

North East Region Water Authority

Water Supply and Sewerage

Administrative By-Law

By-Law Number 125

NORTH EAST REGION WATER AUTHORITY

WATER SUPPLY AND SEWERAGE ADMINISTRATIVE BY-LAW - NUMBER 125

In accordance with the powers and authorities conferred on it by the *Water Act 1989* and for any and every power and authority enabling it in that behalf, North East Region Water Authority now makes and prescribes the following By-Law:

- (a) This By-Law may be cited as By-Law No 125 of North East Region Water Authority and shall come into force on the day it is published in the Government Gazette and shall apply at all times throughout the whole of the district(s) under the Authority's management and control.
- (b) All other By-Laws relating to the subject matter herein shall be and are now revoked.
- (c) The Common Seal of North East Region Water Authority was affixed to this By-Law on the 23rd day of August 2005 in the presence of:

..... Deputy Chairperson
Barbara Murdoch

..... Chief Executive
James Martin

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1. PART ONE - PRELIMINARY

1.1. Title

This By-Law may be cited as the Water Supply and Sewerage Administrative By-Law No. 125.

1.2. Commencement

This By-Law comes into operation on the day it is published in the Government Gazette.

1.3. Objective

The objective of this By-Law is to make provisions for the Authority's control over its water and sewer assets.

1.4. Authorising Provisions

This By-Law is made under Sections 160, 161, 181 and 184 of the *Water Act 1989*.

1.5. Interpretation

In this By-Law reference to an application, notice, consent, authorisation or any other like form shall be a reference to any form approved by the Authorised Officer.

1.6. Definitions

In this By-Law, unless inconsistent with the context and subject matter:

Act:	means the <i>Water Act 1989</i> .
Agent:	means any person authorised in writing by the Owner to act on the Owner's behalf.
Authority:	means the North East Region Water Authority.
Authorised Officer:	means an officer of North East Water or a person authorised or a person authorised by the head of the authority or the head of the authority (whichever case applies), or whose duty it is to deal with or act in regard to this By-Law.
Deemed Authorisation:	means that the Authority, having received written application and payment of the appropriate fee(s), consents to the work being carried out without the necessity of confirming said approval in writing.
Endorsed Licensed Plumber:	means a licensed plumber with the appropriate endorsement under the <i>Building Act 1993</i> .
Licensed Plumber:	means a licensed plumber under the <i>Building Act 1993</i> .
Penalty Unit:	means a penalty unit as provided for and to the value specified in the <i>Sentencing Act 1991</i> .
Person:	includes any person, or body of persons, or firm, corporation, public authority or unincorporated association.
Prescribed Fee:	is the fee as set from time to time by the Authority.

Property Service:	means the pipes and fittings used or intended to be used for the supply of water to a property from a water main of an authority up to the stop valve at or near the inlet to a water meter or, if there is no water meter, to the first stop valve inside the property boundary.
Tenement:	includes any property allotment and any land whether built on or not.
Working Day:	means any day of the year when the offices of the Authority are open for business, being any day of the year except Saturdays, Sundays, statutory public holidays, public holidays proclaimed for the area under the Authority's jurisdiction and non working days declared by the Authority.
Written Consent:	means that the Authority, having received written application and payment of the appropriate fee(s), requires that its consent to carry out the work be given in writing.

2. PART TWO - CONNECTIONS TO WORKS OF THE AUTHORITY

2.1. Conditions Of Connection

No person shall permit, authorise or execute:

- (1) Any works to be connected to the works of the authority; or
- (2) The alteration or removal of any works that are connected to the works of an Authority;
or
- (3) The discharge of anything into the works of an Authority.

unless consent in writing of the Authority or deemed authorisation to the execution of such work is first obtained.

2.2. Application Required

An application shall be made to the Authority in writing in the prescribed form by the owner or agent for permission to carry out works in accordance with Clause 2.1, and such information that the Authorised Officer considers necessary and the prescribed fees shall accompany the application.

