

Network Access Application

Please complete this form to access three water assets for the purpose of:
Survey, investigation, data gathering, and checking of networks/channels, valves, manholes, and chambers and CCTV investigation, chamber and wet well inspection, control panel/cabinet improvements and maintenance, etc.

Please complete and return this form to Network.Approval@hcc.govt.nz.
For any enquiries please phone: 07 245 0773
More information on our assets can be found on our website hamilton.govt.nz

Type of application

Please select the option(s) you want to access and/or survey:

Water Wastewater Stormwater

Property Owner ¹ :			
Applicant Name ² :			
Applicant Postal : Address			
Applicant Contact Person ³ :		Email:	
Contact numbers:	Phone:		Mobile:
Contractor Name ⁴ :		Email:	
Contractor Postal : Address			
Contractor Contact Person ⁵ :		Email:	
Contact numbers:	Phone:		Mobile:

¹ The Registered Owner of the land that the works relate to.
² The Applicant is the person(s), company, society or trust (e.g. a developer) who needs the work undertaken. This may be the same person or entity as the registered owner.
³ The Contact person is the person responsible for undertaking the physical works
⁴ The contractor (usually a civil works or consultancy) who will be undertaking the physical works on site.
⁵ The Contact person is the person responsible for undertaking the physical works

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Access Requirements

To ensure effective coordination and minimise disruption to services, the following conditions must be adhered to when requesting access to HCC's network:

- **Notification and Approval:** Where access is required, the Network Operations Team Representative must be notified at least two working days prior to the proposed work date. This allows sufficient time to review and approve the Works Access Request.
- **Emergency works:** In emergency situations, immediate remedial works may be approved under the authority of the Duty Operations Engineer.
- **Customer Notification:** Once approval has been granted by Three Waters Operations, the requestor must notify all affected customers no less than 24 hours before any shutdown commences.
- **Changes to Approved Works:** Any amendments to the approved access request—including changes to timing, location, or scope of works—must be communicated to the Three Waters Operations Team prior to commencement. Contact can be made via the Network Operations Team Duty Operator at 07 245 0773 or by email at Network.Approval@hcc.govt.nz.
- **Duration of Access:** Each Works Access Request is valid for a maximum duration of two weeks. Contractors must only include work that will be completed within this timeframe. If additional time is required or further works are planned, a new Works Access Request must be submitted.

Access Terms and Conditions

- **Regulatory Compliance:** All activities must be conducted in accordance with HCC's Codes of Practice and Standard Operating Procedures (SOPs). In addition, users are required to comply with all applicable Acts, Regulations, Bylaws, and relevant industry Codes and Standards.
- **Hazard Identification and Risk Management:** Prior to commencing any activity, users must identify all associated hazards and risks and implement appropriate control measures in line with industry best practices. Hazards requiring controls may include, but are not limited to:
 - Bystanders, traffic, and pedestrian movement;
 - Biological substances and hazardous gases (e.g., methane, hydrogen sulphide);
 - Animals, illegal substances, flooding, and other environmental or situational risks.
- **Permits and Approvals:** Users must obtain all necessary approvals, permits, and notifications before initiating any work. This may include, but is not limited to, approvals from:
 - WEL Networks
 - WorkSafe New Zealand
 - Traffic Management Authorities
- **Permit Retention and Site Conduct:** The approved permit must be retained onsite at all times during the activity.
- **Asset Damage and Reporting Obligations:** Any damage to HCC assets must be reported immediately. This includes, but is not limited to, blocked pipes, cracked manholes, or any other irregularities. Please note that all costs associated with repairs will be recovered by HCC.
- **Scope of Approval:** HCC's approval is strictly limited to authorizing access to its network as specified in the submitted application.
- **Legal Authority and Enforcement:** HCC's authority to approve or deny access is governed by its Bylaws, the Regional Infrastructure Technical Specifications (RITS), and applicable statutory provisions. This includes enforcement of liability for any damage, misuse, or interference with the network.
- **Limitation of Liability:** HCC shall bear no liability to the applicant, its contractors, or any third party for any consequences arising directly or indirectly from the approved works or related activities.

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Contractor to complete

Job Details					
Contract Number Or Work Order Number					
Name of Contractor:					
Asset Type: <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Pump Station <input type="checkbox"/> Stormwater					
Start Date:		Time:		End Date (Maximum 2 weeks from Start Date):	
Entry into manholes or other confined spaces required				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location:					
Details and Purpose of Work:					

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Contractor to complete

Services Map showing impacted area (if applicable)

Empty box for Services Map showing impacted area (if applicable).

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Declaration

I have read, understand and will comply with the terms and conditions in this application and will only carry out work as per this approval.

I am authorised to sign on behalf of the Applicant and Contractor and that all the information given in this application is true and correct. I agree to pay all applicable charges for the services indicated and accept the terms and conditions of this approval.

The company has and follows health and safety procedures that comply with the requirements of the Health and Safety at Work Act 2015.

All works will be carried out in accordance with HCC's code of practice and standard operating procedures, without causing any damage to the network.

If works involve hazardous materials and/or entry to manholes/confined spaces:

- All staff undertaking the work have been fully immunized and has had appropriate vaccination
- All staff undertaking the work have the required safety training, equipment and can assess hazards and implement controls
- All staff undertaking the work have obtained unit standard 25510 or 3058 in gas detection by an organisation accredited by NZQA.
- I am aware of the flow variation on the network due to this operation and overflow events and have controls in place as per the attached methodology for managing wastewater flows.
- I am aware of the potential gas hazards when opening a manhole and ensure that the lid will be securely replaced upon completion of work.
- All staff undertaking the work have obtained unit standard in confined space entry by an organisation accredited by NZQA.
- I understand the confined space risk score decision tree
- I have attached the specific job safety analysis with the appropriate controls to manage hazards on site
- I have attached evidence of the confined space permitting system for all staff entering the manhole
- I have attached the methodology for the specific works

By signing this form, you confirm that your signature is either a handwritten (physical) signature or has been applied using a secure electronic signature platform such as DocuSign or Adobe Sign.

Contractor Signature		Date	
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Office Use Only

City Waters to complete and approve (prior to access / start date)			
<input type="checkbox"/>	Checks on All Given Information Required to Complete Work Completed	<input type="checkbox"/>	Flow Management & Affected Network Checks Completed
<input type="checkbox"/>	Checks on Affected Customers Completed	<input type="checkbox"/>	Checks on If HCC / Electrician Assistance Required
<input type="checkbox"/>	TMP Arrangement Completed	<input type="checkbox"/>	Weather Forecast Checks Completed
Comments / areas requiring special attention:			
Approved by	Network Operations	Email	
Signature		Date	

City Waters to complete and close off (close of access / end date)			
<input type="checkbox"/>	Checks on All Physical Work Completed	<input type="checkbox"/>	Reinstatement Completed & Access All Clear
<input type="checkbox"/>	Network Back to Normal Operation	<input type="checkbox"/>	All Lateral Connected Back to Council Network
<input type="checkbox"/>	Empty Storage Tank Dumped by Sucker Truck	<input type="checkbox"/>	Old Asset Abandoned
Comments / areas requiring special attention:			
Approved by	Network Operations	Email	
Signature		Date	