

Fact Sheet: New Service Connections

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

What is a Service Connection?

Service connections are connections to the Council's wastewater (sewer) network, the water network or the stormwater network (either a direct connection to the pipe network or outlet to kerb).

Only Council's Services Maintenance contractors may make physical connections to the water network.

How to Arrange Connections to your Property

The property owner, drainlayer or contractor makes an application to the Hastings District Council on the Council's application form together with an application fee for a service connection. This can also be done when applying for resource consent or building consent.

When applying for connections the applicant can either arrange for one of the pre-approved service contractors (list attached) to install the connection or

Have the Council arrange for the connections to be installed using the Council's Underground Services Maintenance Contractor.

(a) Applicant Arrange Pre Approved Contractor

The council gives approval for the connection and provides network information for use by the contractor.

The Council provides a quotation to the applicant for direct connection to the water network. The applicant engages an approved services contractor and notifies the Council.

The approved service contractor arranges road opening notice and permits.

After the work is completed the Council inspects and issues a Certificate of Completion to the applicant

A copy of the certificate will only be issued following receipt of As-built information.

Upon the Applicant receiving the Certificate of Completion the applicant pays the contractor (Council is not liable for any of the contractor's costs).

Approved Service Contractors Contact Details

Advanced Plumbing and Drainage 021 685 284
Matt Nelson matt@advancedplumbing.co.nz

Drainways Contracting Ltd 021 220 1382
Mark Currie mark@drainways.co.nz

Fulton Hogan Ltd 06 835 6639 or 027 437 8714
john.birkett@fultonhogan.com

Higgins Contractors Ltd 027 801 9629
Peter Aitken peter.aitken@higgins.co.nz

Santo Drainage and Contracting 0274 934 860
Terry Santo santodrainage@xtra.co.nz

(b) Council Arranges for Services Maintenance Contractor

The Council gives approval for a connection and provides network information for the services maintenance contractor.

The Council obtains a quotation for the connection and advises the applicant.

Upon acceptance of quotation and payment from the applicant the Council engages the services maintenance contractor.

Council ensures work is completed to Council standards.

Certificate of Completion is issued to Applicant following installation of connections.

Engaging a Pre-approved Contractor

- It is the property owner's responsibility to engage an Approved Services Contractor to do the work.
- The Council has a list of these contractors – only Approved Service Contractors can be engaged.
- The property owner chooses the contractor they wish to engage.
- Work cannot begin until there is approval from the Council and the Council has been notified who the Approved Service contractor is.
- All services being installed at the same time are to be done by the one Contractor.
- All listed Approved Service Contractors have the appropriate skills and qualifications to provide connections to Councils standards

Payment of Application Fees to Council

Application fees are paid with the submission of the connections application.

On approval of the application the applicant will be invoiced for:

(a) If using approved contractor

the cost of the physical connection to water network by Council's service maintenance contractor or

(b) If Council is arranging for Service Connection

the total cost of connections to the various networks by Council's services maintenance contractor

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

Any further questions?

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

Please Note:

- 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, HDC 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.

Application for New Service Connections

Notes to applicant completing this form:

Please ensure your application includes all the information asked for. Not including all the required 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:

Home Street Address:

Suburb and City:

Home phone: Mobile Phone:

Email: Fax number:

** Where the Applicant is not the owner of the Property described in section 2 below, the Applicant shall provide written evidence of authorisation to act on the owner's behalf.

2. Location of Work to be undertaken

House No:

Street/Road:

Town:

Legal Description of Property:

Name of Owner: Lot: DP:

Property Number:

Consent Number: RMA:

or.ABA:

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

3. Conditions and Limitations

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

4. Location Plan of Proposed Connection

5. Services being applied for

	Connection Size	Number
i) Water Domestic	20mm Ø (includes manifold toby with double check valve)
	Non Standard (larger than 20mm domestic connection including back flow prevention / water meter)
ii) Sewer Domestic
iii) Non Standard (Pressure)
iv) Stormwater

6. Proposed Installation Method

- i) by pre approved Contractor
Contractor
- ii) by Council’s Underground Services Maintenance Contractor

7. Application Fee (applies only if using pre-approved contractor see item 6 i) above)

\$155.94 including gst (processing)

Connection to HDC water network

Total including gst paid

Receipt Number:

Date:

8. Signature and Date

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

.....
Signature (Applicant) Full Name of Signatory Date

9. Approval

Application Approved:
Officer Date