2.3. Deemed Authorisation

Works specified in this clause are deemed authorised where:

- (1) Two working days or as otherwise determined by the Authority have elapsed from the date when an owner of a property or agent has given the required notice to the Authority;
- (2) The said owner or agent has paid the prescribed fees to the Authority; and
- (3) The Authority has not advised the said owner or agent of its refusal to give consent.

2.4. Written Consent or Deemed Authorisation may be Withheld

The Authority may withhold its written consent or deemed authorisation to the execution of any works unless and until:

- (1) The fees prescribed, if any, have been paid;
- (2) Any contributions towards the cost of works required pursuant to the Act have been paid;
- (3) Any other requirement under the *Water Act 1989* or this By-Law has been fulfilled.

2.5. Written Consent or Deemed Authorisation may be Withdrawn or Cancelled

Any written consent or deemed authorisation may be withdrawn or cancelled when:

- (1) The owner or agent has made a wilful or other misrepresentation in any application for written consent or deemed authorisation or notice given to the Authority; or
- (2) The owner or agent responsible has failed to observe any terms or conditions of any written consent or deemed authorisation or has failed to observe the provisions of this By-Law or the Act; or
- (3) Deemed appropriate by the Authority.

2.6. Written Consent may be Withheld Until Payment Received

The Authority may withhold its written consent to the execution of any work until the prescribed fee, in any, has been received.

3. PART THREE - WORKS OF WATER SUPPLY

SECTION I - WASTAGE AND UNAUTHORISED USE

3.1. Interference with Fire Hydrants

Except in a case of a fire, no person other than an employee of the Authority shall operate any fire hydrant, fire plug or like device unless otherwise authorised by the Authorised Officer.

3.2. Wastage or Unauthorised Use of Water

- (1) No person supplied with water by the Authority shall wilfully or negligently allow such water to be run to waste.
- (2) Except with the written permission of the Authority;
 - (a) No person shall take or carry away water from the property or place to which it is supplied or from any service pipe, water main or aqueduct for any purpose whatsoever; or
 - (b) No person, other than an employee of a Municipal Council for purposes specified under section 165 of the Act or a member or employee of the responsible fire authority in the course of the employee's duty, shall use water from any fire hydrant or fire-plug of the Authority.

SECTION II - WATER SERVICE CONNECTIONS

3.3. General

Unless otherwise authorised by this By-Law or permitted in any instance by the Authorised Officer:

- (1) The entire supply of water to any property shall be through a single service off take from a water main or aqueduct.
- (2) No property service pipe shall be extended to serve more than one property except within multi tenement developments or separate tenancies or where occupied in common.

3.4. Initiation of Water Service Connection Works

Whenever work is to be undertaken for the provision or termination of a water supply to any property and all arrangements have been made with the Authority, as required by this By-Law, the licensed plumber responsible shall, by the time and on the day appointed by the Authority for tapping or plugging any water main or by such other hour as the Authorised Officer may direct, initiate the work in the following manner:

- (1) Complete the work of exposing the water main leaving adequate clearance, as specified by the Authority, for the tapping or plugging operation;
- (2) Complete all measures necessary to promote safe working conditions including the provision of adequate trench support, barricades, warning signs and measures for the control of pedestrians and traffic; and
- (3) Ensure that all pipes and fittings necessary for the works are available on site.

3.5. Unsupplied Properties

Whenever application is made to the Authority for the provision of a service pipe to any property and no works have been constructed to supply water to such property the Authority may at its absolute discretion either refuse such application or approve such application subject to the following requirements as is appropriate in the opinion of the Authority, to each particular application:

- (1) At the cost of the Authority provide a permanent water main to serve the property concerned.
- (2) Pursuant to the provisions of the Act, either:
 - (a) Enter into an agreement with the owner for construction and installation of works of water supply to such property upon such terms and conditions as may be specified in the agreement; or
 - (b) Prepare and execute a scheme for the construction of the requisite works, recovering from the owners such part of the cost thereof together with such amount assessed by the Authority to be a fair and reasonable contribution towards the cost of the headworks and distribution systems.
- (3) Permit the provision, at the cost of the applicant, of a private extension from a water main or aqueduct.

3.6. Connection to Watermain

- (1) Authority to arrange tapping

Except for an employee or officer of the Authority acting in the course of their duty, or except with the prior written consent of the Authorised Officer, no person shall tap into or otherwise break open any water main for any purpose whatsoever.

