



This form must be accompanied by a completed application cover page form.

Complete this form with the assistance of the stormwater connection/disconnection guide. Numbers on this form relate to explanatory notes in the guide.

### 1. Applicant details

1a. I am the  Property owner  
As stated on the application cover page form. Proceed to 1f.  Lessee  
Provide details below  Agent authorised by the owner/lessee  
Provide details below

1b. Full name

1c. Postal address

1d. Contact details  
 Phone  Mobile  Fax

1e. Email

1f. Preferred means for formal correspondence  Mail  Email  Fax

### 2. Application details

2a. Type of application required  Connection to stormwater main or manhole  
Complete sections 2, 3, 5 and 6  Connection to stormwater kerb  
Complete sections 2, 4, 5 and 6  Disconnection  
Complete sections 2 and 6

2b. Date connection/disconnection is required by  As soon as possible  Date to be advised  No later than  
  
Date

Note: approved applications will lapse six months from the date of application if not actioned.

### 3. Connection details for stormwater main or manhole

3a. Number of connections required

3b. Size of requested connection  mm

3c. Required depth of pipe  mm

### 4. Connection details for stormwater kerb

4a. Number of 100mm diameter pipes required

4b. Required depth of pipe at boundary  mm

4c. Special requirements

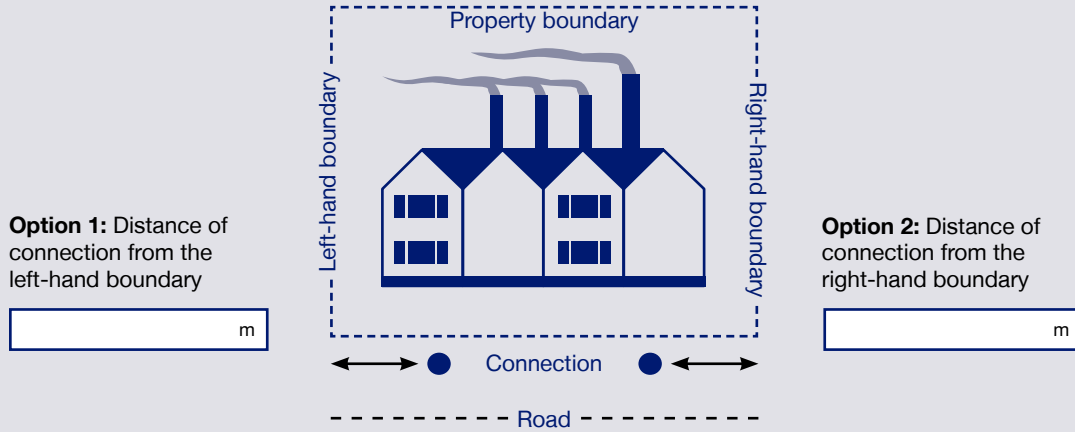
Please turn over

#### OFFICE USE ONLY

Date received	<input type="text"/>	Document #	<input type="text"/>	Application #	SW /
Received by	<input type="text"/>	Project #/	<input type="text"/>	Receipt #	<input type="text"/>
Property ID	<input type="text"/>	Amount paid	\$	<input type="text"/>	

## 5. Diagram for location of stormwater connection

- Use this diagram to indicate your preferred location for stormwater connection (main or manhole or kerb).
- You can use the left-hand property boundary or the right-hand property boundary as the point of reference.
- Write the distance of the proposed location from the boundary in the corresponding box.



## 6. Applicant's declaration

### PRIVACY STATEMENT:

Information on this form is to be provided under the acts, regulations and bylaws administered by the Council and is required to process your application. This information has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to this application will be sent to me.

Signature

Date

Full name (print clearly)

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Contractors to quote


- |                           |                          |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |



Explanations in this guide are intended to assist you to complete the stormwater connection/disconnection form. Numbers on the form relate to the explanatory notes in this guide.

## Ways to dispose of stormwater

Stormwater is rainwater captured by gutters or that runs off from driveways and roads.

Stormwater needs to be managed in order to prevent flooding and water pollution in the district.

Low-impact design is the preferred approach to dispose of your stormwater on residential, commercial and industrial properties.

