



PALMERSTON NORTH CITY

PALMERSTON NORTH WATER SUPPLY BYLAW

2015

Administration Manual

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	Name	Signature	Date
Prepared by			
Reviewed by			
Authorised by			

PART 1 – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Water Supply Bylaw by bringing together those aspects which may otherwise be included in the Bylaw, but which are of a technical or administrative nature, or operational matters that are likely to be amended before the Bylaw is reviewed. In taking this approach, it will simplify the administration of the bylaw, allow for administrative and technical processes to be kept up to date, and assist in interpretation of the bylaw.

The Administration Manual is made under the bylaw, and it will govern the implementation and operation of the bylaw. The Administration Manual is a public document, and will be made available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be authorised either by the General Manager for City Networks or the Water and Waste Services Manager.

PART 2 - STANDARD CONDITIONS OF WATER SUPPLY

1. APPLICATION FOR SUPPLY

- 1.1. The Council will determine the sizes of all pipes, fittings, water meters, valves, backflow prevention devices and any other equipment deemed necessary by the Council, up to the Point of Supply. The Council will supply and install the service pipe up to the point of supply at the customer's cost; or may allow the supply and installation of the service pipe to be carried out by approved contractors at the applicant's cost.
- 1.2. Any new water connection, installed after the adoption of the Bylaw, must be located and installed in accordance with the Council's Engineering Standards for Land Development.
- 1.3. The applicant must have the authority to act on behalf of the owner of the premises for which the supply is sought and must produce written evidence of this if required.
- 1.4. An approved application for supply which has not been actioned within twelve months of the date of approval will lapse unless otherwise approved. Any refund of application fees will be at the discretion of the Council.
- 1.5. A new application for supply shall be required if a customer wishes to change his/her type of supply.

2. ON DEMAND SUPPLY

- 2.1. Every premises shall be entitled to an Ordinary Supply of water if the following criteria are met:
 - a) The premise lies within a water supply area if such an area has been constituted by Council;
 - b) Payment of the appropriate charges in respect of those premises is made;
 - c) The supply conforms to the provisions of this Administration Manual; and
 - d) Other charges or costs associated with subdivisional development are paid.
- 2.2. Outdoor use of an Ordinary Supply of water may be limited or prohibited by restrictions made under clause 10 of the Bylaw.
- 2.3. Notwithstanding any other provisions in the Bylaw, the Council shall be under no obligation to provide an Extraordinary Supply of water.

3. POINT OF SUPPLY – INDIVIDUAL OWNERSHIP

- 3.1. For individual customers the point of supply must be located at the street address frontage of the property as shown in Figures 1 to 6 in the Administration Manual, or as close as possible where circumstances make it difficult to locate it at the required position. Positions other than those in the Administration Manual will require specific approval from Council.
- 3.2. The typical layout at a point of supply is shown in Figures 7a to 7f of the Administration Manual.

- 3.3. For each individual customer there shall only be one Point of Supply, unless otherwise approved.
- 3.4. The Council shall own and maintain the service pipe and fittings up to the point of supply, including any water meter where fitted. The customer shall own and maintain the supply pipe beyond the point of supply. Without limiting that obligation on the customer, the customer shall undertake any specific maintenance or repairs on the customer's side of the point of supply, as directed by Council.
- 3.5. The Council gives no guarantee as to the serviceability of the valve located on the Service Pipe. Where there is no customer stopcock, or where maintenance is required between the service valve and the customer stopcock, the customer may use the service valve to isolate the supply. However, the Council reserves the right to charge for maintenance of this valve if damaged by such customer use.
- 3.6. A customer who has altered, or who seeks to alter the ground levels in the vicinity of the connection is responsible for the alteration of the existing service pipe and cover to ensure the connection complies with the Council's Engineering Standards for Land Development. Such work shall be carried out at the owner's expense.

4. POINT OF SUPPLY – MULTIPLE OWNERSHIP

- 4.1. The Point of Supply for the different forms of multiple ownership of premises or land shall be as follows:
 - a) For Company Share/Block Scheme (Body Corporate) - as for individual ownership.
 - b) For Leasehold/Tenancy in Common Scheme (Cross Lease), Strata Title, and Unit Title (Body Corporate) - each owner shall have an individual supply with the point of supply at the street address frontage of the property. In specific cases other arrangements may be acceptable subject to individual approval.
- 4.2. For a multiple ownership supply which was in existence prior to the coming into effect of the Bylaw, the point of supply shall be the arrangement existing at that time, or as determined by agreement with the Council for an individual case.
- 4.3. For a multiple ownership supply where a fire hydrant is attached to the supply, notwithstanding anything in sections 4.1 and 4.2 of the Administration Manual, the Council shall own and maintain the fire hydrant and the main that supplies it.

