



**PALMERSTON NORTH CITY**

**PALMERSTON NORTH  
STORMWATER DRAINAGE BYLAW**

**2015**

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**Administration Manual**

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## Authorisation

|               | Name | Signature | Date |
|---------------|------|-----------|------|
| Prepared by   |      |           |      |
| Reviewed by   |      |           |      |
| Authorised by |      |           |      |

## **PART ONE – INTRODUCTION**

The purpose of this Administration Manual is to provide material complementary to the Stormwater Drainage 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 more 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 the 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 TWO – STANDARD CONDITIONS FOR STORMWATER CONNECTIONS**

## **1 APPLICATION FOR CONNECTION**

- 1.1 Any new stormwater connection to the public stormwater drainage network, installed after the adoption of the Bylaw, must be located and installed in accordance with the Council's Engineering Standards for Land Development.
- 1.2 Where new extensions to the public stormwater drainage network are required as part of a subdivision, the consent holder must construct all the drainage works in accordance with the Council's Engineering Standards for Land Development and any Council approved design.
- 1.3 Every application to carry out stormwater drainage under the Bylaw must include drawings and specifications for the proposed works. The drawings must show, to the satisfaction of Council, the proposed works and their effects on the subject site and surrounding land.
- 1.4 All proposed stormwater drainage works affecting or connected to the public stormwater drainage network must be designed, constructed and operated:
  - (a) to Council's standards for corresponding public drainage works where they serve or may serve land or buildings in different ownership; and
  - (b) to minimise sediment or environmental pollutant discharge to any stormwater drain in accordance with any relevant industry standards or codes of practice;
  - (c) to comply with any written conditions imposed by Council when approving the works, and with any relevant building or resource consent; and
  - (d) to be consistent with foreseeable catchment-wide works (for example, extending a pipe upstream or downstream) so as to give a benefit to the catchment as a whole;
  - (e) comply with any approved stormwater management plan.
  - (f) comply with the Council's Engineering Standards for Land Development and any approved Council design.
- 1.5 Stormwater drainage remains the responsibility of the owner of the land on which the works occur unless and until they are taken over and vested in Council.
- 1.6 The cost of all stormwater drainage for the purpose of land development will be at the land owner's cost unless the Council agrees in writing to share costs.
- 1.7 When the stormwater arising from a new connection is such that it exceeds the defined level of service for the Council's stormwater network, Council may require the installation or construction of private stormwater attenuation measures to retard the flow of stormwater or to limit the volume of extra stormwater produced from new connections or

developments. Any such attenuation measures must be constructed at the land owner's expense. The land owner must also meet the costs of the required maintenance and servicing program.

## **2 ACCESS**

- 2.1 The owner or occupier of a premises must allow the Council, or its agents, with any necessary equipment, access to any affected area of a premises and about the point of connection for the purposes of:
- (a) monitoring, testing, and maintenance work between 7.30 am and 6 pm on any day.
  - (b) ascertaining whether non-complying connections have been made
  - (c) ascertaining whether the drains are being misused
  - (d) ascertaining whether overland flow paths have been compromised in any way.
- 2.2 The Council will give 24 hours' notice to the customer of the intended entry.
- 2.3 Under emergency conditions the customer must allow the Council free access to and about the point of connection at any hour.

## **3 WORKS OVER OR NEAR PUBLIC STORMWATER DRAINAGE NETWORKS**

- 3.1 Building or loading over the public stormwater drainage network, or excavation near such networks, is controlled by this section.
- 3.2 Buildings may be built over stormwater pipes in the public stormwater drainage network with the permission of the Council and on the following terms unless varied:
- (a) Sufficient investigation is undertaken to accurately determine the stormwater location and depth, and to establish that the stormwater pipe is in a condition where it has a remaining life of at least 50 years, or carry out remedial work or relaying of the stormwater pipe to achieve a 50 year remaining life. Council will commission a condition video inspection of the pipe at the applicants' cost;
  - (b) Bore piling the building to a minimum 1.0 metre clear distance either side of the pipe to below the invert and ensuring that no building loads are transferred to the stormwater pipe and that it is possible to excavate down to the stormwater pipe without threat to the building;
  - (c) Providing two service openings into the pipe between 2.0 and 3.0 metres from the edge of the building at the point it enters and leaves the building (unless there is an existing service opening within 10 metres), provided that the stormwater pipe lies in a straight line and that there are no connections between these service openings;
  - (d) Carrying out all work on and around the public stormwater drainage network in accordance with Council's Engineering Standards for Land Development; and

