



**PALMERSTON NORTH CITY**

**PALMERSTON NORTH  
WASTEWATER BYLAW**

**2017**

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**Administration Manual**

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# Document Control

Version No.	Reason for Amendment	Date

# Authorisation

	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 Wastewater Bylaw. It addresses aspects of wastewater management that could be included in the Bylaw, but are of a technical or administrative nature, or address operational matters. These aspects of wastewater management may be amended before the Bylaw is reviewed and this is appropriately achieved by Council resolution changing this Manual. This 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 Wastewater 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 - CONDITIONS OF WASTEWATER CONNECTION**

### **1. DISCHARGE FROM PREMISES**

- 1.1. The instantaneous flow rate discharged to the wastewater system from domestic premises or other premises without a trade waste consent must not exceed 2.0 litres/sec.
- 1.2. The maximum daily flow from domestic premises or other premises without a trade waste consent must not exceed 5,000 litres per day.
- 1.3. Wastewater with prohibited characteristics (as detailed in Schedule 3 of the Palmerston North Trade Waste Bylaw 2015) must not be discharged into the wastewater system.
- 1.4. Domestic wastewater must not exceed the substance limits in Schedule 1 of the Palmerston North Trade Waste Bylaw 2015.
- 1.5. Where part of any domestic premises is used as an office or for a trade related activity from which no trade waste could be produced, and no other persons apart from those living at those premises use the premises, then the premises is treated as a domestic premises.
- 1.6. Any trade activity that produces or has the potential to produce wastewater is treated as being from a trade premises.
- 1.7. The customer must allow the Council, or its agents, access to and about the point of discharge for the purposes of monitoring, testing, and maintenance work between 7.30 am and 6 pm on any day. The Council must give reasonable notice to the customer of the intended entry.
- 1.8. Under emergency conditions the customer must allow the Council free access to and about the point of discharge without notice.
- 1.9. The customer must allow the Council with any necessary equipment, access to any area of the premises for the purposes of ascertaining whether non-complying connections have been made.

### **2. WORKS OVER OR NEAR PUBLIC DRAINAGE SYSTEMS**

- 2.1 The restrictions described in sections 2.2 to 2.8 apply to building, excavation, physical works or loading on or near public wastewater systems.
- 2.2 Alternative restrictions than those listed below may be applied by the Council at its discretion for the protection of the public wastewater system after consideration of proposed work methods, depth of excavation, soil physical properties, and other site-specific factors.
- 2.3 A building must not be built over a public rising main or trunk sewer or closer than the greater of:
  - a) 1.5 metres from the centre of any rising main or sewer;

- b) The depth of the centre line of the sewer, plus the diameter of the sewer, plus 0.2 metres from the centre of that sewer subject to compliance with 3.1 of NZS3604.

2.4 Buildings may be built over public sewers (except as per clause 2.3) subject to the building developer doing the following to the satisfaction of the Council:

- a) Carrying out sufficient investigations to accurately determine the sewer's location and depth, and to prove that the sewer is in a condition where it has a remaining life of at least 50 years or carry out remedial work or relaying of the sewer to achieve a 50 year remaining life; and
- b) Bore piling the building floor slab or foundations to 1.0 metre clear distance either side of the sewer to below the invert level to ensure that no building loads are transferred to the sewer and that it is possible to excavate down to the sewer without threat to the building; and
- c) Providing two additional service openings into the sewer 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 sewer lies in a straight line and that there are no connections between the service openings; and
- d) Carrying out all work on and around the sewer in accordance with Council's Engineering Standards for Land Development; and
- e) Registering the public sewer by a Memorandum of Encumbrance and Deed of Covenant against the Certificate of Title.

2.5 The requirements of sections 2.4 (d) and (e) above may be relaxed for the construction of light weight buildings subject to the approval of Council.

2.6 No person may cause the crushing load imposed on a public wastewater system 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).

2.7 No person may place any permanent additional load of material over or near a public wastewater system without approval.

2.8 Service openings must not be covered in any way unless approved by the Council. Removal of any covering material or adjustment of the service opening is at the property owner's expense.

2.9 No person may excavate, or carry out piling or physical works without approval from the Council, if it is closer than:

- a) 5 metres from the centre line of any Rising main or Trunk sewer, or
- b) 2 metres from the centre line of any other Sewer.

Approval may impose conditions on the carrying out of any work near the wastewater system.