Figure 1. Point of Supply Location for Single Residential Dwellings

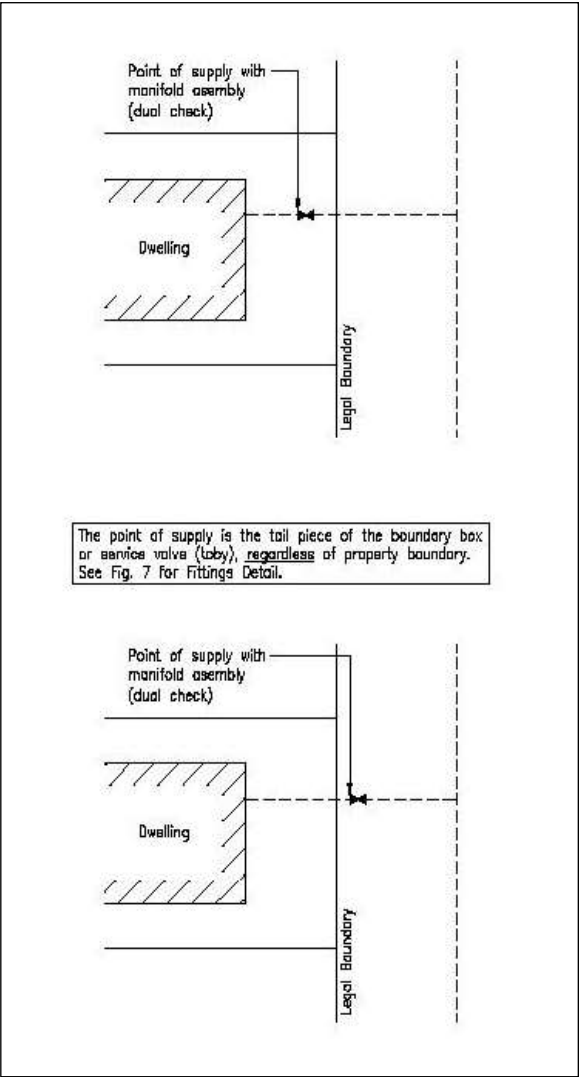


Figure 2. Point of Supply Location for Multiple Residential Dwellings

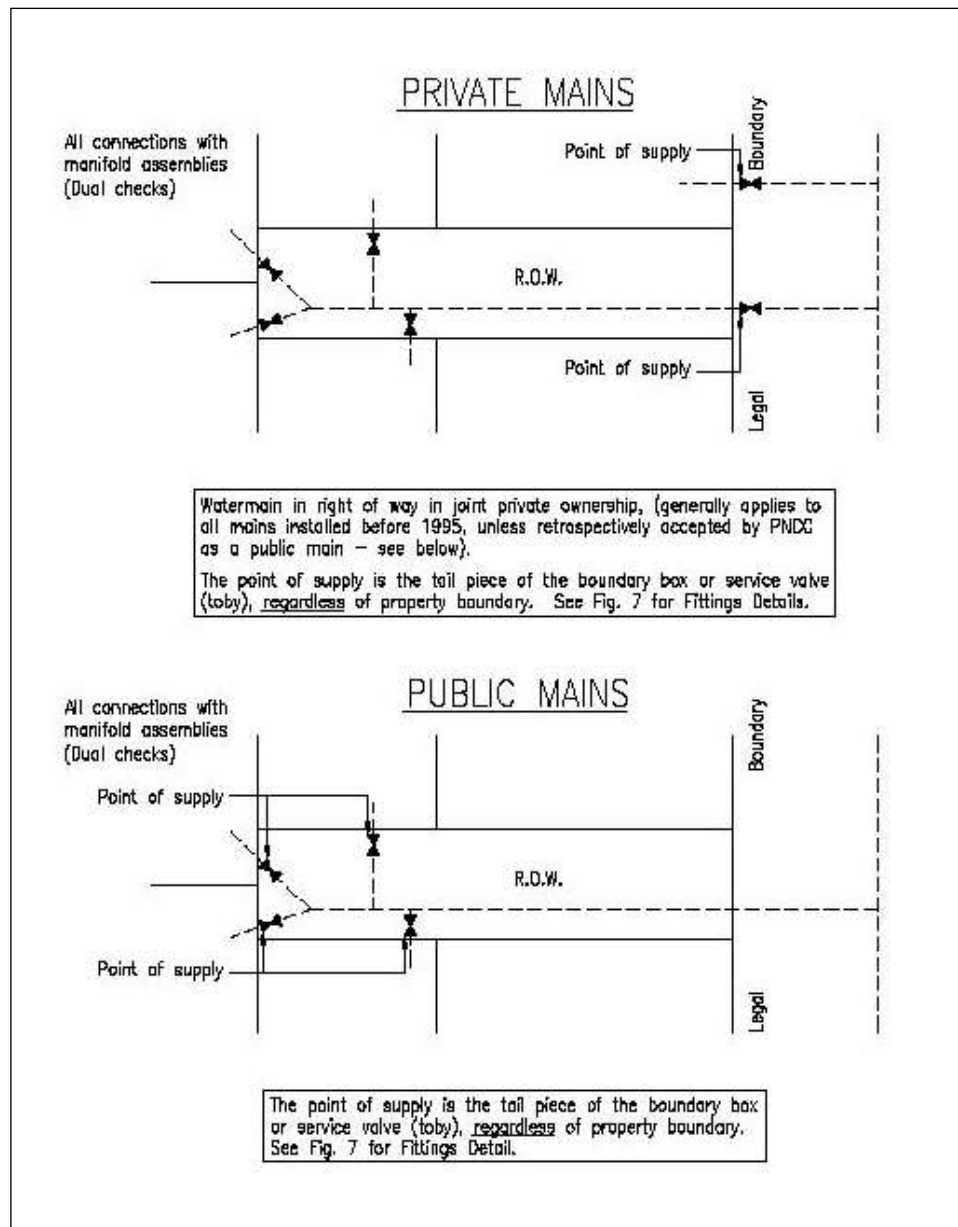


Figure 3. Point of Supply Location for Cross Leases

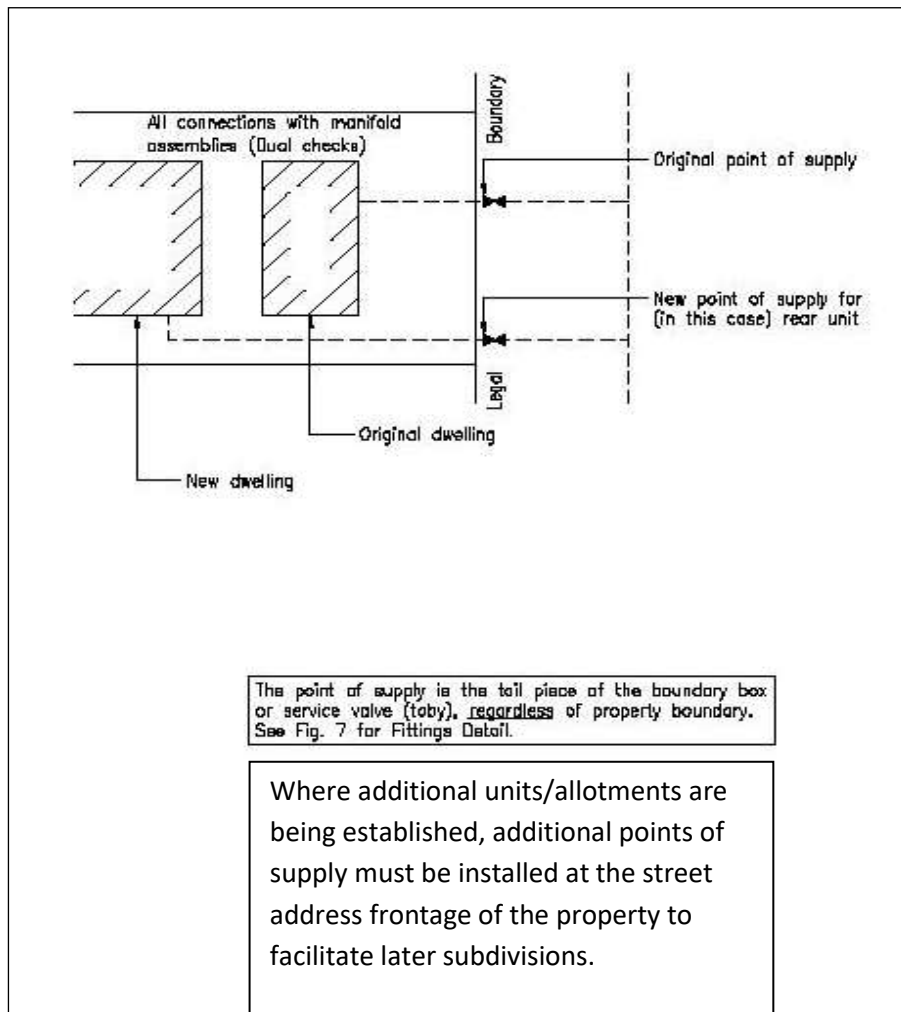


Figure 4. Point of Supply Location for Commercial Connections – Multiple Occupation/Ownership

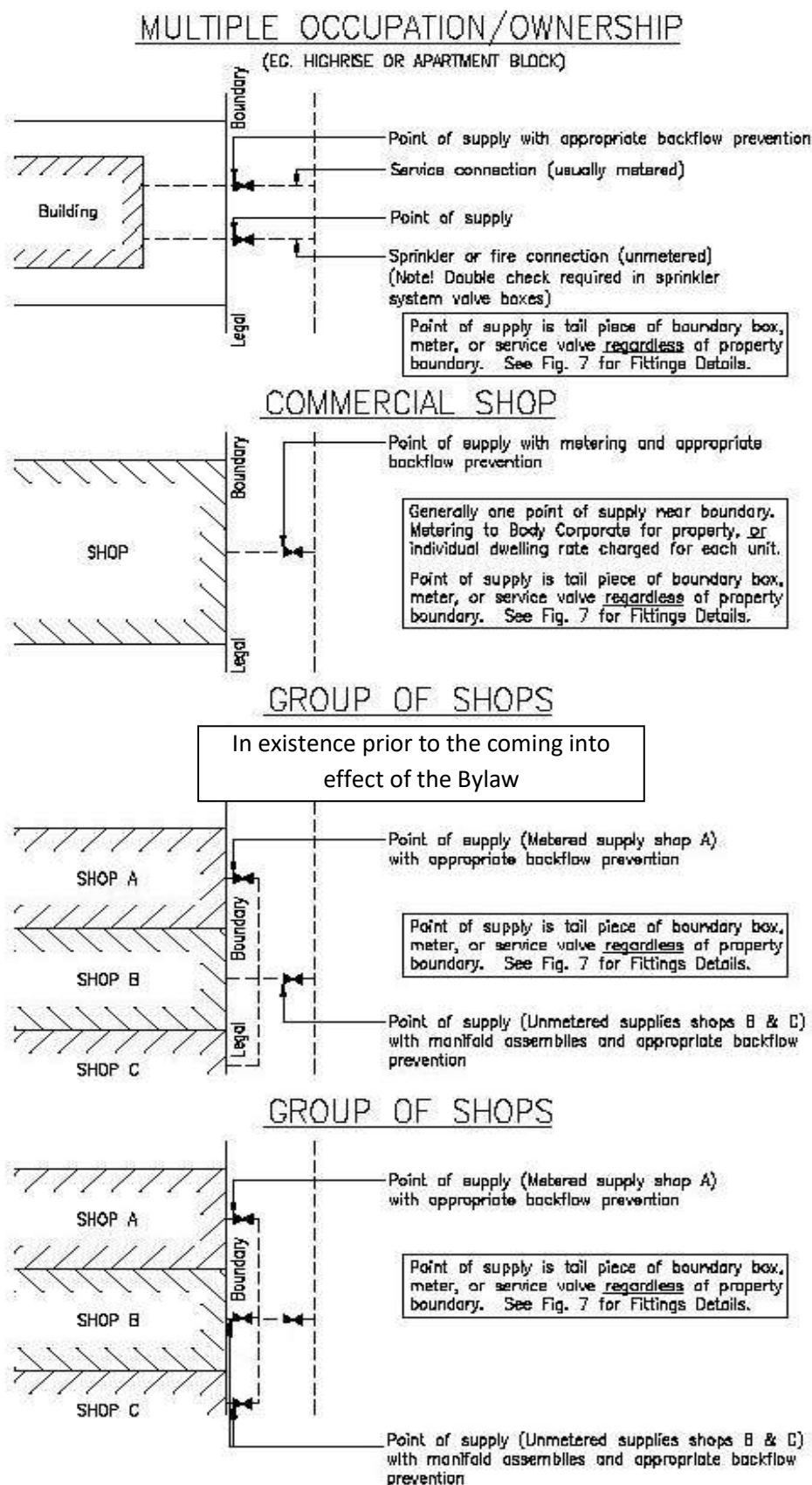


Figure 5. Point of Supply Location for Industrial/Commercial Connection – (includes Schools etc.)

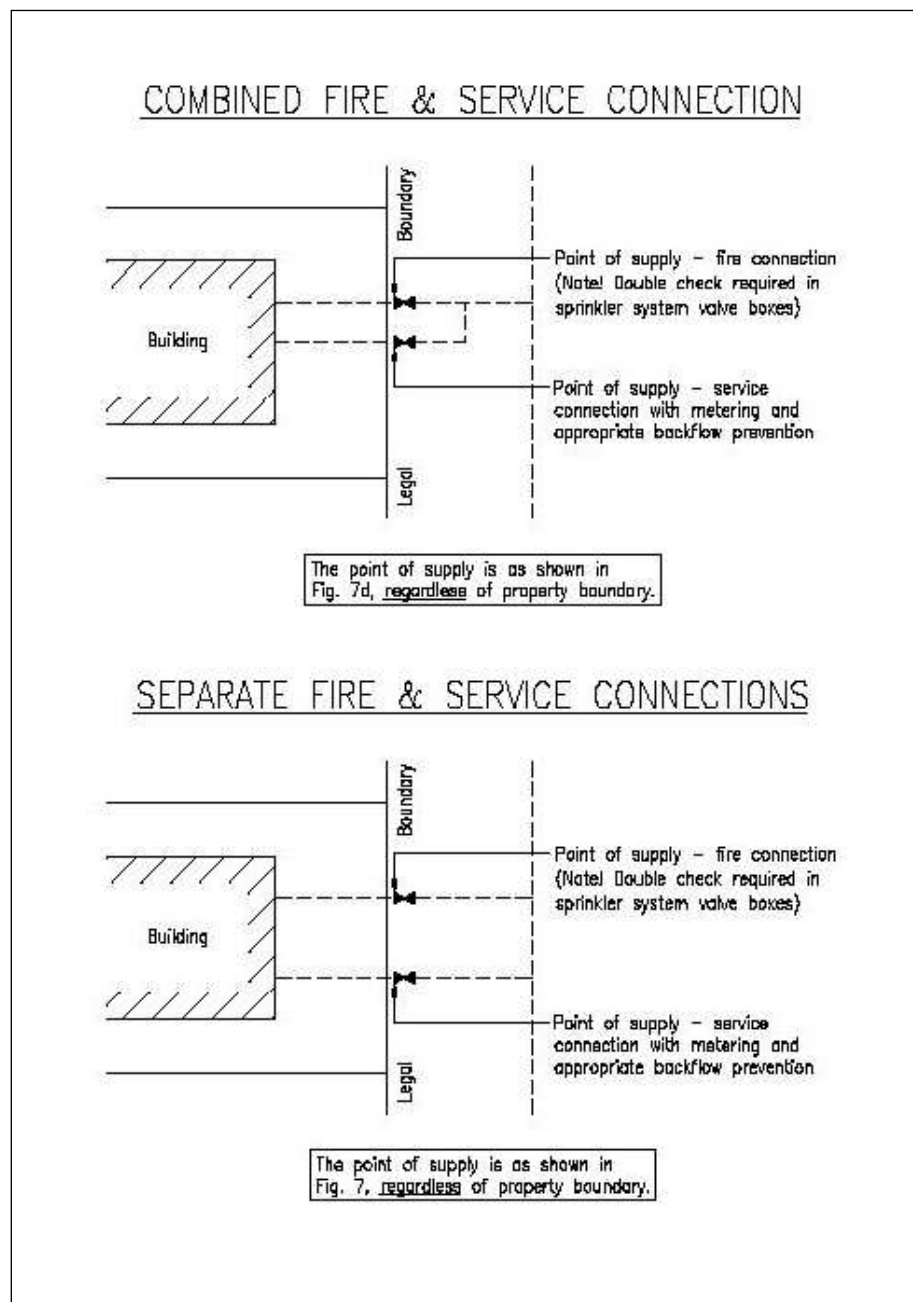


Figure 6. Point of Supply Location for Industrial/Commercial Connection – (includes Schools etc.)

