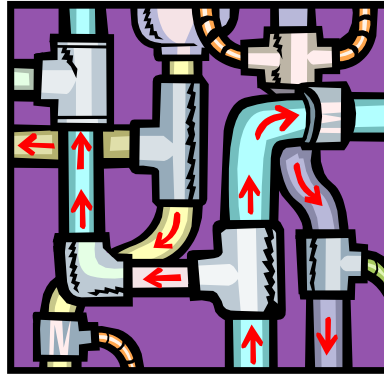




WATER, SEWER & STORMWATER SERVICE CONNECTIONS POLICY

WWMS-P-803



Location of Controlled Hard Copies	1. Document Controller
	2. Wastewater Treatment Plant
	3. Water Treatment Plant
Responsible	Reticulation Lead
Accountable	Manager Water & Wastes
Consulted	Treatment Plants Lead Water Treatment Technicians Reticulation Supervisor Water
Informed	N/A
Process Expert	Reticulation Lead
Process Owner	Manager Water & Wastes

Ver.	Date	Pages	Description	By	Awareness Review Req.
A	March 2001	All	First Issue	JK	N/A
B	March 2005	All	Review	RH/BM	N/A
3	May 2006	All	Annual Review – no major changes	Rezaul Haque	N/A
4	June 2006	3	Year change	Rezaul Haque	N/A
5	June 2009	All	Manual incorporates and supersedes WWMS-G-110 (Manual for the Installation of Service Connections) and WWMS-G-111 (Connections Policy). For initiation-up of Blue Card process	Tracey Mitchell	N/A
6	July 2012	All	Review	Henry Claasen	N/A
7	Sept 2016	All	Major review to include reference to the Land Development & Subdivision Infrastructure Standard and Doc ID changed	Henry Claasen	Y



1.0 PURPOSE

The purpose of this document is to define the New Plymouth District Council’s (NPDC or the Council) policy for service connections to the NPDC water supply, sanitary sewerage and stormwater reticulation network. This includes requirements for ensuring:

- All Contractors are approved prior to engagement
- Council is aware of customer connections and costs are allocated correctly
- Security against contamination for any work on the potable water supply
- Compliance with technical specifications

This document supersedes and incorporates the requirements in WWMS-G-110 Service Connections Policy Version 6, July 2012

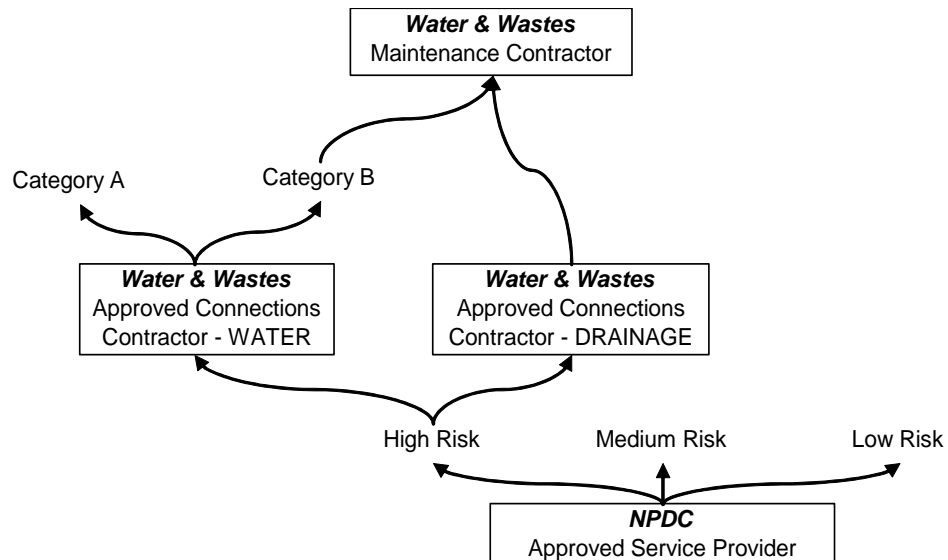
2.0 SCOPE

This policy applies to all work undertaken by reticulation contractors and staff on the NPDC’s water supply, sanitary sewerage and stormwater reticulation network

3.0 POLICY

3.1 Approval of Connections Contractors

In order to maintain contestability in the provision of services to connect to NPDC’s water, sewerage and stormwater systems, NPDC has developed a process to approve independent contractors to undertake these services. The diagram below shows the hierarchy of approval status for provision of services to connect to these systems.





3.1.1 Categories of approval

Refer to WWMS-PR-803 Approval of Water, Sewer or Stormwater Connections Contractors. Click [here](#) to view this process.

