

SERVICE CONNECTION APPLICATION FORM



SC1 / APPROVAL OF THIS SERVICE CONNECTION MAY BE SUBJECT TO PAYMENT OF DEVELOPMENT CONTRIBUTIONS

Use this application form to alter or get connected to Palmerston North City's water supply, wastewater and stormwater systems.

Refer to the application notes at the end of the form for guidance if required.

LANDOWNER DETAILS	AGENT DETAILS
Name	Name
Mailing address	Mailing address
Phone	Phone
Email	Email

The application fee will be paid by: Landowner Agent

PROJECT LOCATION

Site address
Legal Description / From Certificate of Title or Rates

Does this water / sewer / stormwater service application relate to a Resource or Building Consent for the development of the property?

Yes	No
If yes, please provide the Resource / Building Consent Number [RC# /BC#]	
Also, if known, the consent type and description [SUB/LU]	

TYPE OF PROJECT / Tick as Required

Subdivision	Existing building	New building
Disconnection	Residential	Commercial
New connection	Alteration	Relocate connection

Connections required and size of connections / Tick as required

Wastewater	Wastewater diameter and pipe material	
Stormwater to main	Stormwater to kerb	Stormwater diameter and pipe material
Water	New water meter	Water diameter and pipe material
Fire protection connection		
Special requirements		

If residential property used as a business (e.g. hairdressing, preparation of food etc.) this must have a meter

Any industrial and commercial connections must have a meter

If you are applying for a water connection please fill out the backflow assessment.

If you have any questions about this form, or your application, please contact the Development External Liasion Team: delt@pncc.govt.nz

BACKFLOW ASSESSMENT

You may need a backflow preventer device to protect the city's water supply.

This assessment will help Council determine what type of backflow prevention device you will need. Please tick all boxes that apply. Residential applicants, start at section 2.

1. HIGH HAZARD

Medical / Dentist / Vet Clinic	Commercial Laundry
Sewage Pump Station / Sump Ejectors	Vehicle Wash Station
Photography Labs / X-ray Facilities	Airport / Pier / Dock
Agriculture	Mortuary
School / University with Laboratories	Pest Control
Horticultural / Commercial Garden	Beauty / Hair Salon
Commercial Building which includes direct heat exchanger, fire sprinkler systems, separate building hydrant systems	
Fire / Cooling Systems with Chemicals / e.g. antifreeze, biocides	
Water Treatment Facilities / e.g. chlorinators, auxiliary supplies, demineralising equipment etc	
Industrial and Trade Waste / e.g. boiler, chiller, make up tower, stripping tanks	
Use of Hydrants for Purging of Flammable / Explosive gases	
Rural Water Supply / e.g. livestock water supply	

2. MEDIUM HAZARD

Recirculated Water System	Rain Water Collection
Pools / Spas	Commercial Kitchen
Water Treatment System / e.g. deionised water, reverse osmosis units, equipment cooling without chemicals	

3. LOW HAZARD

Childcare Facility without Kitchen	Drinking Fountains
Cafe / Restaurant / Drink dispensers with carbonators, coffee machines, dishwashers, ice maker, etc	
Originally a Commercial Property but now used for Residential Use Only	

4. VERY LOW HAZARD

All Household Units

5. OTHER

Describe

APPROVED CONTRACTOR

Only fill out this if you have already entered into an agreement with an Approved Contractor.

Name of Approved Services Contractor

A list of approved contractors and their contact details can be found on the PNCC website.

Do not begin work until you receive approval from the Council with any conditions and specifications and you have notified the Council who your approved contractor is.

The contractor must carry out all associated work. The contractor will need a copy of the permit with any conditions and the approved site plan with them on site.



PLEASE ATTACH THE SITE PLANS

Site drainage plans should indicate:

- Layout and details of stormwater drains, subsoil drains, sumps and ancillary work
- Layout and details of wastewater drains and ancillary work
- Layout and details of water mains and ancillary work
- Floor level heights to official Council datum [not assumed datum]
- Diameters of pipe connections [stormwater, water, sewer and pipe materials]
- Trees
- The position of the proposed connections together with marked distances to the nearest boundaries.

Note: A detailed site plan showing property boundaries, existing services, and the proposed works must be attached to this application. The application cannot be approved without a plan.

The plan must show the preferred position of the connection, or the location of the connection to be removed, together with marked distances/measurements to the nearest boundaries [if a corner site, nominate street from which connection is to be taken].

SIGNATURE

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct. I undertake to pay all actual and reasonable application costs incurred by the Palmerston North City Council.

Name

Position

Signature of Applicant

Date

PALMERSTON NORTH CITY COUNCIL SERVICE CONNECTION APPLICATION NOTES

Legal Description

This will be completed by the Council Officer receiving the application or can be obtained from the rates demand for the property to be serviced by the customer.

Wastewater / Special Requirements

This will usually relate to commercial or industrial property. Some businesses may need a trade waste consent. Some may require grease traps or oil interceptors on their wastewater connection or require a manhole. For more information please refer to the Engineering Standards for Land Development sections 4.12 [wastewater drainage], 6.13 [stormwater drainage] and the Trade Waste Bylaw on the PNCC website.

If you are applying by post / Send the completed form and accompanying information with the application fee to:
Development Services / Palmerston North City Council / Private Bag 11034 / Palmerston North.

Backflow Prevention Device

All properties connecting to the water supply will require an appropriate backflow prevention device. The type of device will depend on the level of risk. Properties are classified into four classes of risk and this will determine the type of backflow device required. High risk will require an RPZ. Medium risk will require a testable double check valve. Low risk will require either a testable double check valve, a registered air gap or a vacuum breaker. Very low risk will require an approved manifold with non-testable double check valve. Examples of high, medium, low and very low risk properties can be found at www.pncc.govt.nz.

Site Drainage Plans

- The builder/contractor will be able to complete the floor level heights to official Council datum. Alternatively, a suitable reference point may be able to be obtained from Council on enquiry.
- Trees must be indicated on site drainage plans according to the Vegetation Framework for Palmerston North:

Please be aware

- Some commercial and residential properties may require a stormwater backflow prevention device. The Council is not liable for any backflow associated costs.
- Any backflow prevention device and/or water meter installed will be at the developer's/applicant's expense.
- Position of the approved service connections must not be altered on site without specific written approval.

FURTHER INFORMATION

If you have any questions or require further information please contact Palmerston North City Council.

06 356 8199 / pncc.govt.nz

Notes