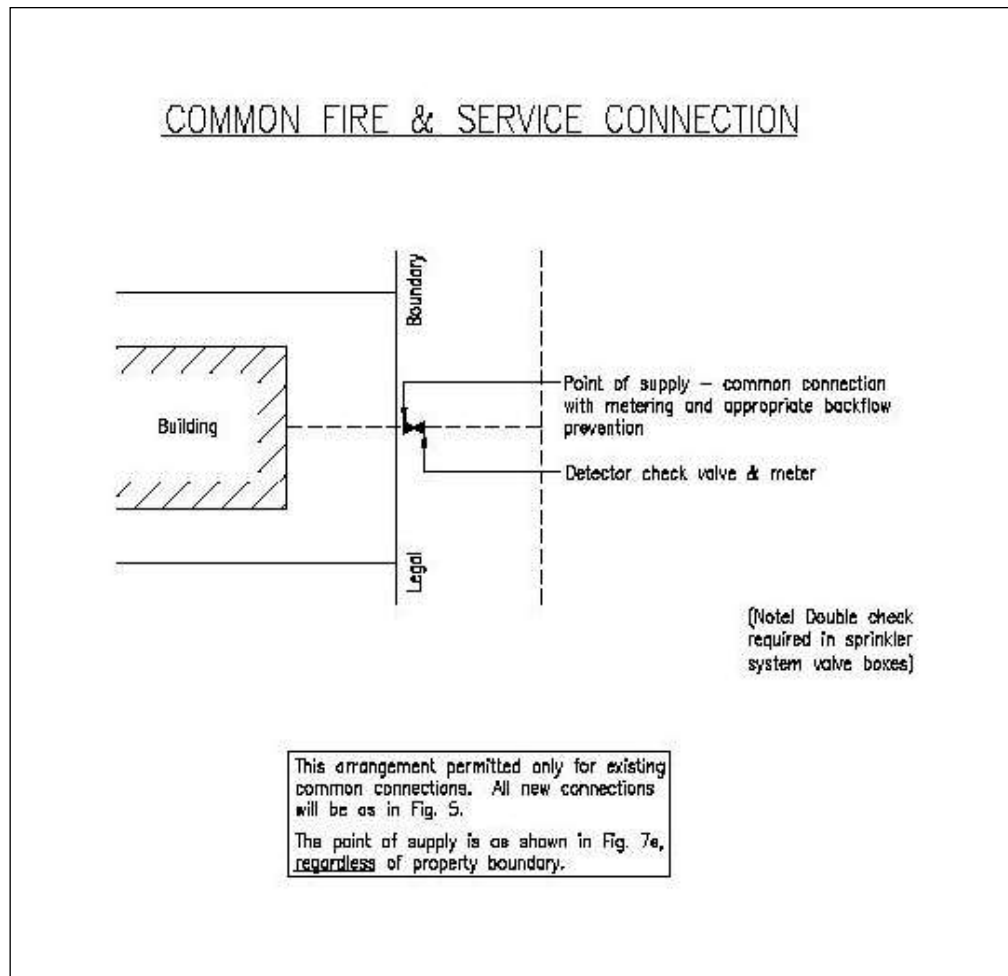
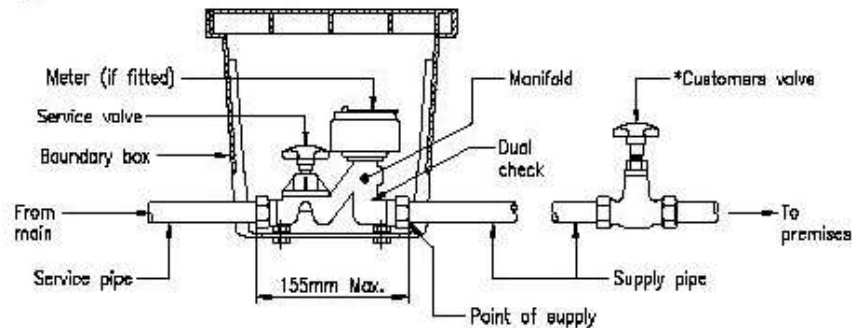


Figure 7. Examples of Fitting Details showing Point of Supply

Fig. 7a MANIFOLD ASSEMBLY AT BOUNDARY BOX



*As provided for in NZ Building Code approved document G12/AS1.

Fig. 7b SEPARATE FIRE & METERED SERVICE CONNECTION WITH COMMON LINE FROM MAIN

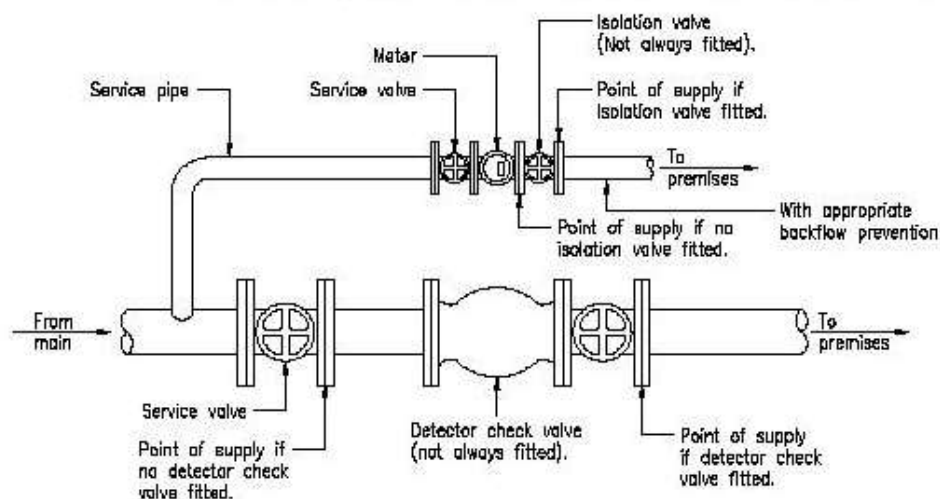


Fig. 7c COMMON FIRE & METERED SERVICE CONNECTION

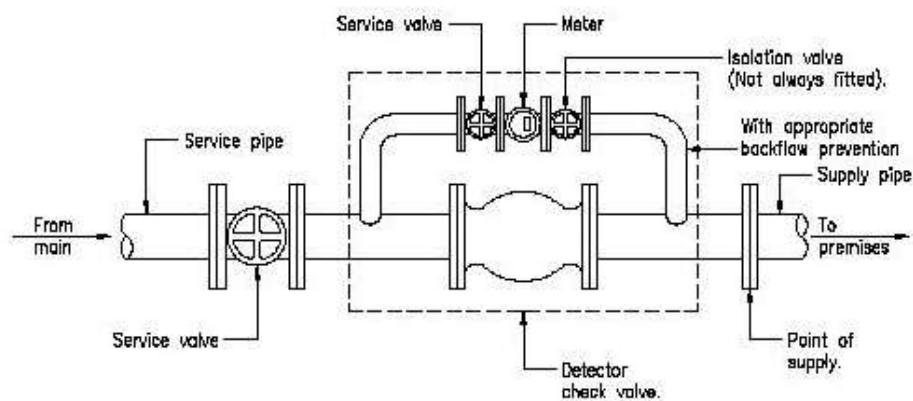


Figure 7 continued. Examples of Fitting Details showing Point of Supply

Fig. 7d METERED SUPPLY WITH REDUCED PRESSURE BACKFLOW PREVENTER

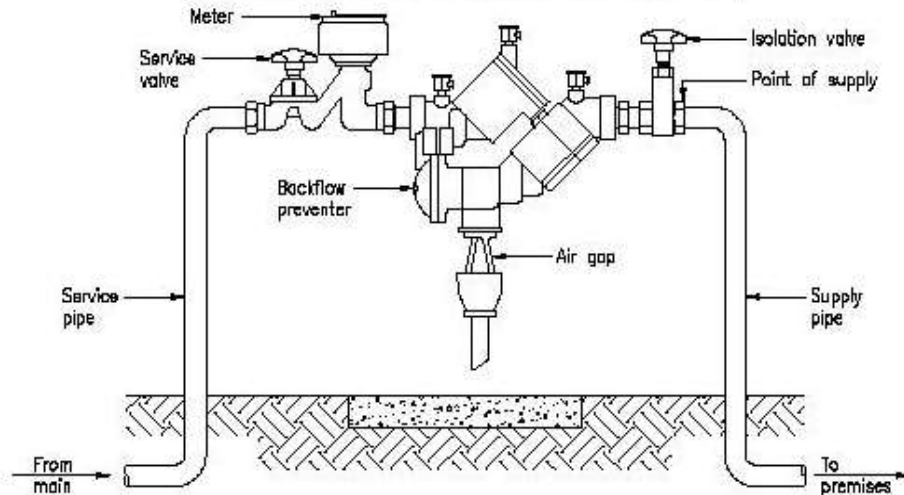
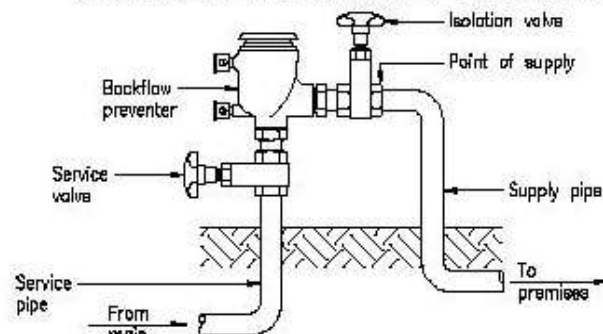
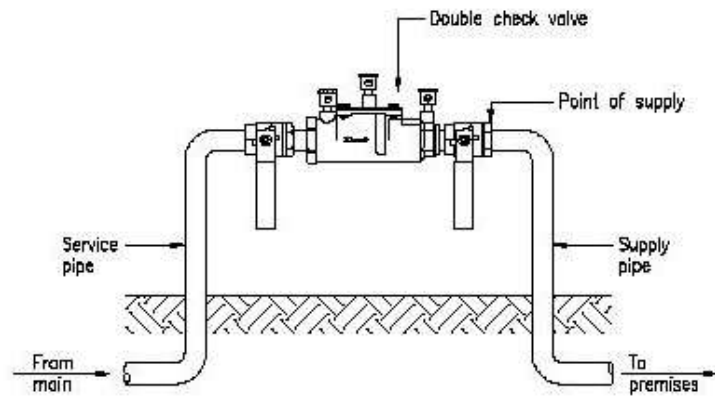


Fig. 7e UNMETERED SUPPLY WITH VACUUM BREAKER BACKFLOW PREVENTER



*The building code may require the customer to install additional backflow preventers within the site, which will remain the responsibility of the customer.

Fig. 7f DOUBLE CHECK VALVE



All the above ground facilities exposed in the public domain must be securely caged, locked and approved by the Council.

5. ACCESS TO AND ABOUT POINT OF SUPPLY

- 5.1. Rights of access apply at the following times:
- a) Where the point of supply is on private property the customer shall allow the Council access to and about the Point of Supply between 7.30 am and 6 pm on any day for:
 - (i) Meter reading without notice;
 - (ii) Checking, testing and maintenance work with reasonable notice being given whenever possible.
 - b) Outside these hours (e.g. for leak detection) the Council will give 24 hours' notice to the customer;
 - c) Under emergency conditions the customer shall allow the Council free access to and about the Point of Supply at any hour;
- 5.2. Where access is not made available for any of the above and a return visit is required by the Council, a rate in accordance with the "Meter reading by appointment" item may be charged.
- 5.3. The customer must maintain the area in and around the point of supply free of soil, growth, or other matter or obstruction which prevents, or is likely to prevent convenient access.

