**Approved Product Register – Application Form**

**For water supply, wastewater, or stormwater infrastructure**

The [Approved Product Register (APR)](https://www.wellingtonwater.co.nz/contractors/technical-information/approved-products-register/) contains products that are in accordance with the engineering design and construction standards in the Wellington Water [Regional Standards for Water Services (RSWS)](https://www.wellingtonwater.co.nz/assets/Reports-and-Publications/Regional-Standard-RSWS.pdf?file-size=2.7+MB&file-type=pdf) and materials specifications in the [Regional Specifications for Water Services (R.Spec)](https://www.wellingtonwater.co.nz/assets/Reports-and-Publications/Regional-Specification-R.Spec.pdf?file-size=4.5+MB&file-type=pdf), and which are approved for use on the public water supply, wastewater and stormwater infrastructure managed by Wellington Water.

Products are generally restricted to pipe, pipeline fixtures and fittings on the reticulated network. Specialised items, such as pumps, radio transmitters and electrical components are not included in the APR. In addition, simple products such as nuts, bolts and gaskets are not included in the APR.

Do not use this form for one-off approvals to use products on site-specific projects. These require dispensation which need to be discussed first with the appropriate Wellington Water project manager.

Please seek advice at APR@wellingtonwater.co.nz if you are unsure about using this application form.

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| --- | --- |
| **Applicant contact name/Position** | **Contact number** |
| **Company** | **Email** |
| **Address** | **Date of application** |

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| Brand name and brief description of product for which acceptance is requested. Please note - only include one product per application: |

**Asset group**: Water supply [ ]  Wastewater [ ]  Stormwater [ ]

**Product use:** New [ ]  Rehabilitation [ ]  Repair [ ]

**Attachments:** Please supply information on each of the following items (please tick). Please provide a reason for any missing attachments.

|  |  |  |
| --- | --- | --- |
|  |  | Attached |
| 1 | Manufacturer and product history |[ ]
| 2 | Acceptance from other local authorities |[ ]
| 3 | Local (NZ) references (if available) |[ ]
| 4 | Compliance with materials specifications in the R.Spec |[ ]
| 5 | Third party conformity assessment certification(s) (ISO Type 5) |[ ]
| 6 | Quality assurance (AS/NZS standards, ISO)1. materials
2. for water supply (AS/NZS 4020)
 |[ ]
| 7 | Installation instructions |[ ]
| 8 | Maintenance requirements, including limitations, operation and maintenance manual, parts list |[ ]
| 9 | Expected product life, including warranties |[ ]
| 10 | Photo/Design/Drawing of product |[ ]
| 11 | Sample provided |[ ]
| 12 | Expected cost (estimate) of product1. Product/material cost
2. Installation cost
3. Maintenance cost
4. Other operational cost
 |[ ]
| 13 | Local suppliers/distributors address, contact details and notes on after sales service |[ ]
| 14 | Any other relevant information |[ ]

Return completed application and attachments by email to APR@wellingtonwater.co.nz.

**Please Note:** Applications with insufficient information will not be accepted.

Wellington Water reserves the right to restrict the assessment of applications as limited by factors of prioritisation, including service goals, strategic core values and priorities and other business needs and limitations.

The approval process involves the following steps (the applicant will be advised at each step):

1. Application and supporting documentation received
	1. Note: Inappropriate applications will be rejected, Incomplete applications will be put on hold
2. Prioritisation -all applications prioritised once per year
3. Non-prioritised product applications declined
4. Prioritised product applications assessed and decision made to approve, decline or trial.

Wellington Water reserves the right to review and withdraw product approval at any time.