Category	Description
Approved Connections Contractor (WATER) <u>Category A</u>	Can work on connections of up to 25mm nominal bore to LIVE mains up to and including 200mm nominal bore AND <ul style="list-style-type: none"> Are NOT approved to shut down or isolate operational mains.
Approved Connections Contractor (WATER) <u>Category B</u>	Can work on connections of up to 50mm nominal bore to LIVE mains up to and including 200mm nominal bore AND Are NOT approved to shut down or isolate operational mains; however can put in a request to NPDC for permission to operate isolation valves on a case by case basis.
Approved Connections Contractor (DRAINAGE)	Can only carry out connections as such: <ul style="list-style-type: none"> Sewer connections to manholes or to mains up to and including 225 mm mains Stormwater connections to manholes, sumps or kerbs. No connections larger than 300mm nominal bore Any connections larger than these will be at the discretion of the Reticulation Lead.
Maintenance Contractor	Means the NPDC water, wastewater and stormwater maintenance contractor responsible for the operation and maintenance of NPDC reticulation assets. Only the New Plymouth District Council Reticulation Maintenance Contractor has automatic approval to operate New Plymouth District Council isolation valves.

3.1.2 Requirements for Application to Obtain Approved Status for Connection Contractors

These requirements are aligned with the checklist items in the Approved Connections Contractor Company Application Form (Blue/Green Card) WWMS-FM-802a.

Requirements for all Connection Contractors

- Be a Council approved Service Provider performing high risk work by completion of the Contractor Pre-Qualification Questionnaire APP-HS-001-F (ECM ID1475451) and provision of associated documents as specified in the Contractor Pre-Qualification Guide APP-HS-001-G (all documents available on the [Council Website Contractor Information Page](#)). Further detail in the Contractor Control Manual (ECM ID 895873)
- If applying for BOTH Water and Sewer / Drainage, then proof is required of separate drainage and water supply crews, vehicles and equipment (completed WWMS-FM-802c).
- Provide detailed methodology for undertaking connections work, including, but not limited to: Risk Assessments identifying hazards, risks and controls required.
- Provide detailed methodology for working with, disposal of and decontamination of asbestos
- If required, must demonstrate (by interview) understanding of appropriate NPDC Specifications and Standards
- Provide a cash bond of \$3,000.00 (refer to section 3.1.3 for conditions of bond).



Specific Requirements for Water Connection Contractors

- Must have a registered Certifying Plumber with the PGDB with a current practicing licence or a person who has completed an NZQA National Certificate in Water Reticulation, Supervisor Level 4 (Water Strand), within the company.
- Must be aware of the future implications of the Drinking Water Standards for New Zealand and comply with the NPDC Hygiene Standard Specification for Water Supply WWMS-ST-804.
- Must have a person who has a current Backflow Tester's certificate (Opus Environmental Training Modules US 23848 and US 23847) within the company.

Specific Requirements for Drainage Connection Contractors

- Must have a registered Certifying Drainlayer with the PGDB with a current practicing licence or a person who has completed an NZQA National Certificate in Water Reticulation, Supervisor Level 4 (Wastewater Strand), within the company.

Specific Requirements for Personnel Qualifications

- Personnel applying to become Blue Card holders should at least have completed a NZQA National Certificate in Water Reticulation (Level 3) (Water Strand) or be studying towards such qualification and obtain it before the first Blue Card status review
- Personnel applying to become Green Card holders should at least have completed a NZQA National Certificate in Water Reticulation (Level 3) (Wastewater Strand) or be studying towards such qualification and obtain it before the first Green Card status review

Specific Requirements for Approval to Perform Work in a Confined Space

- Provide an approved procedure which outlines the methodology that will be used to work safely inside manholes and confined spaces. The contractor will also demonstrate that they possess and adequately maintain and calibrated/tested equipment that will be required for confined space entry; including but not limited to:
 - Gas detection equipment
 - Confined space harness and lifting equipment
- Must have personnel who have current qualifications to:
 - Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely NZQA Unit Standard 25510
 - Apply hazard identification and risk assessment procedures in the workplace NZQA Unit Standard 17602
 - Plan a confined space entry NZQA Unit Standard 17599
 - Demonstrate knowledge of hazards associated with a confined space NZQA Unit Standard 18426

Ongoing Requirements to maintain Approved Status for Connection Contractors

- Must comply with the NPDC Land Development and Subdivision Infrastructure Standard and the National Code of Practice for Utility Operators Access to Transport Corridors (September 2015). Note: Whenever a new version is issued, compliance with that version will be required.
- Must provide as-builts to Council requirements. Failure to provide adequate as-builts will result in the Council undertaking to complete the as-built at the Contractor's expense (any such costs being deducted from the Contractor's bond).
- Must only install connections for which the applications have been received and the Council has approved in writing prior to work initiation. Failure to do so may result in revocation of Approved Connection Contractor Status.
- Evidence of the following must be submitted to the NPDC Reticulation Lead every 3 years:
 - Calibration/Test certificates for Confined Space Equipment (harnesses, gas detection equipment)
 - Vaccination records



- Connections Contractors approved to carry out both water and drainage connections must maintain a complete separation of plant, vehicles, staff, tools and materials. This requirement will be audited from time to time by NPDC. Refer to WWMS-ST-804 Hygiene Standard Specification for Water Supply (Blue Card System).
- Must continue to comply with the Specific Requirements listed herein.

