

Public Drainage Permit application requirements

Approval to alter or add to the Wellington City Council public drainage networks

Approval to alter or add to the public drainage networks will only be given if, prior to any works starting, the following have been prepared, submitted and a Public Drainage Permit granted by the Wellington Water Land Development Team:

- Design and construction documentation¹ – including design considerations², assumptions, calculations, any specific structural design (if appropriate) and application for dispensations (if applicable). All proposed works must have been designed using the Wellington City Council Code of Practice for Land Development, Regional Standard for Water Services and Regional Specification for Water Services.
- Engineering design/construction drawings: including long sections, catchment plan, locality plan and details.
- For stormwater designs, a plan showing the secondary flow path – this can be included on the catchment plan, if suitable.
- For designs relating to developments of 20 units/lots or more, a full catchment study must have been carried out – to be arranged with the Wellington Water Land Development team prior to application.
- An analysis of the impact of the proposed development on the existing stormwater and/or wastewater system capacity – to be arranged with the Wellington Water Land Development team prior to application. **Note:** If the existing stormwater or wastewater system is under capacity, the developer is responsible for the upgrade of the affected network as a part of the conditions of approval.
- Written approval from the Wellington Water Land Development Team for dispensation/s to the code of practice where any part of design falls outside the code of practice.
- All public drainage work must be carried out by a Registered Drainlayer; who is employed by a contractor who has an approved Health and Safety Plan and Public Liability Insurance.
- Land owners consultation and clearance – as applicable: copies of all written approval obtained must be submitted with application.
- WCC Road Corridor Manager and Utility Authority clearance – as applicable
- Corridor access request (CAR) number – as applicable
- Resource consent from Greater Wellington Regional Council if altering, amending or discharging stormwater to a natural watercourse.
- Wellington City Council land use resource consent is required for work within 5m of a watercourse.

Application fees

The fee for a Public Drainage Permit depends on whether the works are major or minor.

- Major works include any drainage works with pipes. The fee is calculated on the project value, defined as the cost of the drainage works (materials and labour), excluding GST). The calculation is \$400 for the first \$4000 of the project value plus 8% of the balance of the project value.
- Minor works include single manholes, sumps and leads. Applications for minor works are charged a flat application fee of \$200.

The fee will be calculated based on the information contained in the application. An invoice will be issued for payment before the Permit is issued. *All application fees are GST inclusive.*

Approval for assets to become public drainage network

Council will only consider taking ownership and vesting of works carried out under a Public Drainage Permit, if the following have been prepared, completed and submitted:

- All approvals, consents & dispensations have been applied for and approval given in writing.
- A Public Drainage Permit has been applied for, paid and been granted.
- All works shall have been constructed to meet the requirements set out in the Wellington City Council Code of Practice for Land Development, Regional Standard for Water Services and Regional Specification for Water Services and other applicable standards.
Note: Filter fabric is to be used unless notified by the Wellington Water Land Development Team Senior Public Drainage Inspector.
- Any changes to the approved construction drawings, during construction, must be documented along with reasons for changes, and approval granted for said changes by the Wellington Water Land Development Team Drainage Engineer.
- Evidence that all testing required has been carried out and that the results comply with relevant specifications.
- The work passes final inspection completed by the Wellington Water Inspectors.
- The work passes a CCTV inspection, and others as required, where CCTV is undertaken using a pan tilt camera and the CCTV footage and reports are provided to and approved by Wellington Water.
Note: The leakage test for concrete and ceramic pipes must comply with 5.8.1(d) of the Regional Specification for Water Services which states leakage shall not exceed 0.5 ml water per mm pipe diameter per metre pipe length per hour measured over a minimum 30 minute period. This is a change from the previous WCC Drainage General Conditions of Specification.
- Compliant "As Built" plans have been provided and approved.

¹ These items must be prepared by a chartered professional engineer and/or a competent and experienced person approved by the Public Drainage Engineer.

² Design field work is to be completed as required under Part A of the Wellington City Council Code of Practice for Land Development.