### **3. STORAGE OF HAZARDOUS MATERIAL**

3.1 No person may store raw material, products or waste containing corrosive, toxic, biocidal, radioactive, flammable, or explosive materials, or any material which, when mixed with the public wastewater system, may:

- a) generate toxic, flammable, explosive or corrosive materials in hazardous quantities; or
- b) damage the public wastewater system, the environment or adversely affect the health and safety of Council staff and the public

in a manner or location such that there is a more than minor risk of that material entering the public wastewater system.

### **4. POINT OF DISCHARGE**

4.1 The point of discharge is the point which marks the boundary of responsibility between the customer and the Council, irrespective of property boundaries. The typical layout at a point of discharge is shown in figure 1.

4.2 There must only be one point of discharge for each premises. Any private drain must not extend by pipe or any other means to serve other Premises unless it is a common private drain that has been sized appropriately to accommodate the additional flows in accordance with Council's Engineering Standards for Land Development. This requirement can be varied in writing by the Council.

4.3 Individual lots or premises must not be crossed by more than one private drain regardless of the number of properties served by that private drain.

4.4 No connections may be allowed to public rising mains under any circumstances.

4.5 For single dwelling units the point of discharge must be located at the boundary as shown in figure 1 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 by the Council and recorded on the drainage plan.

4.6 Where a private drain discharges into a public wastewater system on that same private property, the point of discharge must be the upstream end of the pipe fitting which forms the junction with the public system. The point of discharge must be in a location accessible for future maintenance as per Council's Engineering Standards for Land Development.

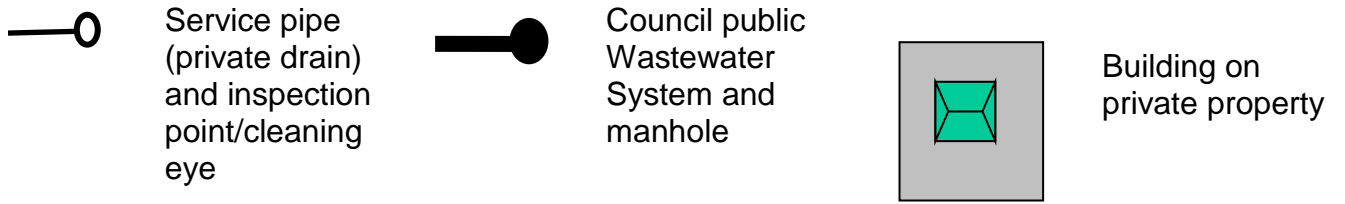
4.7 The point of discharge for the different forms of multiple ownership of premises and/or land must be one of the following:

- a) Company share/block scheme (body corporate) as for single ownership; or
- b) Leasehold/tenancy in common scheme (cross lease), strata title, and unit title (body corporate). Where practicable each owner must have an individual drain with the point of discharge determined by agreement with the Council at building consent or resource consent stage. If not practicable there must be a common private drain which must be incorporated as an additional provision in the lease agreement; or

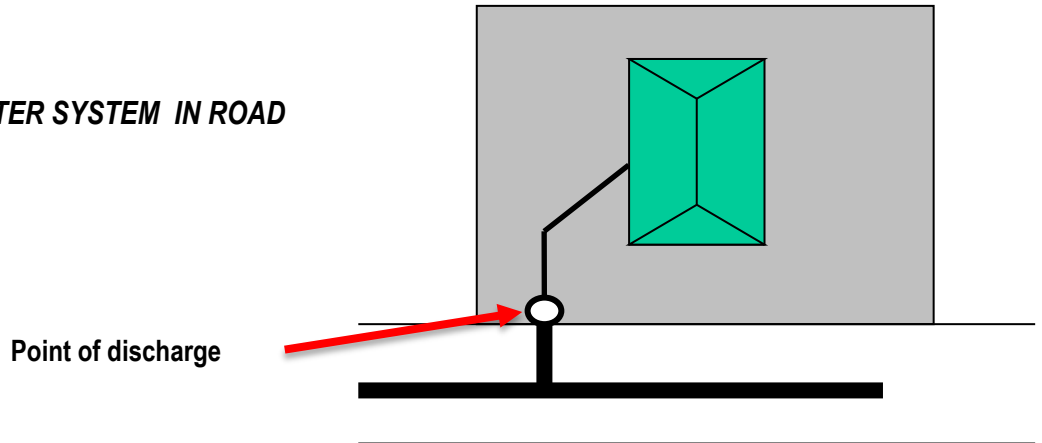
- c) Multiple ownership connections in existence prior to this Bylaw, the point of discharge shall be the arrangement existing at that time.
- 4.8 Common private drains may serve a maximum of five single dwelling units, and may also have one point of discharge only (in common).
- 4.9 Common private drains must be covered by a certificate recording the rights of each party which is registered against the Certificate of Title.
- 4.10 For private pumping systems the point of discharge shall be on the downstream side of the isolation valve (shown in figure 2), installed in conjunction with the boundary kit (shown in figure 3), and must be located as shown in figure 1.