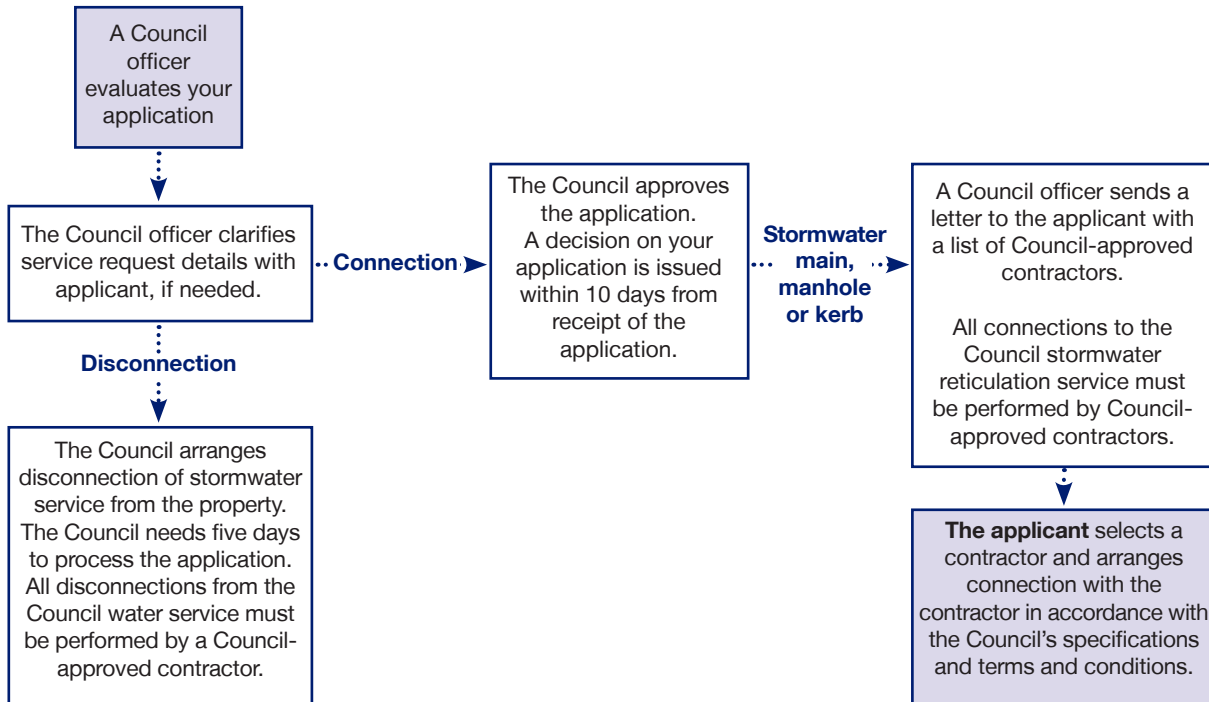
Low-impact design is a type of stormwater system that aims to minimise environmental impacts by:

- Reducing peak flow discharges by flow attenuation.
- Eliminating or reducing discharges by infiltration or soakage.
- Improving water quality by infiltration.
- Installing detention devices for beneficial reuse.

Piped stormwater systems might be required in support of low-impact systems.

	Description	Purpose	Fee structure
<b>Low impact design</b>	<p>The types of low impact design devices that could be considered for use include:</p> <ul style="list-style-type: none"> <li>• Detention ponds.</li> <li>• Wetlands.</li> <li>• Vegetated swales.</li> <li>• Rain garden.</li> <li>• Rainwater tanks.</li> <li>• Soakage pits and soak holes.</li> <li>• Filter strips.</li> <li>• Infiltration trenches/basins.</li> <li>• Permeable paving.</li> <li>• Green roofs.</li> <li>• Tree pits.</li> </ul> <p>For more information, refer to the Council's Land Development and Subdivision Infrastructure Standard.</p>	Residential/ commercial/ industrial	You do not need to apply for a stormwater connection.
<b>Stormwater main/manhole or kerb</b>	<p>If your ground conditions are such that not all stormwater can be disposed of by low-impact design devices, you will need to submit an application to connect the overflow from these devices to the stormwater main/manhole or kerb.</p> <p>Your application must include an engineer's report on the ground conditions.</p>	Residential/ commercial/ industrial	<p>Application fee only.</p> <p>Cost of installation of connection is agreed between you and your nominated Council-approved connection contractor.</p>

## What happens to your application?



**Lapsing of approved application:** an approved application which has not been actioned within six months of the date of application will be lapsed. Re-application will be required.

## Guidance notes to assist with completing your water connection/disconnection form

### For stormwater main or manhole connection applications:

Complete all sections except 4.

### For stormwater kerb connection applications:

Complete all sections except 3.

### For stormwater disconnection applications:

Complete sections 1, 2 and 6.

## 1. Applicant details

### 1a. I am the

Indicate whether you are the property owner, lessee or the agent of the owner or lessee.

#### Property owner

Select this option if you are the property owner as stated on the certificate of title. Your details will have been provided on the application cover page form and you do not need to repeat them. Proceed to 1f.

#### Lessee

Select this option if you have a lease agreement with the registered owner of the property and the agreement is still in force.

Write your name and contact details.

### Agent

Select this option if you are submitting this application as the authorised representative of the property owner or lessee.

