

**Note this application form is for where there is:**

**A change in stormwater volume, concentration, direction (or combinations thereof) over the boundaries of any property, up to and including a 100 year storm, within the area covered by the Far North District .**

## What type of works does this include?

New stormwater connections.  
New subdivisions.  
New buildings of any type.  
New or upgraded entrances.  
New or upgraded private ways or right of ways.  
New or change an existing road.  
Changes to the area of permeable and impermeable surfaces.  
Changes to primary and secondary flow patterns.

## The background for these requirements

Councils stormwater assets and networks have limited capacity. To offset all changes, attenuation plus an allowance for environmental effects is required.

Applications for stormwater connections and discharges require specific approval from the Drainage and Stormwater Manager, for all aspects of design and construction.

Applicants must state their expected changes in stormwater discharge rates, the effect on surrounding properties and effects on Council assets and networks.

## The FNDC Engineering Standards and Guidelines

The specific requirements are covered under the FNDC Engineering Standards and Guidelines 2004 (ESG) and the NZ Building Code (NZBC) and other IAM approved documents.

For the general requirements and procedures refer the FNDC ESG section 1.5.1 a to e. and the NZBC Clause E1, Surface water, section 1.1 to 1.3.3.

Design can be undertaken by a qualified stormwater engineer.

## Stormwater only

No trade waste or pollutants can be discharged into the FNDC stormwater network or waterways.

## Who can install the different types of components required for the stormwater system?

For health and safety reasons, all stormwater service connections and changes to Council assets must be carried out by a Council approved contractor. Other works may be carried out by a Registered drainlayer or other authorised personell, Refer to the FNDC ESG.

## How long will approval for a stormwater application take?

If a complete design, plans and all details are supplied to the FNDC IAM Department, this will normally be processed within 10 working days and provided in writing to the applicant.

If the information supplied is not complete or there is concern over the details submitted, the process will likely take longer.

## Site Plans

As well as the application form, an A4 (A3 for more complex sites) copy of a detailed site and services plan/s and other documentation that may be required for the IAM Department to process the application.

The plans shall clearly show: property boundaries, location of existing services, location of proposed works, location of obstructions and size and type of materials.

The plans shall also clearly show all aspects of design and construction with all the relevant information, including any calculation sheets attached.

FNDC can provide plans upon request. Contact us on 09 401 5200 or 0800 920 029 if you require any help.

## Application details

It is important that all of the required details are supplied on the application form, even if 'No Service Connection Required' has been ticked.

Once the application and site plan have been reviewed by the FNDC IAM Department, it will be easier to contact the applicant or property owner if all the correct information has been supplied.

## Fees and Charges

All fees will be invoiced to the person selected on section 5 of the application form.

All fees must be paid prior to our contractors or personell carrying out any of the works.

Fees and Charges information can be viewed on Page 5.

For a full list of Council's Schedule of fees and charges please visit [www.fndc.govt.nz/services/fees-and-charges-index](http://www.fndc.govt.nz/services/fees-and-charges-index)

# Stormwater Assessment, Requirements and Connection Application Form



1. Please complete all the details required on this page and sign the services declaration below.
2. Provide a copy of the site and drainage plan (as-built) etc. as outlined above.
3. Read the information on the following pages in order to establish if you are required to make an application for a storm water assessment.  
Then:  
- Tick the box(es) below indicating the services you require and complete the application page.

## Are you applying for a stormwater assessment as part of a:

- Building consent BC# \_\_\_\_\_  Resource consent RC# \_\_\_\_\_  Other \_\_\_\_\_

### 1. Service applied for

- Connection to a stormwater system  Roadside discharge  Surface discharge  
 No service connection required  Soakage discharge  Other

### 2. Location of work / building

Physical Address

Town  Valuation Number

Lot No.  DP No.  CT No.

### 3. Property owners details

Name

Postal Address  Post Code

Phone & Mobile  Email

### 4. Applicant's details (if different from the property owner)

Company Name  Contact Person

Postal Address  Post Code

Phone & Mobile  Email

### 5. Application fees to be paid By: (tick one) Owner Applicant

#### Office Use Only

Date Lodged  /  /

Lodged By

Application #  WTRRET  /

Quote RFS

PID #

Connect RFS

# Stormwater Assessment, Requirements and Connection Application Form



If you tick yes to any of the requirements on the following pages:

1. Complete all of the information required in each section
2. Tick the **service applied for** box(es) on the front page of this application and ensure that all the relevant information is completed.

