

# Procedures to Follow

- (i) Requests from property owners shall be in writing.
- (ii) A suitably qualified and experienced Project Controller shall inspect the site and determine the extent of work, the size and standard of culvert required and confirm any other issues (e.g. Resource Consents) that may be necessary to action, to successfully complete the work.
- (iii) The Project Controller shall confirm with the Manager responsible for the appropriate significant activities, that sufficient funds are available for the work to proceed.
- (iv) The Project Controller shall detail in writing, to the property owner, the requirements and costs of the work and the anticipated start date for the commencement of the work or alternatively advise that due to insufficient funding the work cannot proceed at this stage.
- (v) The property owner shall also be requested (if the project proceeds) to fund their share as determined by this policy no later than 2 weeks prior to the work commencing.
- (vi) If for any reason that work does not take place on the anticipated start date; the Project Controller shall notify the property owner of an alternative start date or refund the property owners contribution.
- (vii) The Project Controller shall arrange for details of the completed work to be forwarded to the Council's Assets Management & Engineering Division so that appropriate records can be updated.

## Responsibility for Implementing Policy

Responsibility for administering the policy shall rest with the Council Officer with the delegated management or appropriate significant activities, or as directed by or through the Chief Executive Officer.

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### Example:

Drain 20 m long requires 600 mm dia pipe

Property owner will pay:  
300mm dia x 20 @ \$44 (\$880)

600 mm dia x 20@ \$105 (2,100)

Council will pay difference in price being: \$1,220

- Plus - design  
- Installation  
- reinstatement
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Updated: 9 July 2009



## Culverting or Piping of Open Drains within Road Reserve in Urban Areas



# Councils Policy is ... Public Safety at All times

## I have an Open Drain in front of my property. Can I fill it in?

If there is an open drain that runs in front of your property and you want it culverted or piped, this handout will tell you how to go about getting this done.

Councils Policy: Adopted October 1998

### *Culverting of Open Drains in Urban Areas*

The Council will consider requests for the culverting of open drains (or upgrading existing culverts) and partially funding the work in urban areas within road reserve only where the work is not part of Councils scheduled forward construction improvement program, subject to the conditions and other details of this policy.



# Conditions

In recognition of the benefits (improvements to property frontage) of the adjoining landowner making any request, the landowner shall contribute to the costs of culverting the drain.

1. The level of contributions from adjoining property owner shall be 100% for access drives. The delegated Council Officer shall determine the extent and standard of the work.
2. Where the rest of the frontage is requested to be culverted (excluding any access drive), the adjoining property owner shall contribute by paying the equivalent cost of the culverts up to a maximum size of 300mm diameter (12 inches).

In recognition of the benefits to Council (as defined below), the Council shall Contribute to the cost of culverting the drain.

1. The Council shall pay the difference between the actual size of the culvert determined to be necessary for the drain and the maximum contribution payable by the adjoining property owner. (Covers situations where the size of the culvert required is greater than 300mm diameter.)
2. The Council shall pay for the design, setting out, placement, covering, levelling and initial reinstatement of lawn which will be carried out by the Contractor. The owner will be given some lawn seed and possibly some soil to maintain the area.
3. The policy only applies if there are sufficient funds already approved in Council's budget for the current year, or if Council decides to release funds from Special Fund Reserve.

# Reason for Policy Requirements

This policy has been developed to achieve the following objective(s):

- To contribute to the culverting of open drains where there is some benefit to the adjoining landowner;
- To contribute to the culverting of open drains where there is some benefit to Council through the protection of communities from potential pollution risks that may cause harm to public health or where there is a high maintenance cost.



## Criteria & Limitations for Applying Policy

The policy caters for the following:

- Requests from residential property owners in urban areas who cannot be expected to have the same level of resources as business, organisations or groups.
- Request where the extent of work is limited to typical frontage situations (approximately 20 metres)

For cases which do not meet the above criteria, Council shall determine the level of contributions on a case-by-case basis.