

Application for facilitation services

Healthy Waters Department

1. Applicant details

Application date:

Full name:

Address:

Postcode:

Preferred contact number:

Alternative number:

Email:

Company number: *(Insert number if registered, otherwise state not applicable)*

2. Applicant's consultant

Company:

Full name:

Address:

Postcode:

Preferred contact number:

Alternative number:

Email:

3. Applicant's engineer

Company:

Full name:

Address:

Postcode:

Preferred contact number:

Alternative number:

Email:

4. Site address of proposed development

Postcode:

5. **Have you completed a 'Before U Dig' survey for the proposed development site?** Yes No
We require confirmation that the dig site has been checked for the location of cables, pipes and other utility assets. Visit www.beforeudig.co.nz to submit an enquiry and attach your results with this application.

6. **Has a CCTV survey been completed on the existing public stormwater network?** Yes No
If yes, please provide the: log sheet, footage and the plan showing what assets were surveyed.

7. **Third party property(s) address:** List all properties affected by the proposed works, include names (where known), evidence of ownership and details of whether the owner lives at the premises or not. Identify which property owners have granted access to the site.

Owner: _____
Address: _____
Postcode: _____
Contact number: _____ Email address: _____
Owner occupied? *If no, owners address:* _____
Postcode: _____
Access granted? Yes No Evidence of consent attached? Yes No

Owner: _____
Address: _____
Postcode: _____
Contact number: _____ Email address: _____
Owner occupied? *If no, owners address:* _____
Postcode: _____
Access granted? Yes No Evidence of consent attached? Yes No

8. **Third party representatives (if any)** Include details of any property managers or other representatives to whom correspondence regarding the project should be directed

Full name: _____
Company: _____
Address: _____
Postcode: _____
Contact number: _____ Email address: _____

9. **Have you obtained Engineering Planning Approval?** Yes No
If yes, please detail the reference number: _____

10. **Does the development have resource consent?** Yes No
If not applied for, please state proposed date application is to be submitted: _____

11. Description of works Attach plans as part of the description, proposed methodology and consideration of alternative options

Works description:

Number of properties to be served by works:

Proposed methodology:

Alternative options considered: [detail why these were not pursued](#)

Plans Attached? Yes No

12. Identify any access issues to the third-party properties: e.g. structures blocking access, the presence of animals, aggrieved homeowners, or any health and safety concerns that a person visiting the site would wish to know of

13. Are any structures impacted by the proposed works? Identify existing structures (whether public or private) such as buildings, sheds, swimming pools, power poles etc within the proposed alignment

14. Is any vegetation impacted by the proposed works? Identify trees and other notable vegetation (whether public or private) within the proposed alignment

15. Is the 'Safety in Design' Report and Risk Register attached? Yes No

Applicants must meet Auckland Council's minimum requirements for reporting with respect to Safety in Design. Please refer to the attached document for the minimum reporting requirements.

16. Provide a history of engagement with third party property(s):

Date owners notified of proposed works:

Summary of discussions: [Include details of meeting and email correspondence](#)

Reason for refusing access (if known):

17. Has compensation been offered? Yes No

Detail any offers of compensation made to the third party properties or amounts you are prepared to offer as part of a settlement agreement

18. Provide details of any consultation that has taken place with: Watercare, Auckland Transport, Vector, Chorus, Local Boards or Mana Whenua/local iwi

The Applicant acknowledges that any assistance provided by Auckland Council (Healthy Waters) is undertaken on a commercial basis and not on a regulatory basis.

Applicants Signature:

Date:

Safety in Design

Minimum reporting requirements for suppliers

1. Purpose and Content

Suppliers are to meet Auckland Council's minimum requirements for reporting with respect to Safety in Design. This is not only to meet legislative responsibilities under the Health and Safety at Work Act, but also to keep Auckland Council informed of status of risks identified, treatment actions being progressed, consultation activities undertaken and, on completion, confidence that a thorough process was undertaken and closed out.

2. Reporting Requirements

The following is required under the Health and Safety at Work Act 2015 and Auckland Council requires this to be provided for each design phase with respect risk assessments through the respective phase of design.

The designer must give to each person who is provided with the design adequate information concerning:

- a) Purpose for which the plant, substance, or structure was designed; and
- b) Results of any calculations, analysis, testing, or examination; and
- c) Any conditions necessary to ensure that the plant, substance, or structure is without risks to health and safety when used for a purpose for which it was designed or when carrying out any activity

If Auckland Council has other assets of a similar function and nature to this one proposed, note issues and hazards from these assets. This information is to be sought in conjunction with Council's operations team. In executing the above the supplier is to demonstrate it has, so far as is reasonably practicable, consulted, co-operated with, and co-ordinated activities with all other PCBUs with a duty in relation to the item being designed, supplied or manufactured. This is to include a list of persons and/or organisations consulted during the process. Auckland Council is to be involved in the selection and confirmation of parties consulted through this process.

3. Format and Content of Deliverables

The supplier is to provide a summary in the format of a risk register to an agreed format and a report which summarises the process executed and the risks remaining to be treated. Information relating to risks satisfactorily eliminated or treated so far as is reasonably practicable is also to be recorded.

This report together with the register, is to be provided to parties receiving the design to inform them of identified risks to health and safety and proposed treatments to eliminate or minimise the risks.