



WATER, WASTEWATER AND STORMWATER NETWORK ACCESS REQUEST



TO BE COMPLETED BY THE DIRECTOR OF THE COMPANY THAT WILL BE ACCESSING THE WATER, WASTEWATER AND/OR STORMWATER NETWORK, OR ANOTHER PERSON AUTHORISED BY THE COMPANY.

Please complete and return this form to: networkauthorisation@qldc.govt.nz

Phone: (03) 441 0499

Website: www.qldc.govt.nz



1. YOUR DETAILS

First name:	<input type="text"/>	Last name:	<input type="text"/>
Company:	<input type="text"/>		
Business address	<input type="text"/>	Street name:	<input type="text"/>
Street number:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Work phone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

Are you requesting annual access? *This is permitted for non-entry access only.*

Yes

No

If you have answered yes, proceed to **3. Declaration** below and complete and sign.



2. SITE AND JOB DETAILS

If there are multiple locations please attach a separate list.

Site address:	<input type="text"/>
Please describe the job and include the asset ID. This can be found from the QLDC GIS map .	<input type="text"/>
Proposed access date:	<input type="text"/>

AUTHORISATION

I declare that I am authorised to sign on behalf of the company.

Name:	<input type="text"/>	Signature:	<input type="text"/>
Job title:	<input type="text"/>	Date:	<input type="text"/>

3. DECLARATION

These are mandatory requirements. If the work does not require entry into a manhole, please tick the boxes on the left. If the job involves confined space entry, please tick the boxes on the right to confirm each statement.

Non-entry	Entry	
<input type="checkbox"/>	<input type="checkbox"/>	I have read, understand and will comply with the terms and conditions (see below)
<input type="checkbox"/>	<input type="checkbox"/>	The company follows health and safety procedures that comply with the requirements of the Health and Safety at Work Act 2015
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have the required safety training, equipment and can assess hazards and implement controls
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standards 25510 and 3058 in gas detection by an organisation accredited by NZQA*
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standards 17599 and 19207 in confined space entry by an organisation accredited by NZQA*
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standard 18426 in demonstrating knowledge of hazards associated with confined spaces by an organisation accredited by NZQA*
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standards 6401 and 6402 in first aid by an organisation accredited by NZQA such as St John First Aid Level 1 (required to be refreshed every two years)
<input type="checkbox"/>	<input type="checkbox"/>	I have attached the specific Job Safety Analysis with the appropriate controls to manage hazards on site
<input type="checkbox"/>	<input type="checkbox"/>	I have attached evidence of the confined space permitting system for all staff entering the manhole
<input type="checkbox"/>	<input type="checkbox"/>	I have attached the methodology for managing wastewater flows (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	I have attached the methodology for the specific works

Name:		Signature:	
Job title:		Date:	

Company director or authorised person

* it is industry good practice for these unit standards to be refreshed every two years

4. FOR OFFICE USE ONLY

APPROVED BY

Name:		Signature:	
Job title:		Date:	
Network authorisation number:		Proposed access date:	
Comments / additional requirements:			



5. TERMS AND CONDITIONS

- The work must be carried out in accordance with QLDC Codes of Practice and Standard Operating Procedures, without damage to the water, wastewater, or stormwater networks
- The person carrying out the work must complete a Job Safety Analysis with appropriate controls to manage **traffic, pedestrians, biological substances, gases** (such as methane and hydrogen sulphide), **animals, illegal substances and any other hazards relevant to the work**. The work must be carried out in accordance with the controls in the Job Safety Analysis
- All other necessary approvals, permits and notifications, for example approvals from the electricity network services providers, WorkSafe, or traffic management approval from the New Zealand Transport Agency and/or Council, must be obtained before work begins
- If any QLDC assets are damaged in carrying out the work, those on site must notify QLDC immediately on Queenstown 03 441 0499 or Wanaka 03 443 0024. All costs associated with the repair will be recovered by QLDC
- If asset faults such as a blocked public pipe or a cracked manhole lid are discovered, QLDC must be notified immediately
- A copy of this approval must be kept on site at all times
- All staff must carry photo identification
- All staff have undertaken the required testing, inoculations, and immunisations (Appendix 3)
- Nothing in this approval, including the conditions of approval, limits QLDC's rights and powers under the QLDC Water Supply Bylaw 2015 or any Act (in particular the Local Government Act 2002) and/or under the general law in relation to the protection of its networks, and/or liability by the company or any other person for damage, misuse or interference to its networks
- QLDC's approval is limited to authorising investigations in its wastewater, stormwater, and/or water networks, as specified in this application. QLDC has no liability to the company accessing the network, or any other person in relation to the works carried out or any consequences of those works.