

**INFORMATION MANUAL**

# **DEDICATED WATER FILLING STATIONS**



**South  
Waikato  
District  
Council**

## DEDICATED WATER FILLING STATION

The South Waikato District Council operates a Dedicated Water Filling Station for bulk supply to mitigate backflow risk and contamination.

Accessing the water network through a smart fire hydrant for a purpose other than firefighting is prohibited.

Contractors wishing to use the Station must apply and once approved, follow the process described in this document.

Location:

1-59 Croad Place, Tokoroa 3420  
(-38° 12' 50.6" 175° 52' 20.9")



## COMPLIANCE

Anyone wishing to use a Dedicated Water Filling Station must only do so after applying to and receiving approval from the Council

Approval is contingent upon the user complying with the following:

- Acceptance of current Terms and Conditions
- Possession of physical or digital copy of permit
- Use of only Council-owned metered pipes
- Competency in safe and correct use of hydrant / standpipe.
- No damage imposed on ground near to station
- No excessive load imposed on station
- Any amended condition the council notifies the user of.

**ANY REPAIR COSTS OF DAMAGE ARE RECOVERED FROM USERS**

The Council reserves the right to revoke a permit given if a user fails to comply with one or more conditions above.

You are required to notify and request permission from the Water Services Team prior to any use of a Dedicated Water Filling Station hydrant.

**The hydrant is available anytime.**

# PROCESS

## HOW TO ACCESS WATER FROM THE SMART HYDRANT ON CROAD ROAD, TOKOROA

1. Unlock the padlock using the key supplied by council
2. Open the Moneca lid, refer to image below



3. Insert your Bayard Smart Hydrant card, as shown in the image below and close the lid.



4. Wait for the lid to pop open (if after a minute the lid should not pop open take the card out, shut the lid, wait a couple of seconds, insert the card again as you did in step 3 shut the lid and lightly press down on the lid).



5. Once the lid is opened connect your hose and fitting to the smart hydrant
6. Use a connector to attach your hose to this smart hydrant.



7. hold down the "+" button as shown in the image below to increase water pressure. When you have reached your desired take hold down the "-" button until the flow has stopped



8. Remove your hose and connector, take out your smart hydrant card, place the connector inside the cage next to the smart hydrant, and lock the gate.



Should you have any issues with the Smart Hydrant please contact 021869254 or 021781307 (Office hours – Monday to Friday)

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BREACHES MAY RESULT IN A LOSS OF ACCESS AND A FINE OF UP TO \$5000

## CHECKLIST

- Read, understood and accepted the Terms and Conditions.
- Filled, signed and sent the application form to Water Services Team.
- Understood the process.

## Tanker Filling Station

Apply for an additional access key	\$20 per key
Apply for an additional access card	\$20 per card
Application/Initial registration fee (A smart card and access key will be provided. Please ensure that both are returned upon completion of the contract.)	\$440
Water charger per m <sup>3</sup>	\$6.60
Annual review of registration	\$120
Administration fee	\$28/month
Water transported out of district (after Council approval)	Not permitted

SWDC RESERVES THE RIGHT TO RESTRICT OR PROHIBIT ANYONE FROM USE OF THE DEDICATED WATER FILLING STATION

## APPLICATION FORM – PERMIT TO USE WATER FILLING STATIONS

South Waikato District Council  
Private Bag 7  
Tokoroa 3444

Telephone: (07) 985 3743  
Fax: (07) 885 0718  
Email: [info@southwaikato.govt.nz](mailto:info@southwaikato.govt.nz)  
Website: <https://www.southwaikato.govt.nz>

### Application Details

Applicant/Company Name

Contact Person

Address  
[Physical/Postal]

Phone Number

Email Address

Number of water tankers that will be using filling stations:

How would you prefer to receive your invoices? (Check one)      Post       Email

### Declaration

By submitting this application, you confirm the following:

- I agree to the terms and conditions listed within both the Information manual and overleaf.
- I agree that a copy of approval notice will be kept in each water tanker and will be made available for inspection by a Council Officer if requested.
- I understand that this process replaces the taking of water from fire hydrants and that unauthorised use of Council fire hydrants may result in cancellation of rights to use water filling stations within the South Waikato Council District Boundaries, and/ or prosecution.

.....  
Signature

.....  
Date

#### Office Use Only

You are hereby authorised to use the designated tanker filling point within the district, as per the condition of use stated on this form overleaf, for the following time period:

Dated issued:       Expiry date:

Authorising Officer name:

Number of cards issued:

Serials number of cards:       Signature: .....

# TERMS AND CONDITION OF USE

## SOUTH WAIKATO DISTRICT WATER FILLING STATIONS



1. A permit is required to use any of the designated tanker filling points.
2. Submitting an application does not guarantee approval of an application
3. Any approval granted is subject to the terms and conditions of the South Waikato District Council Water Supply Bylaw. It is applicant's responsibility to read and understand the bylaw. This is available via our website [South Waikato District Council](#) or through our Customer Service Team.
4. Contractors should consider the potential for hazards when using the dedicated tanker filling points and be responsible for their own health and safety practices including traffic management to ensure the safety of themselves and the public.
5. The supply shall be for the exclusive use of the identified applicant and the Smart Card is not to be made available to other users or be used for private use.
6. If permit holders lose their Smart Cards, the cost of a replacement card will be charged to the customer in line with Council fees and charges, which are subject to change on 1 July annually.
7. Water may only be drawn from the designated tanker filling points as indicated by the South Waikato District Council. The Council reserves the right to take any of these filling points out of service at any time, as required.
8. Water may not be drawn from any other fire hydrant within the district unless specific approval is given. There will be zero tolerance for unauthorised use of fire hydrants. Consequences will include prosecution for water theft and immediate cancellation of rights to draw water from filling stations within the South Waikato District boundaries.
9. The permit holder will be liable for the cost of repairing any damage caused by the incorrect operation of our water filling stations.
10. The permit holder shall take care not to cause damage to the ground surrounding the filling points. (i.e., use paved road shoulder when pulling in and out and parking as opposed to the industrial fences boundary).
11. The permit may be revoked at the discretion of the Council at any time if the use of water is considered excessive or unreasonable. This will be discussed with any permit holders prior to revoking a permit.
12. This permit must be renewed every two years, prior to the expiry date.
13. A copy of the permit must be always kept in the relevant tanker(s) and be presented to Council staff members upon request.
14. Permit holders must immediately report any damage to the water filling stations, including any leaks.
15. Any water wastage from excessively leaking hoses and/or fittings may result in a permit being cancelled
16. Applicants will be required to pay for their volumetric water usage (per cubic metre) from 1 July 2023. No fees will be charged prior to this date. The rate, once set, will be published in Council's Fees and Charges information on Council's website.
17. Failure to comply with the above conditions may result in the permit being revoked.
18. The Council reserves the right to amend the conditions of use at any time. All permit holders will be notified of any changes.