Write your name and contact details.

### 1b. Preferred means for formal correspondence

Tick the circle that corresponds to how you wish to receive enquiries and updates regarding this application.

## Removal or demolition work

In order to prevent clogging of or damage to pipes, no demolition work may start until disconnection from the stormwater service is completed.

## 2. Application details

### 2a. Type of application required

- Tick the circle that corresponds to the service that you are applying for.

#### Connection to stormwater manhole or main

- Select this item if:
- Your ground conditions are such that not all stormwater can be disposed of by low impact design devices (engineer's report required).
  - You wish to connect the overflow from these devices to a Council stormwater manhole or main.

#### Connection to stormwater kerb

- Select this item if:
- Your ground conditions are such that not all stormwater can be disposed of by low impact design devices (engineer's report required).
  - You intend to connect the overflow from these devices to a Council stormwater kerb.

### Disconnection

- Select this item if your building is connected to the Council's stormwater main and the building needs to be demolished or removed.

### 2b. Date connection/disconnection is required by

- Tick the circle that corresponds to when you want your stormwater service connected or disconnected.

If you need the service completed on a specific date, tick 'No later than' and write your preferred date in the space provided.

Make sure that the house is vacated by the date of disconnection.

If the structure is still occupied when the Council officer arrives on your property, the stormwater service will not be disconnected and subsequent visits will be charged accordingly.

## 3. Connection details for stormwater main or manhole

Your application will not be accepted if the following is not provided on your application form.

It is recommended that you consult a suitably qualified professional or registered plumber when completing this portion of the form.

### 3a. Number of connections required

- Indicate the number of connections you need.

### 3b. Size of requested connection

- Write the size of pipe that you intend to use for your stormwater connection.

### 3c. Required depth of pipe

Depth of pipe at boundary is measured from ground level to the level where the stormwater pipe will be located.

- Write the measurement.

## 4. Connection details for stormwater kerb

Your application will not be accepted if the following is not provided on your application form.

It is recommended that you consult a suitably qualified professional or registered plumber when completing this portion of the form.

### 4a. Number of pipes required

- Write the number of pipes you intend to use for your stormwater connection.

This information is required in finalising the quotation for your connection.

### 4b. Required depth of pipe at boundary

Depth of pipe is measured from ground level to the level where the stormwater pipe will be located.

- Write the measurement.

### 4c. Special requirements

- Write any requirements that you may have in relation to this application.

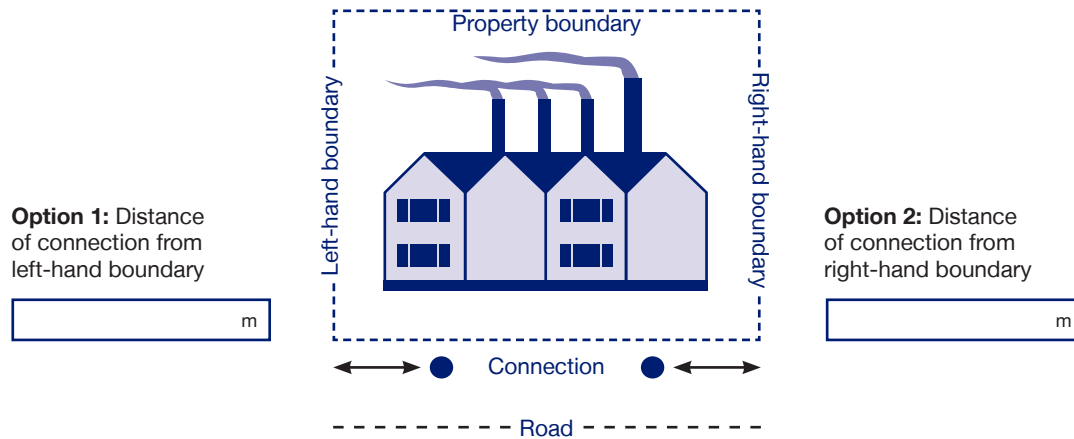
## 5. Diagram for location of stormwater connection

- Use the diagram on the form to indicate your preferred location for the stormwater connection - it may be a connection for a main, manhole or kerb.

- If you need more space, submit a separate plan with the application showing your preferred location for the stormwater connection and its distance from the boundary.

**Option 1:** Left-hand boundary as point of reference

**Option 2:** Right-hand boundary as point of reference



## 6. Applicant's declaration

A decision or information provided to you as a result of your application is limited to the extent and accuracy of the information you have provided in your application.

- Write your name, signature and the date that you submitted your application.

If you are submitting this application on behalf of your company, please sign your name and not the name of your company.

### ***PIM and building consent may be required***

In addition to your stormwater connection application, you may need to apply for a PIM and building consent for the plumbing and drainage part of the work.