Design and Construction Engineering Drawing Components

- Drawings must be uniform and of good quality.
- Drawings must be clearly presented, use a logical sequence of detail and contain all required measurements and set out details (as applicable), without being congested.
- Drawings must be sized and scaled to allow for all aspects, to ensure clarity and no loss of detail.
- The source of all data used for the design, construction and as-built details must be recorded on/in submitted plans and documents.
- All drawings should clearly distinguish between public and private drainage elements.

Drainage design and construction engineering drawings minimum components:

1. Locality plan
2. Catchment plan
3. Plan elevation
4. Longsection/s
5. Design calculations summary
6. Details
7. Notes and Connection table

Note: The permit holder is to submit a compliant as-built drawing to the Wellington Water Senior Drainage Inspector and arrange for a final inspection to be carried out before vesting of assets or application for subdivision certification (223/224).

As-built engineering drawing components

Minimum as-built requirements:

1. All asbuilts shall comply with the requirements of the Regional As-built Specification for Water Services, and include but not be limited to;
2. Plan size A3 or larger and scaled 1:250 or 1:500: depending on the size of the works.
3. All as-built network features must have co-ordinates. All as-built feature co-ordinates must be to New Zealand Transverse Mercator (NZTM) projection; New Zealand Geodetic Datum 2000 (NZGD2000 datum) with a minimum accuracy of 30mm.
4. Locality plan showing the property boundary and the works. With a north point - pointing to the top of the page.
5. Plan elevation, with a north point, showing final position and detailing new network, abandoned or removed network, existing network encountered during works.
6. Manhole details including position, size, material, invert levels, surface levels, and depth to invert.
7. Invert levels must be given at any change of direction or grade, along with position (refer 2.)
8. Levels for all assets shall be in terms of the New Zealand Vertical Datum 2016 (NZVD 2016). Levels shall be taken from an approved benchmark, unless written dispensation is granted by Council. Invert levels shall be calculated to at least two decimal places and shall be accurate to +/-20mm. The benchmark used must be recorded on the submitted plan.
9. All pipes must be labelled using their nominal diameter/internal diameter for PE pipes. SDR or class rating, jointing method and pipe material. Example: 300 RCRRJ Class X.
10. If existing network features are included, then their node/asset numbers must be recorded on the plan.
11. Contractor/Drainlayer and installation date.
12. All sections of public network to be abandoned or removed during the course of a project must be clearly recorded on submitted documentation. Details of removal and/or abandonment, including methodology, must be clearly documented (i.e. sealing off, filling etc) on submitted engineering drawings. Council may permit abandoned pipes to be used by other utilities therefore continuity of abandoned pipe must be clearly shown.
13. Where there are connections to empty lots, the terminal connection shall be clearly documented, by sufficient dimensions to ensure the terminal point can easily be located in the future. The terminal method must also be recorded i.e. blanked off or sealed with a removable cap.

Public drainage permit

Submitting the application

The completed application form and all supporting documents should be emailed to land.development@wellingtonwater.co.nz

Application origin

Resource consent number SR:

Building consent number SR:

Other:

Corridor Access Request (CAR) number:

Drainlayer's details

Drainlayer's name:

Drainlayer's company:

Registration number:

Postal address:

Suburb:

Postcode:

Phone/s:

Mobile:

Email address:

Applicants details (if applicant is not drainlayer)

Name of Applicant:

Applicants postal address:

Suburb:

Postcode:

Phone/s:

Mobile:

Applicants email address:

Applicants signature:

Date:

Applicaton details

Address of proposed works:

Stormwater network

Wastewater network

(Tick applicable network/s)

Description of works:

Designer/Surveyor:

Expected starting date:

Total cost of drainage work: \$

(Inc labour and materials, ex GST)

Public drainage permit application documentation:

Attached:

Emailed:

Wellington Water Land Development Team Office Use Only

Date application received:

Received by:

Assessment of works:

Major works

Minor works

Calculated permit fee:

Date paid:

Paid by:

Public drainage permit consent number SR: