



**PALMERSTON NORTH CITY**

**PALMERSTON NORTH  
STORMWATER BYLAW**

**2022**

---

**Administration Manual**

# Contents

Part One – Introduction.....	3
Part Two – Standard Conditions For Stormwater Connections.....	4

## **PART ONE – INTRODUCTION**

The purpose of this Administration Manual is to provide material complementary to the Stormwater 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.

# **PART TWO – STANDARD CONDITIONS FOR STORMWATER CONNECTIONS**

## **1 APPLICATION FOR CONNECTION**

- 1.1 Any new stormwater connection to the public stormwater 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 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 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 the public stormwater network or receiving environment 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 Stormwater Management Plan approved as a condition of subdivision.
  - (f) comply with the Council's Engineering Standards for Land Development and any approved Council design.
- 1.5 Operation and maintenance of stormwater systems 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 the stormwater system for the purpose of land development will be at the landowner's cost unless the Council agrees in writing to share costs.

- 1.7 When the stormwater volume, flow or quality arising from a new connection results in the level of service not being met, Council may require the installation or construction of private stormwater management measures and/or devices or to mitigate the impact of the new connections or developments on the public stormwater network. Any such measures and/or devices must be constructed at the land owner's expense. The land owner must also meet the costs of the required maintenance and servicing of these measures and/or devices.

## **2 ACCESS**

- 2.1 The owner or occupier of a premises must allow the Council, or its agents, together with any necessary equipment, access to any area of their premises served by or contributing stormwater to a public stormwater system 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 constructed.
  - (c) ascertaining whether any non-compliant activities are impacting on the public stormwater network.
  - (d) ascertaining whether overland flow paths have been compromised in any way.
- 2.2 The Council will give 24 hours' notice to the owner or occupier of the intended entry.
- 2.3 Under emergency conditions the owner or occupier must allow the Council free access to the point of connection at any time.

## **3 WORKS OVER OR NEAR PUBLIC STORMWATER NETWORKS**

- 3.1 Building or loading over the public stormwater network, or excavation near such networks, is controlled by this section.
- 3.2 Buildings may be constructed over piped sections of the public stormwater network with the permission of the Council provided the following requirements are met:
- (a) Sufficient investigation is undertaken to accurately determine the stormwater location and depth, and to establish that the stormwater pipe has a remaining life of at least 50 years. To verify the remaining life of the pipe the Council will require a CCTV video inspection to be undertaken at the applicant's cost;
  - (b) Where the stormwater pipe is assessed to have a life of less than 50 years the applicant will be required to renew the pipe at their cost.
  - (c) 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;

- (d) 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;
- (e) Carrying out all work on and around the public stormwater network in accordance with Council's Engineering Standards for Land Development; and
- (f) Identifying and protecting the Council's interest in the stormwater pipe by a Memorandum of Encumbrance and Deed of Covenant against the Record 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 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 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 network for each premises, and any private stormwater system shall not be extended by pipe or any other means to serve another premises unless it is a common private stormwater system

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 stormwater connection discharges into the public stormwater network on the 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, the point of connection shall be the existing point of connection;
- 4.6 Common private stormwater systems cannot serve more than a maximum of five single dwelling units, and must also have only one point of connection (in common). Common stormwater systems must be covered by a certificate recording the rights of each party, which shall be registered against the Record of Title for each property.

## **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 network including where this interrupts stormwater drainage or causes surface flooding.