

To: Waters and Wastes Manager  
Tasman District Council  
Private Bag 4  
Richmond 7050

*This form is to be used for requests to connect to the public water supply network, to alter a connection, or to disconnect<sup>2</sup>.*

### Details of Property:

Valuation/Subdivision/Lots: \_\_\_\_\_

Name of owner/developer: \_\_\_\_\_

Property address for connection: \_\_\_\_\_

### Name and Address of Applicant:

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_

(For water supply notifications)

### Connection details:

- Plan of proposed connection attached?      Yes / No
- Work to be carried out by the Council's contractors and billed to applicant.
- Stand over of connection required by the Council's contractor and physical works carried out by the following contractor and billed to applicant.

Contractor name: \_\_\_\_\_

Contact details: \_\_\_\_\_

**Traffic management plans and Corridor Access Requests are to be submitted to the Council five days prior to work commencing.**

*Please indicate connection / alteration / disconnection applied for:*

### Urban (metered supply):

- Residential connection       Industrial/commercial connection       Disconnection

### Rural and Urban Extensions (restricted flow supply):

- New tank connection – (subject to waiting list and system capacity)      Number of units<sup>1</sup>: \_\_\_\_\_
- Transfer of \_\_\_\_\_ units, from valuation/lots: \_\_\_\_\_ to valuation/lots: \_\_\_\_\_  
from tank number: \_\_\_\_\_ to tank number: \_\_\_\_\_
- Unit reduction<sup>2</sup> or increase, from: \_\_\_\_\_ to: \_\_\_\_\_ units      at tank number: \_\_\_\_\_
- Alteration (describe below)       Disconnection<sup>2</sup>

<sup>1</sup>Units are the maximum volume that can be supplied per day (1 unit = 1m<sup>3</sup>). <sup>2</sup> Applications need to be received before the end of May to ensure changes are completed before the financial year end (30 June), or another year of rates will be incurred.

**Comment on any details:** (attach sketch plan if necessary)

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The Public Water Supply Bylaw stipulates the Council's and Customer's responsibilities when supplying and receiving water in urban and rural water supply schemes. Below are some of the more important conditions to be aware of. The full bylaw can be viewed on the Council's website: <https://tasman.govt.nz/my-council/key-documents/more/bylaws-and-regulations/consolidated-bylaw/#e579>

### Council Responsibilities:

1. The Council endeavours to provide a continuous supply of water. However, due to practical/physical limitations, and unforeseen circumstances, the Council cannot guarantee an uninterrupted supply of water, a supply of water of a particular quality, or a supply of water at a particular pressure.
2. The Council will, whenever practicable, make every reasonable effort to notify the customer when there is a shutdown. In a rural supply scheme this will only apply if the outage is to exceed 24 hours.
3. The Council may restrict or prohibit the use of the public water supply because of drought, emergency or any other reason.
4. The Council will endeavour to protect water supplies from contamination and investigate any alterations to the network, undertaken by anyone other than contractors approved by the Council. The Council may recover the costs of remediation or repairs from the customer.

### Customer Responsibilities:

1. The customer is to inform the Council immediately of any faults or interruptions to supply.
2. No person shall make any connection to or disconnection from, repair, tamper with or otherwise interfere with, any part of the public water supply network, including fittings at the point of supply, and the service line. The Council may recover the costs of remediation or repairs from the customer.
3. Customers on a restricted flow supply shall have storage tanks with a minimum storage required of 25m<sup>3</sup> and we strongly recommend seven days storage of your allocated daily water supply if you are supplied more than 3m<sup>3</sup>/day.
4. No person shall take water from a fire hydrant connected to the public water supply network.
5. A supply pipe shall serve only one customer and shall not extend by any other pipe or hose beyond the premises owned or occupied by the customer and supply any other person or property.
6. Customers must not allow water to run to waste. Where a customer ignores advice from the Council to repair an on-going leak, the Council may repair the leak and charge the customer all associated costs.

Where there is any ambiguity in the statements above, the Bylaw prevails.

### Liability for Fees and charges: *Current fees and charges are here – <https://tasman.govt.nz/my-council/fees-and-charges/>*

I (full name) \_\_\_\_\_, am the owner of the Property and agree to pay all fees and charges that are payable to the Council for an approved connection / alteration to connection / disconnection. Any expense incurred by the Council in the course of recovering outstanding debts will be payable by the Applicant.

Postal / Email Address for invoice:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

**Waters and Waste Manager approval**

**Date:** \_\_\_\_\_

Contractor Advised Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job #** \_\_\_\_\_

Work completed date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Invoiced date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Rates Ledger noted date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Water Billing noted date** \_\_\_\_/\_\_\_\_/\_\_\_\_

As-builts received date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Add to waiting list?**  or

Building Team Informed \_\_\_\_/\_\_\_\_/\_\_\_\_

**Scheme:** \_\_\_\_\_

Saved to Property File?  or

*Feel free to contact us:*



Tasman District Council  
Email [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
Website [www.tasman.govt.nz](http://www.tasman.govt.nz)  
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