



CONNECTION TO COUNCIL SERVICES

PLEASE MAKE SURE ALL INFORMATION REQUESTED ON
PAGE 2 & 3 IS INCLUDED WITHIN YOUR APPLICATION



APPLICANT

Name of Property Owner:

Contact Person / All trustee names:



APPLICANT DETAILS // For invoicing

Phone Numbers: Day

Mobile:

Email Address:

Postal Address:

Post code:



CORRESPONDENCE DETAILS // If different than above applicant details – E.g. consultant, agent or architect

Name & Company:

Phone Numbers: Day

Mobile:

Email Address:



Our preferred methods of corresponding with you are by **email** and **phone**.
The **decision** will be sent to the Correspondence Details via **email**.



DETAILS OF SITE // Location of site to be serviced

Address / Location to which this application relates:

Legal Description: *Can be found on the Computer Freehold Register or Rates Notice – e.g Lot x DPxxx (or valuation number)*

Valuation Number:

Resource Consent #:

Building Consent #:

Licence to Occupy Y / N:



NATURE OF CONNECTION TO SERVICE REQUIRED - PLAN MUST BE INCLUDED SHOWING CONNECTION POINT

	New	Replacement	Temporary Connection	Diameter of Main	Diameter of Connection requested	
Water Supply						refer A & B
Stormwater						refer A & D
Sewer						refer A & C
Vehicle Crossing						refer A & E

Further Information to assist processing:



INITIAL FEE INFORMATION

The initial fee payable with this application is \$359.00 for the first connection to council services and \$150 for each additional connection.

E.g application for vehicle crossing and sewer connections is \$359 + \$150 = \$509 total.

- The initial fee is treated as an application deposit on the application. It is a minimum initial charge, and any further costs incurred will be invoiced monthly.
- There will also be charges for a site inspection to confirm that the works undertaken are compliant. However if a return inspection is required as a result of non-complying initial inspection this also chargeable.



PAYMENT // The initial fee must be paid

I confirm payment by:

☐

Bank transfer to account **02 0948 0002000 00** reference **CCS# and Street Address**
(If paying from overseas swiftcode – BKNZNZ22)

☐

Invoice for initial fee requested and payment to follow

Reference Used:

Fee Required:

Fees as per Resource Consent & Engineering Fees & Other Charges

Date of Payment:



STANDARD CONDITIONS FOR ALL APPLICATIONS

- No work shall proceed until the applicant is in receipt of approved application.
- The work shall be carried out by a Contractor approved by the Queenstown Lakes District Council
- The cost of restoration of services or property damaged during the course of the work shall be the responsibility of the applicant.
- The applicant shall be responsible for contacting the appropriate Utility Operator and arranging for the location of any underground services in the proposed work area.
- The applicant shall arrange to reinstate all Council Road and Footpath services, where applicable, to the Council's satisfaction at the applicants own cost and shall advise the Council in writing of the date this restoration work is complete.
- Materials, equipment and method of construction shall be to Council's standards applicable at the time of application.
- The applicant shall be solely responsible for the adequacy of all restoration works for a period of twelve months following their completion.
- As built plans are required at the time of inspection.**

B**WATER SUPPLY CONNECTION**

- An Acuflo® GM900 toby with AMB003 and AMB350 valve box combination and box or other prior approved toby valve and box shall be brought to ground level as close as practicable to the boundary. ☐
- An Elster PSM V100 or Sensus 620 water meter shall be installed on to the Acuflo manifold. Wanaka and Queenstown only - water meters shall be provided to Council's maintenance contractor Veolia. ☐
- If water supply is intended for irrigation or pool/spa water supply medium testable back flow plus water meter is required. ☐
- Minimum depth of service shall be 600mm at any point within the road corridor, unless approved special protection is provided. ☐
- The Council's water mains shall only be turned off by the Council's maintenance contractor and is subject to an additional charge (15 DAY MINIMUM NOTICE REQUIRED). It is an offence to introduce contaminants into Council's potable water system. ☐

C**PIPED SEWER CONNECTION**

- An approved cleaning eye / inspection point brought to ground level shall be provided on the property as close as practicable to the boundary. ☐
- The property owner is responsible for the cost of clearing all future blockages that may occur between the property boundary and the sewer main. ☐
- Minimum cover as per code of practice at any point within the road corridor unless approved special protection is provided. ☐
- It is the property owners' responsibility to ensure that only sewage enters the sewerage system. It is an offence to dispose of stormwater through a sewerage drain. ☐

D**STORMWATER CONNECTION**

- An approved inspection point shall be provided on the property as close as practicable to the boundary where:
 - Drains serve more than 2 residential dwelling units ☐
 - Drains serve commercial or industrial premises ☐
 - Drains receive yard or subsoil drainage ☐
- It is the property owners' responsibility to ensure that only stormwater enters the drainage system. It is an offence to dispose of sewage or sullage water through a stormwater drain. ☐
- Minimum cover as per code of practice at any point within the road corridor unless approved special protection is provided. ☐

E**VEHICLE CROSSING APPLICATION**

- A site plan is required to be submitted with the application showing:
 - Dimensions of crossing requested (including construction details) from edge of existing carriageway to the property boundary ☐
 - The design of any vehicle crossing shall be in accordance with the District Plan ☐
 - Location of crossing in relation to site boundaries, existing intersections, include any trees located in road reserve on plan ☐
 - Speed limit of roads ☐
 - Any structures required within road reserve including retaining walls ☐
 - Surfacing material proposed ☐

F**TEMPORARY CONNECTION**

- Location of water take and a screen shot of locality
- Volume for each fill
- Number of fills per day
- Max flow rate
- Medium Testable Backflow prevention plus water meter is required.
- Traffic Management Plan or justification of why it is not required

The applicant shall provide a site plan which shall clearly show the location and position of proposed connection(s) and depth required below ground level at the property boundary. Also state size of connection required.

Should approval be granted for the above, I agree to abide by the conditions of the approval listed on the reverse of this form. I also agree that no work shall proceed until I am in receipt of the approved application.

Development Contributions may be calculated as a result of this application for increased demand placed upon Council Infrastructure. These will be calculated and invoiced to the owner. Connection to any Council Service cannot be made until any Development Contribution has been paid.

Any new water, wastewater or stormwater connections may result in an increase in rates. For further information please contact rates@qldc.govt.nz

Be aware that this application may trigger the need for a Road Opening Notice. Any approval letter will advise you in this regard.

Please send your completed application to: engineeringapprovals@qldc.govt.nz

APPLICATION & DECLARATION

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

If lodging this application as **the Applicant**:

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.

OR: If lodging this application as **agent of the Applicant**:

I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant/ Agent whose details are in the invoicing section is aware of all of his/ her/its obligations arising under this application including, in particular but without limitation, his/her/ its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.

Signed (by or as authorised agent of the Applicant) **

Full name of person lodging this form

Firm/Company

Dated

***If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.*

FOR OFFICE USE ONLY - QLDC to complete

Fees Payable: Initial Connection: **\$359.00**

@ **\$150**

Additional Connections: _____

Sighted: _____

Total Deposit: \$ _____

Comments if new connection: _____

Receipt No: _____

Application Approved: _____

Application Approved by: _____

Date: _____

Date: _____

Signed on behalf Queenstown Lakes District Council

PRIVACY INFORMATION

The information you have provided on this form is required so that your application can be processed. The information and application documents will be stored on a public register and may be made available to the public on request or on the Council's websites.