## Stormwater connection

### I propose to:

**Install a new stormwater connection**

Connection size      mm

- |                              |                              |                                |
|------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> 100 | <input type="checkbox"/> 150 | <input type="checkbox"/> 200   |
| <input type="checkbox"/> 300 | <input type="checkbox"/> 375 | <input type="checkbox"/> 450   |
| <input type="checkbox"/> 525 | <input type="checkbox"/> 600 | <input type="checkbox"/> Other |

### I propose a/to:

- |                                                                                 |                                                                             |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Connect to an existing stormwater asset.               | <input type="checkbox"/> New or upgraded entrance.                          |
| <input type="checkbox"/> Relocate an existing stormwater asset.                 | <input type="checkbox"/> New or upgraded private ways or right of ways.     |
| <input type="checkbox"/> Change an existing stormwater asset.                   | <input type="checkbox"/> New or change an existing road.                    |
| <input type="checkbox"/> Change the area of permeable and impermeable surfaces. | <input type="checkbox"/> Change the primary and/or secondary flow patterns. |



Have you attached a site plan showing the required location of the stormwater component? This is required for Council to process the application? If you need copies of As-Builts, call us on 0800 920 029 and our staff will assist you

### Asset Quality Assurance Information

Do you require a quote for inspections by FNDC asset monitoring officers.      Yes       No

Have you arranged for a CCTV inspection and any other required tests.      Yes       No

If you have ticked **NO**, please supply supporting information with your application that this is not required.



Have you arranged for the required inspections? Any questions, call us on 0800 920 029 to discuss with our IAM Development Engineer



# Stormwater Assessment, Requirements and Connection Application Form

1. Complete all of the information required in each section.
2. Tick the **Service applied for** box(es) on the front page of this application and ensure that all the relevant information is completed.

## Will any of the following be discharged or able to leach to a stormwater system or catchment?

- |                                                                |                                                                                                                                       |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Swimming pools/ fountain              | <input type="checkbox"/> <b>Any other hazard</b> classified in <a href="#">G12/As1 of the NZ Building Code</a> (Please specify) _____ |
| <input type="checkbox"/> Effluent                              |                                                                                                                                       |
| <input type="checkbox"/> Storage tanks                         |                                                                                                                                       |
| <input type="checkbox"/> Chemicals                             | <input type="checkbox"/> Other _____                                                                                                  |
| <input type="checkbox"/> Mortuary activities                   |                                                                                                                                       |
| <input type="checkbox"/> Dental washes                         |                                                                                                                                       |
| <input type="checkbox"/> Beauty salon or hairdressing sinks    |                                                                                                                                       |
| <input type="checkbox"/> Irrigation system                     |                                                                                                                                       |
| <input type="checkbox"/> Car / factory washing                 |                                                                                                                                       |
| <input type="checkbox"/> Pesticides / Insecticides /Herbicides |                                                                                                                                       |
| <input type="checkbox"/> Laboratory wastes                     |                                                                                                                                       |
| <input type="checkbox"/> Automotive painting / repairs         |                                                                                                                                       |
| <input type="checkbox"/> Trade water                           |                                                                                                                                       |
| <input type="checkbox"/> Flood control measures                |                                                                                                                                       |

## Attenuation

### I Propose to:

- Use attenuation tanks to offset all of the change in area of the impermeable surfaces.
- Use soakage pits/fields to offset all of the change in area of the impermeable surfaces.
- Use a combination of methods to offset all of the change in area of the impermeable surfaces.



Monitoring will be required for all attenuation and low impact design solutions. Have you had the calculations completed by an approved method. We cannot process your application without this. Give our IAM stormwater engineer a call at the FNDC with any questions.

## Trade waste and pollutants information

### Trade waste and non-domestic constituents concentrations:

No discharge permitted.

