

Managing The 3-Waters Connection Process

Hamilton City Council have established a panel of pre-qualified contractors to perform 3-Waters connections. We strongly recommend conducting your own due diligence before selecting a contractor. This includes checking the contractor's availability to meet your timeline, and ensure they hold current insurance coverage.

Use the checklist below to help ensure you've covered all the essentials for a successful water, stormwater, or wastewater connection.

Choosing a contractor

- Choose a contractor from Council's Pre-qualified Contractor Panel.
- Confirm the contractor is qualified for your type of connection (water, stormwater or wastewater) and complexity.
- It is strongly recommended that you obtain multiple comparative quotes for the works.

Setting up the contract with the contractor

- Clearly define the type of connection and scope of work. Ensure you have a certified engineering design plans for the connection work required and agree on QA hold points that need to be met.
- Confirm work will meet Council and New Zealand Drinking Water Standards.
- Agree on payment stages tied to inspections and approvals.
- Request a workmanship warranty (12–24 months).

Before work starts

- Check that all required consents and approvals have been obtained
- Confirm that all consent requirements and engineering conditions required prior to commencement of works have been satisfied.
- Ensure contractor has all approvals to carry out the works before starting.
- Set site inspection dates and pay for initial invoice with scheduling manager.
- Attend a pre-commencement meeting with contractor and Council inspector to confirm connection points as per the engineering plan and QA hold points over the life cycle of the works.
- Notify other utilities about the work to get as-laid plans & mark outs.

During construction

- Check work is being done according to the accepted plan(s).
- Ensure that any changes to plans are accepted by the Development Engineering team.
- Keep Council informed on timelines and inspections providing suitable notice of dates.
- Raise any issues with the contractor immediately.
- Ensure Council are notified at all required QA hold points and that approval is obtained prior to proceeding to next steps with a final site walkover to confirm full reinstatement.
- Pay contractor as agreed in the contract terms.

After construction

- Receive As-Built drawings and all relevant asset information as required by Council from the contractor. Submit all information to Connections Team.
- Make final payment to contractor and pay outstanding inspection costs.
- Connections Team will issue a Certificate of Acceptance if all information meets the relevant standards.

Important reminder

If your contractor doesn't follow the process or does not meet Council's standards, we advise that final payment is not made until all work is brought up to standard. Make sure you are happy before making final payments.

Questions? Contact HCC's Connections Team: 3waters.connections@hcc.govt.nz