

# Services Consent Information Guide

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## Who is this information for?

The information contained in this guide is intended to assist Timaru District residents with applying for permission to connect to Council owned infrastructure networks.

## Before you apply

Before you start your application, you will need:

- The Property Valuation Number/Legal Description of the land
- Detailed plans of your proposal
- Building Consent or Resource Consent Number if applicable
- Written approval from other organisations if applicable

## What is a Services Consent?

A Services Consent is required for **all works carried out associated with Council owned infrastructure networks** including:

- Public Water Supplies
- Public Sewer Networks
- Public Stormwater Networks
- Urban or Rural Vehicle Access

A Services Consent provides authorisations that are different to Resource Consent or Building Consent matters. **Approval of a Resource Consent or Building Consent does not imply automatic approval of a Services Consent and vice versa.**

## General

- Our target is for applications to take less than 20 working days to process after acceptance for lodgement. Some more complex applications may take longer.
- All costs of new services (including disconnections and/or relocations, if applicable) are the responsibility of the landowner or their agent.
- Services Consents are valid for a period of 24 months. Conditions of the Services Consent will specify requirements.
- The Application for Services Consent Form and Information Guide are available at [www.timaru.govt.nz/services-consents](http://www.timaru.govt.nz/services-consents). **Please fill in every field on the application form to avoid delays in processing your application.**

## Application Fees

In accordance with Council's 2024/2025 Fees and Charges Publication, an application fee of **\$650.00** (including GST) is payable with each application.

- An application may request more than one service for a property (i.e. water and sewer).
- Applications involving subdivisions however must have a separate application for each proposed Lot.

Applications that are solely for the following items are exempt from application fees:

- Temporary or Permanent Disconnections of water, sewer or stormwater laterals
- Replacement of a Rural Water Supply Storage Tank in the same location
- Relocation of an existing stormwater outlet or sump due to installation of a channel crossing
- Installation and/or modification of Vehicle Accessways and kerb crossings

### Other Fees

	<i>(including GST)</i>
Retrospective Fee <i>(additional fee when Services Consent applied for / issued after completion of the work)</i>	\$325.00
Amendment Fee <i>(when Services Consent requires a change of conditions)</i>	\$325.00
Request for Time Extension Fee <i>(when Services Consent has lapsed and requires time extension)</i>	\$200.00
Re-inspection Fee <i>(when completed works require remedial work and re-inspection because the standard of work does not meet Council Specifications)</i>	\$325.00
Excavation in carriageway - additional fees may apply when Corridor Access Request (CAR) issued -	up to \$2,000.00

Details of Fees and Charges for CARs can be found on Council's website: [www.timaru.govt.nz/land-transport-fees](http://www.timaru.govt.nz/land-transport-fees)

## Infrastructure Approved Contractors

Council does not carry out any physical works or arrange contractors to carry out work except works carried out in conjunction with Council Contract Works. Once the Services Consent is granted the applicant is required to arrange their own contractor from the list of Council **Infrastructure Approved Contractors** for that work type.

**All** work on Council infrastructure (including excavation / reinstatement of the roading network) must be carried out by an Infrastructure Approved Contractor. The current list of Council Infrastructure Approved Contractors is available on the Council's website: [www.timaru.govt.nz/approvedcontractor](http://www.timaru.govt.nz/approvedcontractor)

## Illegal Connections / Prosecution

Connections made to the Council water, sewer, stormwater or roading networks (including indirect connections and accessways) a Services Consent is a Bylaw Offence. Any connections made to Council infrastructure without a Services Consent will be assessed for enforcement action.

## Section 3 – Demolition Requiring either Temporary or Permanent Disconnections

A Services Consent is required under Council Bylaws for the disconnection of services regardless of whether the disconnection is temporary or permanent.

- A permanent disconnection is required when the connection becomes obsolete.
- A temporary disconnection is when it is proposed to reuse the service within a 24-month period. CCTV footage of sewer and stormwater laterals is required to be supplied and accepted by Council for all temporary disconnections prior to reconnection to confirm the lateral is fit for purpose.

It is essential to ensure that service laterals are appropriately capped or removed to ensure the protection of the lateral and the infrastructure networks.

## Section 4 – Urban Water

- Council Standards require only one water connection per Certificate of Title. All Parcels that are held together by a Section 77 Certificate under the Building Act are classed as being one Certificate of Title, and therefore surplus connections are required to be permanently disconnected at time of development.
- More than one dwelling can be fed from the same water connection, if the property **is not** being subdivided.
- If in the future the property is subdivided, each separate title of land is required to have its own separate water supply connection at the street boundary (i.e. no water laterals are to cross property boundaries). It may be prudent to allow for future subdivision at the time of construction of a second or subsequent dwelling (i.e. lay pipe for future water supply laterals) as existing paving / landscaping will not be an acceptable reason for exemption from separate connections upon subdivision.
- All new connections or changes in land use activities from “domestic” to “commercial” or “industrial” are required to install Water Meters and Backflow Prevention at the point of supply as standard conditions of supply. These requirements are compulsory for Commercial and Industrial Zoned Land.

