

Please complete and return this form to  
Deliver: Drop it into the Customer Services Team at Civic House  
Email: [enquiry@ncc.govt.nz](mailto:enquiry@ncc.govt.nz) OR  
Post : Nelson City Council, PO Box 645, Nelson 7040

**APPLICANT DETAILS:**

Company Name: \_\_\_\_\_  
(This should be the Company's Trading Name as known to the public)

Representative \_\_\_\_\_  
(This is the person who we will contact for any correspondence)

Applicant Postal Address: \_\_\_\_\_

Contact Number (s): \_\_\_\_\_  
(Business hours)

Email: \_\_\_\_\_  
(This is our preferred means of correspondence)

**ADDITIONAL TAGS:**

Yes I want additional tags.

Number of additional tags at \$60 each.

**DESCRIPTION OF PURPOSE FOR TAKING WATER:**

Tick one or more applicable purpose required

**Operation Description**

Water Blasting / Cleaning

Apply Water for Dust Control

Apply Water to Earthworks Sub-Grades

Apply Water to Pavement Courses

Other Unlisted (Please Describe)

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## FILLING STATION INFORMATION:

With the introduction of the Drinking Water Quality Assurance Rules 2022, there are some new rules which Council has been working toward implementing to achieve annual compliance.

In order for Council to comply with Rule D3.6, we are no longer permitted to allow access to draw water from the reticulation via fire hydrants with the exception of our Maintenance Contractor and Fire and Emergency New Zealand.

In order to allow contractors and other water users to still access water from the Council reticulation for bulk filling, dedicated tanker filling stations have been constructed.

The previous "Fire Hydrant Permit" will be replaced with the annual registration to access the filling station.

This will be an annual fee of \$240.00, regardless of the time of year access is applied for.

One access tag will be included free with your initial application.

Additional access tags will be available for a fee of \$60 each. This will be the same replacing lost or damaged tags.

This will roll over on 1 July each year and access to the filling station will be cancelled unless the user has reapplied. A reminder letter to all current users will be sent out mid-June.

The sites are automated with tag access, keypad volume selection, push button start and auto stop for the selected volume.

Water take will be measured automatically and assigned to the company/fob.

Water volume will be invoiced at the current "Urban Rate".

Invoices will be sent monthly, including a transaction list for the month to assist with cost distribution.

A phone number to use if assistance is required will be available at each site.

Please be patient as this is a new system and we may experience some teething issues.

## Nayland Road Filling Station Location (Opposite 491 Nayland Road)



## **WATER FILLING STATION USE PERMIT CONDITIONS:**

### **Specific Conditions:**

- 1 The provisions of the Nelson City Council Backflow Prevention Policy and current Water Supply Bylaw are to be complied with at all times. The full bylaw can be viewed on the Council's website: [www.nelson.govt.nz](http://www.nelson.govt.nz)
- 2 Water may only be taken from the Council specified filling stations at Nayland Road and Wildman Ave (Wildman Ave is still under construction). Contractors are no longer allowed to take water from hydrants using a standpipe.
- 3 Unless the permit holder is a registered water carrier, water taken under this permit may not be used for human consumption.
- 4 Nelson City Council will be invoicing the permit holder on a monthly or quarterly basis (depending on the expected duration of the project) for the cost of water taken as per the current urban water rates as published on the Nelson City Council website.
- 5 Permit conditions are subject to change at any time in order to meet the requirements of Taumata Arowai or any new central government legislation.
- 6 Other conditions specific to your intended water use may be put in place by Nelson City Council. This will be reviewed on a case by case basis.
- 7 Water conservation:
  - At all times water taken from filling stations should be the minimum required for the purpose intended.
  - During water restrictions Stage1 to Stage 3 conservation of water is essential with water taken to be for essential purposes only.
  - During Stage 4 restrictions water can only be taken from filling stations with express permission from Council.
  - Permit will be suspended during Stage 5 and Stage 6 restrictions.

**PAYMENT INFORMATION:**

Application fee must be paid to Nelson City Council on lodgment of this application form.

Payment can be made at Councils Front Desk or by Internet Banking

To use Internet Banking, pay into Nelson City Council’s Bank Account 03-0703-0325055-00 using your name, address, and 700505100800 as a reference.

Please provide payment proof/receipt with this application form.

Please provide the following details for your tax invoice:

**ACCOUNT DETAILS:**

Account Name: .....

Account Postal Address: .....

Contact Number: .....

Email for Invoices: .....

Purchase Order Number: .....

Please refer to our website for our Customer Terms & Conditions

[www.nelson.govt.nz/customer-accounts](http://www.nelson.govt.nz/customer-accounts)

**PRIVACY STATEMENT:**

The information you provide on this application (including any personal information) is collected by the Nelson City Council Utilities Team. It will be used by Council (and potentially accessible by Council’s filling station software provider) for the purpose of water billing in line with the Water Services Act 2021 and Nelson City Council Water Supply Bylaw 2021, and will be held for by Council in line with the legislation Council is subject to.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you wish to have your information corrected, please contact the Utilities Team on 03 546 0200. If you would like to ask for a copy of your information or have any concerns about its use, please contact 03 546 0200 and ask for a Privacy Officer. For more information about privacy at Nelson City Council please see our [privacy policy](#)

**Trade Premise Declaration**

I \_\_\_\_\_  
 (Name of authorised representative)

**Declare that:**

To the best of my/our knowledge the information in this application is correct \_\_\_\_\_  
 Initial

I/We will maintain compliance with all aspects of the current Water Supply Bylaw \_\_\_\_\_  
 Initial

I/We will pay all water charges applicable as set out in the Nelson City Council fees and charges in the current Annual Plan or as separately advertised on the Nelson City Council website. \_\_\_\_\_  
 Initial

**I Understand That:**

Failure to comply with the conditions of any water filling station usage permit or the current Water Supply Bylaw may result in prosecution under the Local Government Act 2002 and cancellation of any water filling station permit. \_\_\_\_\_  
 Initial

\_\_\_\_\_ Signed for and on behalf of Trade Operator \_\_\_\_\_ Dated

<b>Office Use Only</b>			
<b>Application Fees (1 July 2024 - 30 June 2025)</b>			
Water Filling Station Usage Permit		Fee Paid :	
Application Fee	\$240.00	Receipt Number:	
Additional Tags	#: _____	\$60 each	GL(Application fee): 700505100800 <b>Please use Customers Name, Address when receipting payment</b>