- (2) Fees to be paid
 - (a) Where permitted by the Authority no tapping shall be made into any water main and no connection shall be made to any existing branch from such water main until all prescribed fees have been paid.
 - (b) The Authority may charge a fee to recoup the estimated cost to the Authority for the regulating of or shutting off of any water main or aqueduct in order to install, enlarge, repair, remove or replace any tapping into or connection to such water main or aqueduct.
 - (c) The Authority may refuse to make any preparations, supply any apparatus or materials or carry out any work until all water related rates, charges and fees including the charges or fees payable for or in respect of the proposed tapping or connection have been paid.
- (3) Notice to be given
 - (a) If any person intends to uncover or expose any pipes or fittings belonging to, vested in or under the control and management of the Authority, the person shall notify the Authority in writing at least two working days in advance of the day and hour the person intends so to do except in the case of an emergency, after which the person shall notify the Authority as soon as practicable.

(b) Any person who wilfully uncovers or exposes any pipes or fittings belonging to, vested in or under the control and management of the Authority, without first giving notice in accordance with this sub clause, or who wilfully or negligently breaks or damages or opens any such pipe or fitting shall be guilty of an offence against this By-Law.

(4) Supply of Labour and Material

Every person seeking to connect to a water main shall, at the person's own cost, supply all labour and material necessary to expose the water main in preparation for tapping and to lay and connect any service pipe thereto, except that when the Authorised Officer so determines such person shall also pay in advance to the Authority such proportion of the estimated cost of labour, materials and supervision to be provided by the Authority.

(5) Permits to be obtained

Before commencing operations the licensed plumber shall obtain all necessary permits and upon completion of the works ensure reinstatement is to the satisfaction of the appropriate responsible authorities.

3.7. Disconnection of Water Supply

- (1) If any owner desires that the water supply to the property be terminated, the owner shall make application to the Authority to have the requisite work carried out, at the owner's expense.
- (2) The requirements of Clause 3.6 shall so far as is applicable and with such alterations, modifications and substitutions as is necessary apply to all work carried out under this clause.

3.8. Fees for Tappings

A prescribed fee for tapping shall apply and shall be determined by summing the amounts shown under the tapping or tee insertion and, where applicable, connection. The fees do not include the costs of excavation, refilling or road repairs which shall remain the responsibility of the licensed plumber.

3.9. Maintenance of Backflow Prevention Devices

- (1) Where a backflow prevention device to protect the works of the Authority is required by Regulations made under the *Building Amendment Act 1996*, the owner or occupier shall make application, accompanied by the prescribed fee, to the Authority to enter into an agreement which shall contain, inter alia, provisions relating to the following:
 - (a) The nature of the process involved
 - (b) The location of the backflow prevention device
 - (c) The type and manufacturer of the backflow prevention device to be installed
 - (d) Procedures in the event of non-compliance with the agreement by the owner or occupier.
- (2) A prescribed fee for maintaining the agreement shall apply.
- (3) The owner or occupier and each subsequent owner or occupier shall enter into an agreement with the Authority.

3.10. Booster Pumps

Applications for written consent to install booster pumps shall be made in writing to the Authority and shall include such details of the pump and its performance as may be required by the Authorised Officer.

SECTION III - WATER METERS

3.11. Additional Meters

The Authority may require that additional meters be positioned and fixed on any property to register:

- (1) The water used for purposes giving rise to trade-waste discharges,
- (2) The water supplied by agreement at differing charge rates,
- (3) The water run to waste from any cooling process, or
- (4) Such other supply as, in the opinion of the Authorised Officer, warrants separate registration.

3.12. Provision of Meters

All meters for the registration of water consumption shall be provided by and remain the property of the Authority provided that:

- (1) If water is supplied for other than domestic purposes; or
- (2) If by reason of additional connections granted or more than one meter is required to register the whole supply of water to any property; or
- (3) If required by the owner for multi-tenement buildings or separate tenancies,

the Authority may require the owner or occupier to contribute such proportion of the extra cost involved, up to the full amount thereof as the Authority may for each particular case determine.

