



1. APPLICANT DETAILS <small>[please refer to attached notice]</small>	FOR OFFICE USE ONLY
Name of Property Owner/Company: _____ _____	Application No. _____
Street address: <i>[of new connection to be installed]</i> : _____ _____	Valuation No. _____
Postal Address of Owner <i>[if different from above]</i> : _____ _____	Area: _____
Full legal description <i>[Lot No., DPS SD Blk No.]</i> _____	P.File: _____
Phone: _____ Cell Phone: _____	Administration fee: Not applicable: <input type="checkbox"/> <i>[Not applicable if a service lateral exists at or within the property boundary]</i>
Correspondence to be sent to: <i>[postal address]</i> : _____ _____	<b>\$92.00</b> inclusive of GST & payable on application
Email: _____	Cashier Receipt No. _____
	Recorded by: _____
	Code: 64-10-10-5625
	Date: _____
	<b>Customer Centre Stamp here:</b>

2. CONNECTION DETAILS
Reason for connection: <input type="checkbox"/> New House <input type="checkbox"/> Secondary dwelling <input type="checkbox"/> Subdivision <input type="checkbox"/> Change of use <input type="checkbox"/> Separating services <input type="checkbox"/> Redevelopment <input type="checkbox"/> Relocation of connection <input type="checkbox"/> Other _____
Type of Use: Domestic <input type="checkbox"/> Trade <input type="checkbox"/>
Description: _____ Consent No: _____
Is the property already connected to the storm water system <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the existing storm water line need to be disconnected? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were any buildings demolished which were connected? <input type="checkbox"/> Yes <input type="checkbox"/> No
Connection size required: 100mm dia <input type="checkbox"/> 150mm dia <input type="checkbox"/> Other <i>[nominate size]</i> _____
Preferred location of the connection <i>[mark on site plan]</i> . _____ metres from left/right <i>[circle]</i> s side of boundary. NB: Non-standard and all commercial connections require comprehensive services plans to be submitted at time of application.

3. DECLARATION
I acknowledge the general conditions on the attached 'Notice to Applicants' form and hereby make application for the above stormwater connection and agree to meet such fees and/or conditions as may apply from time to time in respect to the Rotorua District Council Water Services & Trade Wastes Bylaws 2010.
Signature of applicant _____ Date: _____ <i>[or person authorised to sign on behalf of applicant]</i>



**4. ENGINEERING DEPARTMENT TO COMPLETE**

Approved / Lateral exists  Connection ID Size *[specify]*  Manhole Required  Yes  No  
Stormwater Licence Required:  Yes  No Authorised by Pollution Control Officer \_\_\_\_\_  
Stormwater Licence No.  Issued by Pollution Control Officer: \_\_\_\_\_

