



Please complete and return this form to
Post: 3 Waters Engineer, Westland District Council,
36 Weld Street, Private Bag 704, Hokitika
Email: 3waters@westlanddc.govt.nz
Phone: (03) 756 9010

APPLICATION FOR FIRE HYDRANT USE / WATER TAKE PERMIT

Name: _____

Company: _____

Physical Address:

Postal Address (if different):

Phone Number: _____ Mobile: _____

Email Address: _____

WATER QUANTITY, SOURCE & PURPOSE

Estimated total volume of water required: _____ (cubic metres)

What water supply will the water be taken from? _____

List fire hydrant location and ID: _____

Period water required for: _____ (Start date) to _____ (End date)

Tick the option that the hydrant water will be used for:

Construction Maintenance work Filling tank or pool

Other (please specify): _____

Tick the option that best describes how often you will draw water from hydrant:

Daily Weekly Monthly

Other (please specify): _____

TANKER DETAILS (IF USED)

If a tanker is used, is the tanker used for only potable water? Yes / No

If no, for what other uses has the tanker been used? _____

Does the tanker have a suitable back flow prevention device? Yes / No

What is the water tanker's capacity? _____ (cubic metres)

Tanker registration number: _____

DECLARATION/SIGNATURE

I/we hereby apply for permission to draw water from a Council fire hydrant. I/we hereby declare that the information given on this application is true and correct and I am authorised to sign this form on behalf of company specified.

I acknowledge that the permit can be withdrawn and/or penalties applied if I/we do not comply with the terms and conditions of use. I/we further understand that the permit will only be valid between the start and expiration dates specified. No permit will be granted for a term longer than 12 months. I/we agree to pay the associated water charges.

I acknowledge that Council will make available standpipes to use for taking water from fire hydrants to successful permit holders. I agree to pay a bond of \$300 per standpipe. This will be refunded at the end of the permit duration subject to the standpipe being returned undamaged and in good condition.

Privacy: The information you have provided will be used to process your application, update our records or help us improve our services. We will not disclose it to third parties unless required by law. You have the right to access your information, and you can ask us to correct any errors.

Signature of Applicant: _____ Print Name: _____

Date of Application: _____

Terms and conditions:

Fees, charges and invoicing

- Water will be charged as per the Commercial Water Rate specified in the Council Fees and Charges schedule (available on Council website).
- On the last day of each month the Company shall produce a digital photo showing the hydrant stand meter reading and the date on which the photo was taken and shall email that photo to the Council's 3 Waters Engineer: 3waters@westlanddc.govt.nz
- Hydrant stand meter readings must be received by Council no later than the 5th day of the following month.
- WDC will invoice the Company monthly for the total meter reading of the month. Payment to be made by the 20th of the following month.

Special conditions

- Submission of an application does not give the right to take water from fire hydrants before a “Permit to Take Water” has been officially issued to the applicant.
- The use of other hydrants or water sources is only permitted by the specific approval of the 3 Waters Engineer/Operations Manager and their decision on an application will be final.
- Failure to meet any of the conditions of this agreement could result in the revocation of the permit.
- Permits may also be revoked or suspended at any time if there is impact on the water supply which could adversely affect the level of service to the existing community for any reason. This suspension or revocation shall take effect from the date and time that WDC notifies the Contact Person via any of the contact mechanisms listed in this permit.
- A bond of \$300 will apply to use a Council-provided standpipe. If the standpipe is not returned or is damaged, this bond will not be returned to the applicant at the expiry date of the permit.
- No permit-holder-owned standpipes are permitted to be used to take water from a Council fire hydrant unless extraordinary circumstances apply and the standpipe has been approved in writing by Council’s 3 Waters Engineer, subject to standpipe serial numbers and test certificates being provided.
- The applicant must make sure safety precautions are undertaken during the course of drawing water, both for their safety and the safety of others.

Maximum timeframe

- Please note if a permit is issued, the maximum duration it will be granted for is 12 months.

OFFICE USE ONLY

Approved Declined

Permit details added to database: Yes / No

Standpipe Bond received: Yes / No

Signed by: _____ (3 Waters Engineer)

Permit Start Date: _____ Permit Expiration Date: _____