

## Application for permit to draw water

*This form is to be used for all requests to draw water from the council water supply networks via hydrants. Please read the terms and conditions and the applicant guidelines before completing this form.*

### Application details

Application name: .....

Company name: .....

Street address: .....

Postal address: .....

Phone: .....

Mobile: .....

Email: .....

### Billing details (If different from the applicant details above)

Company name: .....

Postal address: .....

*Indicate the council area from which water will be drawn. A separate Operating Log Sheet must be used per council area and presented at the relevant council service desk for payment at the end of the permit period.*

- WCC - \$5.85/m<sup>3</sup>     HCC - \$4.75/m<sup>3</sup> (minimum charge \$145)  
 PCC \$3.40/m<sup>3</sup>     UHCC \$4.43/m<sup>3</sup> + \$66.95 consent fee  
 SWDC \$2.56/m<sup>3</sup>

### Intended use of water

Specify intended use of water: .....

*(Note: the use of water for any purpose other than that which is stated here, or which creates a potential hazard to the water system, will result in immediate revocation of the permit.)*

#### Council:

- Wellington City Council     Hutt City Council  
 Porirua City Council     Upper Hutt City Council  
 South Wairarapa District Council

Proposed Hydrant location: .....

*(Note: Only approved hydrants listed in the attached are to be used to draw water. Hydrants adjacent to a residential area can only be used within normal business hours 8am to 5pm.)*

### Filling methods

Methods of filling are either calculated volume (Size of Tank x amount of fills) or metered standpipe

Start date: ..... End Date.....

**Tanker details**

Tanker make and model: .....

Tanker license plate number:..... Tanker capacity:..... (m3)

**Hydrant Information**

Rapid opening or closing of a fire hydrant is unacceptable and could result in damage to the water supply network. Fire hydrants must be operated slowly and with due care. If you require assistance in the correct usage thereof, please contact Wellington Water so arrangements can be made for an Engineer to show you the correct method.

Have you taken water from a hydrant before? Y/N .....

Do you own and intend to use a metered standpipe? Y/N .....If Yes Serial No .....

Meter Read.....

**Backflow prevention (if not using a controlled standpipe) must be controlled by an airgap to the tank fill.**

.....  
.....

**Declaration**

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorised to make this application in the name of the party wishing to draw water and in doing so accept the terms and conditions that form part of this application.

Yes, I have read and understand the terms and conditions of the permit approval.

Name: .....

Applicant signature: .....

Date: .....

**Privacy Statement**

The information supplied on this application form will be held and used by Wellington Water and the respective councils. The information will not be disclosed by Wellington Water or the council unless legally required under the Local Government Official Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for assessing, processing, and communicating with you on this application, for administration purposes, and to ensure all council's records are accurate. You have the right to request access to the information held and to request correction of the information collected.

## Applications

Approved applications are valid for a period of three months from the date of issue of the permit. If the proposed drawing of water is not completed within this period, the permit will lapse and a new application will be required.

### Presenting the application

Information to accompany this application:

- Completed pages 1 and 2 of this application form.
- A copy of the Registered Water Carrier Certificate for tankered bulk water supplies.
- Details of the backflow prevention device/installation the contractor intends to use to protect the supply network (preferably with photos).
- Details of what the water is to be used for, and the preferred method of measurement water to be drawn.
- A council approved traffic management plan must be obtained from the relevant council roading control authority and be available for inspection where a hydrant standpipe is to be used in the road carriageway.

Return the completed application to Wellington Water, Private Bag 39804, Wellington Mail Centre 5045. Or scan and email to [permitstodrawwater@wellingtonwater.co.nz](mailto:permitstodrawwater@wellingtonwater.co.nz).

### Application evaluation

Applications are evaluated for approval by Wellington Water on behalf of Council. If the applicant wishes to discuss aspects of an application, enquiries can be made to Wellington Water by phone on (04) 912 4470.

### Payment for water taken

All water drawn from council's water supply network, irrespective of the method of withdrawal, will be charged as indicated above. The water charges will be paid by the party nominated on the application form.