3.13. Custody of Meters

- (1) Any licensed plumber to whom the Authority supplies a meter for installation upon a particular property shall be responsible for the safe custody thereof and if the meter is damaged while in the licensed plumber's custody or is lost or installed on the wrong property the licensed plumber responsible shall pay to the Authority the cost of its repair replacement or retrieval and proper installation.
- (2) The occupier or owner of any property upon which any meter of the Authority is installed shall be responsible for the safe custody of the meter and if it is stolen, damaged or is not readily accessible for reading, replacement or - maintenance purposes the occupier or owner shall pay to the Authority the cost of its replacement, repair or proper installation.
- (3) On the termination of any metered water service the licensed plumber responsible for the work shall forthwith return the meter to the Authority.
- (4) The licensed plumber referred to in sub-clause (3) of this Clause shall be responsible for the safe custody of the meter and if the meter is lost or damaged while in the licensed plumber's custody the licensed plumber shall pay to the Authority the cost of its retrieval, replacement or repair.

3.14. Notice to Install Meter

The Authority may by notice in writing specify any of the following and the date by which any such work shall be completed:

- (1) Direct any person to whom water is supplied for any purpose to install a meter in accordance with the requirements of the Regulations;
- (2) Order the transfer of any meter from one position to another upon any property;
- (3) Order the return to the Authority of any meter supplied by the Authority.

3.15. Removal of Meter

No person shall remove a meter or alter its position unless the person has first obtained permission in writing from the Authorised Officer to do so.

3.16. Installation Replacement Repair or Removal of Meters

Only persons authorised by the Authority in the course of their duty shall carry out any work for the installation, replacement, repair or removal of any meter.

3.17. Testing of Meters

- (1) The owner or occupier of any property may at any time make written application to the Authority to test the accuracy of any meter of the Authority installed upon such property, provided that the applicant shall at the time of making the application pay to the Authority the prescribed fee and the Authority shall upon receipt of such application and fee cause the meter to be tested in accordance with procedures recommended by the manufacturer of the meter.
- (2) If the meter is found to not comply with the relevant standard, it shall be repaired or replaced, the fee paid pursuant to sub-clause (1) of this Clause shall be refunded to the applicant and a reduction shall be made in the quantity of water to be charged for in accordance with Clause 3.19.
- (3) If the meter is found to not comply with the relevant standard, then for the purposes of this clause, the meter shall be deemed to register correctly and the Authority shall retain the fee. Having due regard for the retained fee, the Authority may also recalculate the quantity of water to be charged for in accordance with Clause 3.19.

3.18. Fees for Water Meters

- (1) Testing

The fee payable to the Authority in respect of tests performed to determine the accuracy of registration of any water meter shall be a prescribed fee for meters less than 32 mm in size or the actual costs incurred for meters of 32 mm in size or larger.

- (2) Hiring

The Authority may let for hire water meters and shall require a deposit equivalent to the market value of the meter as determined by the Authorised Officer plus an amount for testing and repairing the meter on return of the meter to the Authority. This amount will be determined by the Authorised Officer and is to be paid at the time of application and such fee shall be in addition to the amount for the recorded consumption of water.

3.19. Estimation of Water Consumption

If it appears to an Authority that any meter is inaccurate or a meter is removed from a service pipe for any reason, the Authority may compute the quantity of water used.

3.20. Fees for Special Meter Reading

A prescribed fee shall apply for any requested meter reading in addition to the Authority's normal meter reading program.

SECTION IV - PRIVATE FIRE SERVICE INSTALLATIONS

3.21. Restrictions on Use

Except with the written approval of the Authority no person shall:

- (1) Use water from any private fire service for any purpose other than the extinguishing of fires; or
- (2) Use or extend any branch from any private fire service; or
- (3) Use or extend any private fire service to serve more than one property.

