

## Application to carry out drainage work (involving Council land or infrastructure)

**This form requests approval for any of the following (previously approved by building consent):**

- Lay private drains in Council-owned land (includes drainage laterals)
- Connect drains to Council infrastructure (includes saddle connections)
- Disconnect drains from Council infrastructure (seal offs)
- Discharge stormwater from private property boundary to an outfall on Council-owned land
- Construct subdivision drainage to be vested in Council (Council to assume ongoing ownership and maintenance).

If any of the above drainage work involves more than one property, then separate applications may be required.

*Applicants must take all reasonable steps to ensure this application is complete and accurate. The information and application documents will be stored on a public register and may be made available to the public on request.*

**A site plan is required with this application, clearly showing the location, design and position of the proposed work.**

**Standard conditions:**

- Work must not begin until the applicant has received Council approval for their application.
- Approved drainage work requires Dunedin City Council (DCC/Council) inspection.
- As-built plans are required at the time of the final inspection. Where laterals are installed, as-built plans need to include the location and depth at the property boundary.
- The cost of restoration of services or property damaged during the course of the work is the responsibility of the applicant.
- The applicant is responsible for contacting the appropriate utility operator and arranging for the location of any underground services in the proposed work area.
- The applicant is responsible for reinstating all Council road and footpath services (where applicable) to the satisfaction of Council and at their own expense. Council must be notified in writing upon completion of the restoration work. The restoration work needs to perform to Councils satisfaction for a period of 12 months. Further information is available on page 4 (Work undertaken within the road corridor - i.e., road, footpath, or berm – including unformed legal roads).

**Record of title required** unless all of the work is on Council land (copy date of title must be less than 6 months old at time of application).

**Please refer to the following important information for more details.**

For current connection fees visit: [www.dunedin.govt.nz/drainage-fees-and-charges](http://www.dunedin.govt.nz/drainage-fees-and-charges)

Email the completed application to: [building@dcc.govt.nz](mailto:building@dcc.govt.nz)

### APPLICANT/OWNER DETAILS

Name of property owner:			
Contact person:			
Mailing address:			
Contact phone number:		Contact email address:	

### AGENT (only required if application is being made on behalf of the owner)

Name of agent:			
Contact person:			
Mailing address:			
Contact phone number:		Contact email address:	

### INVOICES

**Invoices to be sent to:**

Owner  Agent

How do you want to receive your invoice?  Email address:

Post

**SITE/PROPERTY DETAILS (location of site to be serviced)**Address / location  
(relating to this application):

Legal description:

**APPLICATIONS RELATED TO THIS WORK (If applicable)**

Resource Consent #:

Building Consent #:

PIM #:

**DESCRIPTION OF PROPOSED DRAINAGE WORK****NOMINATE TYPE OF SERVICE CONNECTION REQUIRED – PLAN MUST BE INCLUDED SHOWING CONNECTION POINT****Stormwater** **Saddle Connection:**  New  Replacement  Seal off

Diameter and number of connections requested:

 **Kerb/Boiler Tube:**  New  Replacement

Diameter and number of boiler tubes:

 **Other (such as disposal to roadside water table or watercourse):**

Describe:

**Foul Water** **Saddle Connection:**  New  Replacement  Seal off

Diameter and number of connections requested:

Further information to assist processing:

**DECLARATION - SIGNED (by, or as authorised agent of, the owner)**

Should approval be granted for the above, I agree to abide by the standard conditions listed.

I agree that no work will proceed until I am in receipt of the approved application.

 **If lodging this application as the applicant/owner:**

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and charges payable under this application.

OR:

 **If lodging this application as agent of the applicant/owner:**

I/we hereby represent and warrant that I am/we are authorised to act as agent of the applicant in respect of the completion and lodging of this application and that the applicant/agent whose details are in the invoicing section is aware of all of his/her/its obligations arising under this application including, in particular but without limitation, his/her/its obligation to pay all fees and charges payable under this application.

Signature:

Full name of person signing:

Date:

# Important information about drainage work (involving Council land or infrastructure)

## The following information relates to:

- Laying private drains in Council-owned land (includes drainage laterals)
- Connecting drains to Council infrastructure (includes saddle connections)
- Disconnecting drains from Council infrastructure (seal offs)
- Discharge stormwater from private property boundary to an outfall on Council-owned land
- Constructing subdivision drainage to be vested in Council (Council to assume ongoing ownership and maintenance).

## Overview

- Underground pipes across Dunedin carry wastewater (sewage), stormwater and even streams. The DCC owns and is responsible for some of these, while others are privately owned and maintained. For more information visit: [www.dunedin.govt.nz/whose-pipe-is-that](http://www.dunedin.govt.nz/whose-pipe-is-that)
- Each of the activities listed above require approval of an *Application to carry out drainage work (Involving Council land or infrastructure)*.
- The application is not a resource or building consent. Approval of a resource or building consent does not imply automatic approval of the above work.
- As these applications do not require a building consent, a code compliance certificate will not be issued.
- Approvals are valid for 24 months. If the work will not be completed within 24 months, please contact DCC Building Services on 03 477 4000.
- Any new wastewater or stormwater connections may result in an increase in rates. For further information contact [dcc@dcc.govt.nz](mailto:dcc@dcc.govt.nz) or call 03 477 4000.

