



# FIRE HYDRANT USE POLICY



**NAPIER**  
CITY COUNCIL  
*Te Kaunihera o Ahuriri*

# Fire Hydrant Use Policy 2018



<b>Adopted by</b>	Napier City Council on 11 December 2018
<b>Relevant Legislation</b>	The Health Act 1956, Health (Drinking-Water) Amendment Act October 2007, Drinking-water Standards for New Zealand 2005 (revised 2008), Local Government Act 2002, Fire Service Act 1975
<b>NCC Documents referenced</b>	NCC Water Supply Bylaw 2012

## Purpose

Under the above legislation, Napier City Council has a duty to protect and manage risks to the potable water it supplies to residents and customers. The use of fire hydrants connected to the water supply system can pose a risk to the quality and quantity of water supplied to residents and customers.

This policy outlines the measures taken to manage:

- the risk of contamination (quality) to Napier City's potable water supply from those using fire hydrants.
- the quantity of water taken from fire hydrant in order to reduce or eliminate pressure variations in the wider water system
- risk and damage to the water supply system

## Scope

This Policy is applicable to any person or organisation who takes water from Napier City Council Fire Hydrants (or similar fittings) connected to the potable water supply system. Principal organisations affected:

- Fire Service
- Napier City Council City Services
- Construction Contractors
- Water tanker operators

## Definitions

For the purpose of this Policy, unless inconsistent with the context, the following definitions apply:

<b>Approved</b>	Approved in writing by the WSA, either by resolution of the Council or by any authorised officer of the WSA
<b>Backflow</b>	The unplanned reversal of flow of water or mixtures of water and contaminants into the water supply system
<b>Council</b>	The Napier City Council or any authorised officer
<b>Customer</b>	A person who uses, or has obtained the right to use or direct the manner of use of, water supplied by the WSA
<b>Fees and charges</b>	The list of items, terms, and prices for services associated with the supply of water as adopted by the Council in accordance with the LGA 2002 and the Local Government (Rating) Act 2002
<b>Person</b>	A natural person, corporation sole or a body of persons whether corporate or otherwise
<b>Permit</b>	Subject to its conditions, the documentation that consents to the drawing of water from the water supply system from a fire hydrant or hydrant or a similar point.
<b>Permit Holder</b>	The Customer who is named on the Permit.
<b>Point of supply</b>	The point on the water pipe leading from the water main to the premises, which marks the boundary of responsibility between the customer and the WSA, irrespective of property boundaries
<b>Potable</b>	Water that does not contain or exhibit any determinands to any extent that exceeds the maximum acceptable values (other than aesthetic guideline values) specified in the Drinking Water Standards for New Zealand
<b>Public notice</b>	As defined in the Local Government Act 2002
<b>Water supply authority (WSA)</b>	The operational unit of the Council responsible for the supply of water, including its authorised agents
<b>Water supply system</b>	All those components of the network between the point of abstraction from the natural environment and the point of supply. This includes but is not limited to: wells, infiltration galleries, intake structures, open raw water storage ponds/lakes, falling mains, treatment plants, treated water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, fire hydrants, scour lines, service pipes, boundary assemblies, meters, backflow prevention devices and tobies.

## Policy

### 1. Access and Operation of Fire Hydrants

- 1.1. Only the Fire Service shall have the right, as required, to gain access and operate fire hydrants, but only for the purposes of firefighting, training and testing.
- 1.2. All other Customers, users and operators of fire hydrants shall be required to submit an application for a 'Permit to Take Water'.
- 1.3. Where water is used for regular irrigation, a 'Permit to Take Water' can include multiple sites.
- 1.4. The WSA has the right to reject any application due to operational reasons or any other constrains.

