



**Procedure**  
**for**  
**Approved Contractors**  
**to commission**  
**Physical Connections**  
**to the**  
**Three Water Networks**

## Contents

<b>1</b>	<b>PURPOSE</b> .....	<b>3</b>
<b>2</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>3</b>	<b>PROCESS FLOWCHART</b> .....	<b>4</b>
<b>4</b>	<b>QLDC PLANNING &amp; DEVELOPMENT APPROVAL TO MAKE A NEW CONNECTION</b> .....	<b>5</b>
<b>5</b>	<b>APPROVED CONTRACTOR (STANDARD CONNECTIONS)</b> .....	<b>6</b>
5.1	Application procedure to be an Approved Contractor .....	6
5.2	Water Connections.....	6
5.3	Wastewater and Stormwater Connections.....	7
<b>6</b>	<b>COMPLEX WORK AND NON-STANDARD CONNECTIONS</b> .....	<b>9</b>
<b>7</b>	<b>NON-COMPLIANCE</b> .....	<b>10</b>
<b>8</b>	<b>ACCESSING THE THREE WATER NETWORKS FOR INVESTIGATIONS</b> .....	<b>10</b>
<b>9</b>	<b>REVIEW</b> .....	<b>10</b>
<b>APPENDICES</b> .....		<b>11</b>
1.	NEW CONNECTIONS TO COUNCIL SERVICES.....	11
2.	CONNECTION REQUEST – PHYSICAL WORKS- THREE WATERS NETWORKS .....	15
3.	NZQA REGISTERED UNIT STANDARDS .....	18
4.	HYGIENE AND COMMUNICABLE WATER BORNE DISEASES.....	19
5.	QLDC LDSC SCHEDULE 1B CONTRACTOR'S CERTIFICATE UPON COMPLETION.....	20
6.	QLDC APPROVED CONTRACTOR APPLICATION FORM .....	21

Status – Approved						
Rev	Author	Description	Reviewer	Approved for Issue		
				Name	Signature	Date
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## 1 Purpose

This Procedure sets out the process for applicants to obtain Queenstown Lakes District Council's (QLDC's) approval to undertake the physical work associated with a new connection. The applicant will be the property owner or their agent. Connections shall only be completed by persons who have demonstrated competence to QLDC's satisfaction and gained 'Approved Contractor' status.

The purpose of this Procedure is to ensure that the physical work and commissioning of new connections to the QLDC three water networks are:

- undertaken in accordance with QLDC's procedures, standards, and Codes of Practice:
  - to protect the public health of users of the three water networks and
  - mitigate adverse environmental conditions, and are
- carried out in a safe manner.

This Procedure will:

- ensure only competent and qualified contractors undertake the work to a high level of workmanship to reduce the risk of issues arising with the infrastructure in the future, and
- give QLDC a legal avenue to take action with the responsible party when non-compliant work is discovered, so that the ratepayers of QLDC do not bear the burden of this cost.

## 2 Introduction

QLDC has a responsibility to ensure all public water, wastewater and stormwater assets are designed and built to deliver the optimal asset life. This responsibility includes a duty-of-care to customers to ensure all works carried out on the three waters networks are undertaken in accordance with the:

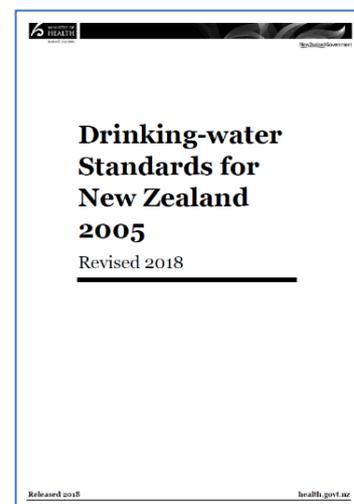
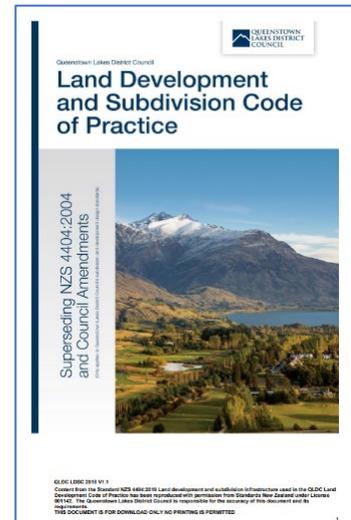
- QLDC Land Development and Subdivision Code of Practice, including all materials and workmanship used complying with their respective standard specifications
- IEC, ISO and other internationally recognised standards and any relevant Australian and New Zealand standards or regulations
- Drinking-water Standards for New Zealand 2005 (revised 2018), and the
- Guidelines for Drinking-water Quality Management for New Zealand,