3.22. Sealing of Fire-Hose Taps

- (1) Private fire services may be installed without meters provided that every fire-hose tap is sealed in an approved manner and kept sealed unless otherwise approved in writing by the Authority.
- (2) Except in the case of fire or by written consent of the Authority no person shall wilfully break the seal affixed to any fire-hose tap.
- (3) In the event of any such seal being broken the occupier of the property shall, within two working days thereafter, give the Authority notice in writing of such breakage.
- (4) Notwithstanding sub-clause (1) the Authority may, by approval given in writing, waive the requirement to keep any hose-tap sealed provided that the Authority is satisfied that no water drawn there from will be used for purposes other than for fire-fighting, fire-fighting practice or for testing and proving the fire-service installation.
- (5) The Authority may at any time revoke any approval given under sub-clause (4) and may require that meters shall be fitted at the owner's expense to measure all water supplied.

3.23. Alternative Supply

Where the Authority's water supply is inadequate to meet the requirements of the private fire service installation upon any property and provision is made to supplement the supply from some other source measures approved by the Authorised Officer shall be taken to protect the quality of the Authority's water supply.

3.24. Fees for Private Fire Services

A prescribed fee shall be payable to the Authority in respect of private fire service installations as follows:

- (1) For the provision of design information, such as mains pressure and flow, in accordance with the requirements of the Building Regulations 1994.
- (2) For each private fire service, an annual inspection fee is applicable.
- (3) For sealing by the Authority of fire hose taps.
- (4) For re-sealing by the Authority of fire hose taps, except when broken in the case of fire or authorised testing.

SECTION V - INSTALLATION OF SERVICE PIPES

3.25. Service Pipes for Multi-Unit Buildings or Property

Unless otherwise approved by the Authorised Officer, the service pipe to each multi-unit building or multi-unit property shall be provided with stop valves so positioned that each unit can be separately isolated and, if required, separately metered.

3.26. Supply to On-Site Storages

Where required to provide for the rapid replenishment of an on-site storage during a fire emergency, the Authority may approve the connection to each on-site storage of an unmetered branch pipeline of a size specified by the Authority. The regulating device on such branch pipeline shall consist either of a manually-operated screw down valve, which in all ordinary circumstances is to be kept sealed, or a valve which opens automatically, provided that both kinds of valve may be used if so required by the Authority.

4. PART FOUR - WORKS OF SEWERAGE

4.1. General

Unless otherwise approved in writing by the Authorised Officer:

- (1) Every connected property shall be drained separately to the sewers of the Authority; and
- (2) The drain connecting any property to the sewers of the Authority shall be wholly within the curtilage of the property.

4.2. Application for Combined Drain Where Permitted

An application to the Authority for approval to install a combined drain shall be accompanied by evidence in a form acceptable to the Authorised Officer that the owner of each property is agreeable to the installation of such combined drain. The agreement between the owners shall include terms and conditions and apportionment of costs for the installation and maintenance of the combined drain and inclusion of an appropriate caveat on the property title.

4.3. Responsibility for Clearance of Stoppages

The owner or occupier of any property drained separately or in combination shall be responsible for arranging the clearance of stoppages and obstructions in such drains up to the Authority's sewer.

4.4. Exposure of Connection Point

- (1) Prior to excavating any drainage trench the Authority's sewer connection point shall be exposed.
- (2) Failure to locate the point in the position stated on any drainage plan that may be supplied by the Authority shall be reported immediately to the Authorised Officer, and, except with the Officer's approval, no further excavation shall be undertaken.
- (3) If any pipe or fitting comprising the Authority's sewer connection point is damaged the person responsible shall:
 - (a) Take all measures necessary to prevent the entry of ground-water, soil or debris or other matter into the Authority's sewers; and
 - (b) Immediately report the damage to the Authorised Officer; and
 - (c) Take such further measures as the Authorised Officer may direct to make good the damage.

4.5. Initiation of Works for Cutting in to Authority Sewer

Whenever work is to be undertaken for the provision or termination of sanitary drainage works to any property and all arrangements have been made with the Authority, as required by this By-Law, the licensed plumber responsible shall, by the time and on the day appointed by the Authority for cutting into any sewer or by such other hour as the Authorised Officer may direct, initiate the work in the following manner:

- (4) Complete the work of exposing the sewer leaving adequate clearance, as specified by the Authority, for cutting into the sewer.
- (5) Complete all measures necessary to promote safe working conditions including the provision of adequate trench support barricades, warning signs and measures for the control of pedestrians and traffic; and
- (6) Ensure that all pipes and fittings necessary for the works are available on site.

