

3e. Will this be a common drain? Yes No

3f. Is the property already supplied with a sewerage connection?
 Yes - specify size of existing connection(s), if known mm

No
If no, was the property previously connected to the Council sewer main?
Yes No

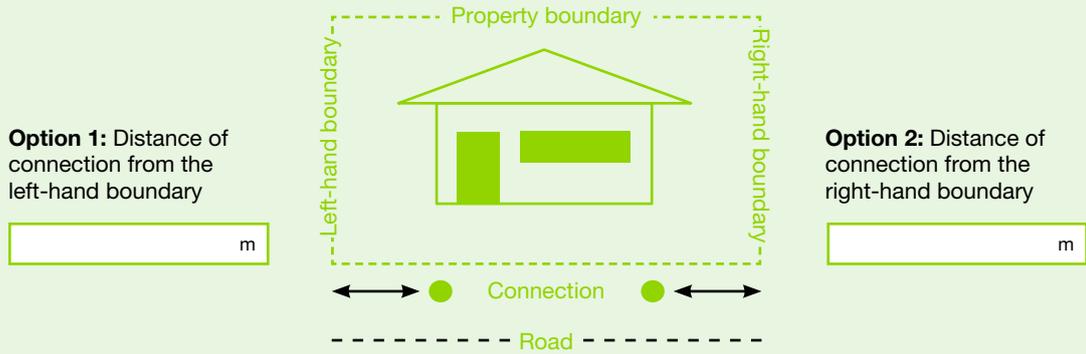
Please turn over

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.

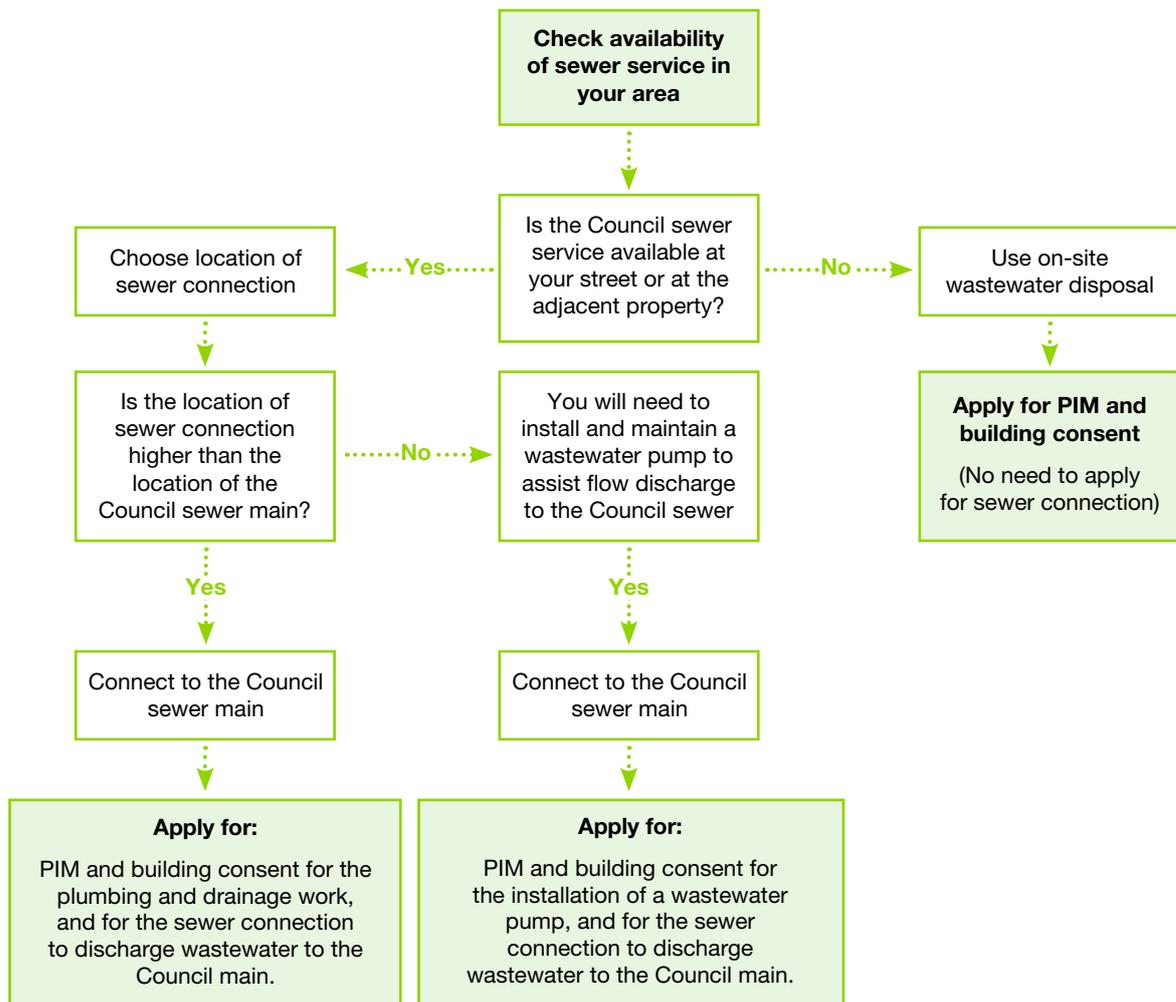
If your premises is not situated within a current drainage district, this is another alternative.