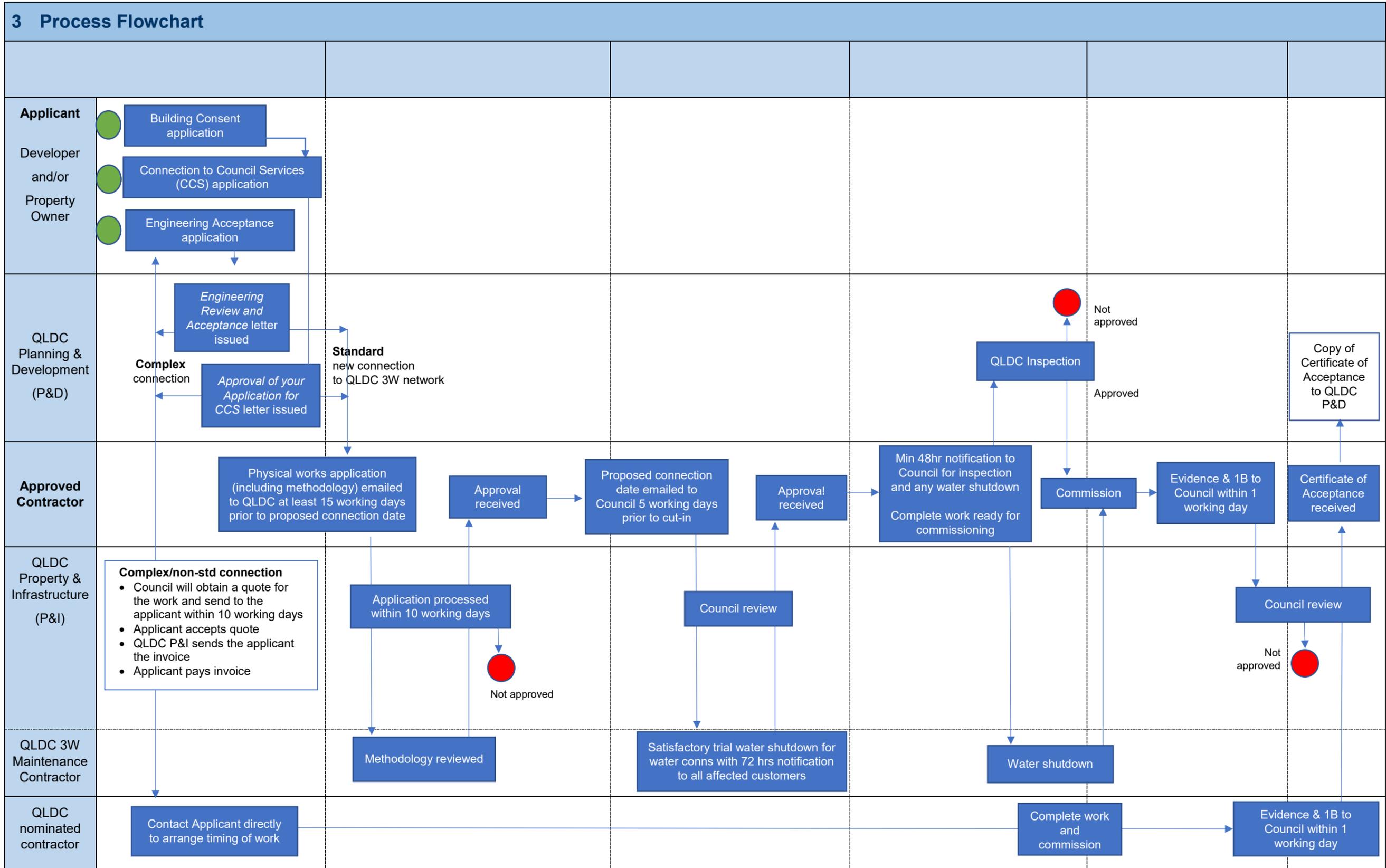
unless modified elsewhere in any specific Council approved specifications.

Standard domestic water, wastewater and stormwater connections, and pipe connections to the public three water networks are to be carried out only by a QLDC Approved Contractor in accordance with this Procedure. If Council consider the job to be complex then Council may specify that the work will be undertaken directly under Council's management.

Note that all other necessary approvals, permits and notifications such as traffic management plan approval from the New Zealand Transport Agency and/or Council must be obtained before work begins.

The process flowchart for this Procedure follows, with the full description of the Procedure in the subsequent sections.





## 4 QLDC Planning & Development approval to make a new connection

Property owner and/or developer applicants will have applied through Council's Planning and Development department for a *Connection to Council Services* or an *Engineering Approval*, and received the associated *Approval of your Application for Connection to Council Services* letter or *Engineering Review and Acceptance* letter to make a new connection to the existing network(s) prior to following this procedure relating to an Approved Contractor making the new connection(s).

### 4.1 Checklist for developers connecting new public pipes

Developers ready to connect their asset to the Council's networks will have either:

- (1) Applied for new [Connections to Council Services](#) as set out at Appendix 1; and received a letter from Council confirming that they can connect to the water, wastewater and/or stormwater networks, or
- (2) Received Engineering Acceptance (EA) from QLDC. This includes submitting evidence and obtaining Council approvals that the asset has been designed, constructed, and tested for commissioning in accordance with Council's requirements.

Both the:

- *Approval of your Application for Connection to Council Services*, and the
- *Engineering Review & Acceptance* letter

will have included the [Connection Request – Physical Works - Three Waters Networks](#) form (Appendix 2). The Developer must give the application number to the Approved Contractor.

### 4.2 Checklist for connecting a house or building

Persons who have applied through the Building Consent process and are ready to make a new connection for their house or building to the Council's networks will have:

- (1) Had Council approve and stamp their site and drainage plans as part of the building consent process; and
- (2) Submitted an application for a new connection and received approval using the process set out at 4.1 (1) above.

The *Approval of your Application for Connection to Council Services* will have included the [Connection Request – Physical Works - Three Waters Networks](#) form (Appendix 2). The Applicant must give the application number to the Approved Contractor.

Note that properties utilising existing three water services laid to the boundary as part of the subdivision process do not need to complete a *Connections to Council Services* application and can connect directly to the existing laterals.

## 5 Approved Contractor (standard connections)

Only Approved Contractors shall undertake the physical works and commissioning of new standard connections to the Council's water, wastewater, and stormwater networks.