## Stormwater connection

### I Propose to:

- |                                                                |                                                                            |
|----------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Install a stormwater connection to a: | <input type="checkbox"/> Connect to an existing stormwater connection      |
| <input type="checkbox"/> Manhole                               | <input type="checkbox"/> Relocate an existing stormwater connection        |
| <input type="checkbox"/> Main                                  | <input type="checkbox"/> Upgrade / Alter an existing stormwater connection |
| <input type="checkbox"/> Sump                                  |                                                                            |
| <input type="checkbox"/> Roadside / access kerb connection     |                                                                            |



# Sub-divisions, Buildings, Drainlayer Details, Privacy And Declaration

## Subdivisions, Buildings, Pressure Testing, Inspections and Approvals

- Plans and specifications of all works must be approved by the IAM department before any physical works are undertaken.
- All pipes associated with subdivisions must undergo pressure testing and be inspected by the FNDC.
- Connection works can only be undertaken by contractors who are approved by Council. To be approved, contractors must have the appropriate experience, the necessary health and safety systems, the appropriate insurances and all connection works must work in conjunction with Council's network maintenance contractors.

## Registered drain layer's details

Company Name	<input type="text"/>	Contact Person	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone & Mobile	<input type="text"/>	Email	<input type="text"/>
Registration No	<input type="text"/>	Expiry Date	<input type="text"/>

If your property has an existing stormwater connection and you know its location, your drainlayer can lay the pipe from the dwelling/ building to that stormwater connection. You must have a building consent to do this work and an inspection from a building inspector must be undertaken prior to the trench being backfilled. If the location of the stormwater connection is unknown, please contact us and request a copy of the as-built plans.

## Privacy

The information supplied in this application form will be held and used by the staff of Far North District Council. The information will not be disclosed by Far North District Council unless legally required under the Local Government Official Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for: assessing and processing this application and for administration purposes, updating Far North District Council records to ensure all records are accurate, providing Far North District Council with statistical information to assist policy development. You have the right to request access to an correction of information collected.

## Declaration

- |                                                                                                                                                               |                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. I am the owner of the property OR I am authorised to make this declaration by the owner (attach written authority from property owner)                     | 3. I shall notify the Far North District Council in writing of any change of use of the premises and I understand that failure to comply with this requirement is an offence under Section 114 of the Building Act 2004 and is subject to a fine of up to \$5,000. |
| 2. I acknowledge that this application is subject to, and I agree to comply with, the conditions of the Far North District Council's stormwater requirements. | 4. All information provided on this form is true and correct.                                                                                                                                                                                                      |

Name

Signature  Date



# Fees and Charges

Note: A non-refundable administration application fee of \$40.00 for each service is payable upon lodgment of an application. All service connection fees and any applicable stormwater development contributions must be paid in full prior to any connections being made.

Activity / Service	Fee / Charge GST Incl
Administration fee for a stormwater connection	\$40.00
Processing of designs and plans etc.	Quote to be provided
New connection to a stormwater network provided by Council's Contractor	Quote to be provided
Upgrade or modify existing connection	Quote to be provided
Relocation of existing stormwater pipeline	Quote to be provided
New Stormwater connection	Quote to be provided
Monitoring of connections and asset construction	Quote to be provided

\* Excludes charges included with rates.

For a full list of Council's Schedule of fees and charges please visit [www.fndc.govt.nz/services/fees-and-charges-index](http://www.fndc.govt.nz/services/fees-and-charges-index)

## How to submit your application

### Post your completed application to:

Far North District Council  
Attention: Infrastructure & Asset Management Support Team  
Memorial Avenue  
Private Bag 752  
KAIKOHE 0440

Email to: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)

### Drop your application into one of our centres:

Kaikohe Service Centre, 5 Memorial Ave, Kaikohe  
Kerikeri Service Centre, John Bulter Centre, 60 Kerikeri Rd, Kerikeri  
Kawakawa Service Centre, Gillies Ave, Kawakawa  
Kaitaia Service Centre, Te Ahu, South Rd, Kaitaia  
Kaeo Service Centre, Leigh St, Kaeo  
Hokianga i-Site, 29-31 SH12, Opononi  
Paihia i-Site, The Wharf, Marsden Road, Paihia  
Rawene Service Centre, Parnell St, Rawene