TIAKI WAI
Care in every drop | He wai whakauka

Water Supply Service Connection Application

This form is for new connections, alterations, disconnections, temporary supplies, fire systems, and change of use assessments.

This application is required for any work involving connection to, alteration of connection, or disconnection from the public water supply network.

Please see the Tiaki Wai website www.tiakiwai.co.nz/new-connections for more information on the payment options that apply to the relevant Council area. Please email land.development@tiakiwai.co.nz if you have any questions about this form or process.

The application fees are non-refundable.

1. Application

Service type *(Tick all that apply)*	**Fee**		**No. of items**		**Total fee**
☐ Water Connection Application Fee (per connection) Applies to all new residential / commercial / industrial / fire connections, greenfield, or alterations or disconnections or change of use; or temporary connections	$149.00	x		=	0.00
☐ Water service fee (per connection) The cost of Tiaki Wai approval and supervision necessary to affect the connection. Applies to all new connections.	$153.00	x		=	0.00
☐ Water shut-off fee (for installation of a pipe or disconnection from the main, if required)	$670.00	x		=	0.00
☐ Water meter application fee (per meter)*	$65.00	x		=	0.00
			Total Fee		0.00

**Tiaki Wai does not recommend that residential property owners apply to have a water meter installed ahead of the Tiaki Wai water metering programme (see footnote 13 below).*

Other fees and charges may apply for water shutoff and annual fire protection fees as required, consistent with the Tiaki Wai Pricing Policy.

Is this for a new connection or a temporary connection?

☐ New connection, alteration, disconnection or change of use

☐ Temporary water supply connections construction, site works connection to the main

2. Related consents

Does this application relate to a consent?

Building Consent No: Other (please specify):

Resource Consent No: Other (please specify):

☐ Not applicable

Note: Approval of a Building or Resource Consent does not guarantee approval of a water supply connection.

3. Site details

Street Address:

Suburb:

Council:

Legal Description (for each connection): Lot DP

4. Owner details

Owner Name:

Postal Address:

Email: Contact Phone:

5. Applicant details (if not owner)

Applicant Name:

Company:

Postal Address:

Email: Contact Phone:

6. Development details

Provide a description of the proposed works, including:

- Connection size
- Location of proposed connection
- Whether a shutoff is required
- Fire flow requirements (if applicable)
- Backflow hazard classification (if known)

Description

A site plan (minimum A4) must be attached, showing:

- Property boundaries
- Existing water services
- Proposed connection location
- Driveways/access
- Meter location
- Backflow device location (if applicable)

7. Connection details

7.1 Type of connection requested

- ☐ Standard residential
- ☐ Commercial
- ☐ Industrial
- ☐ Others
- ☐ Temporary supply
- ☐ Subdivision (multiple connections)
- ☐ Fire service / sprinkler

7.2 Connection size requested

- ☐ 20 ID mm
- ☐ 25 ID mm
- ☐ 32 ID mm
- ☐ 40 ID mm
- ☐ 50 ID mm
- ☐ >50 mm (requires hydraulic assessment)

7.3 Backflow protection

- ☐ Low hazard
- ☐ Medium hazard
- ☐ High hazard
- ☐ RPZ required
- ☐ To be confirmed by Tiaki Wai

8. Privacy statement

By submitting this form to Tiaki Wai, you are agreeing that Tiaki Wai, and the council your property is located within, can hold and use the personal information you supply in this form for the purposes of processing and contacting you about your new connection request. You are also agreeing that the relevant council can use your personal information to carry out billing and debt management functions on behalf of Tiaki Wai. For more information about how Tiaki Wai manages personal information, please visit our website: www.tiakiwai.co.nz/about-us/who-we-are/privacy-statement

9. Signature (applicant)

I confirm that the information provided is true and correct.

Signed: Date:

Name:

10. Requirements & conditions

Please read these requirements and conditions before completing your application.

1. Information on the existing Water and Drainage networks is available online at https://data-wellingtonwater.opendata.arcgis.com/
2. A non-refundable payment of the application fee is required before the application can be processed.
3. A separate application fee is required for every new connection to the main and for each connection alteration, relocation and disconnection. An application may also be required where a change in use is proposed on the property.
4. If the applicant has questions as part of an application, enquiries can be made by email to land.development@tiakiwai.co.nz
5. Approved applications are valid for a period of six months from the date of approval. If works are not completed within this period, the approval will lapse and a new application and fee will be required.
6. For connection to bulk main, please contact the Connections team in Tiaki Wai at connections@tiakiwai.co.nz
7. Only approved contractors for water connections can put new connections in place. You can find Tiaki Wai approved contractors here: www.tiakiwai.co.nz/contractors/working-with-wellington-water/approved-water-supply-contractors
8. The applicant is responsible for securing and paying an approved contractor for the installation works.
9. You must provide at least five full working days' notice before the intended connection is required.
10. You must provide Tiaki Wai at least 48 hours notice to test, inspect and approve the connection. Additional fees may be charged for inspections.
11. The selected contractor must provide Tiaki Wai with documentation on the Work Programme, Health and Safety, and any required Shutdown, Traffic Management Plan, Road Opening Notices, etc.
12. As-builts, meter information/readings, back flow test certifications, etc must be submitted to Tiaki Wai within one month of completed works.
13. Tiaki Wai does not recommend residential property owners apply to have a water meter installed ahead of the roll-out of the Tiaki Wai water metering programme as any meter and surface box (housing the meter) is unlikely to be compatible with the future smart metering programme to be implemented by Tiaki Wai. More information about metering is available on the Tiaki Wai website at www.tiakiwai.co.nz/faq
14. For disconnections and demolitions, buildings are not to be removed/demolished until services have been disconnected. Water services are to be disconnected at the main.
15. If the property is to be subdivided (at the time of application or in the future) each separate title is required to have its own separate water supply connection at the street boundary (i.e. no water connections are to cross internal property boundaries). It may be prudent to allow for future subdivision at the time of construction of a second or subsequent dwelling on the property (i.e. lay pipe for future water supply connections) as existing paving/landscaping will not be an acceptable reason for exemption from the separate connection requirement.
16. For subdivision and cross leased property, the applicant must ensure all water services are located (and relayed or adjusted if necessary) to be located entirely within the proposed new lot boundaries. The applicant's surveyor shall certify in writing that such adjustments have been made or that no adjustments are necessary.
17. Rainwater tanks and auxiliary water supplies must not be connected to the public water supply system.
18. The public supply must be protected from backflow. No person shall return, or allow to be returned, any water drawn from the supply, back into the water supply.
19. To view the Council bylaw that approval of this application is made under, refer to www.tiakiwai.co.nz/new-connections

Checklist		
Item	**Y**	**N**
Scheme Plan, minimum A4 size, showing property boundaries, existing water services and the proposed works	☐	☐
Application fee	☐	☐
Signature and printed name	☐	☐
Flow and pressure tests with calculations for all fire and sprinkler connection applications	☐	☐
Certification from Fire Engineer based on calculations above	☐	☐
Design calculations for other supply situations where required by Tiaki Wai	☐	☐

Council office use only – payment (if applicable)

Amount Received	
Date Received	/ /
Name of Council Employee	
Invoice Number	