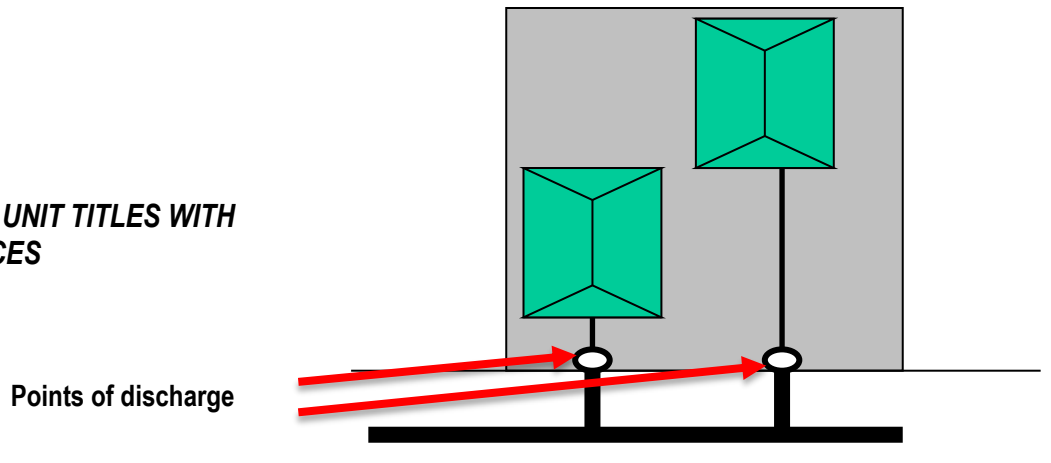
**FIGURE 1 - POINT OF DISCHARGE DIAGRAMS**



**Figure 1(a).**  
**PUBLIC WASTEWATER SYSTEM IN ROAD**



**Figure 1(b).**  
**CROSS-LEASE OR UNIT TITLES WITH SEPARATE SERVICES**



**Figure 1(c).**  
**NO COUNCIL EASEMENT OVER ROW TO REAR PROPERTIES**

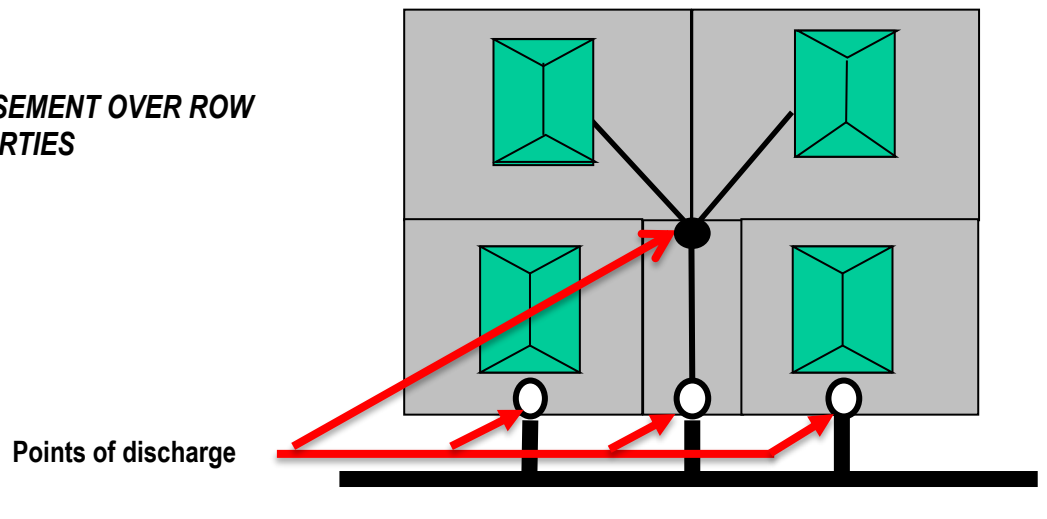


Figure 1(d).

