



APPLICATION FOR SERVICES
 Water, Sewer, Stormwater, Channel Crossing, Vehicle Access,
 Rural Mailbox Installation, Installation of Private Underground Services,
 Occupation of Road Reserve, Planting on Road Reserve

This Application does not constitute approval for services

Normally applications will take up to 20 working days to process. Applications that require calculation of contributions may take longer. A reply letter will be sent to your mailing address with approval and associated conditions.

Please ensure your application is complete including payment of fees as we may find it necessary to return incomplete applications

SECTION 1 – CONTACT DETAILS

Applicant Details	Owner Details <i>(if different from Applicant)</i>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Work: _____	Work: _____
Private: _____	Private: _____
Mobile: _____	Mobile: _____
Fax: _____	Fax: _____

(In most cases the property owner will also be supplied a copy of the approval.)

SECTION 2 – DETAILS OF PROPERTY REQUIRING SERVICES

Street Address: _____
 Town: _____
 Valuation No.: _____
 Legal Description: _____
 Land Area: _____

Does this application occur because of a subdivision to the above property? Yes/No
 If yes, what is the Subdivision Consent No. _____

If subdivision is intended, within next 2-3 years, but not yet lodged, please state Subdivision No. as "Pending" and include plan of intended property boundaries.

**PLEASE INCLUDE
COPY OF
SUBDIVISION
CONSENT PLAN**

Property Type:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Front Section | <input type="checkbox"/> House |
| <input type="checkbox"/> Existing Building | <input type="checkbox"/> Back Section | <input type="checkbox"/> Flats |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Corner Section | <input type="checkbox"/> No. of Units |

Activity on site:

- | | |
|--|---------------------|
| <input type="checkbox"/> Industrial | Specify Use: _____ |
| <input type="checkbox"/> Commercial | Specify Use: _____ |
| <input type="checkbox"/> Residential (Domestic Use only) | |
| <input type="checkbox"/> Residential (Home Business) | Specify Type: _____ |
| <input type="checkbox"/> Farming Activities | Specify Type: _____ |

Details of Proposal: _____

Will any of the proposed work be undertaken in the road corridor? **Yes / No**

(i.e. is there any work to be undertaken in the carriageway, berm or footpath)

PO Box 522
 Timaru 7940
 Phone (03) 687 7200
 Fax (03) 687 7206

SECTION 3 – SKETCH PLAN (Applications WILL NOT be accepted without Plans)

Please supply a sketch plan of the property showing boundaries, roads, buildings, etc.
Mark preferred location of water, sewer and stormwater connections to Council mains and position of the pipeline and channel crossing/vehicle access. **Include distances & dimensions to boundaries.**
In rural areas, please give approximate distance to nearest intersection.

SECTION 4 – SERVICES REQUIRED TO UTILITY INFRASTRUCTURE

- APPROVAL TO CONNECT AND/OR DRAW WATER FROM PUBLIC WATER SUPPLY**
 - Connection Mains to Mains Connection
(Either new main to be vested to Council or private pipeline serving two or more properties)
 - Is this a dedicated Fire Sprinkler Connection Yes / No
(If yes, please provide details of current connection. Does it incorporate it's own testable Backflow Prevention? If so, provide details with application)
 - Disconnection Temporary / Permanent Effective from _____
 - URBAN:** Pipe Size Required _____ *(NOTE: 20mm(ID) is normal for a single dwelling)*
 - Dispensation from Storage *(Pleasant Point Water Supply only)* _____
 - RURAL:** Water Supply Scheme: _____
 - Temporary Increase: Starting: ____/____/____ Finishing ____/____/____
 - New Connection: Existing No. of Units: _____
 - Redistribution of current units: Additional Units required: _____
 - Additional Allocation of units: Total No. of Units: _____
 - Relocation of Tank Domestic Allocation: _____
 - Relocation of Water Race (Specify) _____

- APPROVAL TO CONNECT AND/OR DISCHARGE SEWAGE TO PUBLIC SEWER SYSTEM**
 - Connection Mains to Mains Connection
(Either new main to be vested to Council or private pipeline serving two or more properties)
 - Disconnection Temporary / Permanent Effective from _____
 - No. of Pans No. of Urinals