### 5.1 Application procedure to be an Approved Contractor

The procedure to become a QLDC Approved Contractor is as follows:

1. Complete the [application form provided at Appendix 6](#)
2. Email the application form with evidence of the individual's qualifications to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)  
This email will be received and processed by Council's Property & Infrastructure team.
3. When Council's Property & Infrastructure team approve the application, an email will be sent to the Approved Contractor applicant. This may take up to five (5) working days.

Council will maintain an Approved Contractor list for the District.

All Approved Contractors are to have been tested and inoculated and have the immunisations set out at [Appendix 4](#).

### 5.2 Water Connections

If the job is complex, the applicant will be notified if Council determines to undertake the connection work directly. Refer [complex work and non-standard connections](#).

If the job is straightforward and using standard connections the water pipe can be connected to the existing QLDC water network by a QLDC Approved Contractor.

#### 5.2.1 Approved Contractor for Water Connections

A QLDC Approved Contractor will be an individual with a minimum qualification of a New Zealand Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) (with strands in Drinking-water, Wastewater and Stormwater, and Trenchless Technologies).

#### 5.2.2 Connecting Water Pipes

The **Approved Contractor** must apply and follow this process:

1. At least fifteen (15) working days prior to the proposed connection date email the [physical works application for a new connection](#) (Appendix 2), including the cut-in methodology, to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)  
This email will be received and processed by Council's Property & Infrastructure team
2. When Council's Property & Infrastructure team approves the application, an email will be sent to the Approved Contractor applicant. This may take up to ten (10) working days



**CONEXIS**  
Infrastructure Industry Training Organization

**Civil L4**

**PIPELINE CONSTRUCTION & MAINTENANCE**  
STRANDS IN  
Drinking-water, Wastewater and Stormwater, and Trenchless Technologies

Constructing pipelines on a large scale requires skill and accuracy, and is essential for the supply of freshwater and wastewater management. Improve your skills with this qualification and set yourself up for a career in pipeline construction and maintenance. Gain the skills and knowledge to produce quality workmanship on a range of pipeline construction and maintenance operations. The Drinking-water, Wastewater and Stormwater, and Trenchless Technologies strands allow you to further customise the qualification to your requirements.

**INFRASTRUCTURE WORKS (PIPELINE CONSTRUCTION & MAINTENANCE)**  
NEW ZEALAND CERTIFICATE  
L4

Get qualified and be confident working on a pipeline construction and maintenance worksite.

**LEARN HOW TO**

- Follow and make plans to construct and maintain pipelines
- Coordinate materials and operate the tools and equipment needed to construct pipelines
- Meet health and safety requirements while ensuring the safety of yourself and your crew
- Communicate well within your team while onsite

**ENTRY REQUIREMENTS**

It is recommended that those enrolling achieve the New Zealand Certificate in Infrastructure Works (Level 3) with an optional strand in Plant Operation or demonstrate equivalent knowledge.

**HOW IT WORKS**

It takes around 26 months to complete the programme. This qualification is achieved through a mixture of on-job assessment and off-job workbooks.

**WHERE THIS CAN TAKE YOU**

This qualification can lead towards Civil Trade Certification (CTC). You can also carry on to the New Zealand Certificate in Infrastructure Works (Single Site Supervision) (Level 4), New Zealand Certificate in Infrastructure Works (Projects) and New Zealand Certificate in Infrastructure Works (Contract Management) (Level 5).

**GET STARTED**

Want to enrol or find out more? Contact us and we will put you in touch with your local Customer Service Account Manager (CSAM).

**CONEXIS**

0800 486 826  
sales@conexis.org.nz  
www.conexis.org.nz  
Dunedin

0800 486 826  
sales@conexis.org.nz  
www.conexis.org.nz  
Dunedin

- When the applicant has received approval for the proposed methodology, the applicant is to notify Council by emailing [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz) five (5) working days before carrying out the connection. If Council has planned works or urgent unplanned works, Council reserves the right to cancel or reschedule the applicant's connection job.

Council will liaise with the QLDC Three Waters Maintenance Contractor to ensure a successful trial water shutdown is undertaken with 72 hours notification to all affected customers. The Approved Contractor applicant will be advised when a trial shut down has been successful.

Note that in all instances the water shutdown procedures prior to and enabling the connection work will be undertaken by the QLDC Three Waters Maintenance Contractor and this work will be undertaken at the Developer's cost.

- Notify Council at least 48 hours prior to any cut-in to:
  - allow QLDC inspection of the works prior to the cut-in and commissioning, and
  - for the water shutdown to be set-up; and

Complete the work as specified in the approved plans

- New standard connection inspected and approved by the QLDC nominated inspector followed by commissioning of the new connection
- Notify Council again by email (to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)) within one (1) working day that the job has been completed, attaching:

- photographic evidence and
- using the [CoP Schedule 1B certificate \(refer Appendix 5\)](#), reconfirming that the work has been undertaken in accordance with the Terms and Conditions of the *Water, wastewater, and stormwater networks - Connection Request – Physical Works* and that the work was carried out in accordance with QLDC Codes of Practice and Standard Operating Procedures, without damage to the water network.