## Standard conditions

- Work must not begin until the applicant has received approval from Council for their application.
- Approved drainage work requires DCC inspection.
- As-built plans are required at the time of the final inspection. Where laterals are installed, as-built plans need to include the location and depth at the property boundary.
- The cost of restoration of services or property damaged during the course of the work is the responsibility of the applicant.
- The applicant is responsible for contacting the appropriate utility operator and arranging for the location of any underground services in the proposed work area.
- The applicant is responsible for reinstating all Council road and footpath services (where applicable) to the satisfaction of Council and at their own expense. Council must be notified in writing upon completion of the restoration work. The restoration work needs to perform to Council's satisfaction for a period of 12 months. Further information is available on page 4 (Work undertaken within the road corridor - i.e., road, footpath, or berm – including unformed legal roads).

## Application

- The *Application to carry out drainage work (Involving Council land or infrastructure)* can be found at: [www.dunedin.govt.nz/building-services-forms](http://www.dunedin.govt.nz/building-services-forms)
- A site plan must accompany the application, clearly indicating the location and layout of the proposed work, along with the drainage design details (such as pipe dimensions, gradients and materials).
- Record of title required unless all of the work is on Council land (copy date of title must be less than 6 months old at time of application).
- Email the completed application to [building@dcc.govt.nz](mailto:building@dcc.govt.nz).
- If applying for building consent and Council drainage connections/disconnections are required, you can include a copy of the completed *Application to carry out drainage work (Involving Council land or infrastructure)* with the consent application. Note, a code compliance certificate is not issued for drainage work involving Council land or infrastructure.
- Applications are given a unique identifier, e.g. DIF 2025-123.
- Our preferred method of corresponding is by email or phone. The decision will be sent via email.

## Compliance information

- Subdivision Drainage - where Council is expected to assume ongoing ownership and maintenance, all designs and works must comply with the latest edition of the Dunedin Code of Subdivision and Development and meet Council's satisfaction. Early consultation with DCC 3 Waters is strongly recommended, as in certain cases, design and construction may need to deviate from the requirements of the Dunedin Code of Subdivision and Development.
- Drainage not intended for Council vesting must be designed to New Zealand Standard NZS 4404:2010 using class SN16 PVC-U pipe.
- It is the property owner's responsibility to ensure that no foul water enters the stormwater system and no stormwater enters the foul water system.

## Inspections

- Approved drainage work requires DCC inspection.
- Required inspections will be stated on the approval letter.
- To book an inspection call the DCC on 03 477 4000 and quote your approved DIF number, e.g. DIF 2025-123.
- As-built plans are required at the time of the final inspection. Where laterals are installed, as-built plans need to include the location and depth at the property boundary.
- As-built plans and supporting information can be uploaded online:  
<https://secure.dunedin.govt.nz/ePathway/Live/Web/Default.aspx>.

## Who can carry out the work?

- To undertake any work on behalf of the DCC or if you are working within the DCC roading corridor, you must be a DCC Health and Safety Approved Contractor. For a list of DCC Health and Safety Approved Contractors or if you wish to apply to become a DCC Health and Safety Approved Contractor, visit [www.dunedin.govt.nz/health-and-safety-approved-contractors](http://www.dunedin.govt.nz/health-and-safety-approved-contractors)
- Connecting and disconnecting foul and stormwater drains to and from Council sewers (i.e. saddle connections and seal offs) can only be carried out by a DCC contractor acting under direction from the DCC.
- Laying private drains including laterals and boiler tubes on Council-owned land is the responsibility of the applicant and must be installed by a licensed drainlayer.
- Subdivision drainage on privately-owned land must be installed by a licenced drainlayer.

## What the application doesn't cover

Building consent is required for the following:

- Private drainage on private property.
- Subdivision drainage on private property that is not to be vested in Council.

## Fees and charges

Charges will apply and payment required on receipt of the invoice. See:

[www.dunedin.govt.nz/drainage-fees-and-charges](http://www.dunedin.govt.nz/drainage-fees-and-charges) - for connection fees and charges.

[www.dunedin.govt.nz/building-general-charges](http://www.dunedin.govt.nz/building-general-charges) - for inspection, processing and administration fees and charges.

## Development contributions

Development contributions are required for increased demand placed upon Council infrastructure. For more information, visit: [www.dunedin.govt.nz/development-contributions-policy](http://www.dunedin.govt.nz/development-contributions-policy)

## Working within the DCC roading corridor

If you are planning to carry out work that will affect the normal operating conditions of the road corridor, you need to apply for a Corridor Access Request (CAR) before you start. A CAR notifies us of any proposed work in the road corridor in the Dunedin City Council area.

To carry out work for the DCC, all contractors must be an approved DCC Health and Safety Approved Contractor as they are aware of the CAR process and no work shall be undertaken in the road corridor prior to written permission being issued. See [www.dunedin.govt.nz/health-and-safety-approved-contractors](http://www.dunedin.govt.nz/health-and-safety-approved-contractors)

Please note, State Highways are controlled by the New Zealand Transport Agency, *Waka Kotahi* (NZTA). Any proposal to work in a State Highway corridor will need to be assessed by the NZTA and may require additional permissions.

All the private connections within the road reserve for water main, stormwater and foul sewer shall be connected perpendicular to the main connections and parallel to each other.

To apply for a CAR, visit [www.dunedin.govt.nz/corridor-access-request](http://www.dunedin.govt.nz/corridor-access-request)

Corridor Access Requests may incur fees. See [www.dunedin.govt.nz/transport-fees-and-charges](http://www.dunedin.govt.nz/transport-fees-and-charges)

## Records

The information you provide is required so that your application can be processed. The information and application documents will be stored on a public register and may be made available to the public on request.

Visit our Carrying out drainage work involving Council land or infrastructure web page: [www.dunedin.govt.nz/drainage-work-on-council-land](http://www.dunedin.govt.nz/drainage-work-on-council-land)