APPROVAL TO CONNECT AND/OR DISCHARGE STORMWATER TO PUBLIC STORMWATER SYSTEM

- Connection Mains to Mains Connection
 Relocation of existing connection (Either new main to be vested to Council
 No. of Connections required from house/garage/etc or private pipeline serving two or more properties)

Is this discharge for an Activity beyond a household unit? Yes / No
(Refer to attached Information Sheet for further information)

If yes, please provide either:

- a) A declaration of compliance with the TRP and NRRP, including Schedule WQL3.
b) A Resource Consent from Environment Canterbury relating to stormwater discharges.

This information is required to be supplied before any work may proceed.

SECTION 5 – SERVICES REQUIRED WITHIN ROAD CORRIDOR

CHANNEL CROSSING (Kerb & Channel)

(NOTE: The minimum width of a channel crossing is 3.0m at the base of the crossing. Properties with one or more crossings totalling more than 6.0m will require Resource Consent.)

- New Extension Replace Length _____ metres
 There is no existing channel crossing to the property; or
 I intend to keep / remove the existing _____ m channel crossing on the _____ street frontage.

Note: All stormwater pipes / sumps must be located a minimum of 1.0m from the top of the wingwalls of the crossing. Any existing pipes/sumps within a metre of the wingwalls will require to be relocated at the applicant's cost. **If the application requires relocation of a stormwater pipe/sump, please ensure the above "Stormwater" section is also completed and the appropriate application fee paid.**

VEHICLE ACCESS (Non Kerb & Channel)

Proposed culvert details: Length _____ metres Pipe Diameter _____ mm
Pipe Manufacturer: _____ Pipe Type _____
(uPVC, mPVC, Steel, concrete, etc)

RURAL MAILBOXES

- Install Mailbox Relocate Mailbox
(Please detail direction of travel of Rural Delivery Service.)

INSTALLATION OF PRIVATE UNDERGROUND SERVICES WITHIN ROAD RESERVE

(i.e. Private Pipelines – irrigation, etc - to be laid at a minimum depth of 900mm)

Road _____ To carry _____ (irrigation, power, etc)
Pipe Manufacturer: _____ Pipe Type _____
(uPVC, mPVC Steel, concrete, etc)
Pipe Wall thickness: _____ mm Construction Method _____
(trenching, mole plough, drilling, thrust boring, etc)

Note: Any excavation of the footpath or road pavement must have prior approval from Council's Land Transport Unit. **Generally all road crossings shall be trenchless installation.**

OCCUPATION OF ROAD RESERVE (i.e. fences, access structures / culverts higher than 1.0m, entranceway structures, private signage, seating, etc) - Refer to attached Information Sheet for further information

Road _____ Building Consent No. _____
Type of Fence / Structure _____ (Post and wire, netting, etc)
Period to remain on road reserve _____
Indemnification will be by _____ (Insurance Company)

I do / do not intend to cultivate the land enclosed by the fence.

Please provide letters of approval from the following organisations regarding this proposal:

- Alpine Energy Limited
 Telecom
 Environment Canterbury (Required when proposal involves a natural waterway)
 Levels Plain Irrigation Co Ltd (Required when proposal involves crossing a Levels Plain Irrigation Channel)
 Producer Statement (Required when proposal involves installation of Culvert/Structure greater than 1.0m in height)



Information to help with your Service Application

What is a Service Application?

A Service Application is required for **all works carried out associated with Council owned asset systems** including:

- Public Water Supplies
- Public Sewer Systems
- Public Stormwater Systems
- Kerb and Channel Crossings
- Rural Letterbox Installations
- Rural Accessways

A Service Application is a separate issue from Resource Consent or Building Consent matters. **Approval of a Resource Consent or Building Consent does not imply automatic approval of a Service Application.**

General

Normally applications will take up to 20 working days to process. Applications that require calculation of contributions may take longer. **Submitting an application to Council does not constitute approval.** A reply letter will be sent to your mailing address with approval and associated conditions.