- (e) Identifying and protecting the Council's interest in the stormwater pipe by a Memorandum of Encumbrance and Deed of Covenant against the Certificate of Title.
- 3.3 The requirements of sections 3.2 (d) and (e) may be relaxed for the construction of light weight buildings such as single car garages or utility sheds subject to the written approval of Council.
- 3.4 No person may cause the crushing load imposed on a public stormwater pipe to exceed that which would arise from the soil overburden plus a HN-HO-72 wheel or axle load (as defined by NZ Transport Agency Bridge Manual).
- 3.5 No person may place any additional load exceeding 2000 kg of material over or within 1 metre of a public stormwater drainage network without prior written Council approval.
- 3.6 No person may cover any service openings without prior written Council approval. The removal of any covering material or adjustment to service the openings as a result of covered materials may be at the land owner's expense.
- 3.7 No person shall excavate, or undertake piling or similar work within 1 metre of a stormwater pipe or culvert, without prior Council approval.
- 3.8 Other restrictions may be applied by the Council for the protection of the public drainage network, including overland flow paths or natural drainage features, after consideration of proposed work methods, depth of excavation, soil physical properties, and other site-specific factors.

#### **4 POINT OF CONNECTION**

- 4.1 Unless otherwise approved there shall only be one point of connection to the public stormwater drainage network for each premises, and any private drain shall not extend by pipe or any other means to serve another premises unless it is a common private drain.
- 4.2 For single dwelling units the point of connection must be located at the boundary or as close as possible where fences, walls or other permanent structures make it difficult to locate it at the required position. The approval of other positions must be obtained in writing from the Council and recorded on the site drainage plan.
- 4.3 Where a private drain discharges into a public stormwater drainage network on that same private property, the point of connection shall be the downstream end of the pipe or channel which forms the junction with the public network.
- 4.4 For multiple dwelling units or if more than one point of connection is required the point of connection 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 single ownership in section 4.2;
  - (b) For Leasehold/tenancy in common scheme (cross lease), strata title, and unit title (body corporate). Where practicable each owner shall have an individual drain with

the point of connection determined by agreement with the Council. If not practicable there shall be a common private drain which shall be incorporated as an additional provision in the lease agreement.

(c) Recorded on the site drainage plan.

4.5 For stormwater connections in existence prior to this bylaw coming into effect of this bylaw, the point of connection shall be the existing point of connection.

4.6 Common private drains cannot serve more than a maximum of 5 single dwelling units, and must also have only one point of connection (in common). Common drains must be covered by a certificate recording the rights of each party, which is registered against the certificate of title

## **5 LIABILITY**

5.1 The Council shall not be liable for any losses, damages expenses or inconvenience including any consequential losses whatsoever and however caused which the customer may sustain as a result of any defects, deficiencies or inadequate capacity in the public stormwater drainage network including where this interrupts stormwater drainage or causes surface flooding.

# 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                                                   | CONTACT DETAILS (If different)         |
|---------------------------------------------------------------------|----------------------------------------|
| Name: .....                                                         | Name:.....                             |
| Mailing Address:.....<br>.....<br>.....                             | Mailing Address.....<br>.....<br>..... |
| Phone:.....                                                         | Phone:.....                            |
| Email: .....                                                        | Email: .....                           |
| Would you prefer your approved application sent by email or posted? |                                        |
| Email <input type="checkbox"/>                                      | Posted <input type="checkbox"/>        |

**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<br>(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<br>(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<br>(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](http://www.pncc.govt.nz)