



PALMERSTON NORTH CITY

PALMERSTON NORTH STORMWATER DRAINAGE BYLAW

2015

Administration Manual

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	Name	Signature	Date
Prepared by			
Reviewed by			
Authorised by			

PART ONE – INTRODUCTION

The purpose of this Administration Manual is to provide material complementary to the Stormwater Drainage Bylaw by bringing together those aspects which may otherwise be included in the Bylaw, but which are of a technical or administrative nature, or operational matters that are more likely to be amended before the Bylaw is reviewed. In taking this approach, it will simplify the administration of the Bylaw, allow for administrative and technical processes to be kept up to date, and assist in the interpretation of the bylaw.

The Administration Manual is made under the Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document, and will be made available on the Council's website alongside the Bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be authorised either by the General Manager for City Networks or the Water and Waste Services Manager.

PART TWO – STANDARD CONDITIONS FOR STORMWATER CONNECTIONS

1 APPLICATION FOR CONNECTION

- 1.1 Any new stormwater connection to the public stormwater drainage network, installed after the adoption of the Bylaw, must be located and installed in accordance with the Council's Engineering Standards for Land Development.
- 1.2 Where new extensions to the public stormwater drainage network are required as part of a subdivision, the consent holder must construct all the drainage works in accordance with the Council's Engineering Standards for Land Development and any Council approved design.
- 1.3 Every application to carry out stormwater drainage under the Bylaw must include drawings and specifications for the proposed works. The drawings must show, to the satisfaction of Council, the proposed works and their effects on the subject site and surrounding land.
- 1.4 All proposed stormwater drainage works affecting or connected to the public stormwater drainage network must be designed, constructed and operated:
 - (a) to Council's standards for corresponding public drainage works where they serve or may serve land or buildings in different ownership; and
 - (b) to minimise sediment or environmental pollutant discharge to any stormwater drain in accordance with any relevant industry standards or codes of practice;
 - (c) to comply with any written conditions imposed by Council when approving the works, and with any relevant building or resource consent; and
 - (d) to be consistent with foreseeable catchment-wide works (for example, extending a pipe upstream or downstream) so as to give a benefit to the catchment as a whole;
 - (e) comply with any approved stormwater management plan.
 - (f) comply with the Council's Engineering Standards for Land Development and any approved Council design.
- 1.5 Stormwater drainage remains the responsibility of the owner of the land on which the works occur unless and until they are taken over and vested in Council.
- 1.6 The cost of all stormwater drainage for the purpose of land development will be at the land owner's cost unless the Council agrees in writing to share costs.
- 1.7 When the stormwater arising from a new connection is such that it exceeds the defined level of service for the Council's stormwater network, Council may require the installation or construction of private stormwater attenuation measures to retard the flow of stormwater or to limit the volume of extra stormwater produced from new connections or

developments. Any such attenuation measures must be constructed at the land owner's expense. The land owner must also meet the costs of the required maintenance and servicing program.

2 ACCESS

- 2.1 The owner or occupier of a premises must allow the Council, or its agents, with any necessary equipment, access to any affected area of a premises and about the point of connection for the purposes of:
- (a) monitoring, testing, and maintenance work between 7.30 am and 6 pm on any day.
 - (b) ascertaining whether non-complying connections have been made
 - (c) ascertaining whether the drains are being misused
 - (d) ascertaining whether overland flow paths have been compromised in any way.
- 2.2 The Council will give 24 hours' notice to the customer of the intended entry.
- 2.3 Under emergency conditions the customer must allow the Council free access to and about the point of connection at any hour.

3 WORKS OVER OR NEAR PUBLIC STORMWATER DRAINAGE NETWORKS

- 3.1 Building or loading over the public stormwater drainage network, or excavation near such networks, is controlled by this section.
- 3.2 Buildings may be built over stormwater pipes in the public stormwater drainage network with the permission of the Council and on the following terms unless varied:
- (a) Sufficient investigation is undertaken to accurately determine the stormwater location and depth, and to establish that the stormwater pipe is in a condition where it has a remaining life of at least 50 years, or carry out remedial work or relaying of the stormwater pipe to achieve a 50 year remaining life. Council will commission a condition video inspection of the pipe at the applicants' cost;
 - (b) Bore piling the building to a minimum 1.0 metre clear distance either side of the pipe to below the invert and ensuring that no building loads are transferred to the stormwater pipe and that it is possible to excavate down to the stormwater pipe without threat to the building;
 - (c) Providing two service openings into the pipe between 2.0 and 3.0 metres from the edge of the building at the point it enters and leaves the building (unless there is an existing service opening within 10 metres), provided that the stormwater pipe lies in a straight line and that there are no connections between these service openings;
 - (d) Carrying out all work on and around the public stormwater drainage network in accordance with Council's Engineering Standards for Land Development; and