All costs of new services (including disconnections if applicable) are the responsibility of the landowner or his agent.

Council does not carry out any physical works or arrange contractors to carry out work except for Rural Water Connections or works carried out in conjunction with Council Contract Works. Once the approval is granted the applicant is required to arrange their own contractor **from the list of approved contractors** for that work type.

Approvals are generally valid for a period of 12 months. The approval will specify exact requirements.

Current versions of the Service Application Form and this Information Sheet are available on the Council's website www.timaru.govt.nz.

Application Fees

An application fee of **\$310.00** (including GST) is payable with **each** application.

An application may request more than one service for a property (i.e. water and sewer). **Applications involving subdivisions however must have a separate application for each proposed lot (i.e. separate applications for proposed Lot 1, Lot 2, etc).**

Application Fees for Channel Crossings only or Vehicle Access only applications are **not payable unless a stormwater outlet or sump has to be relocated.** Please refer to Channel Crossing Section for further information.

Rural Mailbox installation / relocation applications and Planting of Trees and Shrubs on Road reserves are also exempt from Application Fees.

Applications to replace a Rural Water Supply Storage Tank in the same location do not incur an application fee, however all works must comply with any Building Code and Council requirements. **Relocation of a Rural Water Supply Storage Tank to a different position will require the application fee to be paid.**

Retrospective Approval Fees

If work is undertaken on Council services without approval, **retrospective approvals are likely to incur an additional administration fee of \$310.00 (including GST)** in addition to normal application fees. Any such additional fee is to recognise the extra time involved in processing retrospective applications.

Extension Fees

Applications that have lapsed and require extension (other than minor changes) will attract an Extension Fee of \$75.00 (including GST).

Inspection Fees

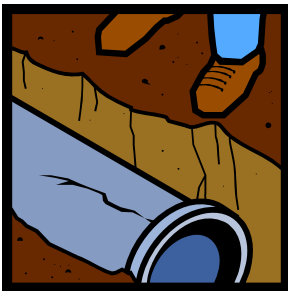
Applications that require re-inspection because the standard of work does not meet Council Specifications will attract an Inspection Fee of \$150.00 for each re-inspection until the work is compliant with Council Specifications.

Urban Water Connections

Council has a policy of only one water connection per Certificate of Title. More than one dwelling can be fed from the same water connection. If in the future the property is subdivided, each separate title of land is required to have its own separate water supply connection at the street boundary (i.e. no water laterals 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 (i.e. lay pipe for future water supply laterals) as existing paving / landscaping will not be an acceptable reason for exemption from separate connections upon subdivision.

All new connections or changes in land use from “domestic” to “commercial” or “industrial” use will require Backflow Prevention and Water Meters to be installed as standard conditions of supply.

Mains to Mains Connections (Water, Sewer, Stormwater Pipelines)



Mains to Mains connections are required when:

- *New pipelines are being installed by a developer that will eventually be vested to Council.*
- *Private Pipelines (serving 2 or more properties) are being connected to Council's infrastructure.*

Additional requirements are required when a mains to mains connection is taking place to ensure the existing Council Infrastructure is not compromised or affected unduly.

Tradewaste

A separate application is required.

Stormwater Connections from Activities other than a Household Unit.

A Household Unit is as defined in Part D7 of the Timaru District Plan.

Where a property is to be used for an activity beyond a household unit, the applicant must determine whether the activity is compliant or not with Environment Canterbury's Transitional Regional Plan (TRP) and Natural Resources Regional Plan (NRRP), including Schedule WQL3. Advice on whether a Resource Consent is required may be obtained from Environment Canterbury.

If the activity on the site does not require a Resource Consent for the stormwater discharge, a written declaration to Council of this is required before any work may proceed. If a Resource Consent is required, it must be obtained and provided to Council before any work may proceed.

It is the applicant's responsibility to ascertain whether the nature of the activity is compliant before they sign the declaration.

