

To apply for approval as a Christchurch City Council Authorised Drainlayer, please complete this application and attach all relevant supporting documentation. The processing of this application may be delayed if the form is incomplete. For more information see <https://www.ccc.govt.nz/consents-and-licences/construction-requirements/approved-contractors/authorised-drainlayers>

Return the completed form and supporting documentation via email or post

Email: [AWSI@ccc.govt.nz](mailto:AWSI@ccc.govt.nz)

Post: Authorised Water Supply Installers, City Services, PO Box 73014, Christchurch 8154

Please attach a recent  
photo

**Part A – Applicant Details** (details of the person making this application)

Full Legal Name(s):

Preferred Name:

Date of Birth:

**Part B – Company Details** (details of the company who employs the person making this application)

Company Name:

Company Postal Address:                      Street/PO Box                      Suburb                      Town/City                      Postcode

Phone:    Mobile:    Email:

**Part C – Approval Category** (select which categories you wish to be approved for)

Installation of submains (pipes up to and including 63mm diameter)

Installation of water mains (pipes 100mm diameter and above)

Connections to the water supply network (excludes water meter connections)

**Part D – Relevant Training** (having completed or actively working towards completion of the relevant Certificate is required in order to be considered for approval as a Christchurch City Council Authorised Water Supply Installer)

Completed National Certificate in Water Reticulation (Planned and Reactive Maintenance Technician) (Level 3)

Year qualification was completed:

Completed National Certificate in Water Reticulation (Supervisor) (Level 4)

Completed NZ Certificate in Utilities Maintenance (Strand Water) (Level 4)

Training provider:

Completed NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Drinking-Water) (Level 4)

Enrolled in and actively working towards completion of NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Drinking-Water) (Level 4)

Enrolment date:  
DD / MM / YYYY

**Part E – Experience** (give details of three (3) recent projects where you personally carried out water supply installation work, including the names and contact details of persons that we can contact for a reference)

1. Project:

Details of work carried out:

Referee:    Referee's contact details:

2. Project:

Details of work carried out:

Referee:    Referee's contact details:

3. Project:

Details of work carried out:

Referee:    Referee's contact details:

**Part F – Company’s Plant/Equipment (list plant and equipment which enables work to be completed)**

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**Part G – Company’s Insurance (at least \$1M Public Liability Insurance, with vibration, removal and weakening of support extension of \$250,000 required)**

Name of Insurance Company:

**Part H – Application Checklist (submit the following documentation along with your signed application form)**

Copy of applicant’s National Certificate in Water Reticulation (Level 3 or 4), NZ Certificate in Utilities Maintenance (Strand Water) (Level 4) or NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Drinking-Water) (Level 4), or evidence that applicant is enrolled in and actively working towards obtaining the NZ Certificate<sup>1</sup>

Company’s traffic management arrangements<sup>2</sup> (state if in-house or third party STMP is being used for TMP preparation)

Company’s Health and Safety Management System (manual or overall plan)

Company’s Quality Assurance Plan<sup>3</sup>

Copy of Company’s Public Liability Insurance

Application fee of \$575 (including GST) per applicant (not company). Payable by cheque or at cashier at Council Service Centre

**Part I – Conditions**

<sup>1</sup> NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Drinking-Water) (Level 4)  
A copy of the applicant’s training record is required if working towards the NZ Certificate.  
Connexis Infrastructure Training Organisation offers training courses in the Christchurch area. Phone 0800 437 486 or see [www.connexis.org.nz](http://www.connexis.org.nz).

<sup>2</sup>Traffic Management  
TMPs are required for all activities that vary the normal operating condition of the road, irrespective of whether the activity is on a carriageway, footpath or adjacent to the road. TMPs are also needed for activities outside the road reserve which will affect the normal operating conditions of the road. Prior to such activities commencing, a TMP complying with the Transit Code of Practice for Temporary Traffic Management (CoPTTM) must be submitted to, and approved by the Council’s Traffic Management Coordinator. A qualified STMP must submit the TMP online at [www.tmpforchch.co.nz](http://www.tmpforchch.co.nz) at least five (5) working days prior to the planned commencement of work.

<sup>3</sup>Quality Assurance Plan  
For details on the required contents of such a plan, refer to the Council’s:  
- Infrastructure Design Standards (IDS) Part 3 – Quality Assurance (Appendix III – QA Plan Template)  
- Construction Standard Specifications (CSS) Part 1 – General (4.0)  
- Construction Standard Specifications (CSS) Part 3 – Utility Drainage (Appendix 1, Appendix 3, Appendix 4)

**Assessment**  
On-site technical assessments are required to ensure that the applicant has the necessary experience, technical skills and resources to carry out authorised work in accordance with Council regulations and standards. The applicant will be contacted by the Council assessor to arrange the assessments.

**Approval**  
Approval will be given in writing only, and is only awarded to the individual and not to commercial entities. It is not transferable and can be withdrawn by the Council upon non-compliance with the rules as outlined in the Terms and Conditions.

**Part J – Declaration**

I the undersigned (applicant):

- Confirm that all the details set out in and/or attached to this application are complete and accurate in all respects
- Have read and am familiar with the Christchurch City Council’s Construction Standard Specifications (CSS) and other relevant Council and AS/NZS standards and guidelines and have copies of the relevant documents at the worksite at all times
- Am familiar with the Council’s Permit to Work system
- If approved, agree to be bound by the terms and conditions as set out in the ‘Authorised Water Supply Installer Terms and Conditions’

Name:

Signature:

Date: DD / MM / YYYY