

## **IMPORTANT INFORMATION**

The following key steps require your action to ensure a smooth path from design ⇒ consent ⇒ installation ⇒ commission ⇒ code compliance ⇒ using your Reflection system.

The section below in **red** is for your action now.

### **PREPARATION OF DOCUMENTS REQUIRED FOR BUILDING CONSENT**

So that we can finalise the design and provide the required documentation for your building consent.

1. Review and sign acceptance of our attached design.
2. Sign attached maintenance agreement and return to Reflection.

### **SUBMISSION OF DOCUMENTS TO COUNCIL**

Please forward the following to Council with your Building Consent Application.

1. 2 copies of wastewater plan and report.
2. 1 copy of maintenance agreement
3. 1 copy of "Agreement to provide a producer statement"

### **INSTALLATION**

Your septic system must be installed before construction/can be installed at any stage of the building project

Please give us 2 - 3 WEEKS notice of when this will be required.

## **COMMISSIONING**

We do not install pumps until just before you move in so that the warranty period starts at the last possible date. You must not start living in your house until the system is commissioned.

1. Please let us know at least ONE WEEK prior to moving in so that we can install the pumps and commission the system.
2. For commissioning, your electrician MUST wire in from your switchboard to our control box and that wiring must be left on (live).

## **CODE COMPLIANCE CERTIFICATE**

We will provide PS3 and PS4 Producer Statements which will be necessary for obtaining CCC after all works are complete and paid for in full (unless you are a key account holder). Please allow FIVE DAYS for this after commissioning.

## **UNDERSTANDING YOUR SYSTEM**

We will provide details of your system and how to look after it once it is operational.

If you want a greater understanding by having an on-site explanation, please phone and we will have a technician provide this service at no cost if arranged for the same time as commissioning or any subsequent service.

# Agreement to provide a producer statement during construction



## Producer statement construction (PS3) or producer statement construction review (PS4)

I, being the owner / agent confirm that I have engaged the following producer statement author(s) listed on the reverse side of this document to be responsible for carrying out construction (PS3) or observing and supervising construction (PS4)

Name:	John Gausden	<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent
Signature:		Date: 5 February 2018
Building consent number (if known)		
Address of project:	83 – 105 Forest Hill Road, Henderson	

### Important notes:

*In order to approve a building consent, Council must be satisfied on reasonable grounds that the provisions of the Building Code will be met. Council must also be satisfied that the building work is constructed in accordance with the building consent and Building Code before it can issue a code compliance certificate. Producer statements are a mechanism used for establishing compliance with the Building Code and are a cost-effective alternative to Council undertaking design reviews and inspections itself.*

*In some instances, building work that is specifically designed may require specialist installation / supervision. Where these elements are identified, the owner / agent may enter into an agreement with Council, to provide a producer statement to support compliance.*

*This form serves as acknowledgement by the owner/agent that a producer statement will be provided on completion of the building work to which it relates. If at the time of application, the design professional or contractor details are unknown, please complete all other fields of this form noting the words "to be advised" in the author's name field.*

---

**Producer statement construction (PS3)** *If an owner / agent intends to provide a PS3 for internal waterproofing or installation of a heating appliance in lieu of an inspection the author must be on Councils Producer Statement Register and the author **must** phone the Call Centre on (09) 301 0101 to advise they will be performing the work. At this time Council staff will check and confirm the author is on the Register and if so, record the contractor's details against the building consent. An inspection is not required for this work. All other work performed by a contractor must be inspected and supported by a producer statement.*

---

**Producer statement construction review (PS4)** *Producer statements must be supported by way of site observation records and instructions, diary notes, testing and commissioning certificates, warranties, or such documents applicable to the construction, which has been undertaken / observed / supervised.*

*On completion of the building work, Council will rely on the producer statement and supporting documentation when making its decision on whether to issue a code compliance certificate. All producer statement authors must be listed on the Auckland Council Producer Statement Register; the register can be found on the Councils website @ [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz).*

**Please note** that whilst every effort is made to identify producer statement requirements at consent stage; it may be possible that further information is required during construction and prior to the issue of the Code Compliance Certificate.