- Council's Property & Infrastructure team will send the Approved Contractor a Certificate of Acceptance for the new connection and at the same time copy this advice to Council's Planning & Development team at [compliance@qldc.govt.nz](mailto:compliance@qldc.govt.nz)

**SCHEDULE 1B  
CONTRACTOR'S CERTIFICATE UPON COMPLETION OF LAND  
DEVELOPMENT/SUBDIVISION**

ISSUED BY: \_\_\_\_\_ (Contractor)

TO: \_\_\_\_\_ (Proprietor)

TO BE SUPPLIED TO: \_\_\_\_\_ (Beneficial authority)

FOR: \_\_\_\_\_ (Description of land development/subdivision)

AT: \_\_\_\_\_ (Address)

\_\_\_\_\_ (Contractor) has contracted to \_\_\_\_\_ (Proprietor) to carry out and complete certain land development and/or subdivision construction in accordance with a contract that Contract No. \_\_\_\_\_ is \_\_\_\_\_ (The contract).

I, \_\_\_\_\_ a duly authorized representative of \_\_\_\_\_ (Our authorized agent) \_\_\_\_\_ (Contractor) hereby certify that \_\_\_\_\_ (Contractor) has carried out and completed the construction, other than those outstanding works listed below, in accordance with the contract and in accordance with approved engineering drawings and specifications.

Date: \_\_\_\_\_

(Signature of authorized agent on behalf of) \_\_\_\_\_ (Contractor)

Outstanding works: \_\_\_\_\_ (Contractor)

Copyright waived

QLDC LICDC 2019 V1.1  
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THIS DOCUMENT IS FOR INFORMATION ONLY. NO PARTS MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS.

### 5.3 Wastewater and Stormwater Connections

If the job is complex, the applicant will be notified if Council decides to undertake the connection work directly. Refer [complex work and non-standard connections](#).

In the QLDC region most wastewater and stormwater is carried by gravity pipes. If the job is straightforward and using standard connections these gravity pipes can be connected to the existing QLDC networks by a QLDC Approved Contractor.

#### 5.3.1 Approved Contractor for Wastewater and Stormwater Connections

A QLDC Approved Contractor will be an individual with either:

- a minimum qualification of a New Zealand Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) (with strands in Drinking-water, Wastewater and Stormwater, and Trenchless Technologies); or a

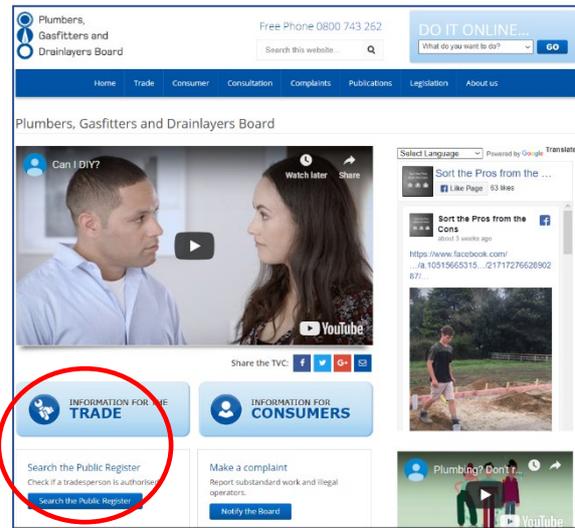
- Registered and licensed Certifying level Drainlayer (Tier 1) with qualifications, registration and annual practising license as required by the Plumbers, Gasfitters and Drainlayers Board (PGDB).

The public register of Certifying level Drainlayers is on the [PGDB website](#)

### 5.3.2 Connecting Wastewater and Stormwater Pipes

The **Approved Contractor** must apply and follow this process:

- At least fifteen (15) working days prior to the proposed connection date email the [physical works application for a new connection](#) (Appendix 2), including the cut-in methodology, to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz). This email will be received and processed by Council's Property & Infrastructure team
- When Council's Property & Infrastructure team approves the application, an email will be sent to the Approved Contractor applicant. This may take up to ten (10) working days
- When the applicant has received approval for the proposed methodology, the applicant is to notify Council by emailing [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz) five (5) working days before carrying out the connection. If Council has planned works or urgent unplanned works, Council reserves the right to cancel or reschedule the applicant's connection job.
- Notify Council at least 48 hours prior to any cut-in to allow QLDC inspection of the works prior to the cut-in and commissioning, and complete the work as specified in the approved plans
- New standard connection inspected and approved by the QLDC nominated inspector followed by commissioning of the new connection
- Notify Council again by email (to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)) within one (1) working day that the job is done attaching:
  - photographic evidence, and
  - using the [CoP Schedule 1B certificate \(refer Appendix 5\)](#), reconfirming that the work has been undertaken in accordance with the Terms and Conditions of the *Water, wastewater and stormwater networks - Connection Request – Physical Works* and that the work was carried out in accordance with QLDC Codes of Practice and Standard Operating Procedures, without damage to the wastewater or stormwater networks.
- Council's Property & Infrastructure team will send the Approved Contractor a Certificate of Acceptance and at the same time copy this advice to Council's Planning & Development team at [compliance@qldc.govt.nz](mailto:compliance@qldc.govt.nz)



Plumbers, Gasfitters and Drainlayers Board  
<https://www.pgdb.co.nz>

SCHEDULE 1B CONTRACTOR'S CERTIFICATE UPON COMPLETION OF LAND DEVELOPMENT/SUBDIVISION	
ISSUED BY:	(Contractor)
TO:	(Request)
TITLE SUPPLIED TO:	(Contract No.)
FOR:	(Description of land development/subdivision)
AT:	(Address)
(Contractor) has contracted to	(Request)
to carry out and complete certain land development and/or subdivision construction in accordance with a contract, site control No. _____ for _____ (the contract)	
(City/authorised agent)	(Contractor)
herby certify that _____ (Contractor) has carried out and completed the construction, other than those outstanding works listed below, in accordance with the contract and in accordance with approved engineering drawings and specifications.	
(Signature of authorised agent on behalf of)	Date _____
(Contractor)	(Address)
Outstanding works	(Address)
Copyright waived	
<small>QLDC LDC 018 V1.1 Consent to the Request for Schedule 1B Land Development and Subdivision Information used in the QLDC Land Development Code of Practice has been reviewed and confirmed that Schedule 1B Land Development Code of Practice (LDC) is the current version. The information used in this Certificate is the responsibility of the contractor. THIS DOCUMENT IS FOR CONSULTATION ONLY. NO FINANCIAL LIABILITY IS INCURRED.</small>	

## 6 Complex work and non-standard connections

Council will determine if complex work and non-standard connections are to be undertaken directly by Council.