3.1.3 Forfeit of Bond

Contractor's bond is forfeitable in the following instances:

- if as-builts are not provided
- if Council standards are not met
- if the contractor installs a new connection without advising Council
- if reinstatement of services does not meet all Council Specifications

3.1.4 Corridor Access Request (CAR)

Approved Connections Contractors are advised that all works within the road reserve will require a CAR. It shall be the Contractor's responsibility to apply for and meet any requirements the road controlling authority (the Council or Transit NZ) may determine. NPDC is registered with 'beforeUdig', the website address is www.beforeudig.co.nz. This is in line with the "National Code of Practice for Utilities Operators Access to Transport Corridors (September 2015)".

3.1.5 Location of Utility Services

Approved Connections Contractors are responsible for determining the location of other utility services before commencing the works. Contractors are responsible for the cost of service location and responsible to pay for any damage caused by their activities.

NB: NPDC will undertake an annual review of Approved Connection Contractors whereby status can be revoked at the discretion of the Manager Water & Wastes. Risk to public health and/or safety could result in termination of approved connection contractor status at any time.

3.2 Customer Connection Process

The NPDC Water Connection/Disconnection form must be completed to start a water application process. The guide for this form outlines the process that the applicant will undertake.

Council will review the application and determine the technical aspects of the connection, size, ideal location etc. Where a connection is not available, Council will advise the applicant. Where a connection is available, the applicant will be advised to contact an Approved Connections Contractor.

The following key points summarise the interactions between the Approved Connection Contractor and Council

- Approved Connections Contractor will advise Council that they have been engaged to undertake connection. This should be done by replying to the e-mail sent by the IG Administration Officer to initiate the quote.
- Approved Connections Contractor will advise Council work is ready for inspection. Water & Wastes team will inspect work as necessary and install water meters and restrictors where required.
- Approved Connections Contractor will invoice customer directly and keep them informed of progress. Payment shall only be made once the Council has inspected and signed off the connection.
- Approved Connections Contractor will supply as-built(s) when requested by Council after completion of work as soon as practicably possible, but within a maximum of two weeks.
- Where a contractor may wish to install a new connection to suit their own project (such as a subdivision) the contractor must still apply for a connection as if he were the customer and is still bound by any availability and technical requirements which may be determined by the Council, as outlined in the relevant NPDC Bylaws.



3.2.1 Cost(s) of Connection

It is important to note that the price of connection will be the actual cost as quoted by the Approved Connections Contractor plus the Council's Application Fee and the cost of the installation of a water meter, which is applicable to all connections to the individual lots within the subdivision.

It is important to note that the Approved Connections Contractor will be working for the applicant, but on completion, the sections of the newly connected pipe which are on the Council's side of the point of supply/point of discharge will be vested in the ownership of the Council who will then become responsible for ongoing maintenance of this portion of the new connection. Refer to the NPDC Bylaws for clarification regarding points of supply or discharge.

3.3 Hygiene Requirements for Water Supply Network

All existing and new employees of the contracted company working as approved water connection contractors must first obtain Blue/Green Card status, by completing an Approved Connections Contractor Personnel Application Form (Blue/Green Card) WWMS-FM-802b before commencing work on NPDC's water supply infrastructure.

It is the responsibility of the contracting company to ensure that any employees who then leave the company are removed from the Blue/Green Card list by returning the Blue/Green Card ID cards to NPDC's Reticulation Lead.

Further detail of hygiene requirements are provided in the Hygiene Standard Specification for Water Supply WWMS-ST-804.

3.4 Technical Requirements

3.4.1 WATER CONNECTIONS

Service Connections & Boundary Boxes

Refer to Section 6.3.16.2 of the NPDC Land Development and Subdivision Infrastructure Standard.

Marking of Service Connections

In areas where kerb and channel is located, an indented letter "T" 75mm high to indicate the location of the adjacent service connection shall be neatly cut into the top face of the kerb, perpendicular and adjacent to the relevant service connection.

