

Services Consent Information Guide

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Who is this information for?

The information contained in this guide is intended to assist Timaru District residents with applying for permission to connect to Council owned infrastructure networks.

Before you apply

Before you start your application, you will need:

- The Property Valuation Number/Legal Description of the land
- Detailed plans of your proposal
- Building Consent or Resource Consent Number if applicable
- Written approval from other organisations if applicable

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 or Rural Vehicle Crossings

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 20 working days to process after acceptance for lodgement. 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.
- Services Consents are valid for a period of 24 months. Conditions of the Services Consent will specify requirements.
- The Application for Services Consent Form and Information Guide are available at www.timaru.govt.nz/services-consents. Please fill in every field on the application form to avoid delays in processing your application.

Application Fees

In accordance with Council's 2026/27 Fees and Charges Publication, an application fee of **\$750.00** (including GST) is payable with each application. Fees are subject to change. For current charges refer to Council's website: www.timaru.govt.nz/infrastructure-fees

- 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
- Replacement of a Rural Water Supply Storage Tank in the same location
- Reduction of an existing Rural Water Supply Allocation
- Relocation of an existing stormwater outlet or sump due to installation of a kerb crossing
- Installation and/or modification of vehicle crossings

Other Fees

	(including GST)
Retrospective Fee (<i>additional fee when Services Consent applied for / issued after completion of the work</i>)	\$750.00
Amendment Fee (<i>when Services Consent requires a change of conditions</i>)	\$500.00
Request for Time Extension Fee (<i>when Services Consent has lapsed and requires time extension</i>)	\$300.00
Re-inspection Fee (<i>when completed works require remedial work and re-inspection because the standard of work does not meet Council Specifications</i>)	\$410.00
Excavation in carriageway - additional fees may apply when Corridor Access Request (CAR) issued -	up to \$2,500.00

Details of Fees and Charges for CARs can be found on Council's website: www.timaru.govt.nz/land-transport-fees

Infrastructure Approved Contractors

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 Council **Infrastructure Approved Contractors** for that work type.

All work on Council infrastructure (including excavation / reinstatement of the roading network) must be carried out by an Infrastructure Approved Contractor. The current list of Council Infrastructure Approved Contractors is available on the Council's website: www.timaru.govt.nz/approvedcontractor

Illegal Connections / Prosecution

Connections made to the Council water, sewer, stormwater or roading networks (including indirect connections and accessways) 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 (excluding stormwater outlets to kerb and channel) is required to be supplied and accepted by Council for all temporary disconnections prior to reconnection to confirm the lateral is fit for purpose.

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 Supply

- 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 permanently disconnected at time of development.
- More than one dwelling can be fed from the same water connection, if the property **is not** being subdivided.
- 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.
- There is a connection fee payable for each new connection / dwelling to the urban water networks, including indirect connection to an existing water lateral. This fee is detailed on Council's website: www.timaru.govt.nz/water-fees

Section 5 – Rural Water Supply

- Please refer to our Rural Water Information Guide to aid you in your application. The Rural Water Application Form and Guide can be found on Council's website: www.timaru.govt.nz/services-consents

Section 6 – Sewer

- Industrial wastewater discharge connections may require separate connections for domestic and industrial discharges.
- Connection to an existing sewer lateral may require an approved Building Consent along with the Services Consent.
- There is a connection fee payable for each new connection / dwelling to the urban sewer networks, including indirect connection to an existing sewer lateral. This fee is detailed on Council's website: www.timaru.govt.nz/sewer-fees
- A separate Trade Waste 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.

The Trade Waste Application Form and Guide can be found on Council's website: 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 directly to sumps is not permitted.
- Connection to an existing stormwater lateral may require an approved Building Consent along with the Services Consent.

Section 8 – Vehicle Crossing to Kerb & Channel (*Generally Urban*)

All vehicle crossings 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

- The minimum width of a residential kerb crossing is 3.0m at the property boundary. A larger crossing may be stipulated for narrow streets.
- Right of Ways for 2 dwellings must be a minimum of 3.5m at the property boundary (in accordance with the 2026 District Plan).
- Right of Ways for 3 or more dwellings must be a minimum of 5.0m at the property boundary (in accordance with the 2026 District Plan).
- Stormwater outlets/sumps, and any pole or utility cabinet are required to be a minimum of 1.0m clear of any crossing formation (i.e. from the top of the wingwalls). If the proposed alignment of the kerb 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 at planningconsents@timdc.govt.nz or (03) 687 7271 if more information is required about Resource Consents).*

Section 9 – Vehicle Crossing to Non-Kerb & Channel (*Generally Rural*)

Council Policy requires vehicle crossings to match the adjacent carriageway surface, i.e. crossings from a sealed road are required to be 2-coat chip-sealed from the carriageway edge to the boundary of the property.

Some vehicle crossings will require installation of an access culvert/bridge with adequate hydraulic capacity. 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 (i.e. the base of the drain / stream bed) may require a Building Consent. Please contact Council's Building Advisory Services Unit Duty Building Advisor at building.enquiry@timdc.govt.nz or (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.

For safety and visibility, clear sight line requirements in both directions to and from the access are also a requirement of a Services Consent Approval.

If the crossing crosses a privately owned Irrigation Scheme, proof of approval to perform works within the Irrigation Scheme will need to be obtained from the relevant Irrigation Scheme. If the irrigation race is within the road reserve, this approval is required to be supplied with the application.

Contact details of the various authorities are shown below:

- Opuha Water Ltd, 875 Arowhenua Road, RD 4, Timaru 7974 Phone 03 614 7801
(Required when proposal involves crossing a Levels Plain Irrigation channel)
- Rangitata Water Ltd, C/- Brophy Knight Ltd, 144 Tancred Street, Ashburton 7700 Phone 03 307 9051
(Required when proposal involves crossing a Rangitata-Orari Water Race or Rangitata South Irrigation channel)

Access Culverts greater than 1.0m in diameter

Access Culverts greater than 1.0m in diameter will also require approval to occupy the road reserve in addition to the Services Consent for the crossing. The Application for Occupation of Road Reserve Form and Information Guide is available at www.timaru.govt.nz/occupying-road.

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 responsibility of the landowner or their agent to obtain any Resource Consent prior to commencing work.

Contact details are shown below:

- *Environment Canterbury, PO Box 345, Christchurch 8140*

Phone 03 687 7800