## Section 6 – Sewer

- Industrial wastewater discharge connections may require separate connections for domestic and industrial discharges.
- A separate Trade Waste Consent is required to be in place prior to discharge for Commercial and Industrial wastewater discharges. This includes wastewater from commercial and industrial premises that is of a domestic type.

A copy of the Trade Waste Application Form and Guide can be found on Council's website:

[www.timaru.govt.nz/trade-waste](http://www.timaru.govt.nz/trade-waste)

## Section 7 – Stormwater

- Where a stormwater main is available, connection to the kerb and channel is not permitted.
- Connection direct to sumps is not permitted.

A separate **Application for Stormwater Discharge** is required prior to the issuing of the Services Consent. A copy of this form can be found on Council's website: [www.timaru.govt.nz/SDC](http://www.timaru.govt.nz/SDC)

The Application for Stormwater Discharge Form requires the applicant to provide calculations to ensure all new stormwater connections that discharge stormwater to a Public Stormwater Network do not exceed flow rates of pre-development levels. Any excess stormwater must be attenuated. Treatment of stormwater from hardstand areas may also be required.

The applicant must determine the nature of the discharge including whether the activity on the property is listed in Schedule 3 – Hazardous Industries and Activities or if the site involves the use, storage or disposal of hazardous substances as defined in Part A of Schedule 4 – Hazardous Substances of the Canterbury Land and Water Regional Plan. Refer to

Environment Canterbury website for further information: [www.ecan.govt.nz](http://www.ecan.govt.nz). Stormwater discharges from activities identified in Schedules 3 and 4 must be managed and treated prior to discharge to the public stormwater network.

Following installation of treatment or attenuation devices, these devices are required to be registered with Council prior to discharge. The **Stormwater Device Registration Form** will be provided with the approved Stormwater Discharge Certificate.

For further information please discuss with the Drainage and Water Unit at (03) 687 7200.

### Section 8 – Vehicle Access (Urban)

All vehicle accesses connecting properties to roads require a Services Consent. Details of construction standards can be found on Council's website: [www.timaru.govt.nz/standard-specifications](http://www.timaru.govt.nz/standard-specifications)

- The minimum width of a residential channel crossing is 3.0m at the property boundary. Larger crossing may be stipulated for narrow streets.
- Right of Ways for 2 dwellings must be a minimum of 3.5m at the property boundary (in accordance with the District Plan).
- Right of Ways for 3 or more dwellings must be a minimum of 6.0m at the property boundary (in accordance with the District Plan).
- Stormwater outlets/sumps, and any pole or utility cabinet are required to be a minimum of 1.0m clear of any crossing formation (i.e. from the top of the wingwalls). If the proposed alignment of the channel crossing is closer than 1.0m to an existing stormwater outlet/sump, conditions of the Services Consent will require relocation of the stormwater outlet/sump.
- Redundant vehicle crossings are required to be reinstated back to Kerb and Channel and to existing footpath/berm at time of redevelopment of a property.
- All crossings shall be sealed with Asphaltic Concrete except Industrial (and some Commercial) crossings which shall be reinforced concrete.
- A Land Use Resource Consent will be required if the crossing(s):
  - ... total more than 6.0m in length,
  - ... have less than 7.0m separation,
  - ... or are less than 10.0m from an intersection,*(Contact Timaru District Council's Planning Unit's Duty Planner on (03) 687 7271 if more information is required about Resource Consents.)*

### Section 9 – Vehicle Access (Rural)

Council Policy requires vehicle accesses to match the adjacent carriageway surface, i.e., accesses from a sealed road are required to be 2 coat chip sealed from the carriageway edge to the boundary of the property.

Some vehicle accesses will require installation of an access culvert/bridge with adequate hydraulic capacity. All work is to comply with the Building Code. It should also be noted that under the Building Act, any culvert/bridge with fall greater than 1.0m from the top of the structure to the ground level (i.e. the base of the drain / stream bed) may require a Building Consent. Please contact Council's Building Advisory Services Unit Duty Building Advisor on (03) 687 7236 for further information. It is the landowner's responsibility to obtain this consent.

If a Building Consent is required and the public will use or pass over the structure, a "Producer Statement – PS4 – Construction Review" is required to be obtained to allow public use or access before the Code of Compliance Certificate is issued.

For safety and visibility, clear sight line requirements in both directions to and from the access are also a requirement of a services consent approval.

If the access crosses a privately owned Irrigation Scheme, proof of approval to perform works within the Irrigation Scheme will need to be obtained from the relevant Irrigation Scheme. If the irrigation race is within the road reserve, this approval is required to be supplied with the application.