**CROSS-LEASE OR UNIT TITLE  
PROPERTIES SHARING ONE SERVICE**

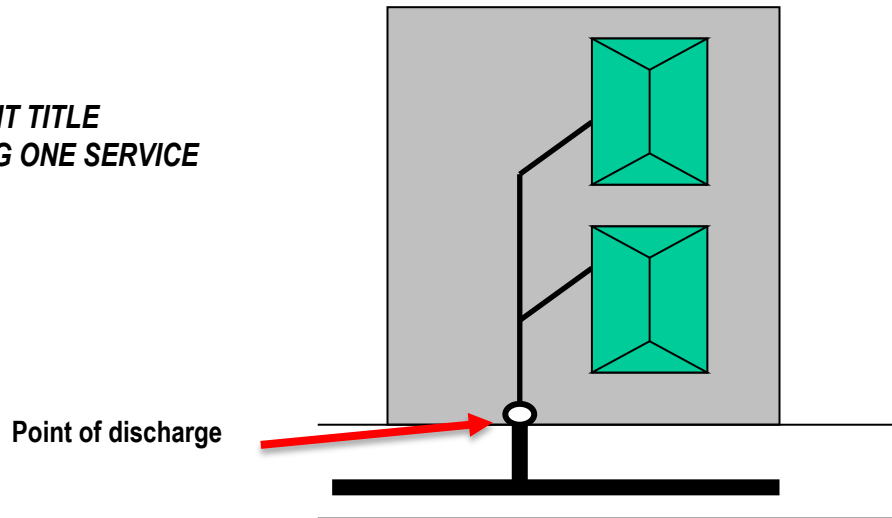


Figure 1(e).

**PUBLIC WASTEWATER SYSTEM  
PASSING THROUGH PRIVATE PROPERTY**

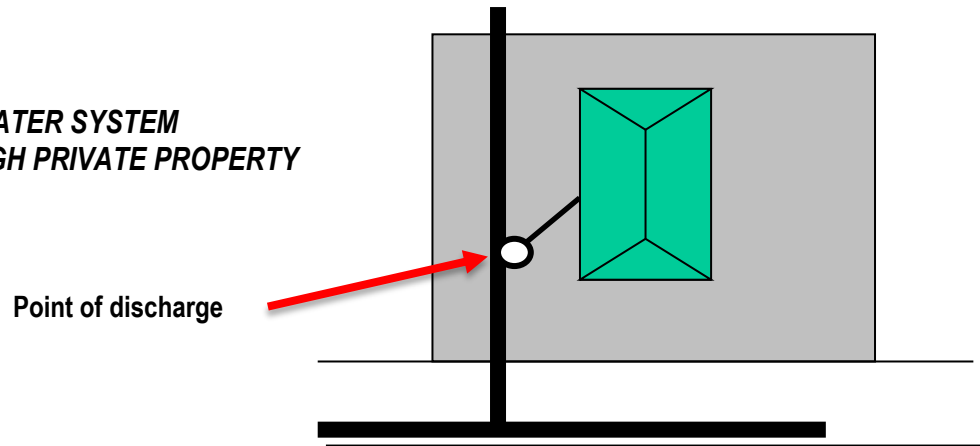


Figure 1(f).