6. LEVEL OF SERVICE

- 6.1. The Council shall provide water in accordance with the Level of Service contained in the Long Term Plan of the Council.
- 6.2. The Council does not guarantee an uninterrupted or constant supply of water, or maintenance of an existing pressure which is in excess of an agreed level of service, but shall make every reasonable attempt to provide continuity of supply, subject to the exceptions in sections 9 and 10 of this Administration Manual, and any restrictions imposed by clause 10 of the Bylaw.
- 6.3. Where physical works are planned which will substantially affect an existing supply, the Council shall give reasonable notice to all customers known to be affected.
- 6.4. If a customer has a particular requirement for an uninterrupted level of service (flow, pressure or quality), it is the responsibility of that customer to provide any necessary storage, back-up facilities or equipment.

7. RESTRICTED FLOW SUPPLY

- 7.1. Restricted flow supply shall only be available to premises within a designated area or under special conditions set by the Council.
- 7.2. Restricted flow supply shall be measured on the basis of an agreed number of units supplied at a uniform flow rate.
- 7.3. The Council shall charge for the restricted flow supply by:
- a) as prescribed in Part 1, sections 9, 15 to 19 and Part 4, sections 101 to 103 the Local Government (Rating) Act 2002, or

- b) The volume passing through a meter; or
- c) The agreed number of water units.

8. DEMAND MANAGEMENT

- 8.1. There are four water restriction levels that can be set. In general, the Council will start at the lowest level of restriction but may “leapfrog” to a higher restriction if warranted by the situation.
- 8.2. Restrictions generally apply during the Summer and Autumn seasons, when daylight savings time is in effect. The times shown for these restrictions are based on daylight savings time, and may be adjusted when daylight savings time ends so that sprinkler use and hosing can be carried out during daylight hours.

Level 0: No restrictions apply.

Level 1: Sprinkler use evenings only, every two days

Unattended hoses, sprinklers, and garden irrigation systems can only be used between 7.00 pm and 9.00 pm; for even numbered houses on even dates, and odd numbered houses on odd dates. Handheld hoses can be used at any time. Minimising the use of water is encouraged.

Level 2: Unattended irrigation prohibited. Handheld hoses only, every two days

Unattended hoses, sprinklers, and garden irrigation systems can not be used. Handheld hoses for gardens and outdoor household maintenance can only be used between 7.00 pm and 9.00 pm; for even numbered houses on even dates, and odd numbered houses on odd dates. Commercial activities requiring hose use are not restricted but are encouraged to minimise water use or reschedule the work until the restrictions are lifted.

Level 3: Hosing prohibited

Unattended hoses, sprinklers, garden irrigation systems and handheld hoses or watering cans cannot be used. Car washing, household maintenance and outdoor washing by handheld hose are also prohibited. Filling of swimming pools, spa pools and paddling pools is prohibited. Commercial activities requiring water use via hoses may only be carried out with the permission of Council.

9. EMERGENCY

- 9.1. During a declared state of emergency the Council has power to override the provisions of the Bylaw. The Council may restrict or prohibit the use of water for any specified purpose, for any specified period, and for any or all of its customers. Such restrictions shall be publicly notified. The decision to make and lift restrictions imposed under this section of the Administration Manual shall be made by the Council or, where immediate action is required, by the Council’s Water and Waste Services Manager subject to subsequent Council ratification.

10. SCHEDULED MAINTENANCE AND REPAIR

- 10.1. Wherever practical the Council will make every reasonable attempt to notify the customer of a scheduled maintenance shutdown of the supply before the work commences. Where immediate action is required and this is not practical, the Council may shut down the supply without notice. Council shall use reasonable endeavours to ensure that shutdowns do not exceed 8 hours.

11. LIABILITY

- 11.1. The Council shall endeavour to meet the Level of Service requirements of section 6 of the Administration Manual but it shall not be liable for any loss, damage or inconvenience including any consequential losses whatsoever and howsoever caused which the customer (or any person using the supply) may sustain as a result of deficiencies in, or interruptions to, the water supply.
- 11.2. Without prejudice to the above, the Council may, under certain circumstances and solely at its discretion, make payments to customers for damage caused to equipment, appliances, processes and materials as a direct result of a variation in the water supply; provided that any such equipment or appliances have been designed to cater for reasonable variations in the flow, pressure and quality of the water supply.

12. COUNCIL EQUIPMENT AND INSPECTION

- 12.1. The customer must take due care not to damage any part of the water supply system, including but not limited to pipework, valves, meters, restrictors, chambers and backflow prevention devices.
- 12.2. Subject to the provisions of the Local Government Act 2002, the customer must allow the Council with or without equipment, access to any area of the premises for the purposes of determining compliance with the Bylaw.

13. METERING, METERS AND FLOW RESTRICTORS

- 13.1. An ordinary supply of water is not normally metered, and the cost of such supply shall be determined by the process as prescribed in Part 1, sections 9, 15 to 19 and Part 4, sections 101 to 103 of the Local Government (Rating) Act 2002.
- 13.2. Council will require commercial premises to be metered unless an application for exemption is made to the Council and approval given.
- 13.3. All owners of premises which have a metered water supply must pay the prescribed rate for water supplied by meter.
- 13.4. The Council may fit a water meter to any connection at any time for the purposes of determining water consumption. The Council reserves the right to charge for water by meter for Ordinary Supply or Extraordinary Supply where it has reasonable grounds for believing that water use at a customer's premises is excessive.
- 13.5. Water use can be considered excessive if:

- a) there is evidence of repeated non-compliance with restrictions imposed as per clause 10 of the Bylaw;
 - b) there is evidence of leakage, or water running to waste, without remedial action by the occupier; or
 - c) there is evidence that water usage exceeds the amount defined as a reasonable per capita allocation under the Water Conservation Management Plan.
- 13.6. Before water can be charged for under section 13.4 of the Administration Manual the Council must serve 10 working days' notice on the customer that it has reasonable grounds for believing that the water use on the customer's premises is excessive, and request that the customer acts within 10 working days to ensure their use is not excessive.
- 13.7. If, after service of notice and the specified time period, the Council continues to have reasonable grounds for believing the water use is excessive, it may charge the customer for metered water supply at the premises in accordance with section 13.4 of the Administration Manual.
- 13.8. If it is established that water use at the premises is excessive then the Council may charge the customer for the actual costs of supplying and fitting the meter, including an additional administration fee of up to 10% of the costs.
- 13.9. The meter will remain the property of the Council which shall be responsible for its maintenance and operation.
- 13.10. A customer (ordinary or extraordinary supply) may request the Council to provide a water meter so that the customer may change from a uniform supply charge to a water by meter charge. In that event, in addition to the cost of installation, the customer shall meet the cost of the water meter. The meter supplied will remain the property of the Council who shall be responsible for its maintenance and operation. In addition to the costs of the meter and installation, an administration fee of 10% of the costs of the meter and installation shall apply.
- 13.11. For meters shared by multiple owners which were in existence prior to the coming into effect of the Bylaw, it is the owners' responsibility to reach an agreement to split the bill and arrange the payment. Where new connections and meters are required or internal plumbing is to be altered, the costs must be met by the owners.
- 13.12. Meters shall be supplied and installed by the Council or Council approved contractors.
- 13.13. Meters and restrictors must be located in a position which is immediately on the Council side of the Point of Supply and readily accessible for reading and maintenance, (see Figure 7 in the Administration Manual). Specific approval by Council is required if it is not practicable to locate the meter or restrictor immediately on the Council side of the Point of Supply.
- 13.14. Restrictors must not be removed without permission from the Council.
- 13.15. A customer with a metered water supply is required to comply with any water supply restrictions imposed under clause 10 of the Bylaw.

14. ACCURACY OF METERS.

- 14.1. The accuracy of meters shall be tested as and when required by the Council or as prescribed in Water Meter Code of Practice (OIML R49), and in accordance with the following process:
- (a) Meters shall be tested as prescribed in OIML R 49-2 and test report shall be made available as prescribed in OIML R 49-3.
 - (b) The variation in the error curve shall not exceed 3% for flow rates in the lower zone and 1.5% for flow rates in the upper zone. For the purpose of determining these requirements the mean values of the errors (of indication) at each flow rate, shall apply.
 - (c) The curves shall not exceed a maximum error limit of $\pm 6\%$ for flow rates in the lower zones and $\pm 2.5\%$ for flow rates in the upper zones.
 - (d) Restrictors shall be tested by measuring the quantity that flows through the restrictor in a period not less than 1 hour at its expected minimum pressure. A copy of independent certification of the test result will be made available to the customer on request.
 - (e) The maximum permissible error for the upper flow rate zone ($Q_2 < Q < Q_4$) is $\pm 2\%$, for temperatures from 0.3°C to 30°C and the maximum permissible error for lower flow rates zone ($Q_1 < Q < Q_2$) is $\pm 5\%$. This accuracy shall be applied to all water meters with $Q_3 < 100\text{m}^3/\text{h}$ and may be applied to water meters with values of $Q_3 > 100\text{m}^3/\text{h}$. The accuracy of flow restrictors shall be within $\pm 10\%$ of their rated capacity.
 - (f) Where Q is the flowrate:
 - i. Q_1 is the minimum flowrate;
 - ii. Q_2 is the transitional flowrate;
 - iii. Q_3 is the permanent flowrate; and
 - iv. Q_4 is the overload flowrate as defined in OIML R49-1 2003.
- 14.2. A customer who disputes the accuracy of a meter or restrictor may apply to the Council for it to be tested provided that it is not within three months of the last test. If the test shows non-compliance with the accuracy requirement then the customer will not be charged for the test. If the test shows compliance then the customer shall pay a fee in accordance with the Council current schedule of rates and charges.
- 14.3. Should any meter, after being tested, be found to register a greater or lesser consumption than the quantity of water actually passed through such a meter the Council shall make an adjustment in accordance with the results shown by such tests backdated for a period at the discretion of the Council but not exceeding 12 months, and the customer shall pay a greater or lesser amount according to such an adjustment.

15. ESTIMATING CONSUMPTION

- 15.1. Should any meter be out of repair, cease to register, or be removed, the Council shall estimate the consumption for the period since the previous reading of such meter, (based on the average of the previous four billing periods charged to the customer) and the

customer shall pay according to such an estimate. Provided that when by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four billing periods would be an unreasonable estimate of the consumption, the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the customer shall pay according to such an estimate.

- 15.2. The customer shall be liable for the cost of water which passes through the meter regardless of whether this is used or is the result of leakage. If metering indicates a significant increase in consumption to a premises, which is established as being caused by a previously unknown leak, the Council may estimate consumption as provided in section 15.1 of the Administration Manual, providing that the customer repairs the leak with due diligence.
- 15.3. Where the seal or dial of a meter is broken, the Council may declare the reading void and estimate consumption as provided above in section 15.1 of the Administration Manual.

