



Wastewater facts

Guidelines for 'one-off' consent requirements

► Find out more: phone 09 301 0101
or visit aucklandcouncil.govt.nz

Introduction

As part of a resource consent, consent holders may be required to provide Auckland Council with various 'one-off' consent requirements, such as As-Built Plans, Management Plans, Maintenance Contracts and System Certifications – these documents should be prepared by a Chartered Professional Engineer or a suitably qualified person, experienced in wastewater treatment and land disposal systems.

The purpose of this 'wastewater facts' pamphlet is to provide guidance on the preparation of 'one-off' information required by wastewater consents.

As-built plans

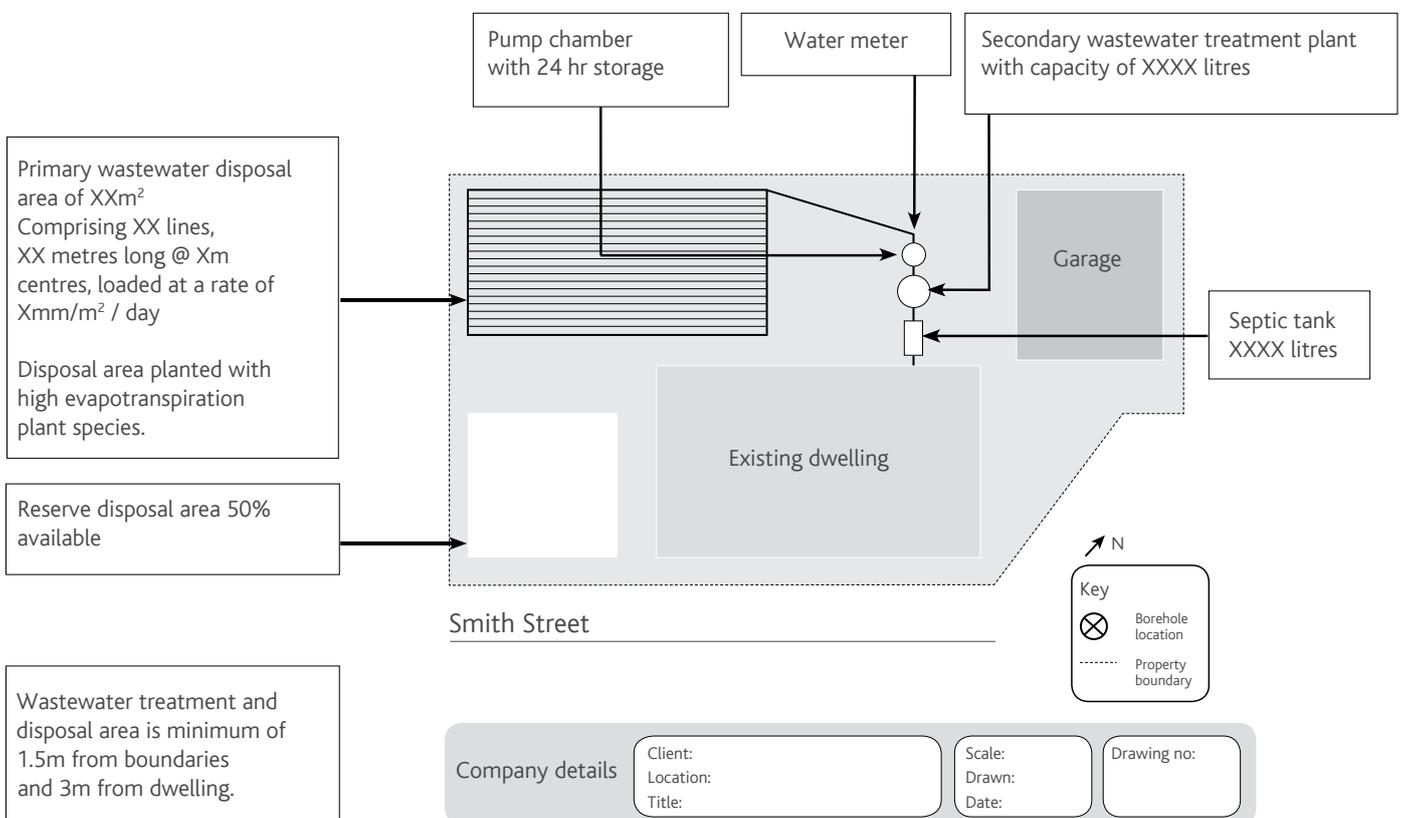
Accurate as-built plans need to include the following items at a minimum:

- the location and capacities of all key treatment system components

- the location of all land disposal system components, including the location of the distribution lines and the size and location of the primary and reserve land disposal areas
- the critical components of the land disposal system, including flush points, air relief valves and non-return valves or other critical components
- the location of all electrical cables and components installed as part of the system
- the location of all sewer pipes discharging to the treatment plant
- the location of all rising mains to land disposal areas
- the location of all system control components, including alarm controls and alarm panels, meters, recirculating valves, splitter valves, shut-off valves, sampling points and
- identification of all critical separation distances from buildings, property boundaries and surface waters.

The plan(s) must be **dated and titled**, and include a **north point and a scale bar**.

Example of an as-built plan



Management plans



Management plans are required so that the system owner, or any other party responsible for the system in the future, has a clear understanding of how the system is designed to work and the key maintenance requirements necessary to achieve this.

Management plan requirements are outlined in each resource consent and include:

- **The system and process description:** Details of the type and scale of facilities the system is designed to serve, details of each of the system components and how the effluent flows through the system.
- **Wastewater treatment and disposal system maintenance:** Details of the key operation and maintenance requirements and inspection procedures and frequencies. It should also specify who is responsible for undertaking the maintenance tasks at different levels.
- **Monitoring and reporting requirements:** Details the frequency and procedures for system monitoring and reporting of monitoring records to Auckland Council; where within the system readings/sampling should be undertaken; and where records should be stored and forwarded.
- **Troubleshooting guide:** A guide for diagnosing system problems and potential causes and determining appropriate response actions. For example, what to do in the event of a pump failure, power failure, alarm activation or effluent breakout from the disposal system etc.
- **Routine precautions:** Precautions that the householder should be aware of, including details of water-producing activities, devices which may affect the successful operation of the system (dishwashers, garbage grinders), the need for water conservation and the need for caution with the discharge of strong chemicals or cleaning agents (refer to Appendix I – ARC Technical Sheets I-1 to I-6 of TP58 (2004)).

- **Contact details** of the system designer, supplier, installer and recommended maintenance contractor, including 24 hour emergency contacts.
- Attach a copy of the **consent document**, the **as-built plan**, the **certification** and the **maintenance contract** (if appropriate)
- **Site-specific requirements (check all consent conditions).**

Maintenance contracts

Maintenance contracts are necessary to ensure the ongoing maintenance of your treatment and land disposal system. The maintenance contractor should have a high level of experience with the operation of on-site wastewater treatment systems.

Maintenance inspections should ideally be undertaken on a quarterly basis, and even more frequently for commercial systems. In all cases Auckland Council requires at least two maintenance inspections per year at six-monthly intervals.

Certification



Certification for correct system installation needs to be prepared by the system designer/installer and should be provided to the owner of the wastewater system and to Auckland Council as soon as practicable following system installation. System certification needs to confirm that:

- the system has been installed in accordance with the conditions of the resource consent or should specify where things have been installed differently. During the construction phase, Auckland Council must be consulted in the event that significant changes are proposed to the design of the system
- any existing components of the system are in sound condition (if applicable)
- any abandoned components of the system have been decommissioned as required (if applicable)
- consent conditions have been checked for any other requirements.

For more information

The information contained in this fact sheet is based on the Auckland Council Technical Publication 58 (TP58), in which there are detailed maintenance guidelines for wastewater systems (2004).

Auckland Council has a range of fact sheets about on-site wastewater management. Copies are available online at aucklandcouncil.govt.nz or upon request.

Topics include:

- **Guidelines for 'one-off' consent requirements**
- WW01 On-site wastewater management
- WW02 On-site wastewater management systems – septic tanks
- WW03 Wastewater consent compliance, a guide for consent holders
- WW04 On-site wastewater management, treatment and disposal systems maintenance and troubleshooting.

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