4.6. Asset Location Plans

For a prescribed fee, the Authority will provide an asset location plan showing sewer information including:

- (1) Sewer main - size and depth
- (2) House branch - tie and depth

4.7. Septic Tank Systems

Where a septic tank system exists on a property within a sewer district, the Authority may:

- (1) Require:
 - (a) The regular maintenance and cleaning of any works or apparatus that is part of any private works or of a septic tank system; and
 - (b) The payment of a fee for any maintenance or cleaning of those works or apparatus that is carried out by or on behalf of the Authority.
- (2) Prohibit septic tank discharge within its district without the consent of the Authority.
- (3) Impose a penalty as set out in Part 8 for a contravention of this Clause.

5. PART FIVE - DISCHARGES TO SEWERS

5.1. Obligatory Discharges

- (1) The owner or occupier of every property connected to a sewer shall cause to be discharged into such sewer all sewage from such property.
- (2) Notwithstanding sub-clause (1) of this Clause, the Authority may from time to time exempt the discharge of domestic wastewater from specified fixtures.

5.2. Prohibited Discharges

The deposition or discharge of any of the following substances, liquids, vapours or gases into any drain, or into any sewer either directly or indirectly, is prohibited unless the written approval of the Authority has been given for such discharge:

- (1) Any animal matter, fleshing, wool, hair, dead animal, grease, dust, ashes, rags, oil, silt, mud, sand, gravel or like substance, or any other substance, which is, in the opinion of the Authorised Officer, liable to be injurious to any part of the sewerage system or to employees of the Authority engaged in the operation or maintenance of the same, or harmful to the environment.
- (2) Any petrol or other flammable or explosive substance, whether solid, liquid or gaseous.
- (3) Any rain, roof, surface, subsoil, river or floodwaters.
- (4) The contents of any sewage educt or vehicle, nightsoil vehicle, septic tank or pan closet except at receiving stations operated solely for this purpose under the control and supervision of the Authority.
- (5) Any rubbish, garbage, offal, vegetable and fruit or their parings.
- (6) Any substance that contravenes the Authority's trade waste By-Law.

5.3. Exclusion of Prohibited Discharges

- (1) No person shall permit or allow such substance, liquid, vapour or gas, the discharge of which into any drain or into any sewer is prohibited, to have means of access directly or indirectly to any drain or to any sewer.
- (2) No person shall install, affix or alter any fitting, pipe, trap, conduit, fixture or other thing whereby any substance, liquid, vapour or gas, the discharge of which into any drain sewer is prohibited, may be, or is likely to be discharged directly or indirectly into any drain or into any sewer.

6. PART SIX - SANITARY DRAINAGE PLANS

6.1. Sanitary Drainage Plans

The licensed plumber is required to submit a plan showing sanitary drains as they appear after they have been altered or installed. The plan shall be:

- (1) Submitted on the block plan supplied by the Authority unless the Authorised Officer otherwise determines;
- (2) Neatly and accurately drawn;
- (3) At a scale of 1:500 unless otherwise approved by the Authorised Officer;
- (4) Show the following details:
 - (a) The Authority's sewer, marked in thick black broken line;
 - (b) The Authority's sewer branch, marked in thick black broken line stating the invert level to Australian Height Datum (AHD) of the connection point;
 - (c) Adjacent buildings, outbuildings and property boundaries in their correct relationship to the sewer;
 - (d) The drains, marked in thin black full line, showing also the drain size, type of material, drainage vents and fittings
 - (e) A plan of each floor level on which fixtures have been placed, showing also in tabular form the serial numbers of fixtures connected at that floor level;
 - (f) The serial numbers of all fixtures shall be entered on respective floor plans in the positions corresponding to fixture locations; Where more than one floor level is involved, individual fixtures shall be identified by prefixing the fixture serial numbers with the floor levels on which they are placed;
 - (g) Where stacks are serving fixtures in a building of four or more floor levels in height the stacks shall be numerically or alphabetically labelled on the plan of drainage;
 - (h) Such other information as the Authorised Officer may require.
- (5) In buildings of four or more floor levels, and in such other buildings as may be nominated by the Authorised Officer plans of plumbing work, neatly and accurately drawn to a scale not smaller than 1:100 with details if so required or directed, to a scale not smaller than 1:20, and shall include:
 - (a) A plan of each floor, including ground floor and basements (if any), upon which fixtures are, or are proposed to be installed, showing clearly the nature and position of all fixtures, delineating the various pipelines as follows:
 - Discharge Pipes - Black Full Lines
 - Vents - Black Broken Lines
 - (b) Isometric line diagrams of the total plumbing installation prepared in accordance with the general requirements of AS No. 1100, or such other three-dimensional representations as the Authorised Officer may approve, setting out clearly each soil pipe, waste pipe, vent pipe or stack, together with its size and the positions of all fixtures connected thereto, and, where required, the gradient of each such pipe;

