



**Opotiki District Council  
Application for Sewer Connection**

CHARGABLE WORKS NUMBER:

Public Waste Water Supply Name:

**SECTION 1 : APPLICANT TO COMPLETE – Please Refer to Notice on Reverse**

|   |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
|---|--|--|---|--|--|--|--|--|--|--|--|---------------------------------|--|--|--|--|--|--|--|--|
| Asset Register No:  |  | Valuation Number:  | 0 |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Name of Property Owner/Company  |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Installation Street Address (Must Be Supplied)  |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Postal Address (where account is to be sent)  |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Day Time Contact Name and Phone Number  |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Full Legal Description (Lot No., DPS, SD, Blk No.)  |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| What is the REASON / PURPOSE of Sewer Connection?   |  | Subdivision <input type="checkbox"/> Domestic <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Is the property already supplied with a sewer connection?   |  | Yes <input type="checkbox"/>   |   |  |  |  |  |  |  |  | No <input type="checkbox"/>                |                                 |  |  |  |  |  |  |  |  |
| Were any buildings demolished to which the sewer line was supplied?   |  | Yes <input type="checkbox"/>   |   |  |  |  |  |  |  |  | No <input type="checkbox"/>                |                                 |  |  |  |  |  |  |  |  |
| Connection Size requested   |  | <input type="checkbox"/> Domestic 100mmø   |   |  |  |  |  |  |  |  | <input type="checkbox"/> Commercial 150mmø |                                 |  |  |  |  |  |  |  |  |
| Preferred location of the connection (must attach Site Plan)  |  | _____ meters from  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| I/we hereby make <b>APPLICATION FOR THE ABOVE SEWER CONNECTION</b> and acknowledge the general conditions on the reverse of this form and agree to meet such fees, sewer rates, and/or conditions as may apply from time to time in respect to the Opotiki District Council Bylaws. <b>My application fee of \$350.00 (inclusive of GST) is attached.</b> |  |  |   |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |
| Signature of Property Owner:  |  |  |   |  |  |  |  |  |  |  |  | Date:            /            / |  |  |  |  |  |  |  |  |

| OFFICE USE ONLY   |  |  |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|---------------------------------|--|--|--|--|--|--|--|
| CASHIER CODE TO :   | 54 74 96 5620 Opotiki  |  |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |
| Sewer Connection Fee \$350.00 received  | Date :            /            /            Receipt Number : |  |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |
| SECTION 2 : APPLICANT TO COMPLETE – Please Refer to Notice on Reverse   |  |  |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |
| I/we the undersigned <b>REQUEST THAT COUNCIL ARRANGE FOR THE SEWER CONNECTION</b> works to be completed at my/our expense and undertake to pay for such works within thirty one (31) days from the rendering of an account for such works as described above. |  |  |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |
| Signature of Property Owner:  |  |  |  |  |  |  |  |  |  |  |  | Date:            /            / |  |  |  |  |  |  |  |

| OFFICE USE ONLY   |   |
|---|---|
| ENGINEERING DEPT  |   |
| Additional Connection Requirements                                |   |
|   |   |
| Material supplier:  | Invoice No.   |
| ODC Contractor Costs for installation from sewer line to boundary | Refer to Progress Payment No.   |
| Plant   | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Labour  | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Materials   | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| TOTAL PAYABLE   |   |
| ENGINEERING DEPT  | DATE  |
| Sewer Masterfile Records rec'd                                    | Yes <input type="checkbox"/> No <input type="checkbox"/> As-builts received    Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Info rec'd by Consents Officer                                    | Yes <input type="checkbox"/> No <input type="checkbox"/> BizeAsset database as-builts updated   |
| FINANCE DEPT  | OFFICER NAME            DATE  |
| Service and Meter recorded in Origen                              | Yes <input type="checkbox"/> No <input type="checkbox"/> Recorded By:   |
| Chargeable Works sent to Customer                                 | Yes <input type="checkbox"/> No <input type="checkbox"/> A/C No.  |

## ANSWERS TO FREQUENTLY ASKED QUESTIONS

### **IS AN APPLICATION NEEDED?**

An application form is required for every new or relocated dwelling or building.

It is also required where a change of usage is occurring to a property (ie domestic to commercial) or where a connection does not already exist to a property.

### **HOW DO I APPLY?**

You need to complete the attached Sewer Connection Application Form and pay a sewer connection fee of **\$350.00 incl. GST** to Council. We will assess your application and then advise you of whether if your application HAS or HAS NOT been approved.

### **WHAT INFORMATION DO I NEED TO SUPPLY?**

Along with the application form, please forward a site plan of your property. If it is a newly subdivided property, then a subdivision plan would be helpful. The plans should clearly show the property boundaries and have the preferred location of the connection marked on it, with a measurement to the nearest boundary peg. **\*Please note** if you are not the property owner, the owner must co-sign the application form. The owner is responsible for paying the sewer charges, a mailing address must be supplied. A lessee may receive the charges only if they have a registered lease, in excess of 10 years duration. The property owner, however, is ultimately liable for all charges, should the lessee default.

### **WHO DOES THE WORK?**

Only approved or qualified Contractors are permitted to install new sewer connections, as they must meet all the requirements set by Council and as specified in Councils Code of Practice. You are able to engage, or obtain quotations from, any of these Contractors. Council can arrange for the connection works to be undertaken at your cost.

### **HOW MUCH WILL IT COST AND WHOM DO I PAY FOR THE WORK?**

When you return your application form, you must pay a sewer connection fee of **\$350.00, including GST**, to Council. The cost of the actual connection will depend on what work your chosen Contractor has to do. You will need to arrange payment details with your Contractor and they may require a deposit or payment in advance, prior to starting work. Council can arrange for the connection works to be undertaken at your cost.

### **HOW LONG WILL IT TAKE TO INSTALL THE CONNECTION?**

Council will endeavour to assess your application within five (5) working days of **receipt of the fee**, however insufficient information may delay this. Once approved, your contractor will advise you when they can do the work. If work is required on sewer mains that are under footpaths or roads, then a Street Opening Permit is required by the Contractor before work can commence. These may take up to fifteen (15) days to be granted, once the Contractor has applied.

### **WHAT HAPPENS IF I AM UNHAPPY ABOUT THE WORK DONE BY MY CONTRACTOR?**

If you encounter any problems or poor workmanship, Council would like to know as the Contractors have set guidelines and standards to follow. Please contact the Engineering Department at Council.

### **ANY OTHER ISSUES?**

Should you have any further queries about obtaining a new sewer connection, or would like to know more about any of Opotiki District Council sewer supply, please contact the Engineering Department on 07 3153030 or call into our office at 108 St John Street in Opotiki.