The need for these types of connections generally become evident to Council early in the Engineering Acceptance process and Developer and/or Property Owner applicants will receive timely notification that the work will need to be undertaken by a Council nominated contractor.

When the work is to be undertaken directly by Council the **Developer or Property Owner** will apply using the following process:

1. Complete sections 1 & 2 of the [physical works application for a new connection](#) (Appendix 2)
2. Email it to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)  
This email will be received and processed by Council's Property & Infrastructure team.
3. Council's Property & Infrastructure team will confirm the proposed work is complex or non-standard and to be undertaken by Council or their nominated Contractor, approve the application, and an email will be sent to the **Developer or Property Owner** applicant. This may take up to ten (10) working days
4. Council will obtain a quote for the work and send it to the **Developer or Property Owner** applicant within ten (10) working days
5. The **Developer or Property Owner** applicant accepts the quote
6. Council's Property & Infrastructure team will send the applicant an invoice
7. The applicant pays the invoice
8. Council's nominated Contractor contacts the applicant directly about the timing of the work
9. The nominated Contractor carries out the connection and notifies Council by email (to [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)) within one (1) working day that the job has been completed
10. Council's Property & Infrastructure team sends the **Developer / Property Owner** applicant a letter confirming that the connection has been commissioned and at the same time copies this advice to Council's Planning & Development team at [compliance@qldc.govt.nz](mailto:compliance@qldc.govt.nz)

### 6.1 Water Connections

The assessment of non-simple connections is at Council's discretion.

Generally, non-simple connections to Council's water supply network are:

- connections of 150 mm nominal diameter and greater, or
- where the work carries an increased risk profile due to factors such as the location, size, depth, or the material of the existing main.

### 6.2 Wastewater and Stormwater Connections

The assessment of non-simple connections is at Council's discretion.

Generally, non-simple connections to Council's wastewater and stormwater collection networks are:

- connections greater than 150 mm nominal diameter, or
- any work that involves connecting to a pressure sewer, a vacuum system, a rising main, isolation of a pump station, or significant flow management, is deemed complex.

## 7 Non-compliance

Should an Approved Contractor fail to comply with this Procedure then any or all of the following actions may be taken by Council:

- QLDC reserves the right to take “Approved Contractor” status from the individual at Council’s sole discretion and to prohibit the person from working on the District’s Three Waters network assets until re-training is satisfactorily completed, and competent works are verified independently at a number of closely monitored sites thereafter.

Council will determine at their sole discretion, the redress, and actions to be taken by the individual and verification by Council to satisfy Council that the person could regain “Approved Contractor” status.

- QLDC would require the individual or the company the individual is employed by to make good any damages or recompense Council for the costs to make good the works and any consequential damage to the Three Water networks resulting from the poor, unsafe, improper or incompetent work that did not comply with Council’s requirements.

Should non-approved persons be found to have made connections to any of the QLDC three water networks then the making good, infringement, and prosecution provisions within Council’s Bylaws, the Health Act 1956, the Local Government Act 2002, the Health and Safety at Work Act 2015, and any other relevant legislation, and any subsequent revisions to those Bylaws, Acts and Regulations, will be required and rigorously enforced by Council.

## 8 Accessing the three water networks for investigations

Any person accessing the QLDC three water networks is required to comply with the *QLDC Approval Procedure for Access to the Three Water Networks for Investigations*.

## 9 Review

The information and outcomes from the procedure will be analysed at six (6) monthly intervals to identify any patterns and repeat issues with persons or organisations. Actions will then be determined such as meeting and discussing the issues with them including suggestions for improvement.

### 9.1 The Business Process

The Business Process will be reviewed after six months, after a further twelve months and biennially thereafter. This process will be led by the Business Process Owner.

### 9.2 The QLDC Business Process Owner

The Business Process Owner is the QLDC Three Waters Contract Manager.

