

WATER SUPPLY SERVICE APPLICATION



Please deliver this completed application form and application fee to Upper Hutt City Council, 838-842 Fergusson Drive, Upper Hutt, or post the form to Private Bag 907, Upper Hutt 5140 or email to askus@uhcc.govt.nz and contact us for payment information. Please refer to the fee schedule at www.upperhutt.govt.nz/Council/Fees-and-charges/Water-supply

The Water Supply Service Application Fee is **non-refundable** and is per Connection/Disconnection to the main. Please note - submitting a water supply service application does not mean the application is approved.

Does this water supply service application relate to a resource or building consent?

Yes ☐ No ☐ Building Consent No: Resource Consent No:

An application for water supply service is separate to Resource Consent and Building Consent matters. An approved Resource Consent or Building Consent does not guarantee approval of for water supply service.

SITE, OWNER and APPLICANT DETAILS

Site street address			
Legal description	Lot & DP No:	Suburb	
OWNER's Name			
OWNER's Postal Address			
OWNER's Contact Phone		Email	
APPLICANT'S Name (if not owner)			
APPLICANT'S Postal Address			
APPLICANT'S Contact Phone		Email	

WATER SUPPLY SERVICE DEVELOPMENT DETAILS

Description of connection/alteration requirements (including connection size)

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You must also attach a detailed site plan minimum A4 size, showing existing water services and proposed works

FEE CALCULATOR (please see note 13 below)

			No of items		Fee
Application fee	\$103.00	x	1	=	103.00
Connection to the main without shut off	\$149.35	x		=	
Connection to the main with shut off	\$652.51	x		=	
Change of shut off details (Invoiced separately if required)	\$126.69	x		=	
Temporary connection to industrial and commercial properties	\$652.51	x		=	
	\$907.43*	x		=	
Disconnection from the main	\$652.51	x		=	
Water meter installation (for supervision/inspection)	\$58.71	x		=	
*Refundable on disconnection of new temporary work site supply				Total fee	

PRIVACY STATEMENT

Council may hold, use, and disclose personal information you have provided to communicate with you for Council purposes and to enable it to maintain its records and carry out its statutory functions. You have the right under the Privacy Act 2020 to access, and have corrected, information held by Council by contacting the Upper Hutt City Council, Email: askus@uhcc.govt.nz, Postal address: Private Bag 907, Upper Hutt 5140.

SIGNATURE

Signed by or on behalf of the owner:

Printed Name:

Date:

NOTES

1. View online existing Water and Drainage networks data-wellingtonwater.opendata.arcgis.com/
2. A non-refundable payment of the application fee is required before the application can be processed.
3. A separate fee is required for every new connection to the main and for each connection alteration, relocation and disconnection. An application is also required where a change in use is proposed on the property.
4. For disconnections and demolitions, buildings are not to be removed/demolished until services have been disconnected. Water services are to be disconnected at the main.
5. If the property is to be subdivided (at the time of application or in the future) each separate title is required to have its own separate water supply connection at the street boundary (i.e. no water connections are to cross internal property boundaries). It may be prudent to allow for future subdivision at the time of construction of a second or subsequent dwelling on the property (i.e. lay pipe for future water supply connections) as existing paving/landscaping will not be an acceptable reason for exemption from the separate connection requirement.
6. For subdivision and cross leased property, the applicant must ensure all water services are located (and relayed or adjusted if necessary) to be located entirely within the proposed new lot boundaries. The applicant's surveyor shall certify in writing that such adjustments have been made or that no adjustments are necessary.
7. Rainwater tanks and auxiliary water supplies must not be connected to the public water supply system.
8. Council does not provide water meters for tenancies. The customer can install private check meters within the property, which will need to be monitored and managed by the customer. Council takes no responsibility for private check meters and bills the customer based on Council's meter at the point of supply.
9. The public supply must be protected from backflow. No person shall return, or allow to be returned, any water drawn from the supply, back into the water supply.
10. Applications are evaluated for approval by the Land Development Team at Wellington Water on behalf of Upper Hutt City Council. If the applicant wishes to discuss particular aspects of an application, enquires can be made to Wellington Water, Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt; by telephone to 04 912 4400 or by email to land.development@wellingtonwater.co.nz
11. Approved applications are valid for a period of six months from the date of approval. If works are not completed within this period, the approval will lapse, and a new application and fee will be required.
12. Only approved contractors can put new connections in place. See Wellington Water's list of approved contractors at: wellingtonwater.co.nz/contractors/overview/approved-water-supply-connection-contractors/
13. **The applicant is responsible for securing and paying an [approved contractor](#) for the installation works.**
14. The selected contractor must provide Wellington Water with documentation on the Work Programme, Health and Safety, and any required Shutdown, Traffic Management Plan and Road Opening Notices.
15. As-builts, meter readings, test certifications, etc. may be submitted to Wellington Water within one month of completed works.
16. Refer also to the Upper Hutt City Council Water Supply Bylaw, which is online at: upperhutt.govt.nz/files/assets/public/v/2/consultations/water-supply-bylaw-2008-2020-12.pdf

Checklist

Written description of development details	
Attached scheme plan	
Application fee	
Signature and Printed Name	
Flow and pressure tests with calculations for all fire and sprinkler connection applications	
Certification from Fire Engineer based on calculations above	
Design calculations for other supply situations where required by Wellington Water	

Office use only - Payment

Amount received	\$
Date received	
Name of Council employee	
Receipt Number	