

The following details must be supplied to Dunedin City Council (DCC) Building Services with every private foul or stormwater drains-in-common approval application, or extension to an existing drains-in-common:

- completed application form (see attached) signed by all existing and proposed parties to the drains-in-common
- a suitably drawn plan of all adjoining properties showing addresses and legal descriptions. Indicate proposed line of drains or existing drains and proposed new extensions to make the drains-in-common (example below).

Note the owners of the properties served by a private drain are the owners of the drain at the time they are connected. This means those property owners may have to contribute towards the cost of any necessary repairs and maintenance of the drain, up to and including where it connects to the public line.

Further information with respect to private drains can be found under section [461 of the Local Government Act 1974](#) [www.legislation.govt.nz/act/public/1974/0066/latest/DLM415532.html?src=qs](http://www.legislation.govt.nz/act/public/1974/0066/latest/DLM415532.html?src=qs)

### Application Fees

The application fee covers processing and administration costs associated with considering the application. A separate fee is also charged for each adjoining party. DCC will send the invoice to the applicant. Refer to the current [Building Services Schedule of Charges](#) for fees associated with these applications [www.dunedin.govt.nz/building-services-fees](http://www.dunedin.govt.nz/building-services-fees)

### Decision

A letter approving or declining the drains-in common application will be sent by the DCC to the applicant and will advise the next course of action, for example applying for a building consent to do the work.

### Disconnection from an Existing Private Drains-In-Common

A letter of intent is required to inform all parties (including the DCC) of a proposed disconnection from the existing private drains-in-common. The letter of intent must specify the date the proposed disconnection is to take place. **21 days' notice is required.**

### Contact Us

To discuss matters relating to drains-in-common approval applications, please contact a Building Services drainage specialist on 03 477 4000 or email [building@dcc.govt.nz](mailto:building@dcc.govt.nz).

## Application for approval of private drains-in-common

**ATTENTION:** Building Services - [building@dcc.govt.nz](mailto:building@dcc.govt.nz)

Application Information	
Applicant/Agent name:	
Email/postal address:	
Legal owner/s name:	
Address:	
Legal description:	

**To form a private foul and/or stormwater drains-in-common between the above property and the following properties:**

Address:	
Legal description:	
Email/postal address:	
Legal owner/s name:	
Legal owner/s signature:	

Address:	
Legal description:	
Email/postal address:	
Legal owner/s name:	
Legal owner/s signature:	

Address:	
Legal description:	
Email/postal address:	
Legal owner/s name:	
Legal owner/s signature:	

*Continue on separate page if required.*

**Fee payer:** ☐ Owner ☐ Agent ☐ Other (state name & mailing address)

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☐ Attached two copies of the proposed drains-in-common plan.

**Applicant/Agent signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**If the signature is that of the agent on behalf of the owner, they must have the owner's approval.**

# EXAMPLE PLAN ONLY