16. INCORRECT ACCOUNTS

- 16.1. Where a situation occurs, other than as provided for in section 15.2 of the Administration Manual, where the recorded consumption does not accurately represent the actual consumption on a property then the account shall be adjusted using the best information available to the Council. Such errors include, but are not limited to, misreading of the meter, errors in data processing, meters assigned to the wrong account and unauthorised supplies. Where an adjustment is required, in favour of the council or the customer, this shall not be backdated more than 12 months from the date the error was detected.

17. CUSTOMER'S PLUMBING SYSTEM

- 17.1. The customer's plumbing system shall be designed, installed and maintained, both in its component parts and its entirety, to ensure that it complies with the Plumbers, Gasfitters and Drainlayers Act 1976, the Building Act 2004 and the New Zealand Building Code and any other relevant statutory requirements in place at the time. In addition, the customer's plumbing system shall comply with any requirements in the Water Supply Connection Standards.
- 17.2. Quick-closing valves, pumps, or any other equipment which may cause pressure surges to be transmitted within the water supply system, or compromise the ability of the Council to maintain its stated levels of service, shall not be used on any piping directly connected to the Service Pipe, unless approved by the Council.
- 17.3. In accordance with the New Zealand Building Regulations the plumbing system must be compatible with the water supply. Specific features of the Council supply which need to be taken into account are contained in Table 1.

Table 1: Compatibility Features

Location	Feature	Value
Palmerston North City	Minimum Pressure*	350 kPa
Ashhurst Area	Minimum pressure*	350 kPa
Linton Area	Rural Water supply	Limited Rural Supply
Valley Views	Rural Water Supply	Limited Rural supply
Other small supplies outside Water Supply Area	Rural Water Supply	Limited Rural supply
Bunnythorpe	Minimum pressure*	300 kPa
Longburn	Minimum pressure*	300 kPa

* Minimum pressure relates to the Level of Service set out in the Palmerston North Water Asset Management Plan

18. CUSTOMER'S RESPONSIBILITIES

- 18.1. The customer must take all steps to prevent:
- water to run leaking or unchecked from any pipe, tap or other fitting;
 - the condition of the plumbing within the property deteriorating to the point where leakage and or wastage is uncontrolled; or
 - the unattended operation of hoses.
- 18.2. Where a customer ignores advice from the Council to repair an on-going leak, the Council may repair the leak and charge the customer to recover all associated costs as provided in the Local Government Act 2002.
- 18.3. The customer must not use water or water pressure directly from the supply for generating energy, driving lifts, machinery, eductors, generators or any other similar device, unless specifically approved.
- 18.4. The customer must not use water from the supply:
- for a single pass cooling system;
 - for air conditioning;
 - to dilute trade waste prior to disposal; or,
 - for cooling purposes in an industrial plant, unless specifically approved by the Council.
- 18.5. A customer may request Council collect a water sample from water supplied by the Council to their property and test the water sample for E coli. If the test result meets the drinking-water standard requirements the customer may be charged for the costs associated with the testing.

19. FIRE PROTECTION CONNECTIONS

- 19.1. Any proposed connection for fire protection shall be the subject of a separate application (on the standard Council form) to the Council for approval. Any such connection shall be subject to the Terms and Conditions specified by the Council.
- 19.2. It shall be customer's responsibility to ascertain, in discussion with the Council and the New Zealand Fire Services, and monitor whether the fire protection supply available is

adequate for the intended purpose. The Council shall be under no obligation to provide a fire protection supply at any particular flow or pressure.

- 19.3. In any case where supply of water to any premises is metered the Council may allow supply of water for the purposes of firefighting to be made in a manner which bypasses the meter; provided that the drawing of water will only be permitted in the following circumstances:
- a) to systems in which the drawing of water is only possible in connection with the sounding of an automatic fire alarm or the automatic notification of the Fire Service; or
 - b) where a Council approved Detector Check Valve has been fitted on the meter bypass.
- 19.4. Where an unmetered connection has been provided to supply water to a fire protection system this shall be used for no other purpose than fire-fighting and testing the fire protection system except where the fire protection system is installed in accordance with NZS 4517.
- 19.5. For a fire connection installed prior to the coming into effect of the Bylaw which is so constructed or so located that it is likely or possible that water will be drawn from it or from any part of it by any person for purposes other than fire-fighting, the Council may install on such a connection a water meter suitable for the purpose at the customer's expense.
- 19.6. In any case where supply of water to any premises is metered, fire hose reels shall be connected only to the metered supply, not to a fire protection connection. The water supply to the hose reels shall comply with the requirements of NZS 4503:2005.
- 19.7. Water used for the purpose of extinguishing fires will be supplied free of charge. Whenever water has been used for firefighting purposes, for which a charge has been made, the customer may estimate the quantity of water so used and, subject to approval, a sum based on such estimate at the appropriate charge rate shall be credited to the customer's account.

20. BACKFLOW PROTECTION

- 20.1. It is the customer's responsibility (under the Health (Drinking Water) Amendment Act 2007 and the Building Act 2004), to take all necessary measures on the customer's side of the point of supply to prevent water which has been drawn from the Council's water supply from returning to that supply. This includes:
- a) prevention either by providing an adequate air gap, or by the use of a backflow prevention device;
 - b) The prohibition of any direct cross-connection between the Council water supply and:
 - (i) Any other water supply (potable or non-potable)
 - (ii) Any other water source
 - (iii) Any storage tank whether fixed or mobile
 - (iv) Any other pipe, fixture or equipment containing chemicals, liquids, gases, or other non-potable substances.
- 20.2. Notwithstanding section 20.1 of the Administration Manual, the Council may fit a backflow prevention device on the Council's side of the point of supply where the customer cannot

demonstrate that the risk of backflow has been managed or where the Council deems it necessary to protect the network as per the Backflow Policy in the Administration Manual. The Council may charge the customer for the supply and installation of a backflow prevention device and associated protective equipment such as cages.

- 20.3. The Council may undertake annual testing on point of supply backflow prevention devices. The owner of the property at which the backflow prevention device is installed may be charged for such testing. The Council will keep appropriate records of testing.
- 20.4. Council's policy on backflow prevention is included in appendix 2 of this Administration Manual.

21. TRANSFER OF RIGHTS AND RESPONSIBILITIES

- 21.1. The customer shall not transfer to any other party the rights and responsibilities provided for under the Bylaw or this Administration Manual.
- 21.2. Any water which the customer draws from the Council supply shall be for use on the premises and shall not be provided to any other party without Council approval. In particular, a Supply Pipe shall serve only one customer, and shall not extend by hose or any other pipe beyond that customer's property.

22. CHANGE OF OWNERSHIP

- 22.1. In the event of a premises changing ownership the Council will automatically record the new owner as being the customer at that premises. Where a premises is metered the outgoing customer shall give the Council 5 working days notice to arrange a final reading.

23. DISCONNECTION AT THE CUSTOMER'S REQUEST

- 23.1. The customer shall give 20 working days notice in writing to the Council of the requirement for disconnection of the supply.

PART 3 – STANDARD CONDITIONS FOR TURITEA CONTROLLED CATCHMENT AREA ENTRY PERMIT

24. An application for an entry permit must be made using the form contained in appendix 4 of this Administration Manual.
25. Every person in the Turitea Controlled Catchment Area must upon demand produce an entry permit for inspection by the Forester or other officer or agent of the Council.
26. Entry permits are not transferrable to another person.
27. The Council may at any time, by notice in writing delivered to the holder, revoke or suspend any such entry permit for such time as must be stated in such notice.
28. In the Turitea Controlled Catchment Area:
 - a) No person whether holding any permit issued under the provisions of the Bylaw or not (other than the Forester or officer or agent of the Council), shall commit or cause or permit to be committed any act which may interfere with or be likely to interfere with the free and lawful exercise of any rights vested in any other person in any such area.
 - b) Every person must upon the request of the Forester or officer or agent of the Council immediately leave the controlled catchment area. That person remains liable to be prosecuted for the breach of any of the provisions of this Part of the Administration Manual, and the failure to leave constitutes a further offence.
 - c) No person shall obstruct or hinder the Forester or officer or agent of the Council in the exercise of any powers vested in that officer under the provisions of this Part of the Administration Manual.
 - d) Every person whether holding any permit issued under the provisions of the Bylaw or not must not damage assets in the Catchment Areas belonging to third parties.
 - e) Any work carried out in the Catchment Areas whether it is permitted or not must not cause any adverse effects on water quality or spillage of any hazardous materials to the stream or the lakes.
29. Entry permits to the Turitea Controlled Catchment Area may forbid, regulate or control the following activities:
 - a) hunting, trapping, shooting or fishing;
 - b) lighting or maintaining any fire;
 - c) taking any dog or other animal;
 - d) damaging or destroying any trees, shrubs, or other existing cover, or interference with any property;
 - e) carrying of any firearm or weapon of any kind, any trap or any fishing gear which may be used for the hunting or catching of birds, fish or animals; or
 - f) use of any herbicide, pesticide or toxic substance for any purpose whatsoever.

PART 4 – STANDARD CONDITIONS FOR PERMIT TO USE WATER FILLING STATION

30. APPLICATION

- 30.1. An application for permit to use the Water Filling Station must be made using the form contained in appendix 5 of this Administration Manual.

31. EQUIPMENT

- 31.1. The applicant is responsible for providing all the equipment necessary to connect to the filling station.

32. RESPONSIBILITY FOR DAMAGE

- 32.1. The applicant is required to inform the Council Officer of any possible defect or damage to the Filling Station.
- 32.2. The applicant will be held responsible for the cost of any repairs of damage caused by the incorrect operation of a tanker filling station.
- 32.3. The applicant will also be held responsible for any third party damage that occurs whilst the tanker filling station is in use.
- 32.4. In this regard (for example), the operator must wear an orange high visibility vest and use at least 3 x 900 mm orange double reflector cones to warn vehicles and pedestrians of the obstruction or danger, as set down by the Health and Safety in Employment Act 1992.

33. PAYMENT OF FEES

- 33.1. The applicant must ensure that all applicable fees are paid before water is drawn from the filling station. Service may be disconnected if fees are unpaid.

34. DECLARATION

- 34.1. A false declaration or other action, which results in a significant expense or inconvenience to Council, will result in immediate cancellation of the Permit and may result in prosecution.

35. CANCELLATION

- 35.1. The Council reserves the right to cancel any permit at any date or time by giving notice to the permit holder.

APPENDIX 1

SERVICE CONNECTION APPLICATION FORM (SC1)



CN: _____

Use this application form to get connected to Palmerston North city's water supply, wastewater and stormwater systems. Refer to the application notes at the end of the form for guidance if required.

(Approval of this Service Connection maybe subject to payment of Development Contributions)

APPLICANT DETAILS

Name:

Mailing Address:.....

.....

.....

Phone:.....

Email:

Would you prefer your approved application sent by email or posted?

Email ☐ Posted ☐

CONTACT DETAILS (If different)

Name:.....

Mailing Address.....

