



# Information to help with your Services Consent Application

## What is a Services Consent?

A Services Consent is required for **all works carried out associated with Council owned infrastructure networks** including:

- Public Water Supplies
- Public Sewer Networks
- Public Stormwater Networks
- Urban Vehicle Crossings
- Rural Accessways
- Installation of privately owned underground or aboveground services within the road corridor

A Services Consent provides authorisations that are different to Resource Consent or Building Consent matters. **Approval of a Resource Consent or Building Consent does not imply automatic approval of a Services Consent and vice versa.**

## General

Our target is for applications to take less than 15 working days to process after acceptance for lodgment. Some more complex applications may take longer.

All costs of new services (including disconnections and/or relocations, if applicable) are the responsibility of the landowner or their agent.

Council does not carry out any physical works or arrange contractors to carry out work except works carried out in conjunction with Council Contract Works. Once the Services Consent is granted the applicant is required to arrange their own contractor **from the list of Infrastructure Approved Contractors** for that work type.

Services Consents are valid for a period of 24 months. Conditions of the Services Consent will specify requirements.

Current versions of the Application for Services Consent Form; this Information Sheet; and the current list of Council Infrastructure Approved Contractors are available on the Council's website:

[www.timaru.govt.nz/services-consents](http://www.timaru.govt.nz/services-consents)

## Application Fees

An application fee of \$350.00 (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.

Applications that are solely for the following items are **exempt** from application fees:

- Temporary or Permanent Disconnections of water, sewer or stormwater laterals
- Pleasant Point Water Storage Dispensation
- Replacement of a Rural Water Supply Storage Tank in the same location
- Relocation of an existing stormwater outlet or sump due to installation of a channel crossing
- Vehicle Crossings
- Planting of Trees and Shrubs on Road Reserve

## Other Fees

	<i>(including GST)</i>
Retrospective Fee <i>(additional fee when Services Consent applied for / issued after completion of the work)</i>	\$175.00
Amendment Fee <i>(when Services Consent requires a change of conditions)</i>	\$175.00
Extension Fee <i>(when Services Consent has lapsed and requires time extension)</i>	\$75.00
Reinspection Fee <i>(when completed works require remedial work and reinspection because the standard of work does not meet Council Specifications)</i>	\$175.00
Excavation in carriageway - additional fees may apply when Corridor Access Request (CAR) issued - up to \$900.00	
<i>Details of Fees and Charges for CAR's can be found on Council's website:</i>	
<a href="http://www.timaru.govt.nz/council/publications/fees-and-charges/land-transport">www.timaru.govt.nz/council/publications/fees-and-charges/land-transport</a>	

## Infrastructure Approved Contractors

**All** work on Council infrastructure (including excavation / reinstatement of the roading network) must be carried out by an Infrastructure Approved Contractor.

## Illegal Connections / Prosecution

Connections made to the Council water, sewer and stormwater networks (including indirect connections) without a Services Consent is a Bylaw Offence. Any connections made to Council infrastructure without a Services Consent will be assessed for enforcement action.

## Section 3 – Demolition Requiring either Temporary or Permanent Disconnections

A Services Consent is required under Council Bylaws for the disconnection of services regardless of whether the disconnection is temporary or permanent.

- A permanent disconnection is required when the connection becomes obsolete.
- A temporary disconnection is when it is proposed to reuse the service within a 24 month period. CCTV footage of sewer and stormwater laterals are required to be supplied with the application before any temporary disconnection will be approved

It is essential to ensure that service laterals are appropriately capped or removed to ensure the protection of the lateral and the infrastructure networks.

## Section 4 – Urban Water

- Council Standards require only one water connection per Certificate of Title. All Parcels that are held together by a Section 77 Certificate under the Building Act are classed as being one Certificate of Title, and therefore surplus connections are required to be disconnected at time of development.
- 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 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 activities from “domestic” to “commercial” or “industrial” are required to install Water Meters and Backflow Prevention at the point of supply as standard conditions of supply. These requirements are compulsory for Commercial and Industrial Zoned Land.