**COUNCIL EASEMENT OVER  
RIGHT OF WAY TO REAR  
PROPERTIES**

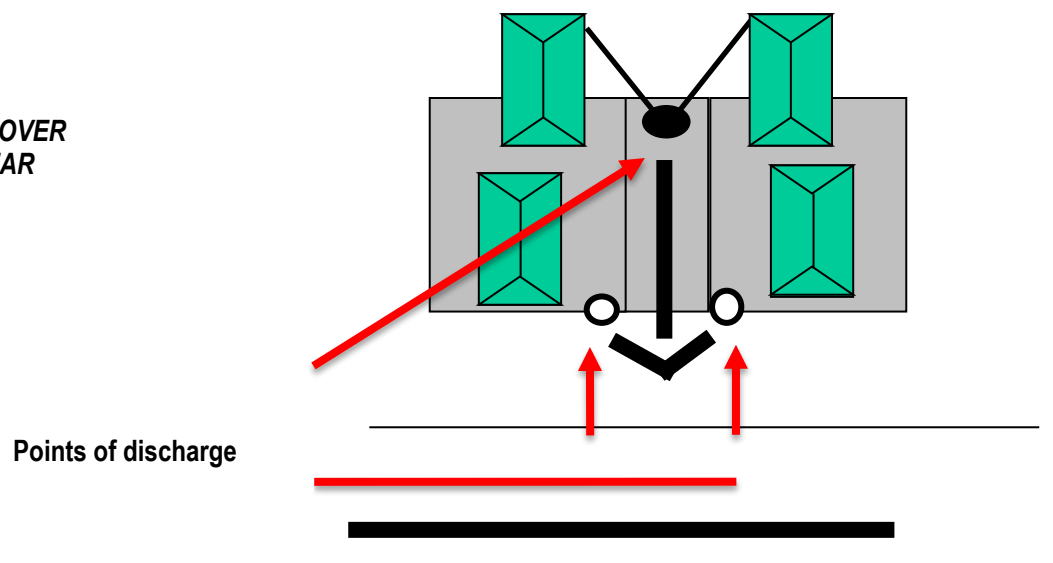
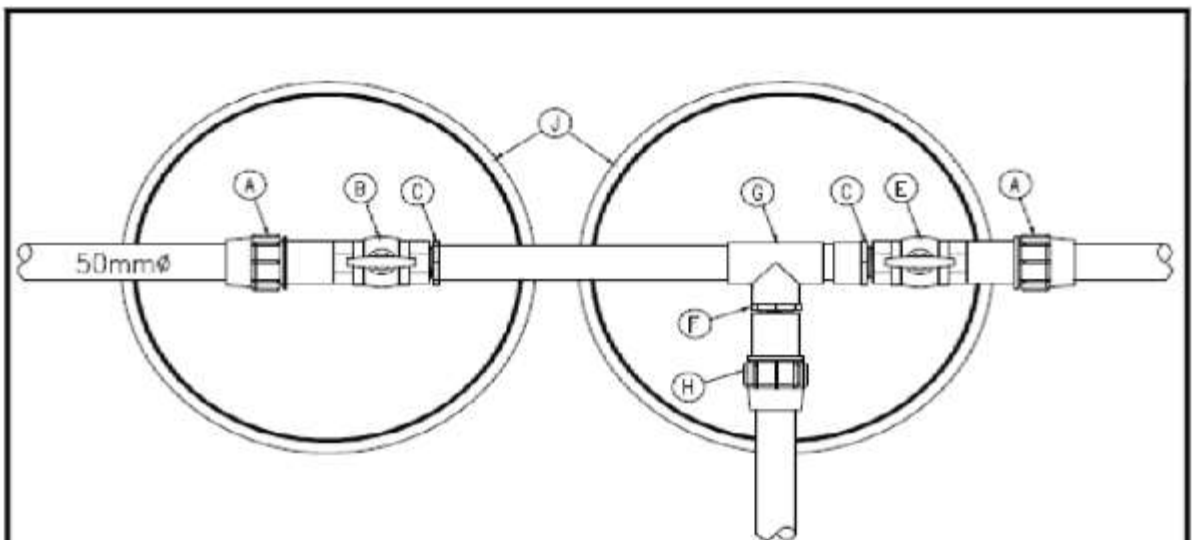


FIGURE 2 - ISOLATION VALVE DIAGRAM



TYPICAL ISOLATION VALVE DETAIL PLAN

Scale 1:10

Description

- A - 50mm x 3" BSP Male Coupling
- B - 50mm Brass Ball Valve
- C - 50mm Valve Spigot
- D - 50mm Valve Socket
- E - 50mm Brass Ball Valve
- F - 50mm Valve Spigot
- G - 50mm Tee
- H - 50mm x 3" BSP Female Coupling
- J - 610mm  $\phi$  x 450mm Riser, 610mm fibreglass lid & 4 bolts (not shown)

