

This is a guide to assist Customers who are wishing to install New Service Connections

1. What is a Service Connection?

Service connections are connections to the Hastings District Council (HDC) wastewater (sewer) network, potable drinking water network or the storm water network (either a direct connection to the pipe network or outlet to kerb).

Only Council approved contractors may make physical connections to the Council drinking water network.

2. Application process

- Property owner, drainlayer or contractor submits application and location plan(s). (This can also be done when applying for resource consent or building consent.) (see section 3 for contractor options)
- Application is assessed by Council Engineer and approved.
- Council issues quote to applicant.
- On acceptance of quote by applicant, Council issues tax invoice.
- On receipt of invoice payment work orders issued and applicant given approval to proceed.

NOTE: Work cannot start until process is complete. All connections installed at the same time must be done by one contractor.

3. Contractor for Connections to your Property

When applying for connections the applicant can opt for:

- The Council to arrange connections using the Council's maintenance contractor.
- A pre-approved contractor (listed on this fact sheet) to install the connection.

a) Council Maintenance Contractor

Council administers the connections installation by:

- Providing network information and the application to maintenance contractor.
- Obtaining a quote for the connection for applicant.
- Issuing work orders to the maintenance contractor, once applicant accepts the quote and pays tax invoice.
- Ensuring work is completed to Council standards.
- Issuing a Certificate of Completion to applicant.
- Obtaining as-built information from maintenance contractor.

- Ensuring maintenance contractor two year warranty for work.

b) Other Pre-approved Contractor

Applicant is responsible for:

- Engaging a contractor and confirming which contractor on the application form. **Only approved contractors listed on this fact sheet can be used.** (Council is not liable for any contractor costs)
- Ensuring the contractor arranges road opening notice and permits.
- Supplying as-built information.
- Two year warranty of the connection.
- Paying their contractor upon the receiving the Certificate of Completion.

Council will:

- Give approval for the connection(s) and provide network information for use by the contractor.
- For waste water / sewer and storm water connections, issue an application processing fee tax invoice.
- For potable drinking water connections, provide a quote to the applicant for maintenance contractor 'standover' of the connection work and application processing fee.
- Issue tax invoice, when 'standover' quote is accepted.
- Issue work orders when invoices are paid.
- Inspect after the work is complete.
- Issue a Certificate of Completion to the applicant once as-built information is received.

Approved Service Contractors Contact Details

All listed Approved Service Contractors have the appropriate skills and qualifications to provide connections to Councils standards

Advanced Plumbing, Drainage & Gas		
Scott McAulay	scottm@advancedplumbing.co.nz	06 878 2359
Downer NZ Limited		
Peter Diehl	Peter.Diehl@downer.co.nz	0223926093
Drainways Contracting Ltd		
Mark Currie	mark@drainways.co.nz	021 220 1382
Fulton Hogan Ltd		
	HDC3Waters@fultonhogan.com	06 834 4995
HB Civil and Infrastructure		
	Admin@hbci.co.nz	0800 242 248
Higgins Contractors Ltd		
	contractors.hb@higgins.co.nz	06 835 7288
Santo Drainage and Contracting		
Terry Santo	santodrainage@xtra.co.nz	0274 934 860

4. Council Charges

a) Council maintenance contractor

Individual quote issued based on the application and location plan.

b) Other pre-approved contractor

	Processing of Initial Application	Inspection and Auditing	Total Fee Excluding GST.
Processing Application	\$31.19	\$124.75	\$155.94
Connection to Council Potable Drinking Water Network:			
20mm connection to live main by Maintenance Contractor for other approved Contractors			\$2,151.77

5. Additional information and conditions

- a) Development Contributions are payable for all new service connections installed and these charges are additional to the above charges and are invoiced separately.
- b) Before any connection to the separated sewer network will be made an approval by the Waste Water Manager to connect to the Trade Waste sewer must first be obtained and a copy of that approval must accompany the application for a new connection.
- c) When requesting connections linking new subdivision or non-standard domestic connection to the existing water reticulation, Council will obtain a quotation from its Service Maintenance Contractor. Approval to proceed with the connection will only be authorised upon confirmation of all testing, as-built requirements and receipt of payment.
- d) It may not be possible to achieve the required depth of the new service connection, at the property boundary, due to the presence of other existing underground services within the same location.

6. Any further questions?

If you have any questions please contact Hastings District Council Ph: 06 871 5000

7. Ways to submit application

Email: AMBS@hdc.govt.nz

In person to Council Reception: Civic Administration Building, 207 Lyndon Road East, Hastings

Application for New Service Connections

Ensure your application includes all the information asked for. **Missing information will result in delays** in the processing or possible refusal of your application.

You can normally expect to be notified on the cost of the connections within 10 working days of receipt of a fully completed application.

If you have any questions about this form, or the application process, please contact the Hastings District Council on 06 871 5000

1. Full Names and Address of Applicant(s) **

Full name of applicant:	
Address:	
Phone:	Email:
** Where the Applicant is not the owner of the Property described in section 3 below, the Applicant shall provide written evidence of authorisation to act on the owner's behalf.	
Use these details for invoice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no supply details to be used	
Name:	
Address:	
Phone:	Email:

2. Contact person for the connections / applicant's agent

Name:	
Company name:	
Address:	
Phone:	Email:

3. Location of Work to be undertaken

Property Address:		
Legal Description of Property:		
Name of Owner:	Lot:	DP:
Property ID Number:	Consent Number: RMA:	ABA:

Note: both the legal description and property number can be found on the rates demand for the property.

4. Conditions and Limitations

- a) Unless stated otherwise, all services constructed in the road reserve become the property of the Hastings District Council.
- b) No works will be undertaken until payment in full for the new connection has been received by the Hastings District Council.
- c) Council reserves the right to amend this application in consultation with the applicant.
- d) Fees and Charges are subject to change.
- e) If no As-built information of the new services is received from the applicant then Council will arrange for As-built plans of the new services to be prepared and pass on the cost of doing so to the applicant.

5. Location Plan of Proposed Connection

Attach plan(s) showing required location for new connection(s) at the property boundary.
Application will not be processed without this.

6. Services being applied for

	Connection size	Number of connections	Minimum required depth at property boundary
Potable Drinking Water			
Standard / domestic	20mm Ø		
Non-standard / trade	larger than 20mm Ø includes backflow preventer and meter		
Waste Water / Sewer			
Standard / domestic	100mm Ø		
Non-standard / trade / pressure			
Storm Water			
Kerb & channel			
Mains connection			

7. Proposed Contractor

	Contractor name	Tick to confirm
Council Services Maintenance Contractor	FULTON HOGAN	<input type="checkbox"/>
Pre-approved Contractor		<input type="checkbox"/>

8. Signature and Date

I have read and understood the Conditions and Limitations of this application:

Signature (Applicant)	Full Name of Signatory	Date
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Submit this application and plans to Council email AMBS@hdc.govt.nz

9. Council Application Approval

Signature (Council Officer)	Name of Signatory	Date
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