



# Southland District Council

## Application for Access to Council Assets and Infrastructure

*(This form amalgamates the Road Opening Notice and the Application to Connect to Piped Service)*

*Applicant to complete*

**APPLICANT DETAILS:**

*(Full Names – Not Initials)*

Surname:	Given Names:	
Address:		
Telephone:	(day)	(evening)
Mobile:	Facsimile:	

*Details of Property where Service(s) is/are to be located: Location of access requested*

Address:		
Valuation Reference:		
Legal Description:		

*Details of Owner of Property if different from above:*

Surname:	Given Names:	
Address:		
Telephone:	(day)	(evening)
Mobile:	Facsimile:	

*This application is for access to Council Infrastructure:*

<input type="checkbox"/> Piped Sewerage (complete sections 1A and 1C overleaf)	<input type="checkbox"/> Carriageway (complete section 3A/B overleaf)
<input type="checkbox"/> Piped Stormwater (complete sections 1B and 1C overleaf)	<input type="checkbox"/> Road Margin (complete section 3A/B overleaf)
<input type="checkbox"/> Water Supply (complete sections 2A and 2B overleaf)	<input type="checkbox"/> Other (complete section 3A/B overleaf)

*Description of Works (including estimated start and finish dates)*

Estimated Start Date:	Estimated Finish Date:

Should approval be granted for the above work I agree to abide by the Conditions of Approval and any Special Conditions as stated and referred to on this form.

Signed: \_\_\_\_\_ (Applicant) Date: \_\_\_\_\_

<b>1A</b>	<b>Piped Sewerage Connection</b>
	Materials, size, and construction of line:
	Connection at main:
	(Please note, an approved type, formed saddle must be used for connection at main)
	Estimated date of completion:

<b>1B</b>	<b>Piped Stormwater Connection</b>
	Materials, size, and construction of line:
	Connection at main:
	(Please note, an approved type, formed saddle must be used for connection at main)
	Estimated date of completion:

<b>1C</b>	<b>Name and Contact Details of Registered Drainlayer</b>		
	Name:	Reg. No.:	
	Address:		
	Telephone:	(day)	(evening)
	Mobile:	Facsimile:	

<b>2A</b>	<b>Water Supply Connection</b>
	Materials, size, and construction of line:
	Connection at main:
	(Please note, pressure fittings must be used unless otherwise approved)
	Estimated date of completion:

<b>2B</b>	<b>Name and Contact Details of Registered Plumber</b>		
	Name:	Reg. No.:	
	Address:		
	Telephone:	(day)	(evening)
	Mobile:	Facsimile:	

## Schedule of Roading Procedures

Tick appropriate box for Activity:

✓	Activity (ref Roading Procedures)	Fee/ Bond	✓	Activity (ref Roading Procedures)	Fee/ Bond
	Stock Crossings at Grade Sec 1	F		Gates Across Roads (Type 1 & 2 ) Sec 17*	
	Stock Races Sec 2	F		Gates Across Roads Type 3 Sec 17*	
	Stock Underpasses Sec 3	F, B		Requests to Physically Form Roads Sec 18*	
	Operating on the Road Sec 5			Stopping of Roads Sec 19*	
	Lower a Road Culvert Sec 6	F, B		Temporary Closure of Roads - Public Events Sec 20	
	Drainage on Roadsides Sec 7	F		Temporary Closure of Roads - Roading Purposes Sec 21	
	Public Utilities and Services on Road Sec 8			Storage on the Road Margin Sec 22	
	Private Utilities and Services on Road Sec 9	F, B		Structures on the Road Margin Sec 23	
	Vehicle Accessway - Private Sec 10	F, B		Whitebait Huts Sec 24	
	Rural Accessway - Commercial Sec 33	F, B		Trees on roads (Harvesting) Sec 25	
	Dust Suppression on Roads Sec 11	F		Permanent Fencing in the Road Margin Sec 26	
	Signs on Roads Sec 12			R.A.P.I.D. Numbering Sec 27	
	Grazing the Road Margin Sec 13			Road Naming Sec 28	
	Road Margin Planting Sec 14	F		"I" Centre Motor Service Signs Sec 29	
	Cultivation of Road Margin Sec 15			Changes to Road Types Sec 30	
	Use of Road and Road Licences Sec 16			Stock Droving Sec 31	F

A Schedule of Fees and Charges are adopted by Council as part of the special consultation process for its Annual Plan.