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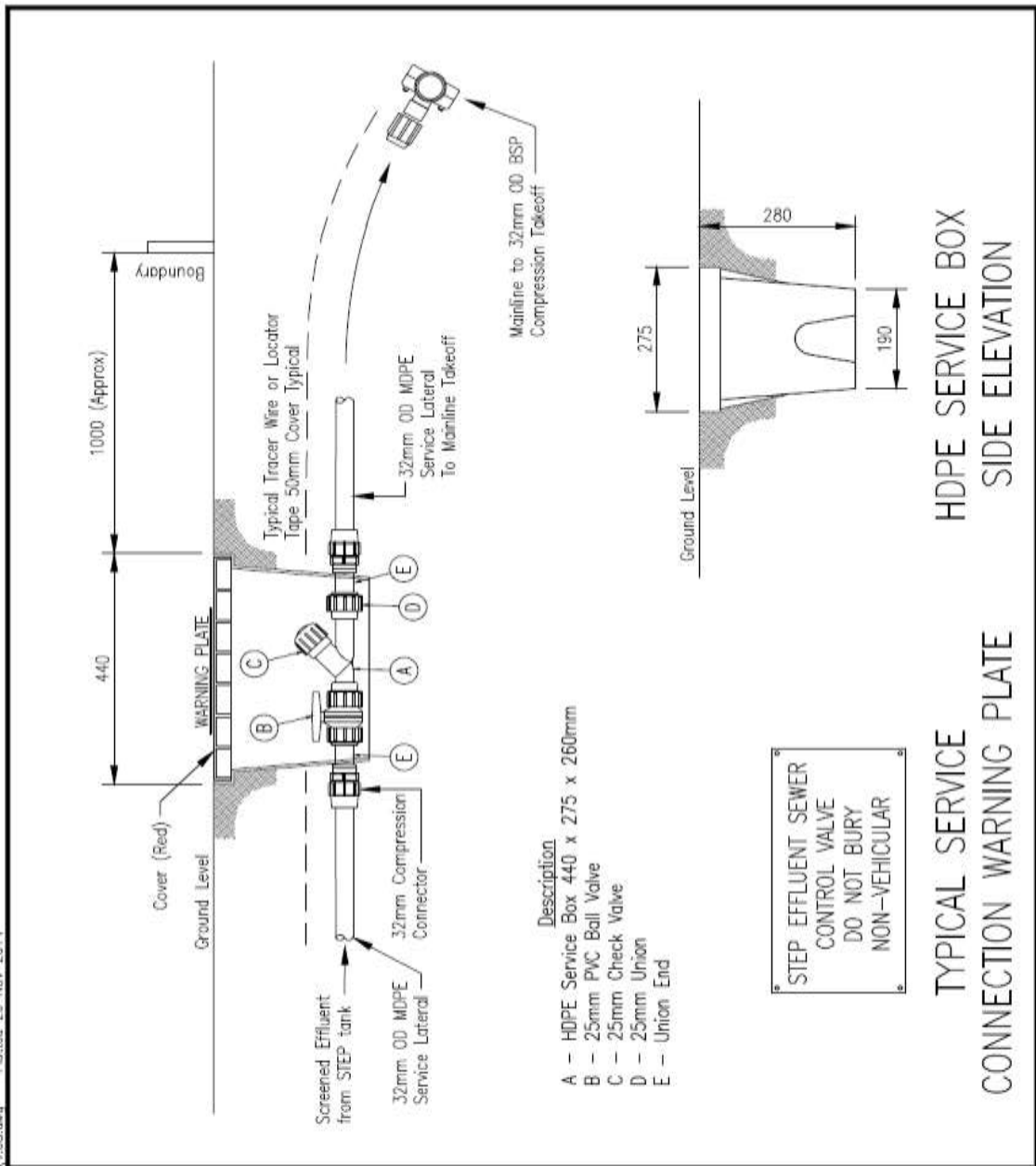
TYPICAL ISOLATION VALVE DETAIL



*City Networks*  
Water and Waste Services Manager

Designed	City Networks	Scales: Not To Scale
Drawn	R. Hodgson	Plan No.
Checked	T. McGlynn	4.7
Revised	11 / 14	Sheet of Sheets

FIGURE 3 – TYPICAL ON LOT SERVICE LATERAL AND BOUNDARY KIT



TYPICAL ON LOT SERVICE LATERAL AND BOUNDARY KIT

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City Networks  
Water and Waste Services Manager

Designed	City Networks
Drawn	R. Hodgson
Checked	T. McGlynn
Revised	11 / 14

Scales: Not To Scale

Plan No.