## Appendices

### 1. New Connections to Council Services

	<h1>CONNECTION TO COUNCIL SERVICES</h1>	
 <b>APPLICANT</b>	<p>Name of Property Owner:</p> <input style="width: 100%; height: 30px;" type="text"/>	
<p>Contact Person / All trustee names:</p> <input style="width: 100%; height: 30px;" type="text"/>		
 <b>APPLICANT DETAILS</b>	<p>Phone Numbers: Day <input style="width: 40%; height: 20px;" type="text"/> Mobile: <input style="width: 40%; height: 20px;" type="text"/></p> <p>Email Address: <input style="width: 100%; height: 20px;" type="text"/></p> <p>Postal Address: <input style="width: 70%; height: 20px;" type="text"/> Post code: <input style="width: 30%; height: 20px;" type="text"/></p>	
 <b>CORRESPONDENCE DETAILS</b> // If different than above applicant details – E.g. consultant, agent or architect	<p>Name &amp; Company: <input style="width: 100%; height: 20px;" type="text"/></p> <p>Phone Numbers: Day <input style="width: 40%; height: 20px;" type="text"/> Mobile: <input style="width: 40%; height: 20px;" type="text"/></p> <p>Email Address: <input style="width: 100%; height: 20px;" type="text"/></p> <p><input checked="" type="checkbox"/> Our preferred methods of corresponding with you are by <b>email</b> and <b>phone</b>. The <b>decision</b> will be sent to the Correspondence Details via <b>email</b>.</p>	
 <b>DETAILS OF SITE</b> // Location of site to be serviced	<p>Address / Location to which this application relates:</p> <input style="width: 100%; height: 40px;" type="text"/>	
<p>Legal Description: <i>Can be found on the Computer Freehold Register or Rates Notice – e.g Lot x DPxxx (or valuation number)</i></p> <input style="width: 100%; height: 40px;" type="text"/>		
<p>Valuation Number: <input style="width: 100%; height: 20px;" type="text"/></p>		
<p>Resource Consent #: <input style="width: 30%; height: 20px;" type="text"/> Building Consent #: <input style="width: 30%; height: 20px;" type="text"/> Licence to Occupy Y / N: <input style="width: 30%; height: 20px;" type="text"/></p>		
Page 1/4 // October 2017		

<b>NATURE OF CONNECTION TO SERVICE REQUIRED</b>						
	<b>New</b>	<b>Replacement</b>	<b>Temporary Connection</b>	<b>Diameter of Main</b>	<b>Diameter of Connection requested</b>	
<b>Water Supply</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<b>refer A &amp; B</b>
<b>Stormwater</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<b>refer A &amp; D</b>
<b>Sewer</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<b>refer A &amp; C</b>
<b>Vehicle Crossing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<b>refer A &amp; E</b>

Further Information to assist processing:

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**INITIAL FEE INFORMATION**

The initial fee payable with this application is \$280 for the first connection to council services and \$120 for each additional connection.  
 E.g application for vehicle crossing and sewer connections is \$280 + \$120 = \$400 total.

- Initial fees are based on expected processing time and one site visit, providing clear detailed information is submitted by the applicant.
- Return inspections because of non-complying initial inspections may be additionally billed to the owner/applicant named above based on time taken.

---

**PAYMENT** // An initial fee must be paid prior to or at the time of the application and proof of payment submitted.

I confirm payment by:

Bank transfer to account **02 0948 0002000 00** reference **CCS# and Street Address**  
(If paying from overseas swiftcode – BKNZ22)

Cheque payable to Queenstown Lakes District Council attached

Manual Payment at reception

Reference Used: \_\_\_\_\_

Fee Required: \_\_\_\_\_ Fees as per Resource Consent & Engineering Fees & Other Charges  
<http://www.qldc.govt.nz/planning/resource-consents/application-forms/>

Date of Payment: \_\_\_\_\_

---

**A STANDARD CONDITIONS FOR ALL APPLICATIONS**

- No work shall proceed until the applicant is in receipt of approved application.
- The work shall be carried out by a Contractor approved by the Queenstown Lakes District Council
- The cost of restoration of services or property damaged during the course of the work shall be the responsibility of the applicant.
- The applicant shall be responsible for contacting the appropriate Utility Operator and arranging for the location of any underground services in the proposed work area.
- The applicant shall arrange to reinstate all Council Road and Footpath services, where applicable, to the Council's satisfaction at the applicants own cost and shall advise the Council in writing of the date this restoration work is complete.
- Materials, equipment and method of construction shall be to Council's standards applicable at the time of application.
- The applicant shall be solely responsible for the adequacy of all restoration works for a period of twelve months following their completion.
- As built plans are required at the time of inspection.**