## Section 6 – Sewer

- Industrial wastewater discharge connections may require separate connections for domestic and industrial discharges.
- A separate Tradewaste Consent is required to be in place prior to discharge for Commercial and Industrial wastewater discharges. This includes wastewater from commercial and industrial premises that is of a domestic type.

A copy of the Trade Waste Application Form and Guide can be found on Council's website:

[www.timaru.govt.nz/trade-waste](http://www.timaru.govt.nz/trade-waste)

## Section 7 – Stormwater

- Where a stormwater main is available, connection to the kerb and channel is not permitted.
- Connection direct to sumps is not permitted.

The applicant must determine whether the activity on the property is listed in Schedule 3 – Hazardous Industries and Activities or if the site involves the use, storage or disposal of hazardous substances as defined in Part A of Schedule 4 – Hazardous Substances of the Canterbury Land and Water Regional Plan. Refer to Environment Canterbury website for further information: [www.ecan.govt.nz](http://www.ecan.govt.nz) Stormwater discharges from activities identified in Schedules 3 and 4 must be managed and treated prior to discharge to the public stormwater network.

All new stormwater connections that discharge stormwater to a Public Stormwater Network must not exceed flow rates of pre-development levels. Any excess stormwater must be attenuated. Treatment of stormwater from hardstand areas may also be required. For further information please discuss with the Drainage and Water Unit on (03) 687 7200.

Details of attenuation and treatment must be provided with the application. A stormwater device maintenance regime may be required, and if so, must be in place prior to discharge. Information detailing the maintenance regime is to be provided to Council by completing the Stormwater Device Information Form.

A copy of the Stormwater Device Information Form can be found on Council's website:

[www.timaru.govt.nz/services-consents](http://www.timaru.govt.nz/services-consents)

## Section 8 – Vehicle Access Crossing (Urban)

All vehicle accesses connecting properties to roads require a Services Consent. Details of construction standards can be found on Council's website: [www.timaru.govt.nz/standard-specifications](http://www.timaru.govt.nz/standard-specifications)

- The minimum width of a residential channel crossing is 3.0m at the property boundary.
- Right of Ways for 2 dwellings must be a minimum of 3.5m at the property boundary (in accordance with the District Plan).
- Right of Ways for 3 or more dwellings must be a minimum of 6.0m at the property boundary (in accordance with the District Plan).
- Stormwater outlets/sumps are required to be a minimum of 1.0m clear of any crossing formation (ie. from the top of the wingwalls). If the proposed alignment of the channel crossing is closer than 1.0m to an existing stormwater outlet/sump, conditions of the Services Consent will require relocation of the stormwater outlet/sump.
- Redundant vehicle crossings are required to be reinstated back to Kerb and Channel and to existing footpath/berm at time of redevelopment of a property
- All crossings shall be sealed with Asphaltic Concrete except Industrial (and some Commercial) crossings which shall be reinforced concrete.
- A Land Use Resource Consent will be required if the crossing(s):
  - ... total more than 6.0m in length,
  - ... have less than 7.0m separation,
  - ... or are less than 10.0m from an intersection,*(Contact Timaru District Council's Planning Unit's Duty Planner on (03) 687 7271 if more information is required about Resource Consents.)*

## Section 9 – Vehicle Access Crossings (Rural)

Council Policy requires vehicle accesses to match the adjacent carriageway surface, i.e. accesses from a sealed road are required to be sealed from the carriageway edge 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 Duty Building Advisor on (03) 687 7236 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 a privately owned Irrigation Scheme, proof of approval to perform works within the Irrigation Scheme will need to be obtained. If the irrigation race is within the road reserve, this approval is required to be supplied with the application.

## Section 10 – Occupation of Road Reserve (*All Private Underground and Aboveground Services*)

Private Underground Services are services that are wholly owned and maintained by the applicant. Standard lateral connections to Council Network Infrastructure or connections to the Electricity and Telephone networks are **not** private underground services. Utility companies undertake a separate Corridor Access Request (CAR) when installing new electricity and telecommunications cabling.