Example of declaration:

I declare that the proposed activity is compliant with all rules of Environment Canterbury's TRP and NRRP governing the discharge of stormwater, and does not require a Resource Consent.

Signed: _____ Date: _____
(Landowner or their agent)

Work undertaken within Natural Waterways

When work requires disturbance of a natural waterway or creek bed, it should be noted that this work will require resource consent from the Regional Council (Ecan) and may require resource consent from the Timaru District Council in addition to Council approval. It is the landowner's responsibility to obtain this consent.

Work Undertaken within a State Highway

When connections to Council Infrastructure are also on a State Highway, additional approval to undertake the work must be obtained from New Zealand Transport Agency. New Zealand Transport Agency's local representative is Opus International Consultants Ltd, King George Place, Timaru (Phone: (03) 684 8539). It is the landowner's responsibility to obtain this approval.

Road Opening Notice (RON)

A Road Opening Notice is required for all work undertaken within the road corridor. When a service application is made for connection to Council infrastructure (i.e. water, sewer, stormwater) a Road Opening Notice Approval will be generated as part of the approval process for the Service Application.

Channel Crossings (Kerb & Channel)

The minimum width of a channel crossing is 3.0m at the base of the crossing. A property may have one or more channel crossing(s) totalling up to 6.0m in length. If the crossing(s) total more than 6.0m in length, have less than 7.0m between the two crossings, or are less than 10.0m from an intersection, **a Land Use Resource Consent will also be required.** Contact the Duty Planner from the Planning Unit if more information is required about Resource Consents.

Channel Crossings are required to be a minimum of 1.0m clear of stormwater outlets and sumps from the top of the wingwalls. If the proposed alignment is closer than 1.0m, conditions of approval will require relocation of the stormwater outlet or sump.

It should be noted that redundant vehicle crossings are required to be reinstated back to Kerb and Channel and match existing footpath/berm at time of redevelopment of a property.

Vehicle Access (Non Kerb & Channel)

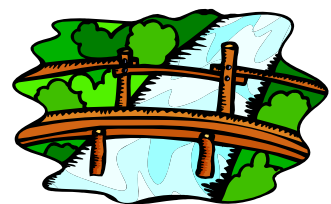
All vehicle accesses connecting properties to all roads require a service application.

Vehicle accesses that are off a sealed road are required to be sealed to the boundary of the property.

Some vehicle accesses will require installation of a culvert/bridge. All work is to comply with the building code. **It should also be noted that under the Building Act, any culvert/bridge with fall greater than 1.0m from the top of the structure to the ground level (ie the base of the drain / stream bed) may require Building Consent.** Please contact Council's Building Advisory Services Unit for further information. It is the landowner's responsibility to obtain this consent.

If a building consent is required and the public will use or pass over the structure, a "Producer Statement – PS4 – Construction Review" is required to be obtained to allow public use or access before the Code of Compliance Certificate is issued.

If the access crosses the Levels Plain Irrigation Scheme, proof of approval to perform works on the Levels Plain Irrigation Scheme will need to be obtained. Levels Plain Irrigation Co Ltd's local representative is Mr Gardner (Phone: 615 8025). If the irrigation race is within the road reserve, this approval will need to be attached to the application.



Installation of Private Underground Services

Private Underground Services are services that are wholly owned and maintained by the applicant. They include items like Stock Underpasses, irrigation pipelines and power supplies, etc. Normal connections to Council infrastructure or connections to the Electricity and Telephone networks are **not** private underground services. Utility companies undertake a separate Road Opening Notice when installing new electricity and telephone cabling.

Occupation of Road Reserve

In some circumstances some installation of private underground services may require the execution of a "Licence of Agreement" to Occupy the Road Reserve. This is generally required when the service is larger than 300mm in diameter; occupies more than 50m of the road reserve; is of strategic importance to the applicant; or is to be installed along property frontage/s that are not owned by the applicant/client. A "Licence of Agreement" to Occupy the Road Reserve legally protects the interests of both the applicant and Council and may have implications for future owners of the property owner.

Stock Underpasses

Separate application form is required and requires the applicant to obtain a "Licence of Agreement" to Occupy the Road Reserve.