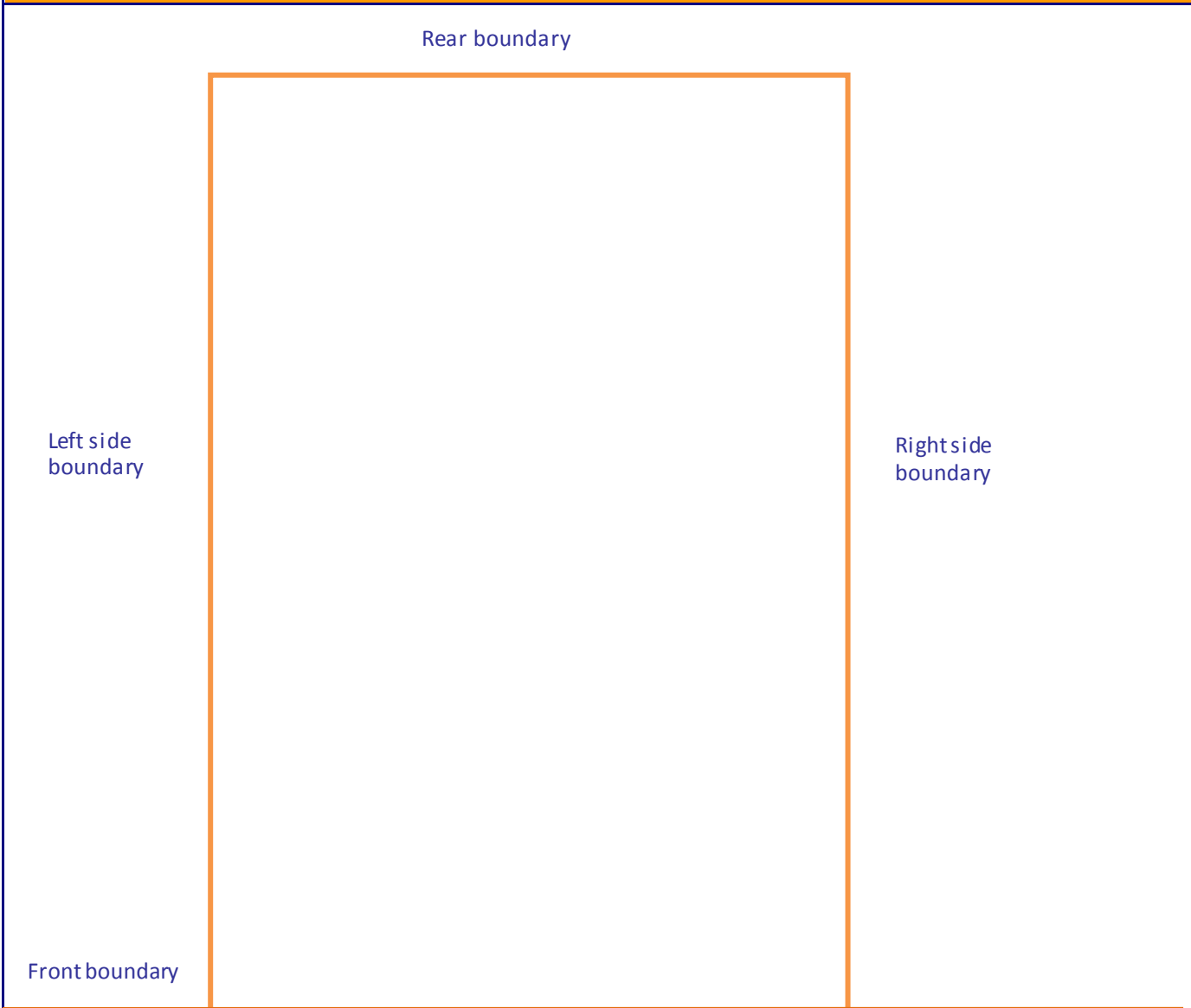
**COMMENTS / CONDITIONS:**

Signed by: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**AS BUILT – STORMWATER SERVICES**

As-Built records updated  Scanned Signed: \_\_\_\_\_ **GS Stamp here**  
Date Sent: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Scanned to Property File:

**5. STORMWATER CONNECTION APPLICATION – SITE PLAN**



STREET NAME: \_\_\_\_\_

## 6. NOTICE TO APPLICANTS

*To assist you with the Application process, please read the following:*

### **Is an application needed?**

An Application Form is required for ALL new service connections, whether or not an Application Fee applies.

### **Administration Fee**

An Administration Fee is charged where:

No service connection exists, and connection to the Public Stormwater Reticulation is requested.

Upon request, Councils shall consider charging a single Application Fee for multiple service connections providing that the works can be inspected at the same location simultaneously. (Each connection still requires a separate Application Form)

### **An Administration Fee is NOT charged where:**

- An existing service connection is available at/or within the property boundary.  
NB: (A Building Consent Application and associated Fee is required. Contact Building Services for details)

### **How do I apply?**

You need to complete the attached 'Application to Connect to Reticulated Stormwater Drainage System (The Drain)' form and pay an Administration Fee (if applicable) to Council. We will assess your application and advise you in writing whether or not your application has been approved. You will also be advised of any further requirements or restrictions.

### **What information do I need to supply?**

Along with the Application Form, please forward a site plan of your property. If it is a newly subdivided property, then a subdivision plan would be helpful. The plans should clearly show the property boundaries and have the preferred location of the connection marked on it, with measurement to the nearest boundary peg.

Please note that if you are not the property owner, the owner must co-sign the Application Form.

### **Work on adjacent Private Property**

Where a service connection is requested for Stormwater Drainage on adjacent private property, written authorisation must be obtained from the Property Owner, and submitted to Council, prior to commencement of any Works.

### **Who does the work?**

Once your service connection has been approved you will receive notification from Council along with a list of Approved Contractors. Only Approved Contractors are permitted to make connection to the Councils Reticulated Stormwater Drainage System, as they must meet all the requirements set by Council. You are able to engage, or obtain quotations from, any of these Approved Contractors.

### **How much does it cost and whom do I pay for the work?**

When you return your Application Form, you must pay an Administration fee (if applicable), including GST, to Council. This is not refundable if the application is declined or the service connection is not required after it has been approved. The cost of the actual connection will depend on what work your chosen Approved Contractor has to do. You will need to arrange payment details with your Approved Contractor and they may require a deposit or payment in advance, prior to starting work.

### **How long will it take to install the connection?**

Council will endeavour to assess your application within five (5) working days of receipt of your fee, however insufficient information may delay this. Once approved, your Approved Contractor will advise you when they can do the work. Please note that the Approved Contractor you obtain a quote from may need time to prepare it. If work is required on a Council Reticulated Stormwater drain under footpaths or roads, then a 'Road Corridor Access Request' is required by the Approved Contractor before work can commence. These may take up to fifteen (15) days to be granted, once the Approved Contractor has applied.

### **What happens if I am unhappy about the work done by my Approved Contractor?**

If you encounter any problems or poor workmanship, Council would like to know as the Approved Contractors have set guidelines and standards to follow. Please contact the Utilities Operations Section.

NB: A copy of the Rotorua District Council Water Services and Tradewaste Bylaws 2010 is available for viewing at the Engineers reception area. Should you have any further queries about applying for a new Reticulated Stormwater Drainage connection, please contact the Resource Engineering Section.