

Engaging a Three Waters Connection Contractor

Hamilton City Council uses a panel of qualified contractors to perform Three Waters connections. We strongly recommend conducting your own due diligence before selecting a contractor. This includes checking the contractor's financial stability, availability to meet your timelines, and ensuring they hold current insurance coverage. Use the checklist provided to help ensure you've covered all the essentials for a successful water, stormwater, or wastewater connection.

Before choosing a contractor

- ☐ Choose a contractor from Council's Pre-qualified Contractor Panel.
- ☐ Confirm the contractor is qualified for your type of connection (water, stormwater or wastewater).
- ☐ Obtain three quotes before choosing a contractor — this is strongly recommended by Council.

Setting up the contract

- ☐ Clearly define the type of connection and scope of work. Ensure you have a certified engineering design plans for the connection work required.
- ☐ Confirm work will meet Council's standards and New Zealand Drinking Water Standards.
- ☐ Agree on payment stages tied to inspections and approvals.
- ☐ Request a workmanship warranty (12–24 months).

Before work starts

- ☐ Check that all required consents and approvals have been obtained
- ☐ Confirm that all consent requirements and engineering conditions required prior to commencement of works have been satisfied.
- ☐ Ensure contractor has all approvals (specified elsewhere) before starting.
- ☐ Attend a pre-commencement meeting with contractor and Council representative
- ☐ Confirm connection points as per the engineering plan.
- ☐ Notify other utilities about excavation.

During construction

- ☐ Check work is being done according to the approved plan.
- ☐ Approve any changes with Council first.
- ☐ Keep Council informed about timelines and inspections.
- ☐ Raise any issues with the contractor immediately.
- ☐ Ensure Council are notified at all required hold points and that relevant sign offs are obtained prior to proceeding to next steps
- ☐ Pay contractor as agreed in the contract terms.

After construction

- ☐ Receive As-Built drawings and all relevant asset information as required by Council from the contractor.
- ☐ Obtain a Certificate of Acceptance from Council.
- ☐ Check that all road and land reinstatement is completed properly.
- ☐ Make final payment.

Important reminder

If your contractor doesn't follow the process or meet Council's standards, you may have to pay for rework. Make sure you are happy before making final payments.

Questions? Contact HCC's Connections Team: 3waters.connections@hcc.govt.nz