The charges will be based on the water volumes drawn from the network as recorded by a hydrant standpipe meter or tanker filling point meter. Where the water drawn is not metered, the charges will be based on the assessment of the water quantities drawn and recorded in the Hydrant Operating Permit & Log sheet.

The applicant is required to submit both the operating log and metered quantities to the relevant council service desk at the end of the permit period.

A copy of the Operating Permit & Log sheet together with a copy of the receipt is to be posted or scanned to Wellington Water Ltd [permitstodrawwater@wellingtonwater.co.nz](mailto:permitstodrawwater@wellingtonwater.co.nz) at the end of the permit period.

If no proof of payment is received a new permit will not be issued.

## Terms and Conditions of Use

Approval of this application is subject to the following terms and conditions:

1. Permits are required for all use of fire hydrants, except for use by the NZ Fire Service, including pressure and flow testing of hydrants.
2. The permit does not allow hydrant standpipes to be used for irrigation, agricultural or horticultural, private or domestic, commercial and industrial use, or to supply water to premises as an alternative to normal property service connections.
3. The use of a hydrant standpipe without a valid permit is considered theft of water and an offence for which you may be prosecuted.
4. To obtain a permit to draw water from a fire hydrant, the applicant must make an application to Wellington Water using the application form and include all information required. Wellington Water or Council may, at their discretion, grant or decline such an application, and, if granted, may impose whatever conditions it sees fit, including limiting the time period and the location where water can be drawn from a hydrant.
5. Permits are not transferrable to any other party or vehicle. The hydrant operating permit & log sheet must be returned to Wellington Water at the end of the permit period with proof of payment.
6. Permit holders must ensure that any employee or persons acting on their behalf are familiar with and understand these terms and conditions.
7. Hydrant standpipes must not be used in a manner which results in a waste of water or creates a nuisance.
8. All permitted transportation and usage of water shall be restricted to use within the council boundary. Any breach of this requirement will result in an immediate revocation of the permit.
9. The permit holder must only take water from the hydrant nominated in the permit or according to the conditions agreed upon and stipulated on the hydrant operating permit & log sheet.
10. The permit holder must only take water for the purposes nominated on the application form. The use of the water for any purpose other than that which is stated on the application, or which creates a potential hazard to the water system, will result in immediate revocation of the permit.
11. The applicant is responsible for payment of the water charges for the water drawn from the network.
12. Permits are issued for up to three months and permit holders must comply with the permit conditions and carry/display the hydrant operating permit & log sheet at all times for inspection by Wellington Water staff.
13. If the permit holder fails to provide a copy of the log sheet, Wellington Water may either:
  - (i) Cancel the permit; and/or
  - (ii) Estimate the volume taken in the month.

*Terms and Conditions are continued on next page.*

14. If water is being drawn for drinking water purposes, the applicant must obtain and provide a copy of the Registered Water Carrier certificate from the Ministry of Health, or approved equivalent, with the application. The certificate must demonstrate that the water tanker will be disinfected and is suitable for the transport of potable water.
15. Permit holders must display a "Registered Water Carrier" sticker in a prominent position on both sides of the vehicle for easy recognition by Wellington Water staff.
16. To obtain a permit, the water tanker and the hydrant standpipe or the receiving point for water taken from a hydrant must be fitted with a backflow prevention device.
17. A council-approved traffic management plan must be obtained from the relevant council roading control authority and be available for inspection on where a hydrant standpipe is to be used in the road carriageway.
18. The permit holder will be held responsible for the cost of any repairs to the council water supply system as a result of damage caused by incorrect use of either a hydrant standpipe or tanker filling point.
19. The permit holder will be held responsible for any third-party damage whilst a hydrant standpipe is in use by the applicant or their representative.
20. The permit holders shall indemnify Wellington Water and the council against any damage claims arising from its use of any hydrant standpipes or tanker filling points.
21. The permit holder must comply with any water restrictions imposed by the council. Water restrictions may vary during the period of the permit, and it is the permit holder's responsibility to be familiar with any water restrictions in force.
22. The permit is revocable at any time at the discretion of Wellington Water if the terms and conditions are not followed.