Insurance Indemnification

When an application involves a private service/structure (i.e. stock underpass, irrigation pipelines and power supplies, etc) on the road reserve, the applicant shall indemnify the Council against any claims or damage that might arise from the installation of this service from any cause whatsoever. The proposed installation/structure shall not begin until satisfactory proof of the indemnity existence has been sighted by the District Council. The amount of indemnification varies but shall be no less than \$1,000,000. The approval will specify exact requirements.

Work Undertaken within Road Reserves (Temporary Traffic Management)

All Contractors working on road and footpaths are to have a Traffic Management Plan (TMP) in place prepared by a qualified Site Traffic Management Supervisor (SMTS) **prior to commencing work within the road reserve**. Any questions regarding Traffic Management requirements should be directed to:

Local Roads

Mr Mark Crowe

(03) 687 7455

or 027 246 2780

Mr Philip Moran

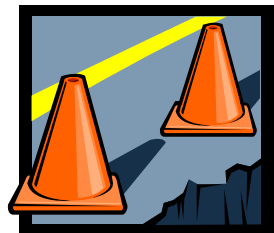
(03) 687 7459

or 027 478 6997

State Highways

Mr Grant Patterson at Opus International Consultants

(03) 684 8539



When connections to Council infrastructure are within a Council road, approval must be obtained prior to works being undertaken. Any road crossing by a pipeline or similar shall generally be done by trenchless construction techniques. Trenching in the road carriageway is only permitted in special circumstances.

All work carried out within the road/footpath is to be carried out in accordance with *SNZ HB 2002:2003 – Code of Practice for Working in the Road*. Please note this includes a 24 month maintenance and warranty period that is the responsibility of the landowner or their agent. This includes reinstatement of sealed surfaces.

Other Organisations' Contact Details

At times written approval to install services in the road is also required from other organisations before approval can be granted from Council. Contact details of the various authorities are as follows:

- Alpine Energy Limited P O Box 530, Timaru Phone 687 4300 Fax 684 8261
- Telecom P O Box 1473, Christchurch Phone 03 353 3241 Fax 03 365 0934
- Environment Canterbury P O Box 550, Timaru Phone 688 9069 Fax 688 9067
(Required when proposal involves a natural waterway)
- NZ Transport Agency C/- Opus International Consultants
P O Box 596, Timaru Phone 684 8539 Fax 684 8537
(Required when proposal is situated on a State Highway)
- Levels Plain Irrigation Co Ltd P O Box 457, Timaru Phone 615 8025 Fax 615 8425
(Required when proposal involves crossing a Levels Plain Irrigation Channel)
- Producer Statement
(Required when proposal involves installation of Culvert/Structure greater than 1.0m in height)

Approved Contractors

All work on Council assets must be carried out by an approved contractor.

The list of approved contractors is periodically updated and the current list is available on the Council's website www.timaru.govt.nz.

All Work on the respective Council Assets below must be carried out by an Approved Contractor

The list of approved contractors is periodically updated and the current list is available on Council's website www.timaru.govt.nz.