.....

.....

Phone:.....

Email:

PROJECT LOCATION

Site Address:

Legal Description (From certificate of title or rates):

Does this water/sewer/stormwater service application relate to a Resource or Building Consent for the development of the property?

Yes ☐ No ☐

If yes, please provide the Resource/Building Consent Number:.....

Also, if known, the Consent type and

Description:.....

TYPE OF PROJECT

(Tick as Required)

Subdivision ☐ Existing Building ☐ New Building ☐ Residential ☐ Commercial ☐

CONNECTIONS REQUIRED AND SIZE OF CONNECTIONS

(Tick as Required)

Sewer ☐ Stormwater to Kerb ☐ Stormwater to Main ☐ Water ☐

Sewer diameter:_____ Stormwater diameter:_____ Water diameter:_____

Special Requirements:

.....

If you are applying for a water connection please fill out the backflow assessment.

Backflow Assessment

You may need a backflow preventer device to protect the city's water supply. This assessment will help Council determine what type of backflow prevention device you will need. Please tick all boxes that apply. Residential applicants, start at section 2.

1. *High Hazard*

Medical/Dentist/Vet Clinic	<input type="checkbox"/>	Commercial laundry	<input type="checkbox"/>
Sewage Pump Station/Sump ejectors	<input type="checkbox"/>	Vehicle Wash Station	<input type="checkbox"/>
Food preparation facilities	<input type="checkbox"/>	Airport, pier or dock	<input type="checkbox"/>
Photography labs/x-ray facilities	<input type="checkbox"/>	Mortuary	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	Pest Control	<input type="checkbox"/>
School/University with laboratories	<input type="checkbox"/>	Beauty/Hair salon	<input type="checkbox"/>
Horticultural or commercial garden			<input type="checkbox"/>
Commercial building (e.g. direct heat exchanger, fire sprinkler systems, separate building hydrant systems)			<input type="checkbox"/>
Fire/cooling systems with chemicals (e.g. antifreeze, biocides)			<input type="checkbox"/>
Water treatment facilities (e.g. chlorinators, auxiliary supplies, demineralising equipment etc)			<input type="checkbox"/>
Industrial and Trade Waste (e.g. boiler, chiller, make up tower, stripping tanks)			<input type="checkbox"/>
Use of hydrants for purging of flammable/explosive gases			<input type="checkbox"/>
Rural water supply (e.g. livestock water supply without added chemicals)			<input type="checkbox"/>

2. *Medium Hazard*

Recirculated water system	<input type="checkbox"/>	Rain water collection	<input type="checkbox"/>
Pools or spas	<input type="checkbox"/>		
Water treatment system (e.g. deionised water, reverse osmosis units, equipment cooling without chemicals)			<input type="checkbox"/>

3. *Low Hazard*

Childcare facility	<input type="checkbox"/>	Residential premises with hose tap	<input type="checkbox"/>
Drinking fountains			<input type="checkbox"/>
Cafe/Restaurant (Drink dispensers with carbonators, coffee machines, dishwashers, ice maker, etc.)			<input type="checkbox"/>
Commercial premises with potential change of use (Domestic sanitary fixtures only)			<input type="checkbox"/>

APPROVED CONTRACTOR

Only fill out this if you have already entered into an agreement with an Approved Contractor.

Name of Approved Services Contractor:

.....

A list of approved contractors and their contact details can be found on the PNCC website.

Do not begin work until you receive approval from the Council with any conditions and specifications and you have notified the Council who your approved contractor is.

The contractor must carry out all associated work. The contractor will need a copy of the permit with any conditions and the approved site plan with them on site.

Please attach the site drainage plans

Site drainage plans should indicate:

- Layout and details of stormwater drains, subsoil drains, sumps and ancillary work.
- Layout and details of wastewater drains and ancillary work.
- Layout and details of water mains and ancillary work.
- Floor level heights to official Council datum (not assumed datum).
- Diameters of pipe connections (stormwater, water and sewer).
- Trees
- The position of the proposed connections together with marked distances to the nearest boundaries.

Note:

A detailed site plan showing property boundaries, existing services, and the proposed works must be attached to this application. The application cannot be approved without a plan.

The plan must show the preferred position of the connection, or the location of the connection to be removed, together with marked distances/measurements to the nearest boundaries (if a corner site, nominate street from which connection is to be taken).

Name:

Position:.....

Signature:.....

Date:/...../.....

Palmerston North City Council

Service Connection Application Notes

Legal Description: This will be completed by the Council Officer receiving the application or can be obtained from the rates demand for the property to be serviced by the customer.

Wastewater - Special Requirements: This will usually relate to commercial or industrial property. Some businesses may need a trade waste consent. Some may require grease traps or oil interceptors on their wastewater connection or require a manhole. For more information please refer to the Engineering Standards for Land Development sections 4.12 (wastewater drainage), 6.13 (stormwater drainage) and the Trade Waste Bylaw on the PNCC website.

If you are applying by post: Send the completed form and accompanying information with the application fee to: Development Services, Palmerston North City Council, Private Bag 11034, Palmerston North.

Backflow Prevention Device: All properties connecting to the water supply will require an appropriate backflow prevention device. The type of device will depend on the level of risk. Properties are classified into three degrees of risk and this will determine the type of backflow device required. High risks will require a reduced pressure backflow device, medium risks will require a testable double check valve backflow device and low risks will require either a registered air gap, a hose connection vacuum breaker or an approved manifold with backflow prevention function. Examples of high, medium and low risks are given on the PNCC website.

Site Drainage Plans:

- The builder/contractor will be able to complete the floor level heights to official Council datum. Alternatively, a suitable reference point may be able to be obtained from Council on enquiry.
- Trees must be indicated on site drainage plans according to the Vegetation Framework for Palmerston North:
The removal of trees on Council land is discouraged, where removal is simply to provide for new accesses for infill subdivision or house removal. All alternative options should be explored before removal is considered. Council's preference is to retain trees, especially healthy specimens. Removal will be at the discretion of Council.

Please be aware:

- Council may require aged connections to be removed which will be at the developer's/applicant's expense.
- Some commercial and residential properties may require a stormwater backflow prevention device. The Council is not liable for any backflow associated costs.
- Any backflow prevention device and/or water meter installed will be at the developer's/applicant's expense.
- Position of the approved service connections must not be altered on site without specific written approval.

Further Information:

If you have any questions or require further information please contact Palmerston North City Council.

Phone: 06 356 8199

Web: www.pncc.govt.nz

APPENDIX 2 - BOUNDARY BACKFLOW PREVENTION POLICY STATEMENT

The Health (Drinking Water) Amendment Act 2007 guides water suppliers in respect to the development of a backflow prevention policy to protect the water supply. Council will achieve this aim through effective and efficient enforcement of the Water Supply Bylaw 2015, the Backflow Prevention Code of Practice and public education.

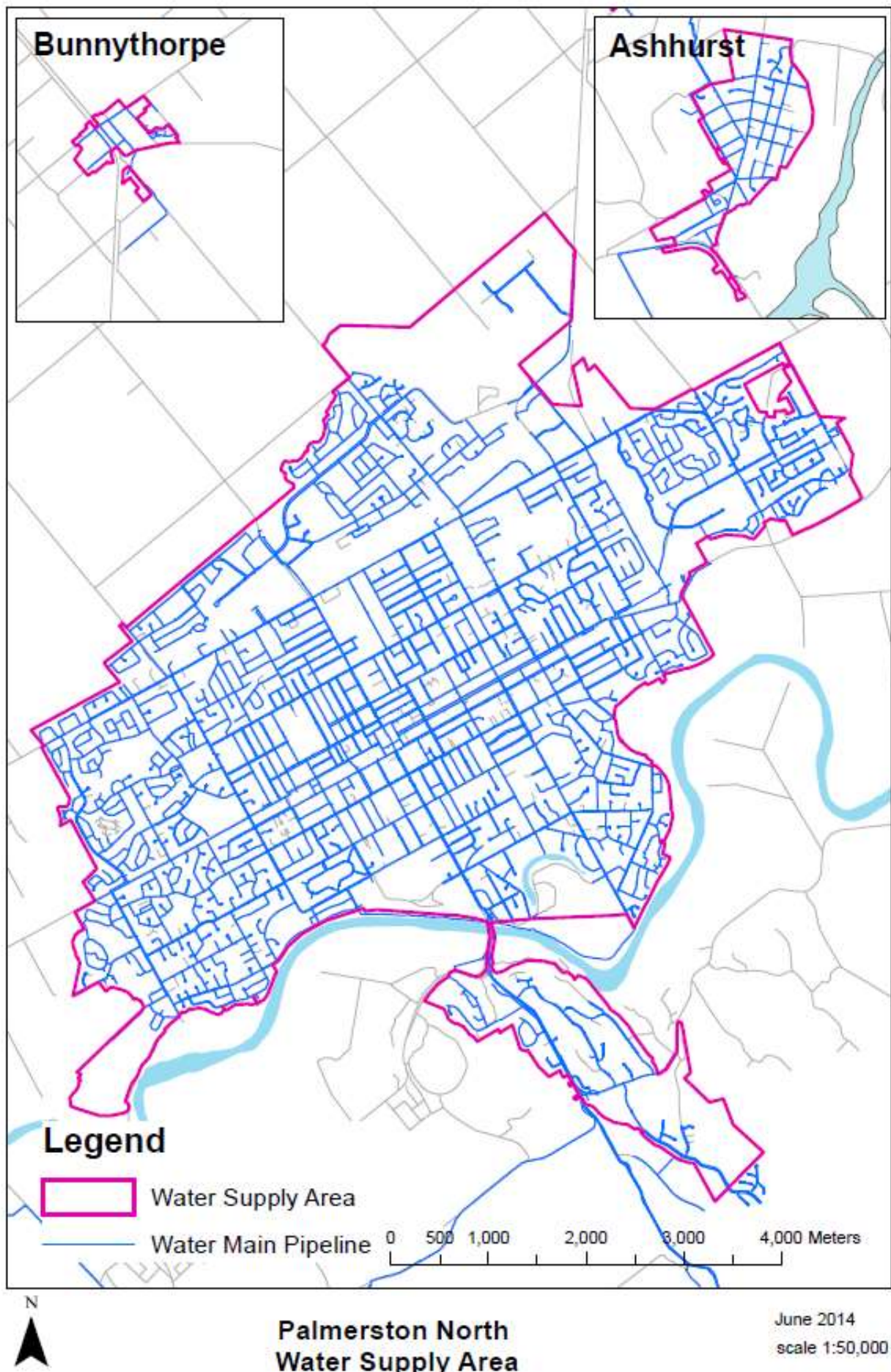
This backflow prevention policy outlines Palmerston North City Council's commitment to the protection of the potable water.