\*These require a resolution from Council

Name and Contact Details of Contractor	
<b>3A</b>	Name: _____ Email: _____
	Address: _____
	Telephone: _____ (day) _____ (evening)
	Mobile: _____ Facsimile: _____

Name and Contact Details of Other Suppliers	
<b>3B</b>	Name: _____ Email: _____
	Address: _____
	Telephone: _____ (day) _____ (evening)
	Mobile: _____ Facsimile: _____

## Further Information

*Applicant to complete if required*

Sketch of Works (continue on another sheet and/or attach design drawings if relevant)

## Schedule of Fees and Charges

Schedule of Fees and Charges: See also LTCCP 2009 - 2019 at <http://www.southlanddc.govt.nz/fees-and-charges> for a complete schedule

Utility	Fees	Bonds
Water, Waste and Stormwater services	\$270.00	\$250.00
Roading	Refer to Council's Schedule of Fees and Charges 2009/2010	
CAR	Included within the above fees	Scaled to works if appropriate

*Council to complete*

## General Conditions of Approval

The Council permits access to Council's infrastructure subject to the following conditions. The works are to be carried out under the following Acts, Regulations and Bylaws: (a building consent issued in accordance with the) Building Regulations 1992; the Subdivision and Land Development Bylaw 2005; the Code of Practice for Utilities' Access to Transport Corridors; Rooding Policy and Procedures 2008.

1. The Applicant shall pay all required fees and charges at the time of application.
2. The Applicant shall be responsible for contacting Utility providers including Telecom and PowerNet and arranging for the location of any underground services in the proposed work area prior to works commencing and advise the Corridor Manager in compliance with the Code of Practice for Utilities' Access to the Transport Corridor.
3. The Applicant shall submit to Council prior to the commencement of works a Temporary Traffic Management Plan for Council's review and approval. No access will be granted without the approved TTMP.
4. The cost of restoration of services or property damaged during the course of the work shall be the responsibility of the applicant and be warranted for two years following construction.
5. Road pavements shall be restored to a safe trafficable condition. The reinstatement of seal, footpaths and berms where applicable is to be carried out by an approved Contractor and be warranted for two years following construction.
6. Where there is no service connection provided at the property boundary, a connection from the service main to the property boundary is to be installed by a suitably qualified Contractor at the Applicant's expense.
7. The Applicant shall show clearly on the attached or "on an attached" diagrams the position of the proposed connection(s) and the depth required below ground level at the property boundary, length and placement of services or works and locality affected by works.

8. Materials, equipment, and method of construction shall be of appropriate standard and subject where applicable to the approval of the Group Manager – Asset Management, prior to the commencement of the work and shall comply with the provisions of the Subdivision and Land Development Bylaw 2005 and the Code of Practice for Utilities' Access to the Transport Corridor.
9. Trench compaction tests will be provided at Council's request on completion of the works or as directed by Council.
10. Installation of utility services within the Road Corridor shall comply with, as a minimum, the Code of Practice for Utilities Access to Transport Corridors; including notifications, construction techniques, testing and warranty.

### Special Conditions

The Applicant shall contact the Administration Officer of the Council Area Engineers, and/or the Council Water Services Department, at least **10 days** prior to the commencement of the work.

Where the proposed activities do not require the involvement of either Administration Officer above, then the Applicant shall contact the Corridor Manager of Southland District Council, telephone 0800 732 732, at least **10 days** prior to the commencement of the activities to seek a CAR (Corridor Access Request).