- (e) Identifying and protecting the Council's interest in the stormwater pipe by a Memorandum of Encumbrance and Deed of Covenant against the Certificate of Title.
- 3.3 The requirements of sections 3.2 (d) and (e) may be relaxed for the construction of light weight buildings such as single car garages or utility sheds subject to the written approval of Council.
- 3.4 No person may cause the crushing load imposed on a public stormwater pipe to exceed that which would arise from the soil overburden plus a HN-HO-72 wheel or axle load (as defined by NZ Transport Agency Bridge Manual).
- 3.5 No person may place any additional load exceeding 2000 kg of material over or within 1 metre of a public stormwater drainage network without prior written Council approval.
- 3.6 No person may cover any service openings without prior written Council approval. The removal of any covering material or adjustment to service the openings as a result of covered materials may be at the land owner's expense.
- 3.7 No person shall excavate, or undertake piling or similar work within 1 metre of a stormwater pipe or culvert, without prior Council approval.
- 3.8 Other restrictions may be applied by the Council for the protection of the public drainage network, including overland flow paths or natural drainage features, after consideration of proposed work methods, depth of excavation, soil physical properties, and other site-specific factors.

4 POINT OF CONNECTION

- 4.1 Unless otherwise approved there shall only be one point of connection to the public stormwater drainage network for each premises, and any private drain shall not extend by pipe or any other means to serve another premises unless it is a common private drain.
- 4.2 For single dwelling units the point of connection must be located at the boundary or as close as possible where fences, walls or other permanent structures make it difficult to locate it at the required position. The approval of other positions must be obtained in writing from the Council and recorded on the site drainage plan.
- 4.3 Where a private drain discharges into a public stormwater drainage network on that same private property, the point of connection shall be the downstream end of the pipe or channel which forms the junction with the public network.
- 4.4 For multiple dwelling units or if more than one point of connection is required the point of connection for the different forms of multiple ownership of premises or land shall be as follows:
 - (a) For company share/block scheme (body corporate) - as for single ownership in section 4.2;
 - (b) For Leasehold/tenancy in common scheme (cross lease), strata title, and unit title (body corporate). Where practicable each owner shall have an individual drain with

the point of connection determined by agreement with the Council. If not practicable there shall be a common private drain which shall be incorporated as an additional provision in the lease agreement.

(c) Recorded on the site drainage plan.

4.5 For stormwater connections in existence prior to this bylaw coming into effect of this bylaw, the point of connection shall be the existing point of connection.

4.6 Common private drains cannot serve more than a maximum of 5 single dwelling units, and must also have only one point of connection (in common). Common drains must be covered by a certificate recording the rights of each party, which is registered against the certificate of title

5 LIABILITY

5.1 The Council shall not be liable for any losses, damages expenses or inconvenience including any consequential losses whatsoever and however caused which the customer may sustain as a result of any defects, deficiencies or inadequate capacity in the public stormwater drainage network including where this interrupts stormwater drainage or causes surface flooding.

APPENDIX 1 – APPLICATION FOR STORMWATER DRAINAGE CONNECTION

Service Connection Application Form (SCI)



CN: _____

APPLICANT DETAILS

Applicant Name: _____

Mailing Address: _____

Telephone: _____ Facsimile: _____

PROJECT LOCATION

Street Address: _____

Legal Description (from Certificate of Title or Rates): _____

CONNECTIONS REQUIRED

New Building Existing Building Residential Commercial

Sewer Stormwater to Kerb Stormwater to Main Water

Special Requirements: _____

Sketch Plan (Please attach any site drainage plans):

Name of Approved Services Contractor (if known): _____

Signature: _____ (applicant) Date: _____