Contact details of the various authorities are shown below:

- Opuha Water Ltd, 875 Arowhenua Road, RD 4, Timaru 7974 Phone 03 614 7801  
*(Required when proposal involves crossing a Levels Plain Irrigation channel)*
- Rangitata Water Ltd, C/- Brophy Knight Ltd, 144 Tancred Street, Ashburton 7700 Phone 03 307 9051  
*(Required when proposal involves crossing a Rangitata-Orari Water Race or Rangitata South Irrigation channel)*

### Access Culverts greater than 1.0m in diameter

Access Culverts greater than 1.0m in diameter will also require approval to occupy the road reserve in addition to the Services Consent for the access. A copy of the Occupation of Road Reserve Application Form and Guide can be found on Council's website: [www.timaru.govt.nz/occupying-road](http://www.timaru.govt.nz/occupying-road)

## Installation of a Rural Mailbox and its accessway

Installation of a Rural Mailbox and its accessway does not require a Services Consent, however the following conditions must be met:

- The work must be carried out by an Infrastructure Approved Contractor and installed as per Council Specifications. A copy of the construction specification can be found on Council's website: [www.timaru.govt.nz/standard-specifications](http://www.timaru.govt.nz/standard-specifications)
- A Corridor Access Request (CAR) is required to be lodged by the Infrastructure Approved Contractor who is required to have an approved Traffic Management Plan and Works Access Permit (WAP) in place prior to commencing works.
- The accessway must be installed on the side of the road that the Postal Delivery Service uses.

Safety and visibility are paramount. Should you require technical advice regarding the positioning of a mailbox and its accessway please refer to Council's Land Transport Unit on (03) 687 7200 or email: [roads@timdc.govt.nz](mailto:roads@timdc.govt.nz).

## Work Undertaken within a State Highway

When connections to Council Infrastructure are located on a State Highway, additional approval to undertake the work must be obtained from New Zealand Transport Agency/Waka Kotahi (NZTA). A vehicle access located on a State Highway must be installed to NZTA's standards and constructed by an NZTA Approved Contractor. It is the responsibility of the landowner or their agent to obtain these approvals prior to commencing work.

New Zealand Transport Agency's local representative is:

GHD Consultants, 86 Meadows Road, Washdyke, Timaru 7941 or email: [scnocdowner.co.nz](mailto:scnocdowner.co.nz)

Phone (03) 687 2751

## Installation of Private Services within the road reserve

Installation of private services within the road reserve now require an **Application for Occupation of the Road Reserve** rather than a Services Consent. The Application for Occupation of Road Reserve Form and Information Guide are available at [www.timaru.govt.nz/occupying-road](http://www.timaru.govt.nz/occupying-road).

Private services are services that are wholly owned and maintained by a private party (usually the property owner). This does not include standard property connections to public infrastructure, such as water, sewer, power or fibre connections which are managed through different consent processes.

Examples of private services permitted to be installed in the road reserve include, but are not limited to: pipelines and cables (such as ducts, irrigation pipelines, effluent pipelines, telecommunication/electrical cables not maintained by utility providers); stock underpasses; access/entranceway culverts greater than 1.0m in diameter; fences, gates or stock crossings; structures; signs; as well as planting of trees and shrubs. Other occupations are assessed on a case-by-case basis.

## Work Undertaken within the Road Corridor

A Corridor Access Request (CAR) is required for **all** work undertaken within the road corridor. This is required to be obtained through the Before-U-Dig website [www.beforeudig.co.nz](http://www.beforeudig.co.nz) by the appropriate Council Infrastructure Approved Contractor, with a Council approved Work Access Permit (WAP) being given prior to commencing works.

All work carried out within the road/footpath is to be carried out in accordance with the *National Code of Practice for Utility Operators' Access to Transport Corridors*. Please note this includes a 24-month maintenance and warranty period that is the responsibility of the landowner or their agent. This includes reinstatement of sealed surfaces.

When submitting a CAR, a Traffic Management Plan (TMP) is required and is to be prepared by a qualified TTM Planner prior to commencing work within the road reserve. Any questions regarding Traffic Management requirements should be directed to:

<b>Local Roads:</b>	Timaru District Council's Land Transport Unit	Phone 03 687 7200
<b>State Highways</b>	Waka Kotahi / New Zealand Transport Agency	Phone 0800 44 44 49 (0800 4 HIGHWAYS)
	• NZ Transport Agency	<a href="mailto:scott.mckenzie@nzta.govt.nz">scott.mckenzie@nzta.govt.nz</a> or 021 226 9280
	• CARs/ Excavation / Traffic Management	<a href="mailto:theresa.allan@ghd.com">theresa.allan@ghd.com</a> or 027 646 4197

CARs are subject to additional fees and charges. Details of Fees and Charges for CARs can be found on Council's website: [www.timaru.govt.nz/land-transport-fees](http://www.timaru.govt.nz/land-transport-fees)

## Work undertaken within Natural Waterways

When work requires disturbance of a natural waterway or creek bed, it should be noted that this work will require approval from the Regional Council (ECAN) and may require Resource Consents in addition to Council's Services Consent. It is the responsibility of the landowner or their agent to obtain any Resource Consent prior to commencing work.

Contact details are shown below:

- Environment Canterbury, PO Box 345, Christchurch 8140

Phone 03 687 7800