

Water Supply Connection/Alteration Applicant Guidelines

where to apply

Applications for a new water connection or alteration to an existing Council water service are received at the Environmental Consents Division, Hutt City Council situated at 30 Laings Road, Lower Hutt.

fee details

A fee as advertised in Council's Annual Plan is payable by the applicant for the costs of evaluating, processing and inspection of works. The fee is payable when making the application. Development contributions may also be payable.

what to include

The applicant must complete section one of the water supply connection form (Form 564W) and attach an A4 sized site plan showing existing water service, property boundaries and proposed connection or alteration works.

For a single household connection and the majority of minor alteration works, an A4 sized site plan can be obtained from Hutt City Council Engineering Records when making the application. The applicant can then mark on the location of the intended connection or alteration to be attached to the application form.

evaluation

Applications are evaluated for approval on behalf of Council by GHD Ltd.

If the applicant wishes to discuss particular aspects of an application, enquiries to GHD Ltd can be made on telephone (04) 570 0411.

The approval section of the watersupply connection application form will be completed by GHD Ltd and returned to the applicant. Upon approval, the applicant can forward the approval details and site plan to a Hutt City Council approved contractor for quotation.

approved contractors

Only contractors approved by Hutt City Council may carry out connection and alteration works on the Council water reticulation system.

Contact details for HCC approved contractors are available from the HCC Building Control office.

payment

Payment for the installation works shall be made directly from the applicant to the Hutt City Council approved contractor.

working within private property

For commercial or industrial connections which may require a HCC Approved water meter or backflow preventor to be installed inside the property, the property owner can arrange for the installation within the property to be carried out by a registered plumber. Details of approved water meters and backflow preventors are available from GHD Ltd on telephone (04) 570 0411.