**1. Property details**

1a. Site address  
 (Specify unit/level number, location of building within site/block number, building name and street name)

1b. Current lawfully established use

1c. Legal description

1d. Rapid number

**2. Property owner details**

2a. Name in full  
 First name(s) Surname

2b. Contact person  
 (If owner is a corporation, partnership or trust)

2c. Postal address

2d. Contact details  
 Phone Mobile Fax

2e. Email

**3. Payer details**

3a. Required for invoice  Applicant - proceed to 4  Owner - proceed to 4  Other - provide details below

3b. Name in full

3c. Postal address

**4. Description of project**


4a. Detailed description of the development/project

4b. Will business activities take place when building is completed?  Yes  No

Please turn over

## 5. Council applications for this project

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	Application attached	Have applied already (Write the application number if known)	Information provided
<b>5a. Common applications</b>			
 Project information memorandum .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>5b. Non-residential applications</b>			
 Discharge of trade waste consent .....			<input type="checkbox"/>
 Alcohol licensing .....			<input type="checkbox"/>
 Food premises registration .....			<input type="checkbox"/>
 Health Act registration .....			<input type="checkbox"/>
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration .....			<input type="checkbox"/>
<b>5c. Other project authorisations</b>			
 Swimming pool registration .....			<input type="checkbox"/>
 Temporary obstruction on road reserve .....			<input type="checkbox"/>
 Temporary road closure .....			<input type="checkbox"/>
 Easements through Council-owned reserve land .....			<input type="checkbox"/>
<b>5d. Other project requirements</b>			
 Rapid number request .....			<input type="checkbox"/>
 Contractors parking space reservation .....			<input type="checkbox"/>
 Existing street damage declaration .....			<input type="checkbox"/>





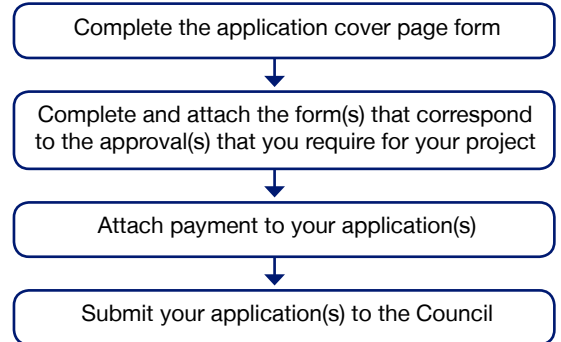
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### How to use the application cover page form

The Council administers a number of Acts on behalf of central Government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or Council services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



### Guidance notes to assist completion of your application cover page form

#### 1. Property details

##### 1a. Site address

Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

**DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION**

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by New Plymouth District Council that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

##### 1b. Current, lawfully established use

Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling; shop; takeaway bar; warehouse.

##### 1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or certificate or title.

Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

##### 1d. Rapid Number

If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

#### 2. Property owner details

Write the name and contact details of the owner.

If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

**WATER BILLING**

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Binding interpretation of the Acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

### 3. Payer details

- Indicate who will receive the invoice.

### 4. Description of project

#### 4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

#### 4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

### 5. Council applications for this project

- Tick to indicate all applications that the application cover page form relates to.

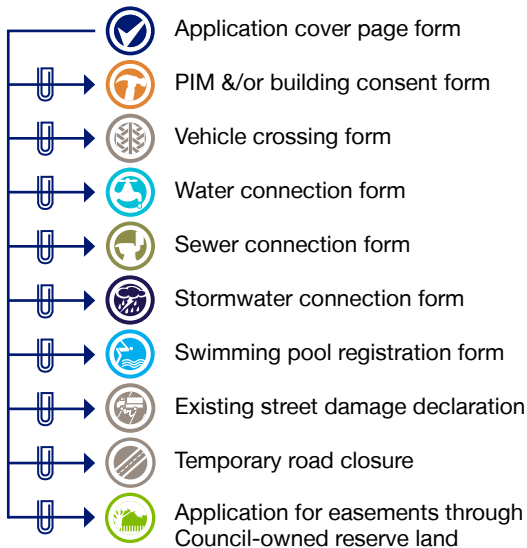
Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

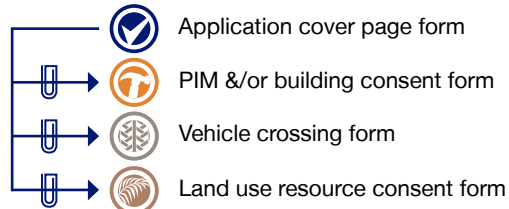
This will help the Council to assist you in managing your whole project.

#### Examples of projects requiring multiple Council applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over Council pipes, you may need to complete all of the following applications:



If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:



#### Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with a Council officer, or phone the Council on 06-759 6060.