### 2. Application for a 'Permit to Take Water'

- 2.1. An application for a 'Permit to Take Water' from a fire hydrant, hydrant (or other location) shall be submitted to the Council, WSA, allowing at least 5 working days to process.
- 2.2. Submission of an application does not give the right to take water from fire hydrants (or other location).
- 2.3. The WSA has the right to reject any application due to operational reasons or any other constrains.
- 2.4. An application shall include at the minimum:
  - Contact details (name, phone number, email, address) of the permit holder
  - Purpose for the water use
  - Estimated period water is required (valid up to 1 year)
  - Estimated volume (total)
  - Preferred location(s) where water will be taken
  - Stand pipe(s) details (including serial number or uniquely marking) and corresponding backflow device test certificate(s)
  - Contact details (name, phone number, email, address) of the person and organisation taking the water.
  - Any other useful details
- 2.5. The applicant shall be notified in writing by the WSA within 5 working days of the result of the application and any conditions.
- 2.6. The WSA shall keep and maintain a record of all Permit Holders (applicants, current and historical) including:
  - Unique reference number
  - Duration of the Permit
  - Permit Holder name and contact details
  - Location
  - Estimated volume
- 2.7. Small numbers of certified stand pipes are available for short-term hire at the Depot. Applicants are advised to inquire on availability prior submitting the application for 'Permit to Take Water'.
- 2.8. Information on Applications may be published by the Council as part of its reporting requirements.



### 3. Permit Holders

3.1. Conditions for Permit Holders may include all or any of the following. Permit Holders:

- shall carry a copy of the Permit at all times.
- will be directed to locations within the water supply system where they can access and draw potable water (it may not be the closest location). These are likely to be dedicated fire hydrants or filling locations. Only these location(s) shall be used and only as directed. As a result the Permit Holder may be required to transport water to their desired point of use.
- Locations may require water to be transported (by vehicle) to the desired location by the Permit Holder.
- may have restricted period(s) during which they can take water including:
  - through a 24 hour period i.e. off-peak
  - defined period i.e. 1 week i.e. weekdays only
- may have their Permit cancelled or amended at any time by the Council for the purposes of managing and operating the water supply system. Instances may include (but not limited to) in times of:
  - high demand e.g. large fires
  - low pressure or low reservoir volumes
  - water restrictions
  - reactive and planned maintenance
- Permits to Take Water shall be valid only so long as the Permit Holder complies with the conditions endorsed on the Permit.
- may be directed by the WSA to undertake specific, regular training, provided by WSA. Likely for regular users such as Napier City Services Staff.
- all Permit Holders shall use only approved equipment by the WSA, provided by the Permit Holder. This includes as a minimum uniquely marked (e.g. serial number) stand pipe with testable backflow device (testable double check valve as a minimum), totalising flow meter preferred but optional.
- All Permit Holders shall operate hydrants in a way that minimises impacts on the network such as water hammer or dirty water, by slowly opening and closing valves, which affects the water flow.
- Each stand pipe with backflow device is annually tested by IQP registered service providers and test certificate is provided with the application submission.
- a representative of the WSA has the right to stop a Permit Holder from taking water from a hydrant due to use of inappropriate equipment, operation or where the Permit Holder's action poses a risk to the water supply system.
- it is the responsibility of the Permit Holder to ensure public safety during the taking of water.
- The Permit Holder is the responsible for their own equipment and health and safety including traffic management.
- The Permit Holder shall notify the Council of any faults with the network or hydrant immediately following identification of the fault.

#### **4. Fees, Charges and Penalties**

- 4.1. There will be a charge by the Council for submitting and assessing a Permit to Take Water and a fixed fee for the water taken.
- 4.2. It is an offence under section 69ZZR(4) of the Health Act 1956 to take water without a valid Permit or non-compliance with a current Permit.
- 4.3. Penalties for offences are detailed under section 69ZZV of the Health Act 1956 and in the Water Supply by-law, Sections 8.4 and 10.

#### **5. Related Documents**

- Application for Permit to Take Water

#### **Policy Review**

The review timeframe of this policy will be no longer than every two years.



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