To minimise the risk that the water supply once treated becomes contaminated Council's policy is that an appropriate level of backflow prevention is provided on all water connections. Accordingly, this policy is made having regard to:

- All new connections require a type of backflow prevention at the point of supply between the customer and the water supplier
- The type of backflow prevention device being dependant on the risk to the water supply posed by the customer.
- Generally domestic/ordinary use connections will have a non-testable dual check device and commercial/extraordinary use customers will require a testable backflow prevention device at the point of supply.
- Installation, maintenance, testing and replacement of boundary backflow prevention devices shall be undertaken only by Council approved contractor or by Council staff who are appropriately qualified.
- The installation and replacement details shall be in accordance with Council's Code of Practice/Engineering Standards for Land Development and be as approved by Council.
- Testable backflow prevention devices, whether owned by Council or the customer, must be tested at least annually and after any maintenance. A test report must be submitted to the Council for the customer owned devices.
- A schedule of standard charges for backflow prevention devices of different sizes will be included in the Annual and Long Term Plans. The appropriate charge will be added to the customer's water account.
- Existing Extraordinary Supply connections as defined by the bylaw without adequate backflow prevention are to be upgraded at the customers' cost. These will be prioritised according to potential risk and customers will be given the option to install the device or have Council install and pass on the cost.
- Existing Ordinary Supply as defined by the bylaw (domestic) connections without backflow prevention will be upgraded when the service valves or meters are replaced by Council (at no additional cost to the customer).
- Whether the ownership of a boundary testable backflow prevention device has been vested in Council, it will be maintained and replaced as required by Council at the customer's cost.
- Periodic surveying of existing connections will be undertaken to determine any change of use requiring upgrading of backflow prevention.
- Enforcement where necessary will be as set out in the Water Supply Bylaw 2015.

APPENDIX 3 - WATER SUPPLY AREAS

The following map shows the water supply areas designated by the Council.



APPENDIX 4 – APPLICATION FOR PERMIT TO ACCESS TURITEA CONTROLLED CATCHMENT AREA

Controlled Catchment Area Access Permit Application Form (“Hunting Permit”)



APPLICANT DETAILS

Full Name: _____

Mailing Address: _____

Phone (work): _____ Phone (home): _____

Phone (mobile): _____ Email: _____

FIREARMS DETAILS

(Firearms licence must be sighted or a copy sent if applying by mail prior to permit being issued)

Calibre of rifle: _____ Firearms Licence No: _____

Licence sighted by: _____ (Signature of issuer)

_____ (Date)

VEHICLE(S) DESCRIPTION

Make: _____ Make: _____

Model: _____ Model: _____

Reg. No: _____ Reg. No: _____

Colour: _____ Colour: _____

DOG(S) DETAILS

Breed: _____ Breed: _____

Sex: _____ Sex: _____

Reg. No: _____ Reg. No: _____

OFFICE USE

- ☐ 2 x Passport photos supplied
- ☐ Application fee received
- ☐ Firearms licence sighted

PTO

HEALTH POLICY

1. The Turitea Water Catchment provides the main water supply for the city of Palmerston North. To avoid the spread of serious waterborne diseases such as giardia, cryptosporidium and typhoid, this area of the larger Turitea Reserve is closed to the general public. The Turitea Reserve is managed for water supply and the preservation of indigenous flora and fauna.
2. All people working for or on behalf of Palmerston North City Council or permitted by Council to enter the Reserve are required to complete a health declaration.
3. Controlling deer and other introduced animals is important to minimize risk to the water supply and maintain forest health. For this reason, bona fide hunters are welcome in the Reserve provided they first obtain a permit. As part of the permit process Council requires the applicant to complete a health declaration.
4. By signing this declaration, applicants authorise Council to periodically check their medical history with the Public Health Unit, if required, and agree to obtain a written clearance from their Doctor regarding any diseases that would be a problem in a water supply area, if requested by Council.

BEST PRACTICE

1. Gastro Intestinal Disorders
2. Any person authorised to enter the Turitea Reserve who has suffered from symptoms of gastro intestinal disorder such as diarrhoea, vomiting or stomach cramps **MUST NOT** enter the Reserve until they have been clear of symptoms following recovery from the disorder for at least two days.
3. Toilet Waste
 - a. Whenever possible avoid toileting in the Turitea Reserve. If this is not possible then:
 - b. Endeavour to use the eastern or southern side of the Water Catchment Access Track (area not draining into the City's water catchment). If that is not possible then:
 - c. Select a place that is at least 20m from any waterway, dig a hole about 10 to 15 cm deep and bury all waste then refill the hole with loose soil.

AGREEMENT WITH THE CONDITIONS OF ENTRY

- I have read and understood and agree to abide by the Conditions of Entry as listed and the Health Policy, Best Practice and Declaration.
- I have also read and understood the Safety and Hazard Identification forms

HEALTH DECLARATION

- I have not had or been exposed to any illness that would pose a threat to the City water supply.
- I have read, understood and agree to abide by the Health Policy and Best Practice.
- I authorise Council to check my name against the notifiable diseases list held by the Department of Public Health and agree to provide a written health clearance from my Doctor, if required.

Signature: _____
(applicant)

Date: _____

Medical History checked (if requested by PNCC)

Signature: _____
(Medical Officer of Health or applicant's Doctor)

Date: _____

Controlled Catchment Area Access Permit Information

("Hunting Permit")

GENERAL POLICY

- The Turitea Water Catchment provides the main water supply for the City. To avoid the spread of serious waterborne diseases such as giardia, cryptosporidium and typhoid, this area of the larger Turitea Reserve is closed to the general public. The Turitea Reserve is managed for water supply and the preservation of the indigenous flora and fauna. Controlling deer and other introduced animals is important to minimizing risks to the water supply and maintaining forest health. For this reason, bona fide hunters are welcome in the Reserve provided they first obtain a permit. As part of the permit process Council will require the applicant to complete a health declaration and will check an applicant's medical history with the Public Health Unit or the applicant's doctor.
- This permit will only give right of access along The Water Catchment Access Road, through the locked gate at the end of South Range Rd. No access is permitted to the block surrounding the Water Treatment Plant and the dams.
- A key to the locked gate at the end of South Range Rd can be issued with the permit once a \$30 bond has been paid. The key bond is refunded when the key is returned or can be rolled over to a new key when the lock is changed.
- Permits are issued for a maximum 12-month period and must be renewed by the expiry date printed on the back of the permit card. The gate lock and keys will be renewed at the same time.
- Authority will be obtained from applicants to allow checking of their name against the notifiable diseases list held by the Ministry of Health. Occasionally permit holders may also be requested by Council to provide a doctors letter confirming that they have not had any illnesses that may pose a threat to the water supply. This letter will need to be provided to Council within seven days of receiving the request.

APPLICATION REQUIREMENTS

When returning the attached application forms, applicants must:

- Supply two passport photos
- Have their firearms licence sighted by the Councils Customer Service staff or if applying by mail attach a photocopy of the licence to the application forms.
- Pay a \$15.00 permit fee

Once the applicants medical history and firearms licence status has been confirmed and application details recorded the permit will be mailed out.

CONDITIONS OF ENTRY

SAFETY WITH FIREARMS – *It should be noted that other hunters and people employed by, or on the business of Council may be in the area covered by the entry permit. The greatest possible care must therefore be taken with firearms at all times. It is your responsibility to identify your target beyond all possible doubt.*

Hunters Responsibilities:

- Permit card is to be carried at all times.
- All people entering the Reserve must have a permit. Non-permitted people must not accompany a permit holder.
- Permits and keys will be renewed annually.
- The supplied car ID tag is to be displayed in clear view, on the front window shelf or hanging from the rear view mirror, in any car entering or parked in the Reserve.
- Quarterly returns must be completed and returned by all permit holders. If a minimum of two quarterly returns are not returned in any one year a permit will not be provided for the following year.
- If using firearms, permit holders must hold a current firearms licence and be familiar with the contents of, and abide by the Arms Amendment Act 1992 and the Police booklet entitled “Arms Code”.
- Spotlighting is **not permitted**.
- Shotguns or rim fire rifles are **not permitted**.
- The entry permit authorises the hunting of animal pests only.
- Hunting, shooting or killing any bird, whether native or introduced, is prohibited. All birds are protected
- No carcasses, offal, human waste or rubbish is to be buried or left within 20 metres of any running stream, streambeds, and the dams or in the vicinity of roads and tracks. Care must be taken that waterways are not polluted. **No litter** is to be dropped.
- Registered dogs for hunting purposes are permitted, solely at the owners risk. Hunters are restricted to two dogs per person and four dogs per party.
- Council reserves the right to allow or disallow the use of any form of firearms or weapon.
- Camping is **not permitted**
- The lighting of fires is **not permitted**. Care must be taken to prevent fire from matches, cigarettes etc. The provisions of the Forest and Rural Fires Act and Regulations shall be observed.

Access to Reserve

- Access is only available along Water Catchment Access Road from the end of South Range Road.
- There is no access from Turitea or Greens Roads to areas surrounding the water treatment plant and water supply dams (see shaded area on attached map). **Entry to these areas is prohibited.**
- Permit holders are reminded that they have no legal right of access across private property adjacent to the Reserve without first having gained permission from the property owner

- From time to time it may be necessary to close off portions or all of the Reserve or restrict vehicular access along Water Catchment Access Road. The details of these restrictions, together with the period of the restriction will be sent to permit holders.

General Conditions

- All Council property, signs, gates and fences must not be interfered with.
- The entry permit confers no right to cut, fell or remove any live trees, shrubs or other forest produce.
- The entry permit does not authorise the shooting from or landing of helicopters in the Reserve.
- Council may change these conditions of entry at any time by notification of permit holders.
- Permit holders must update Council of any changes in contact details, vehicles, or dogs used.

Penalties

- Where permit requirements are breached, a written warning will be issued to the permit holder. If there is a subsequent breach of the same requirement within any one-permit year, a permit will not be issued to that person in the subsequent year.
- Permits are issued at the discretion of Council and can be revoked at any time.
- ***Any breaches of legal requirements will result in immediate removal of access and no future permit issue.***

NOTE: Council is happy to allow authorised hunting within the Turitea Water Catchment Reserve but the safety of all users is of prime importance. Your co-operation in complying with the Conditions of Entry and considering other users is important in creating a safe environment for all Reserve users. Permit holders are encouraged to report unsafe conditions which may be hazardous to other Reserve users.

SAFETY AND HAZARD IDENTIFICATION

Hardings Park

- With the classification of Hardings Park as a Scenic Reserve, the public have unrestricted access to Hardings Park from the Sledge Track for recreational purposes. Permit holders hunting in this area need to be aware that other people may be in the area and exercise the greatest possible care with firearms at all times
- Several vertical and horizontal mine shafts have been located in the Hardings Park area (see attached map). The vertical shafts have been temporarily fenced off but the possibility exists that there are other unlocated mine shafts in the general area of Hardings Park. Caution must therefore be exercised at all times while traversing untracked areas of the Reserve to ensure solid footing. It should be assumed that there could be unmarked mine shafts in any area of the Reserve and caution exercised accordingly.