4.8

Sheet of Sheets

## **5. DISCONNECTION BY CUSTOMER**

- 5.1. A Customer must give 15 working days' notice in writing of their intention to demolish or remove a building connected to the wastewater system.
- 5.2. Demolition or removal must not commence until the property has been disconnected from the wastewater system by the Council or an authorised agent.
- 5.3. A customer must give 15 working days' notice in writing to the Council of their requirement for disconnection of the discharge connections if relaying of the private drain is required.

## **6. LEVEL OF SERVICE**

- 6.1 The Council shall provide wastewater services 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 wastewater service, but shall make every reasonable attempt to provide continuity of service.
- 6.3 Where physical works are planned which will substantially affect an existing wastewater service, the Council shall give reasonable notice to those who are known to be affected.
- 6.4 Where it is not practical to provide notification of a maintenance interruption to the point of discharge before work commences, the Council may shutdown the point of discharge without notice, and notification will be provided as soon as possible.
- 6.5 The Council is not liable for any costs, expenses damages or losses of any character and from any cause arising from loss of a wastewater service.

## **7. EMERGENCY**

- 7.1. Natural hazards or accidents beyond the control of the Council that result in disruptions to the ability of the Council to receive wastewater will be deemed an emergency.
- 7.2. During an emergency the Council may restrict or prohibit the discharge of wastewater for any specified purpose, for any specified period, and for any or all of its customers.
- 7.3. The decision to make and lift restrictions shall be made by the Council, or where immediate action is required by an authorised officer of the Council.

## **8. BLOCKAGES**

- 8.1. If a customer's gully-trap is overflowing or if a customer has other reasons to suspect a blockage, the customer must first call a registered drainlayer to clear and remove any blockage in their private drain.
- 8.2. If the registered drainlayer finds that the blockage is within the public wastewater system, then the registered drainlayer must contact the Council who must clear and remove the blockage and clean up all affected areas.

- 8.3. The Council shall reimburse the customer for actual and reasonable costs incurred in paying the registered drainlayer to identify the location of the blockage, provided that:
- a) The blockage has not been forced downstream into the public system in the act of clearing it from the private drain; and
  - b) The customer has not been negligent in discharging a non-acceptable wastewater; and
  - c) The blockage has not been caused by roots coming from a tree within the customer's property or neighbour's property.
- 8.4. If subsequently, the blockage is found to be the fault of the customer, the Council may choose to recover the costs of the unblocking work from the customer.
- 8.5. For private pumping systems the boundary kit remains the property of the landowner. The landowner is responsible for maintenance and repair.