The Corridor Manager shall issue a WAN (Works Approval Notice) which includes reasonable conditions either through the Administration Officer or direct to the Applicant within 5 days of receipt of the CAR. Note that the WAN is to be kept on the work site for inspection by Council.

The Council's Maintenance Contractor may supervise the installation. All necessary signs, marker posts, or barriers are to be provided by the Applicant or, where applicable, the Applicant's Contractor.

The Applicant shall provide a TTMP to the Administration Officer (or Corridor Manager) for review and approval **PRIOR** to works or activities that can affect the carriageway commencing and/or for access to the Road Corridor where applicable.

### Conditions of Approval– Sewerage

1. The work shall be carried out by a Registered Drainlayer and the Applicant shall meet all costs.
2. An approved cleaning eye shall be provided on the property as close as practicable to the boundary.
3. It is the property owner's responsibility to clear all future blockages that may occur between the property boundary and the sewer main.
4. Minimum cover to service shall be 750 mm at any point, unless special protection is provided.

### Conditions of Approval – Stormwater

1. The work shall be carried out by a Registered Drainlayer and the Applicant shall meet all costs.
2. An approved sump shall be provided on the property as close as practicable to the boundary.
3. It is the property owner's responsibility to ensure that only Stormwater enters the drainage system. It is an offence to dispose of sewage or other sullage water through a stormwater drain.
4. Minimum cover to service shall be 500 mm at any point, unless special protection is provided.

### Conditions of Approval – Water

1. The work shall be carried out by a Registered Plumber and the Applicant shall meet all costs.
2. An approved toby valve and box shall be provided on the property as close as practicable to the boundary.
3. Minimum cover to service shall be 500 mm beneath footpaths and grass verges, and 750 mm beneath roadways, unless special protection is provided.

### Conditions of Approval – Carriageway

1. The work shall be carried out by an approved roading contractor and the Applicant shall meet all costs.
2. Location, placement and installation of works shall be in accordance with the Code of Practice and/or Bylaw.
3. \_\_\_\_\_

**Conditions of Approval - Road Corridor**

1. The work shall be carried out by skilled contractors and the Applicant shall meet all costs.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

**Conditions of Approval – Other**

1. The Applicant shall meet all costs associated with access to the Road Corridor.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

**Other Conditions**

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Fees and charges to accompany application. Fee will be refunded should application be declined. Any Bond imposed by Council will be refunded upon satisfactory reinstatement of road features (including pavement, footpaths, drains, grass berms). If the reinstatement work has not been completed satisfactorily in the opinion of Council, then the Bond shall be forfeited to Council and used by Council to complete the reinstatement to a satisfactory standard.

The applicant by his/her signature hereto agrees to indemnify the Council, its officers, or employees to the full extent of any liability to or in respect of any person for any fault act or omission by the applicant or the applicants servants agents or contractors in the carrying out of any work or activity approved by Council in this application.

The Council shall not be held responsible in any way for claims for damages and it is a condition of the issuing of this permit that the applicant and/or the contractor undertaking the work erect signs and/or barricades sufficient to provide safety to the public, and keeps in force public liability insurance to protect liability for damage to third parties.

Any personal information within the meaning of the Privacy Act 1993 provided on this application form will be used only for the purposes of this application. As the applicant you have the right under the 1993 Act of access to personal information held by Council about you and you are also entitled to request information about you to be corrected.

**Approval**

*Council to complete on receipt of fees and charges*

<b>SOUTHLAND DISTRICT COUNCIL OFFICE USE ONLY</b>	
File No.: _____	
FEE REQUIRED: \$ _	BOND REQUIRED \$
Fees Paid by: _____	Payment Date: _____
Receipt No: _____	Account No.: _____
	Account No.: _____
<b>APPLICATION APPROVED / DECLINED</b>	Approval Date: _____
By _____ (Officer's Name)	_____ (Signature)