General Safety

- In consideration of being given a permit to enter the Reserve, permit holders agree that they do so entirely at their risk. Council takes no responsibility for the safety of permit holders, their vehicles, possessions or dogs while they are on Council property.
- Care must be taken when driving or walking within the Reserve as other people could be using the same route at any time.
- Permit holders are responsible for ensuring that their vehicles are appropriate for the road conditions. NOTE: Road conditions can deteriorate rapidly in wet weather.
- From time to time possum control operations by way of trapping, shooting and poisoning by authorised people will be carried out in the Reserve. Permit holders are therefore cautioned against touching any baits, traps, lures or carcasses.
- It is recommended that all Reserve users wear bright (preferably high viz) clothing.
- It is recommended that communications are maintained while hunting in isolated areas by hunting with other people, carrying a cellular phone, carrying a personal locator beacon and or by having daily contact with someone outside of the Reserve

Water Points

- Three water points of varying size, depth and water holding capability have been excavated in the vicinity of the edge of Watercatchment Road as indicated on the attached map. Caution must be exercised when driving, parking and turning a vehicle or when walking near these areas.

Wind Farm

- Monitoring work associated with the proposed wind farm in the Reserve is ongoing. This will result in more traffic on the Access Track and more people working in the vicinity of the Access Track. Caution must be exercised while hunting or driving in the Reserve.

Possum Control

An ongoing possum control operation is being carried out throughout the Reserve. The initial knockdown operation involved trapping and the use of Feratox (an encapsulated form of cyanide). Some areas will require further knockdown operations over time and it is likely we will use a combination of Feratox, Feracol (cholecalciferol) and trapping.

The second stage will follow the knockdown operation. This stage involves setting up bait stations through the area and then pulsing Pestoff (brodifacoum) through the bait stations. At some times during the pulsing it may be necessary to include some Feratox capsules or Feracol with the brodifacoum to limit the amount of poison being fed or to change the poison being used to Pindone to avoid bait shyness. Approximately 140 large bait stations will be located in close proximity to the Water Catchment Access Track and through the block a further three thousand smaller stations will be attached to trees. Please do not interfere with these bait stations both in the interests of your own health and the ongoing success of the operation. The bait stations will be filled initially until no more bait is taken and then will be refilled every three months or so. You should treat them as full at all times.

What Do You Need To Know

Cyanide paste is a rapid knockdown toxin, which is acutely poisonous to vertebrate pests in very small doses. Cyanide is a fast acting broad-spectrum toxin that is readily absorbed into the bloodstream causing acute oxygen deficiency or respiratory failure. A significant amount of research has gone into the design of cyanide baits and management of operations to reduce the risk to non-target species and avoid exposure to humans.

Feratox is the trade name for encapsulated pellets containing potassium cyanide. Cyanide pellets can be placed in bait stations or small bags stapled to trees and is an effective option for controlling high possum numbers.

Feracol is the brand name for cholecalciferol paste otherwise known as vitamin D paste which can be placed in bait stations or small bags stapled to trees and is effective in small doses. Pestoff is a brand name for brodifacoum which is an anticoagulant rodenticide, fed through bait stations in a cereal bait form.

Pindone is a first generation anticoagulant that needs to be consumed over several days to be effective and is fed through bait stations in a cereal bait form.

The larger bait stations set up near the Water Catchment Access Track are double anchored to reduce the possibility of non target animals gaining access to the baits and the smaller tree mounted bait stations are set high enough up the tree to once again reduce the likelihood of non target animals gaining access to the bait. You need to be aware that there is a risk of secondary poisoning with brodifacoum, that is, animals eating poisoned possum carcasses can accumulate the poison especially in their liver. Regarding the likely effects in terms of hunting in the reserve the Public Health Unit have informed the Council as follows;

"We believe the following advice (to permit holders) is appropriate:

- *Brodifacoum is being used in the area*
- ***You may choose not to eat the offal of any animal killed in the catchment***
- *Nobody should eat from the carcass of any dead animals found in the catchment. This advice is not due to the presence of brodifacoum. If a dead animal is found, and the cause of death is not known, nobody should be eating from the carcass anyway."*

In addition the Council advises:

- You should not eat possums taken from the Reserve.
- You should not feed possum carcasses taken from the Reserve to other animals e.g. dogs, cats, pigs
- If you take dogs into the Reserve and they are inclined to scavenge possum carcasses there is a risk of secondary poisoning. My understanding is that a dog would need to consume more than one carcass to be affected and that there is an antidote to the poison available through the vet. If you choose to take dogs into the Reserve, then you do so at your own risk.
- **Meat taken from the Reserve cannot be sold**

Following these simple rules can eliminate the risks associated with the use of these toxins:

- **Treat all green/blue baits as poisonous at all times**
- **DO NOT handle any bait.**
- **DO NOT allow CHILDREN to wander unsupervised in this area.**
- **DO NOT allow DOGS or other pets to wander unsupervised in this area.**

Please Note:

- **It is an offence for any person to remove the sign(s) prior to clearance of the area.**
- **It is an offence for any person (other than the applicator) to remove/move baits from the area.**

What Do I Do If I Suspect Poisoning?

Always contact your:

- Local doctor, or
- Local hospital, or
- National Poison Centre on **03 479 7248 or 0800 764 766.**

Hazard Register

Workplace / Location: Turitea Water Catchment Reserve – Hazards for Recreational and Other Forest Users

Hazards Identified	Potential Harm	Significant Hazard Yes No		E	I	M	Hazard Controls
Forest Operations (includes all establishment, silvicultural, harvesting and animal control operations)	Potential harm to forest user groups from forest operations - various	X				X	<ul style="list-style-type: none"> Notify forest user groups of forest operations Provide appropriate signage. If appropriate cordon off operational areas, create no go areas, or close forest to user groups.
Other Forest User Groups (includes mountain bikers, hunters, orienteering groups, Army)	Potential harm to forest user groups from other forest users - various	X				X	<ul style="list-style-type: none"> Notify forest user groups of other forest users and one off events by way of permit application form and quarterly kill return If appropriate cordon off areas, create no go areas. In the case of large events consider closing the forest to other recreational users. Recommend that forest users wear bright coloured clothing
Natural Hazards for User Groups (e.g. Wind thrown trees – hung up, mine shafts, water hazards)	Potential harm to forest user groups from other natural hazards - various	X				X	<ul style="list-style-type: none"> Notify forest user groups of natural hazards. Where practical locate hazards on a map and make available to user groups.
Road Conditions	Potential harm to forest user groups from other forest users driving on forest roads - various	X				X	<ul style="list-style-type: none"> Notify forest users of the road condition and the need for an appropriate vehicle for the conditions. Also that other forest users or employees could be driving on forest roads at any time. Impose speed restriction on forest roads. Signage re need for vehicles on forest roads to have headlights on at all times while driving in the forest.
Possum Control Operations / Bait Stations – poisons – steel standard anchors	Potential harm to forest user groups from possum control operations - various - cuts, puncture wounds serious harm, poisoning	X				X	<ul style="list-style-type: none"> Notify forest users of possum control operations. Use appropriate signage. If appropriate close areas of the forest or the whole forest. Forest users not to interfere with any bait stations, traps or baits / avoid walking near large bait stations that are anchored with steel standards
Topography	Trips, falls, sprains , bruising, various	X				X	<ul style="list-style-type: none"> All people that are in the forest are to familiarise themselves with the topography of the area and avoid those areas which place themselves or others at risk.
Adverse Weather Conditions	Hypothermia	X				X	<ul style="list-style-type: none"> All people that are in the forest are to have and wear appropriate clothing for the weather conditions, which can include heavy rain, strong cold winds, snow.
Animals	Bites, kicks, butts		X			X	<ul style="list-style-type: none"> Notify forest users that the forest is leased for grazing and that they should avoid contact with animals.
Fence Lines (standard and electric)	Entanglement, trips, electric shock		X			X	<ul style="list-style-type: none"> Notify forest users that most of the fences within the forest are electrified or have an electric wire attached to them. Forest users should use gateways and avoid touching climbing fences wherever possible
Trips and falls on rough terrain	Trips, falls, sprains , bruising, various	X				X	<ul style="list-style-type: none"> Appropriate footwear for the activity being undertaken and the ground conditions should be worn. Ongoing alertness to footing Do not traverse bluffs and other areas where it is possible for a fall to have serious consequences

WARNING – While this register endeavours to list all known hazards within the forest, users must exercise caution and be aware that forests are an environment where new hazards can occur or be created as a result of many unforeseen factors. Your help in reporting any new or unlisted hazards will be appreciated.

APPENDIX 5 – APPLICATION FOR PERMIT TO USE WATER FILLING STATION

Water Filling Station Permit Application Form



Permit No. BF: _____

APPLICANT DETAILS

Business Name: _____

Contact Person: _____

Mailing Address: _____

Phone (work): _____ Phone (home): _____

Phone (mobile): _____ Email: _____

Specify Permit: FRANCIS WAY TANKER FILLING STATION

(a) The location: _____

(b) The date or dates of the use _____

GENERAL CONDITIONS

1. The Council Officer is permitted to remove all fittings, stand pipes, hoses etc from any person who are not permitted users.
2. No water is to be drawn off by use of a fire hydrant
3. All charges must be paid by the due date.
4. The applicant will be liable for any damage to Council property or a third party
5. Tanker filling stations are to be locked on departure.

DECLARATION

I declare that the above details are correct and I will observe and comply with the conditions contained above and on the attached Information Sheet.

Signature: _____ (applicant) Date: _____

OFFICE USE

Backflow Unit No: PNCC

Code No:

Key no: PNCC

Plant No:

Permit Fee: \$

Bond Fee: \$

Total Due: \$
(incl GST)

Receipt No:

INFORMATION AND CONDITIONS RELATING TO A WATER FILLING STATION PERMIT

The use of a tanker filling station is controlled by the Palmerston North Water Supply Bylaw 2015.

The facility can provide water up to 25 m³/hr. The current charge rate is \$1.11/m³ (GST excl).

CONDITIONS

1. EQUIPMENT

- 1.1. The applicant is responsible for providing all the equipment necessary to connect to the filling station.

2. RESPONSIBILITY FOR DAMAGE

- 2.1. The applicant is required to inform the Council Officer of any possible defect or damage to the Filling Station.
- 2.2. The applicant will be held responsible for the cost of any repairs of damage caused by the incorrect operation of a tanker filling station.
- 2.3. The applicant will also be held responsible for any third party damage that occurs whilst the tanker filling station is in use.
- 2.4. In this regard (for example), the operator must wear an orange high visibility vest and use at least 3 x 900 mm orange double reflector cones to warn vehicles and pedestrians of the obstruction or danger, as set down by the Health and Safety in Employment Act 1992.

3. PAYMENT OF FEES

- 3.1. The applicant must ensure that all applicable fees are paid before water is drawn from the filling station. Service may be disconnected if fees are unpaid.

4. DECLARATION

- 4.1. A false declaration or other action, which results in a significant expense or inconvenience to Council, will result in immediate cancellation of the Permit and may result in prosecution.

5. CANCELLATION

- 5.1. The Council reserves the right to cancel any permit at any date or time by giving notice to the station operator.

Map showing location of Francis Way Water Filling Station