<b>B</b>	<b>WATER SUPPLY CONNECTION</b>
	<ul style="list-style-type: none"> <li>• An Acuflo® CM2000 (GM900 tobies to be used in Queenstown and Wanaka due to algae issues) with AMB003 and AMB350 valve box combination or other prior approved toby valve and box shall be brought to ground level as close as practicable to the boundary. <input type="checkbox"/></li> <li>• An Elster PSM V100 or Sensus 620 water meter shall be installed on to the Acuflo manifold. <u>Wanaka and Queenstown</u> only - water meters shall be provided to Council's maintenance contractor Veolia. <input type="checkbox"/></li> <li>• If water supply is intended for irrigation or pool/spa water supply please contact Council for special requirements. <input type="checkbox"/></li> <li>• Minimum depth of service shall be 600mm at any point within the road corridor, unless approved special protection is provided. <input type="checkbox"/></li> <li>• The Council's water mains shall only be turned off by the Council's maintenance contractor and is subject to an additional charge (72 HOURS NOTICE REQUIRED). It is an <u>offence</u> to introduce contaminants into Council's potable water system. <input type="checkbox"/></li> </ul>
<b>C</b>	<b>PIPED SEWER CONNECTION</b>
	<ul style="list-style-type: none"> <li>• An approved cleaning eye brought to ground level shall be provided on the property as close as practicable to the boundary. <input type="checkbox"/></li> <li>• The property owner is responsible for the cost of clearing all future blockages that may occur between the property boundary and the sewer main. <input type="checkbox"/></li> <li>• Minimum cover to service shall be 750mm at any point within the road corridor unless approved special protection is provided. <input type="checkbox"/></li> <li>• It is the property owners' responsibility to ensure that only sewage enters the sewerage system. It is an <u>offence</u> to dispose of stormwater through a sewerage drain. <input type="checkbox"/></li> </ul>
<b>D</b>	<b>STORMWATER CONNECTION</b>
	<ul style="list-style-type: none"> <li>• An approved sump shall be provided on the property as close as practicable to the boundary where:               <ul style="list-style-type: none"> <li>• Drains serve more than 2 residential dwelling units <input type="checkbox"/></li> <li>• Drains serve commercial or industrial premises <input type="checkbox"/></li> <li>• Drains receive yard or subsoil drainage <input type="checkbox"/></li> </ul> </li> <li>• It is the property owners' responsibility to ensure that only stormwater enters the drainage system. It is an <u>offence</u> to dispose of sewage or sullage water through a stormwater drain. <input type="checkbox"/></li> <li>• Minimum cover to service shall be 750mm within the road corridor. <input type="checkbox"/></li> </ul>
<b>E</b>	<b>VEHICLE CROSSING APPLICATION</b>
	<ul style="list-style-type: none"> <li>• A site plan is required to be submitted with the application showing:               <ul style="list-style-type: none"> <li>• Dimensions of crossing requested (including construction details) from edge of existing carriageway to the property boundary <input type="checkbox"/></li> <li>• The design of any vehicle crossing shall be in accordance with Section 14 and Appendix 7 of the District Plan <input type="checkbox"/></li> <li>• Location of crossing in relation to site boundaries and existing intersections <input type="checkbox"/></li> <li>• Speed limit of roads <input type="checkbox"/></li> <li>• Any structures required within road reserve including retaining walls <input type="checkbox"/></li> <li>• Surfacing material proposed <input type="checkbox"/></li> </ul> </li> </ul>
<b>F</b>	<b>TEMPORARY CONNECTION</b>
	<ul style="list-style-type: none"> <li>• Location of water take (ideally hydrant 'Unitid' from GIS and a screen shot of locality) <input type="checkbox"/></li> <li>• Volume for each fill <input type="checkbox"/></li> <li>• Number of fills per day <input type="checkbox"/></li> <li>• Max flow rate <input type="checkbox"/></li> <li>• Backflow prevention method to be applied and if it is certified/inspected <input type="checkbox"/></li> <li>• Traffic Management Plan or justification of why it is not required <input type="checkbox"/></li> </ul>

The applicant shall provide a site plan which shall clearly show the location and position of proposed connection(s) and depth required below ground level at the property boundary. Also state size of connection required.

Should approval be granted for the above, I agree to abide by the conditions of the approval listed on the reverse of this form. I also agree that no work shall proceed until I am in receipt of the approved application.

Development Contributions may be calculated as a result of this application for increased demand placed upon Council Infrastructure. These will be calculated and invoiced to the owner. Connection to any Council Service cannot be made until any Development Contribution has been paid.

Be aware that this application may trigger the need for a Road Opening Notice. Any approval letter will advise you in this regard.

Please send your completed application to: [engineeringacceptance@qldc.govt.nz](mailto:engineeringacceptance@qldc.govt.nz)

## APPLICATION & DECLARATION

*The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.*

**If lodging this application as the Applicant:**

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to the Fees Information section.

OR:  **If lodging this application as agent of the Applicant:**

I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant is aware of all of his/her/its obligations arising under this application including, in particular but without limitation, his/her/its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to the Fees Information section.

Signed (by or as authorised agent of the Applicant) \*\*

Full name of person lodging this form

Firm/Company

Dated

*\*\*If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.*

**FOR OFFICE USE ONLY - QLDC to complete**

Fees Payable: Initial Connection: **\$280**

Additional Connections: \_\_\_\_\_ @ **\$120** = \_\_\_\_\_

Sighted: \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Comments if new connection: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Application Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Signed on behalf Queenstown Lakes District Council*



## 2. Connection Request – Physical Works- Three Waters Networks



# WATER, WASTEWATER AND STORMWATER CONNECTION REQUEST – PHYSICAL WORKS

**TO BE COMPLETED BY THE DIRECTOR OF THE COMPANY THAT WILL BE CONNECTING TO 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](mailto:networkauthorisation@qldc.govt.nz)

Phone: (03) 441 0499

Website: [www.qldc.govt.nz](http://www.qldc.govt.nz)



### 1. YOUR DETAILS

First name:	<input type="text"/>	Last name:	<input type="text"/>
Company:	<input type="text"/>		
<b>Business address</b>	<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"/>		



### 2. SITE AND JOB DETAILS

If there are multiple locations please attach a separate list.

Site address:	<input type="text"/>
QLDC application number:	<input type="text"/>
Please describe the job. A detailed methodology must be submitted as an attachment.	<input type="text"/>

Please specify the QLDC assets below, using the asset ID at the [QLDC GIS map](#). If there are more than four assets IDs, please attach a separate list.

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
Proposed connection date:	<input type="text"/>		
Names of individual Approved Contractor(s) carrying out the work:	1	<input type="text"/>	
	2	<input type="text"/>	

If there are more than two people, please attach a full list of names.

 **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 connection/s must be carried out by the individual Approved Contractors specified in this request
- The work must be carried out in accordance with QLDC Codes of Practice and Standard Operating Procedures, without damage to the three water 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
- The company undertaking the work has provided evidence of current:
  - o public liability insurance for an amount not less than \$10,000,000, and
  - o motor vehicle third party liability insurance for an amount not less than \$10,000,000
- 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 individuals/staff must carry photo identification
- All individuals/staff have undertaken the required testing, inoculations, and immunisations
- 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.

