

Asset compliance process

This summary gives you the main points of Watercare's compliance process for engineering water and/or wastewater works covered by the engineering plan approval.

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Asset compliance process:

Network to network – driven by EPA approval



Frequently asked questions

Q: Who completes the CS3?

- The contractor who is doing the work.

Q: When does an engineer have to submit the CS4?

- When construction is finished prior to shutdown/connection and when requesting a CoA.
Refer to points 3 and 6.

Q: What documentation is required for a sign-off?

- Refer to point 6.

Q: How does the engineer organise a pre-construction meeting?

- Refer to point 1.

Q: Who attends the pre-construction meeting?

- A Watercare technician, the contractor and the consulting engineer.

Q: When do I apply for a final walk-over?

- Once construction of new asset is completed and it is connected to the public network.

Q: Who is a qualified contractor?

- Wastewater: Certified PGDB licence;
- Water: NZQA water reticulation level 3 or 4.

Q: What is network authorisation?

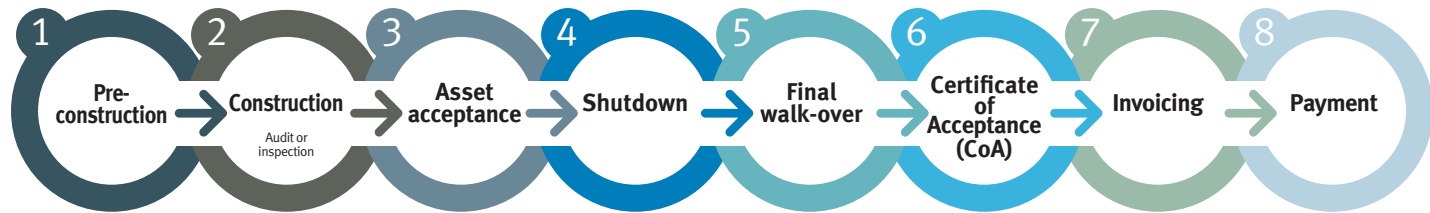
- A separate application is required for entry into the public wastewater network. Go to www.watercare.co.nz and search for 'Accessing the wastewater network'.

Q: What is the definition of a complex activity?

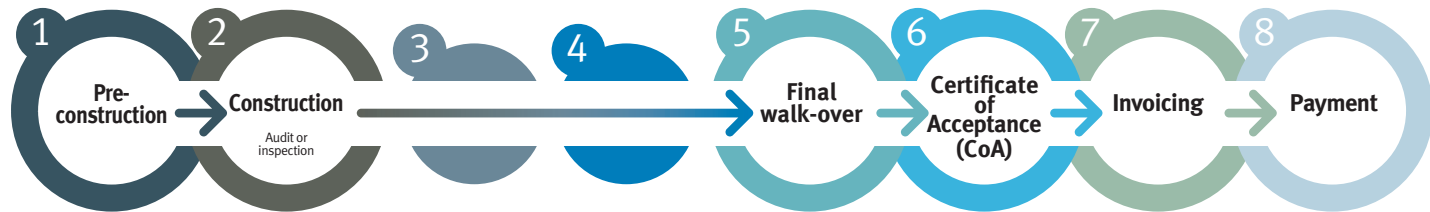
- Activities include pump stations and/or activities that require watermain or wastewater pressurised network extension. Other activities align with process 2.

Watercare's compliance process at a glance

Process 1: Complex engineering activities and/or large subdivisions with pressurised assets



Process 2: Simple engineering activities without pressurised assets



1. Pre-construction

Complete pre-construction form located on the Watercare website and send to preinspection@water.co.nz.

2. Construction

To be covered under compliance statement forms CS3 and CS4. Watercare inspection technician to advise whether an audit of the asset is required.

3. Asset acceptance

Apply by emailing compliance@water.co.nz for the asset acceptance prior to network shutdown, attaching the following documentation:

- Final as-built (PDF)
- CS3 with supporting documents
- CS4 with supporting documents

4. Shutdown

Complete the network shutdown request form located on the Watercare website, with applicable documents attached.

Note: The shutdown phase can only commence once asset acceptance of the newly-constructed assets has been granted.

5. Final walk-over

Book a final walk-over by emailing compliance@water.co.nz when construction is complete. The Watercare inspection technician will advise when they will attend.

6. Certificate of Acceptance (CoA)

Apply for a CoA by emailing a request to compliance@water.co.nz and attaching the following documentation:

- Final as-built (PDF)
- CAD as-built (DWG)
- Schedule of assets
- Final CS3 and supporting documents
- Final CS4 and supporting documents

You will need the Certificate of Acceptance for the 224C process with Auckland Council.

7. Invoice

The billing details used will be those provided on the pre-construction application form, completed by the developer's representative engineer. Payment is usually made by the developer or consulting engineer.

8. Payment

Certificate of Acceptance released upon payment.