## **9. INFLOW AND INFILTRATION**

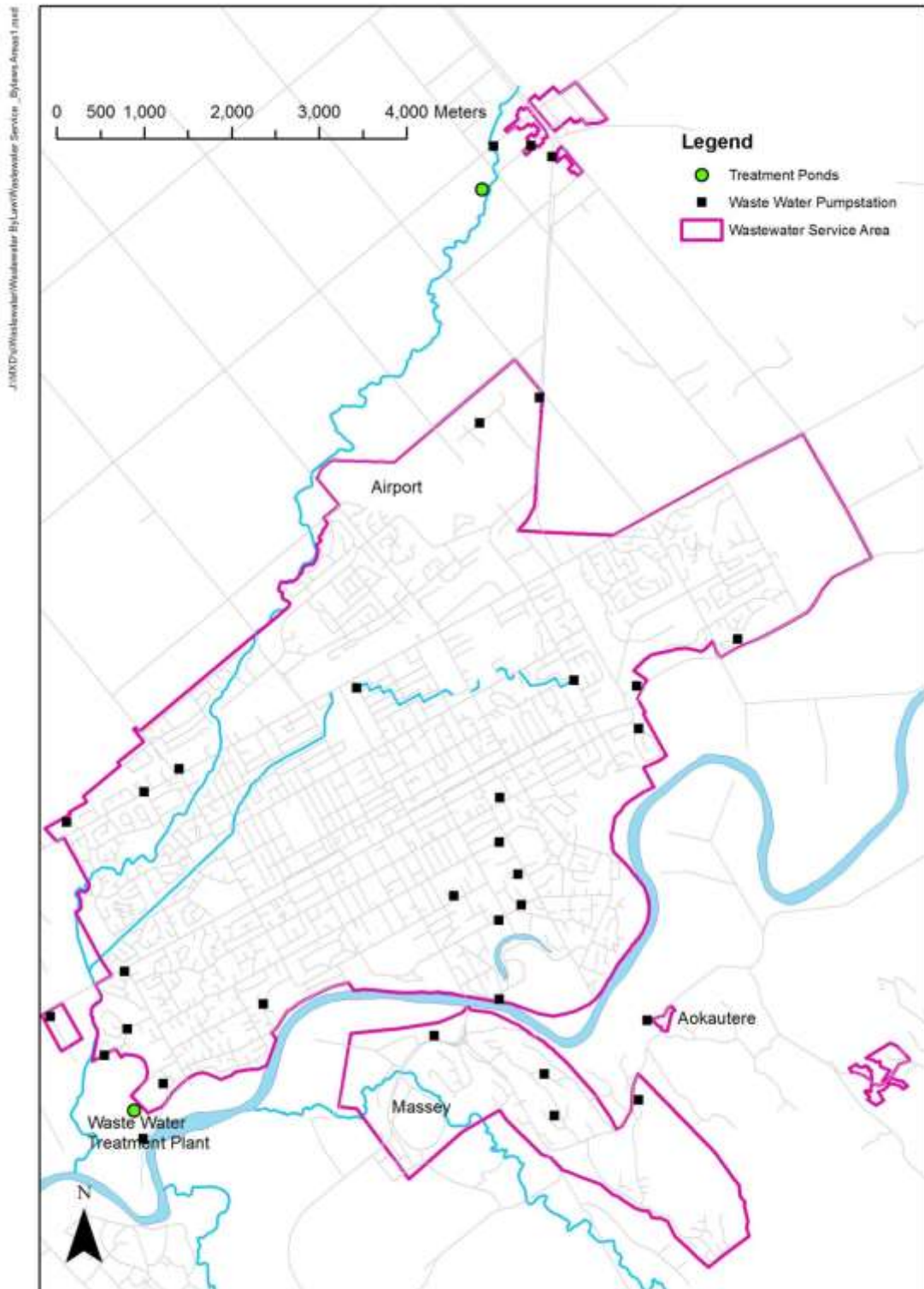
- 9.1. Stormwater must be excluded from the wastewater system by ensuring that:
- a) There is no direct connection of any stormwater pipe or drain to the wastewater system - unless the wastewater system has been specifically designed as a combined wastewater/stormwater system; and
  - b) Gully trap surrounds are set above stormwater ponding levels (refer New Zealand Building Code G13), or secondary overland flow path flood levels; and
  - c) Inspection covers are in place and are appropriately sealed; and
  - d) New drainage is constructed in accordance with Council's Engineering Standards for Land Development.
- 9.2. For large impervious areas (e.g. stock yards or truck washing facilities), specific provision must be made for a permanent barrier that will prevent water from the impervious area from entering the wastewater system.
- 9.3. Private drains must be kept and maintained in a state which is free from cracks and other defects that may allow Infiltration.
- 9.4. If stormwater runoff is found to be entering the system by way of private drains, then it is the owner's or occupier's responsibility to immediately fix, repair or replace the said pipe or pipes to a standard acceptable to Council.
- 9.5. If the owner or occupier fails to carry out required repair works, the Council will carry out the works under sections 186 and 187 of the Local Government Act 2002 and will recover the cost of the repair works from the customer.

## **10. SWIMMING POOLS**

- 10.1. Customers with swimming or spa pools must demonstrate that the pool drain has been fitted with a flow-limiting device to ensure the discharge does not exceed the maximum instantaneous flow requirement of 2.0 litres per second.

# APPENDIX 1 - PALMERSTON NORTH WASTEWATER AREA MAPS

Note: the following maps indicate the current wastewater service areas. These maps will be updated to reflect changes to the Council's wastewater service area.



Sheet 1 of 2

Palmerston North  
Wastewater Service Area

December 2016  
scale 1:50,000





# APPENDIX 2

## 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:.....	Mailing Address.....
.....	.....
.....	.....
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 (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](http://www.pncc.govt.nz)

# APPENDIX 3 - SERVICE CONNECTIONS AS-BUILTS FORM

Service Connections As-Builts (SC4) CN: \_\_\_\_\_

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

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

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

Signed: \_\_\_\_\_



Manifold  
MAN

Water Meter  
WTR

Gate-Valve  
GVL

Back Flow Presenter  
BFP