### 3. NZQA registered Unit Standards

<i>NZQA registered unit standard</i>	<i>Title</i>	<i>Level</i>	<i>Purpose</i>
3058	<b>Perform gas tests for an energy and chemical plant</b>	4	This unit standard is for people working as boiler operators and energy and chemical process operators in an energy or chemical plant. People credited with this unit standard are able to: demonstrate knowledge of gas testing and related hazards in the energy and chemical industry; perform gas tests, and interpret and respond to gas test results, in an energy and chemical plant.
17599	<b>Plan a confined space entry</b>	4	This unit standard is for experienced people who are required to work safely in confined spaces. People credited with this unit standard are able to: identify hazards and controls within confined spaces; develop an emergency procedure plan for a confined space; and complete documentation required for confined space entry.
18426	<b>Demonstrate knowledge of hazards associated with confined spaces</b>	3	This unit standard is for people working in confined spaces. People credited with this unit standard are able to: demonstrate knowledge of confined spaces, and their permit notification and implementation requirements; identify control measures to eliminate, isolate, and minimise the risk of hazards in confined spaces; demonstrate knowledge of monitoring and confined space testing requirements; and describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces.
19207	<b>Work in a confined space in the infrastructure industry</b>	3	People credited with this unit standard are able to, in the infrastructure industry: identify the location, and work procedure to be carried out; examine an entry plan for completeness, and enter, complete work, withdraw from a confined space; and conduct a non-entry confined space rescue.
25510	<b>Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely</b>	3	People credited with this unit standard are able to: demonstrate knowledge of atmospheric testing in potentially hazardous environments; conduct atmospheric tests; and interpret and respond to atmospheric testing results.
6401	<b>Provide first aid for life threatening conditions</b>	2	People credited with this unit standard are able to recognise and provide first aid for: bleeding and shock, burns, poisoning, heart attacks and chest pain, strokes, seizures, fractures and dislocations, soft tissues injuries, allergic reactions (anaphylaxis), asthma, diabetes
6402	<b>Demonstrate knowledge of common first aid conditions and how to respond to them</b>	1	People credited with this unit standard are able to recognise and provide basic life support including: scene and hazard management, patient positioning and assessment, CPR, defibrillator (AED) use, choking, general care



## 5. QLDC LDSC Schedule 1B Contractor's certificate upon completion

The Queenstown Lakes District Council *Land Development and Subdivision Code of Practice* includes Schedule 1B for the Contractor to use to certify the completion of works.

**SCHEDULE 1B  
CONTRACTOR'S CERTIFICATE UPON COMPLETION OF LAND  
DEVELOPMENT/SUBDIVISION**

ISSUED BY:.....  
*(Contractor)*

TO: .....  
*(Principal)*

TO BE SUPPLIED TO:.....  
*(Territorial authority)*

FOR: .....  
*(Description of land development/subdivision)*

AT:.....  
.....  
*(Address)*

..... has contracted to .....  
*(Contractor)* *(Principal)*

to carry out and complete certain land development and/or subdivision construction in accordance with a contract, titled Contract No. .... for ..... ('the contract').

I ..... a duly authorised representative of .....  
*(Duly authorised agent)* *(Contractor)*

hereby certify that ..... has carried out and completed  
*(Contractor)*

the construction, other than those outstanding works listed below, in accordance with the contract and in accordance with approved engineering drawings and specifications.

..... Date .....

(Signature of authorised agent on behalf of)

.....  
*(Contractor)*

.....  
*(Address)*

Outstanding works

.....

.....

Copyright waived

**QLDC LDSC 2018 V1.1**  
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38

## 6. QLDC Approved Contractor Application Form



# APPROVED CONTRACTOR APPLICATION FORM

for water, wastewater, and stormwater  
network physical connection works



**TO BE COMPLETED BY THE PERSON THAT WILL BE UNDERTAKING THE WATER, WASTEWATER AND/OR STORMWATER NETWORK PHYSICAL CONNECTIONS.**

Please complete and return this form to: [networkauthorisation@qldc.govt.nz](mailto:networkauthorisation@qldc.govt.nz)  
Phone: (03) 441 0499  
Website: [www.qldc.govt.nz](http://www.qldc.govt.nz)

### 1. YOUR DETAILS

First name:		Middle name:	
Last name:			
<b>Contact address</b>			
Street number:		Street name:	
Suburb / City:		Postcode:	
Work phone:		Mobile:	
Email:			

### 2. DECLARATION

Please tick the boxes relevant to the qualification(s) you have for water and/or wastewater (WW) & stormwater (SW) connections.

Water	<input type="checkbox"/>	WW & SW	<input type="checkbox"/>	I have attached evidence of my qualification: New Zealand Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) (with strands in Drinking-water, Wastewater and Stormwater, and Trenchless Technologies), and/or
	<input type="checkbox"/>		<input type="checkbox"/>	I confirm I am a Registered and licensed Certifying level Drainlayer (Tier 1) with qualifications, registration and annual practising license as required by the Plumbers, Gasfitters and Drainlayers Board (PGDB) and as listed on the public register of Certifying level Drainlayers on the PGDB website

I confirm I have:

- undertaken the required testing, inoculations and immunisations listed in App 4, and
- I, or my employer have provided evidence of current:
  - o public liability insurance for an amount not less than \$10,000,000, and
  - o motor vehicle third party liability insurance for an amount not less than \$10,000,000

Name:		Signature:	
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### 3. FOR OFFICE USE ONLY – APPROVED BY:

Name:		Signature:	
Job title:		Date:	
QLDC Approved Contractor register reference number:			
Date and method Applicant advised of approval:			