

THE PERMIT ASSESSMENT SYSTEMS

There are three permit assessment systems established under the new legislation that dovetails into the existing systems and the following information is a general summary.

The main characteristics of each system are that: -

- There is a single-point-of-contact for water and sewerage related works and designated staff trained in using the system. The Council's input in this area of operation would fall under the service level agreement.
- For communications, the emphasis is on all electronic and emailed communications for referrals and notifications.
- For filling out forms, flexible customer service provision is intended where hard copy forms can be completed manually in handwriting scanned and emailed, computer-based electronic forms can be completed and emailed, and a contractor scanning service will be available on request.
- For our on-going relationship, a high level of formal and informal communication between the Councils and the Corporation's team is expected.

Planning Permit Process

The planning permit process under the Land Use Planning and Approvals Act 1993 starts in recognition that there is a new referral organisation established in the new legislation. The new organisation is called in the legislation the regulated entity. The regulated entities are the new Water and Sewerage Corporations, and the corporation in the south is known as Southern Water.

The main difference with this referral is that all the conditions provided by the Corporation must be included in the Council's planning permit.

Not all planning permit applications will need to be referred and a number of help-documents are included in the kit. Irrespective of the help-documents, the Council needs to comply with the legislation and the actual text relevant to referrals is also provided.

There is a form titled *Council Notice of Planning Application Referral* to be used by the Council as the instrument of referral together with a set-by-step help chart and a checklist. The Corporation will provide a response to the notification in relation to requests for additional information within 7 working days. The Corporation will provide a response to the notification in relation to a submission on conditions within 14 working days.

The Council has to provide a copy of the final development planning permit to the Corporation and this will represent closure of this process for each planning application.

Building and Plumbing Permit Process

The other two permit assessment processes are the building permit process and the plumbing permit process under the Building Act 2000 and they are grouped together because of their similarity.

The building or plumbing permit process starts in recognition that there is a separate consent established in the new legislation for applicants (builders, plumbers, engineers) who now must apply directly to the Corporation.

It is proposed that the Councils provide assistance with this at their council in a manner that will suit their particular situation. Staff from Southern Water will visit each Council to discuss the arrangement and provide forms to download.

The applicant will make application for a *Certificate of Certifiable Work (Building and/or Plumbing)*, and this Certificate is issued by Southern Water. The certificate must be presented to the Council prior to the Council issuing its building or plumbing permit.

Not all building and plumbing applications for a Certificate of Certifiable Work (Building/Plumbing) will need to be referred and a number of help-documents are included in the kit. Irrespective of the help-documents, the applicant needs to comply with the legislation and the actual text relevant to referrals is also provided.

The proposal is for Council staff to provide assistance to applicants for a Certificate of Certifiable Work (Building/Plumbing) and to make this as easy as possible for customers.

Following the issue from the Council of the building and/or plumbing permit and the applicant completes the works in accordance with the regulatory requirements, the Corporation must issue a *Certificate of Water and Sewerage Compliance (Plumbing and/or Building)*. This form has to be received by the Council prior to issue of its Completion Certificate.

The issue of a *Certificate of Water and Sewerage Compliance (Plumbing and/or Building)* represents closure for Southern Water in relation to the building / plumbing application.