ASSET	WATER						DRAINAGE Sewer and Stormwater		LAND TRANSPORT			
	Urban Water Supply Connections	Fire / Sprinkler Connections	New Public Mains (to be vested in Council)	Mains to Mains Connection	Rural Water Supply Connections	Council Water Race Diversion / Alteration	Public Drains Connections (incl. Mains to Mains)	New Public Drains (to be Vested in Council)	Kerb & Channel Crossing	Rural Letterbox Installations	Rural Accessways	Stock Underpass (Subject to specific Approval)
BEEBY CONTRACTING LTD – 52 High Street, Timaru – P O Box 3018, Watlington, Timaru 7943 Phone: 684 6213 Fax: 684 6233 Email: beeby.ltd@xtra.co.nz							✓	✓	✓	✓	✓	
BREEN PLUMBING LTD – 37-39 Browne Street, Timaru – P O Box 3019, Watlington, Timaru 7943 Phone: 688 7363 Fax: 688 7342 Email: administration@sbpltd.co.nz							✓	✓				
CITY CARE LTD – 18 Sheffield Street, Timaru – P O Box 2167, Washdyke, Timaru 7941 Phone: 688 7363 Fax: 688 7342 Email: michael.horgan@citycare.co.nz	✓	✓	✓	✓	✓		✓	✓				
DOWNER NZ LTD – 86 Meadows Road, Washdyke – P O Box 2030, Washdyke, Timaru 7941 Phone: 687 2751 Fax: 684 0361 Email: ben.vanmeurs@downer.co.nz	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
EARTHWORKS AORAKI – 79 Brophy Road, R D 21 Geraldine 7991 Phone: 03 693 8022 Fax: 03 693 8028 Email: earthworksaoraki@xtra.co.nz						✓			✓	✓	✓	✓
FULTON HOGAN LTD (TIMARU) – 16 Meadows Road, Washdyke – P O Box 2003, Washdyke, Timaru 7941 Phone: 688 2421 Fax: 688 2425 Email: timaru.office@fultonhogan.com	✓		✓	✓		✓			✓	✓	✓	✓
HADLEE AND BRUNTON LTD – 7 Theodosia Street, Timaru – P O Box 770, Timaru 7940 Phone: 684 3817 Fax: 688 4252 Email: plumbers@hadleeandbrunton.co.nz	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
HARDIE BUILDING LTD – 171 Claremont Road, R D 4, Timaru 7974 Phone: 686 2484 Fax: 686 2485 Email: hbltd@xtra.co.nz									✓	✓	✓	
GRANT HOOD CONTRACTING LTD – 192 Racecourse Road, Ashburton 7700 Phone: 03 308 0287 Fax: 03 308 0286 Email: office@granthoodcontracting.co.nz						✓				✓	✓	✓
MENZIES GROUP LTD – 4-6 High Street, Timaru – P O Box 166, Timaru 7940 Phone: 684 8440 Fax: 688 0447 Email: menzies.group@xtra.co.nz	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
O'CONNELL CONSTRUCTION 2008 LTD – 17 Rose Street, Timaru – PO Box 2006, Washdyke, Timaru 7941 Phone: 688 8330 Fax: 688 8330 Email: oconnell2008@clear.net.nz									✓			
OLIVER BROTHERS – 1187 Earl Road, R D 21 Geraldine – P O Box 91, Winchester 7958 Phone: (03) 693 7457 Fax: (03) 693 7457 Email: oliverbros@farmside.co.nz						✓			✓	✓	✓	✓
PAUL SMITH EARTHMOVING 2002 LTD – 55 Sheffield Street, Washdyke – P O Box 2103, Washdyke, Timaru 7941 Phone: 688 2001 Fax: 688 2552 Email: admin@paulsmithearthmoving.co.nz	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ROONEY EARTHMOVING LTD – Hilton Highway, Washdyke – P O Box 2159, Washdyke, Timaru 7941 Phone: 689 6200 Fax: 689 6299 Email: mark.hayward@rooneygroup.co.nz						✓	✓	✓	✓	✓	✓	✓
SICON LTD – 24 Martin Street, Washdyke – PO Box 515, Timaru 7940 Phone: 684 9804 Fax: 688 7110 Email: daniel@sicon.co.nz									✓	✓	✓	✓
TONY BOYCE BUILDERS – 32 Washdyke Flat Road, Washdyke – P O Box 2089, Washdyke, Timaru 7941 Phone: 688 2181 Fax: 688 2181 Email: info@tonyboyce.co.nz									✓	✓	✓	
WJ & HC TURNBULL & CO – "Parinui", R D 21, Geraldine 7991 Phone: (03) 693 7985 Fax: (03) 693 7985 Email: turnbullearthmovers@farmside.co.nz									✓	✓	✓	
WHITESTONE LTD – Fairlie Depot – Allandale Road, Fairlie – P O Box 24, Fairlie 7949 Phone: 03 685 9023 Fax: 03 685 8506 Email: carey@whitestone.co.nz	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