**ALL** private underground and aboveground services require approval by Council to be both installed and/or constructed, including their continued occupation of the Road Reserve. An Agreement of Licence to occupy the road reserve is issued in conjunction with the Services Consent. Example of private services are (but not limited to):

### **Underground:**

- Stock underpass
- Access culverts greater than 1.0m in diameter
- Private Pipelines
- Private electrical cables
- Private telecommunication cable

### **Aboveground:**

- Road Encroachment Fences
- Stock Crossing Fences / Gates
- Structures on Road Reserve
- Planting of Trees and Shrubs

### **Other Organisations' Approval**

Written approval must be obtained from all existing effected road users stating that they have no objection to the installation of the private service proposed. This written approval is to be supplied with the application. Contact details of the various authorities are shown overleaf:

- Environment Canterbury, PO Box 550, Timaru 7940 Phone 688 9069  
(Required when proposal involves a natural waterway)
- NZ Transport Agency, GHD Consultants, C/- PO Box 2030, Washdyke, Timaru 7941 Phone (03) 687 2751  
(Required when proposal is situated on a State Highway)
- Opuha Water Ltd, 875 Arowhenua Road, RD 4, Timaru Phone 614 7801  
(Required when proposal involves crossing a Levels Plain Irrigation channel)
- Rangitata Water Ltd, PO Box 10, Waimate 7960 Phone (03) 689 7881  
(Required when proposal involves crossing a Rangitata-Orari Water Race or Rangitata South Irrigation channel)

### **Installation of a Rural Mailbox and it's accessway**

Installation of a Rural Mailbox and its accessway does not require a Services Consent, however the following apply:

- The work must be carried out by an Infrastructure Approved Contractor and installed as per Council Specifications. A copy of the construction specification can be found on Council's website: [www.timaru.govt.nz/services-consents](http://www.timaru.govt.nz/services-consents)
- A Corridor Access Request (CAR) is required to be lodged by the Infrastructure Approved Contractor who is required to have an approved Traffic Management Plan and Works Access Permit (WAP) in place prior to commencing works
- The accessway must be installed on the side of the road that the Postal Delivery Service uses.

Safety and visibility are paramount. Should you require technical advice regarding the positioning of a mailbox and its accessway please refer to Council's Land Transport Unit on (03) 687 7200.

### **Work Undertaken within a State Highway**

When connections to Council Infrastructure are located on a State Highway, additional approval to undertake the work must be obtained from New Zealand Transport Agency. It is the landowner's responsibility or agent to obtain this approval prior to commencing work.

New Zealand Transport Agency's local representative is:

GHD Consultants, C/- Downer NZ Ltd, PO Box 2030, Washdyke, Timaru 7941

Phone (03) 687 2751

### **Work Undertaken within the Road Corridor**

A Corridor Access Request (CAR) is required for **all** work undertaken within the road corridor. This is required to be obtained through the Before-U-Dig website by the appropriate Council Infrastructure Approved Contractor, with a Council approved Work Access Permit (WAP) given prior to commencing works.

All work carried out within the road/footpath is to be carried out in accordance with the *National Code of Practice for Utility Operators' Access to Transport Corridors*. 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.

When submitting a CAR, a Traffic Management Plan (TMP) is required and is to be prepared by a qualified Site Traffic Management Supervisor prior to commencing work within the road reserve. Any questions regarding Traffic Management requirements should be directed to:

**Local Roads:** Timaru District Council's Land Transport Unit

Phone (03) 687 7200

**State Highways** GHD Consultants

[theresa.allan@ghd.com](mailto:theresa.allan@ghd.com)

Phone (03) 687 2751 or 027 646 4197

CAR's are subject to fees and charges which may involve additional costs in addition the Service Consent Application Fee. Details of Fees and Charges for CAR's can be found on Council's website: [www.timaru.govt.nz/council/publications/fees-and-charges/land-transport](http://www.timaru.govt.nz/council/publications/fees-and-charges/land-transport)

### **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 approval from the Regional Council (ECAN) and may require Resource Consents in addition to Council's Services Consent.

It is the landowner's responsibility to obtain any Resource Consent prior to commencing work.