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.

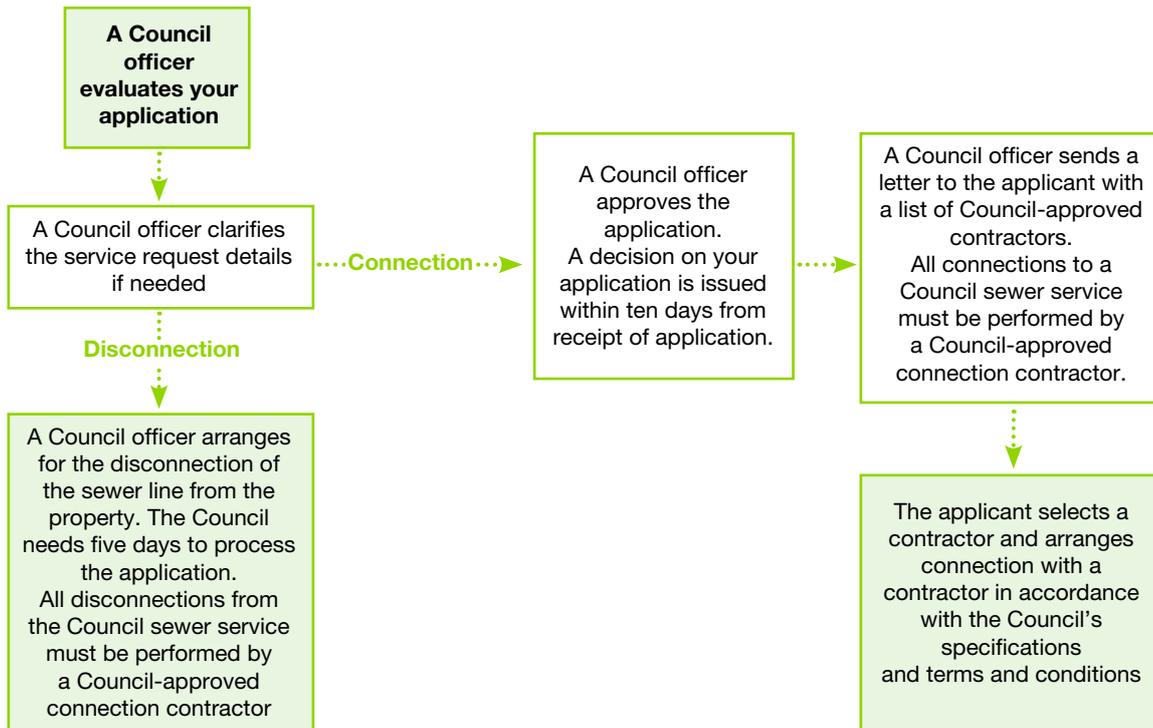
Do you want to check if your property is within the Council's sewer service area?

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?



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.

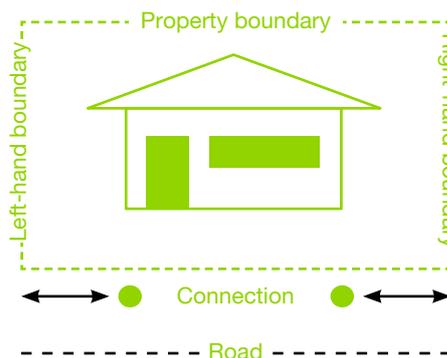
If you need more space, submit a separate plan with this application showing your preferred location for the sewer connection and its distance from boundary.

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).