In rural areas and other areas where there is no kerb and channel, marker posts shall be placed just outside the fence line opposite the boundary box. Marker posts shall be 150mm x 75mm x 1500mm long radiata pine treated to hazard class H4 as defined in NZS3640. Marker posts shall be set vertically in the ground. Each post shall be embedded so the top of the post is 1000 above ground level. An inscribed letter "T", 75 mm high shall be placed 100mm below the top of the post. The inscribed letter shall be 10mm depth and painted black. Posts shall be painted blue.

Approved Products for Connections

Refer to Appendix A of the NPDC Land Development and Subdivision Infrastructure Standard.

The most up to date version of this list can be viewed on the NPDC website under "Water on the "Council A – Z" topics list.



3.4.2 SEWER CONNECTIONS (also referred to as ‘laterals’)

General

Refer to section 5.3.10 of the NPDC Land Development and Subdivision Infrastructure Standard.

Sewer lateral connections shall be taken from the sewer to just inside the property boundary. The ends of laterals shall be sealed and marked as specified in the “Sealing of Laterals” section below, or connected immediately to the Customers on-site sanitary sewerage plumbing.

Connection to Sewer Mains

Lateral connections to existing sewers 150mm diameter or less, shall be made as illustrated in Appendix B in the NPDC Land Development and Subdivision Infrastructure Standard.

Connections to Manholes

Connections to manholes shall be installed with a flexible joint immediately outside the manhole. Pipes installed through the walls of manholes shall be sealed both inside and out with an approved epoxy mortar. Internal and external droppers shall be installed as per Appendix B of the NPDC Land Development and Subdivision Infrastructure Standard.

Sealing of Laterals

For undeveloped lots, all connections whether to reticulation lines or to manholes, shall be sealed by a factory sealed uPVC end cap. This includes all connections within a subdivision when the tie-in is made.

Identification of Laterals

a) **Marking Tape & Sand Backfill**

All Sanitary Sewer lateral trenches shall have green coloured plastic warning tape laid in the backfill above the lateral centre line, 0.2m below surface level.

The last 0.5 metres of all lateral trenches shall be backfilled with sand up to a level of 200mm below ground level.

b) **Marker Posts**

All lateral connections to undeveloped lots shall have a half round fence post treated to Hazard Class H4 as defined in MP 3640:1992 Specification of Minimum Requirements of the NZ Preservation Council Inc., extending from the end of the lateral up to at least 300mm above finished ground level. Or the 100mm pipe brought to ground level with end cap.

Where the posts mark stormwater lateral connections, the letters “SW” 75mm high, shall be carved into the flat surface of the post 100mm below the top of the post.

c) **Kerb Markings**

In carriageways or private driveways, the “L” 75mm high shall be neatly cut into the top of the kerb opposite the point where the lateral crosses the section boundary.

Approved Products for Connections

Refer to Appendix A of the NPDC Land Development and Subdivision Infrastructure Standard.

The most up to date version of this list can be viewed on the NPDC website under “Wastewater” on the “Council A – Z” topics list.



3.4.3 STORMWATER CONNECTIONS

General

Refer to section 4.3.11 and 4.3.12 of the NPDC Land Development and Subdivision Infrastructure Standard.

Stormwater Connections to Kerbs

For low flow rates, a Direct Connection to Kerb may be used as illustrated in section 4.3.11 of the NPDC Land Development and Subdivision Infrastructure Standard. Note that a Corridor Access Request is required. (Refer to 2.5). This is council's least preferred option and may require proof of unsuitable land drainage.

Stormwater Connections to Sumps

For larger flow rates, a well up sump as illustrated in section 4.3.11 of the NPDC Land Development and Subdivision Infrastructure Standard will be required. Note a Corridor Access Request is required. (Refer to 2.5).

Connections to sumps shall be installed with a flexible joint immediately outside the sump. Pipes installed through the walls of sumps shall be sealed both inside and out with an approved epoxy mortar.

Stormwater Connections to Manholes

Connections to manholes shall be installed with a flexible joint immediately outside the manhole. Pipes installed through the walls of manholes shall be sealed both inside and out with an approved epoxy mortar.

The connection shall be subject to test and inspection by the NPDC Reticulation Supervisor Drainage (or delegate).

Approved Products for Connections

Refer to Appendix A of the NPDC Land Development and Subdivision Infrastructure Standard.

The most up to date version of this list can be viewed on the NPDC website under "Stormwater" on the "Council A – Z" topics list.

4.0 REFERENCES

Documents for NPDC use:

WWMS-PR-803 Approval of Water, Sewer or Stormwater Connections Contractors

Documents for Contractor use:

All documents required for use by the contractor are provided on NPDC's Internet Site under A-Z Contractor Information. Click [here](#) to access this intranet site.

[NPDC Land Development and Subdivision Infrastructure Standard](#)