



## APPLICATION FOR CONTRACTOR PERMIT TO USE WATER FILLING STATIONS

### Applicant details:

Business's name: \_\_\_\_\_

Employee name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Secondary contact number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Number of water tankers using filling stations: \_\_\_\_\_

Estimated water use (per month) \_\_\_\_\_ m<sup>3</sup>

Water use: Drinking water  Commercial

How would you prefer to receive your invoices? Desired Post  Email

water billing frequency Monthly  Quarterly  Annually

### Applicant's declaration:

By submitting this application, I confirm the following:

- I agree to the terms and conditions listed overleaf.
- I agree that a copy of the approval notice will be kept in each water tanker and will be made available for inspection by a Council Officer if requested.
- **I understand this process replaces the taking of water from fire hydrants and that unauthorised use of Council fire hydrants may result in cancellation of rights to use water filling stations within Clutha District Council boundaries, and/or prosecution.**

Individual's name: \_\_\_\_\_

Business name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Return form:

Complete this form and post to:

Clutha District Council, PO Box 25, Balclutha 9240 or email a scanned copy to: [fillingstation@cluthadc.govt.nz](mailto:fillingstation@cluthadc.govt.nz)

### STAFF USE

Original to Water and Waste Operations Manager  
Copy to Operations Administrator (Waters and Solid Waste)



## Conditions of use

1. The supply shall be for the exclusive use of the applicant and the Smart Card is not to be made available to other users or for private use. Any misuse will result in account and applicant being permanently blacklisted.
2. Water may only be drawn from the designated tanker filling station, as indicated in the Tanker Filling Station booklet. The Council reserves the right to take any of these filling stations out of service at any time as required.
3. Water may not be drawn from any other fire hydrant within the district, unless specific written approval is given. There will be zero tolerance for unauthorised use of fire hydrants. Consequences will include prosecution for water theft and immediate cancellation of rights to draw water from filling stations within the Clutha District boundaries.
4. Council reserves the right not to operate the filling station during shortage of supply and drought conditions. Contractor is to contact Council for any urgent water needs during this time.
5. All equipment must be provided by the applicant (hydrant upstand, valve key, hoses) and must be in good condition to minimise water wastage/spillage. It is noted that the filling stations have permanent backflow prevention devices installed so the hydrant upstand is no longer required to include a backflow prevention device.
6. The applicant shall take care not to cause damage to the ground surrounding the filling station.
7. Care shall be taken such that contaminants do not enter the hose or the filling station in use.
8. Contractors should consider the potential for hazards when using the dedicated tanker filling points and be responsible for their own health and safety practices including traffic management to ensure the safety of themselves and the public.
9. The permit may be revoked at the discretion of the Council at any time if the use of water is considered excessive or unreasonable. This will be discussed with any permit holders prior to revoking a permit.
10. This permit must be renewed annually and prior to the expiry date.
11. The permit must always be kept in the relevant tanker at all times and be presented to Council staff members upon request.
12. Permit holders must immediately report any damage to the water filling stations, including leaks.
13. Any water wastage from excessively leaking hoses and/or fittings may result in a permit being cancelled.
14. Applicants will be required to pay for their volumetric water usage (per  $\text{m}^3$ ) from 1 July 2023. No fees will be charged prior to this date. The rate, once set, will be published in Council's Fees and Charges information on Council's website.
15. Failure to comply with the above Conditions may result in the permit being revoked.
16. The Council reserves the right to amend the conditions of use at any time. All permit holders will be notified of any changes.

## Notes

1. Submitting an application does not imply approval of an application.
2. The minimum volume of water that can be purchased is  $\text{m}^3$ .
3. Once purchased volumes have been drawn, customers need to purchase additional water via the Water & Waste Operations Administrator.
4. If permit holders lose their Smart Cards, the cost of a replacement card will be charged to the customer in line with Council fees and charges. The cost is currently \$40 (incl GST).
5. Please refer to the Council Fees and Charges for bulk water and annual administration charges.
6. Clutha District at present has one Filling Station located at the Balclutha Water Treatment Plant, 28 Crown Street, Balclutha.
7. Only Taumata Arowai approved water carriers can access the filling station for drinking water supply purposes. Details can be found on Taumata Arowai's website: [www.taumataarowai.govt.nz/for-water-carriers](http://www.taumataarowai.govt.nz/for-water-carriers).

## The application process

Once your application is received, it will take approximately seven days to process. You will be contacted and advised whether or not your application was approved. If approved, you will be invited to attend an operational briefing before being provided an access card. Your access card will be used for payment and access to collect water at the filling station. Payment is in advance - you will need to have it topped up before you can use it.