- (c) All stacks are to be numerically or alphabetically labelled on the isometric drawing and floor plans;
 - (d) The fixture unit loading determined for each stack;
 - (e) Such other information as the Authorised Officer may require.
- (6) A prescribed fee may apply for the examination of, and re-examination of any necessary alteration, amendment or correction to, plans submitted.

7. PART SEVEN - GENERAL PROVISIONS

7.1. Authorised Officer

The Authority may, by resolution, delegate all or any of the powers specified in this or any other By-Law to an Authorised Officer.

7.2. Written Consent, Approval Etc. - How Given, Withdrawn Or Altered

In any case where, pursuant to any provision of this By-Law, the Authority or the Authorised Officer gives to any person, or withdraws, or alters any:

- (1) Authority, permission, written consent, sanction or approval;
- (2) Order or direction;
- (3) Notice;

the Authority or the Authorised Officer shall convey or notify the same in writing under the hand of the Authorised Officer.

7.3. Lodgement of Notices

- (1) Every notice required, under the provisions of this By-Law, to be given in writing to the Authority or the Authorised Officer shall be in a form determined by the Authority or the Authorised Officer complete in every particular, signed and dated by the person required to give such notice.
- (2) Unless otherwise expressly provided every notice in writing required to be given to the Authority under the provisions of this By-Law shall be given by:
 - (a) Delivering such notice to the Authorised Officer in person or through an agent authorised by the Authority for that purpose or by electronic means at Authorised Officer's place of business; or
 - (b) Leaving such notice for the Authorised Officer at the Authorised Officer's place of business with some other person apparently employed thereat and apparently not less than sixteen years of age; or
 - (c) Receipt of such notice by prepaid letter addressed to the Authorised Officer at the Authorised Officer's place of business.

8. PART EIGHT - OFFENCES AND PENALTIES

8.1. Offences Against This By-Law

Every person shall be guilty of an offence against this By-Law who:

- (1) Does any act forbidden by this By-Law or permits or allows such act to be done or fails to do any act required by this By-Law to be done;
- (2) Neglects or refuses to carry out or comply with any order, notice or direction given by the Authority or by the Authorised Officer pursuant to the provisions of this By-Law;
- (3) Obstructs, impedes or interferes with any Authorised Officer, employee, agent or contractor of the Authority in carrying out any inspection, test or work authorised under this By-Law.

8.2. Penalties

- (1) Any person guilty of an offence against this By-Law shall be liable to a penalty not exceeding 10 penalty units and in the case of a continuing offence shall be liable to a further penalty not exceeding 1 penalty unit for each day during which such offence continues after notice of the offence has been served in accordance with Part 7.
- (2) The penalties hereby imposed shall be recoverable notwithstanding that the Authority has not chosen to exercise any power given to it by the Act or by this By-Law.
- (3) In addition to a penalty, any expense incurred by the Authority in consequence of a breach of this By-Law or in the execution of work directed by this By-Law to be executed by any person and not executed by that person shall be paid by the person committing such breach or failing to execute such work.
- (4) Penalty Unit means a Penalty Unit as provided for and to the value specified in the *Sentencing Act 1991*.