Tick if applies	Description of work (delete items not applicable)	Producer Statement Authors name (if unknown, write TBA)	Approved author #	Type
<input type="checkbox"/>	Geotechnical - soil conditions, soil compaction, earthworks, excavations on boundary, etc			PS4
<input type="checkbox"/>	Foundations, piling, masonry (Type A, B or C), compaction of hard-fill, drain bridging, raft slab			PS4
<input type="checkbox"/>	Pile driving			PS3 PS4
<input type="checkbox"/>	Internal waterproofing membranes			PS3
<input type="checkbox"/>	External waterproofing membranes			PS3
<input type="checkbox"/>	Heating appliance			PS3
<input type="checkbox"/>	Stomwater management devices			PS4
<input checked="" type="checkbox"/>	Waste water systems	John Gausden # 2205		PS3 PS4
<input type="checkbox"/>	Swimming pool			PS4
<input type="checkbox"/>	Precast and pre-stressed concrete			PS3 PS4
<input type="checkbox"/>	Structural steel / portal frames, fixings and connections.			P S 4
<input type="checkbox"/>	Facade systems			PS4
<input type="checkbox"/>	Installation, testing & commissioning certificates for fire safety systems			*
<input type="checkbox"/>	Inspection & test plan (ITP) structural steel welding			*
<input type="checkbox"/>	Fire safety systems			PS3
<input type="checkbox"/>	Fire protection – interior surface finishes, floor coverings & suspended flexible fabrics			PS3
<input type="checkbox"/>	Fire protection – intumescent coatings to structural steel			PS3
<input type="checkbox"/>	Passive fire protection - stopping of fire rated walls, floors, ceilings & penetrations			PS3
<input type="checkbox"/>	Heating ventilation & air-conditioning (HVAC)			PS4
<input type="checkbox"/>	Proprietary product installation			PS3
<input type="checkbox"/>	Racking			PS4
<input type="checkbox"/>	Seismic performance			PS4

\* Refer to conditions of consent for type of producer statement and certification requirements



## DESIGN CONFIRMATION

Design for On-site Wastewater for:

Name: JILL PRICE

Site: 83 - 105 FOREST HILL ROAD, HENDERSON

The Report and Reflection Plan, reference 17/213 dated 5 February 2018 has been received, reviewed and accepted by:

Owner:  Representative:

Name: .....

Sign: .....

Date: .....

Please return this sheet, together with the signed Maintenance Contract, by either -

- Email to: [info@septic.co.nz](mailto:info@septic.co.nz)
- Fax to: (09) 411 8592, OR
- Post to: PO Box 168  
Waimauku  
Auckland 0842

### NOTE:

- Especially note the location of the treatment plant and disposal area
- Any changes must be made before Council consent
- Any changes made at install stage will incur Council costs and time delays
- Local and Regional Councils require maintenance to be undertaken on all new systems. Building Consents cannot be issued without the attached maintenance agreement signed by the owner. Please return with this form.





## SIX MONTHLY MAINTENANCE AGREEMENT FOR REFLECTION WASTEWATER TREATMENT & DISPOSAL SYSTEM

OWNER NAME: **JILL PRICE**

PROPERTY AT: **83 - 105 FOREST HILL ROAD, HENDERSON**

REFLECTION TREATMENT SYSTEMS LIMITED will conduct TWICE-A-YEAR inspections and cleaning/ flushing of the above system as required by law from your local Council.

The purpose of the inspection is to check:

- a) The condition/operation of the primary treatment/septic chamber
- b) The condition of the septic tank solids filter
- c) The pumps are operating normally
- d) The high water level alarm is functional
- e) The Sand Filter/Textile Filter and/or effluent irrigation/disposal areas are performing satisfactorily

The cost of each inspection and cleaning/flushing of components as needed is **\$155.00 plus GST**. A booking fee of **\$15.00 plus GST** applies in addition where either (i) Reflection is required by the owner to arrange a specific appointment for the service rather than carry out the service when due at a time at the discretion of Reflection; and/or (ii) Reflection cannot carry out a service at the agreed time for reasons in the control of the owner.

If any further corrective work is necessary, the owner authorises such work to be carried out without further agreement from them *if* that work will minimise any immediate harmful effects or result in a lower cost of repair than would be the case from obtaining separate approval and then making a second visit for the repair. In all other cases, the inspection report will note work required and it will not be carried out until requested by the owner.

The owner agrees to make payment for any work carried out under this agreement upon receipt of invoice.

Failure to carry out any corrective works or breach of this maintenance agreement will negate any warranties made by Reflection Treatment Systems Limited.

.....  
Signed (Owner of System)

  
.....  
REFLECTION TREATMENT SYSTEMS LTD

.....  
Name (Please print)

.....  
Date

*Please contact REFLECTION TREATMENT SYSTEMS LTD prior to first using your septic system so that we can ensure that everything is wired up and operating correctly. Our service technician is available to walk over and fully explain the operation of the system with you.*

Please note: You will be contacted (via a mail out or e-mail) prior to an inspection to confirm it is convenient to visit.





## SIX MONTHLY MAINTENANCE AGREEMENT FOR REFLECTION WASTEWATER TREATMENT & DISPOSAL SYSTEM

OWNER NAME: **JILL PRICE**

PROPERTY AT: **83 - 105 FOREST HILL ROAD, HENDERSON**

REFLECTION TREATMENT SYSTEMS LIMITED will conduct TWICE-A-YEAR inspections and cleaning/ flushing of the above system as required by law from your local Council.

The purpose of the inspection is to check:

- a) The condition/operation of the primary treatment/septic chamber
- b) The condition of the septic tank solids filter
- c) The pumps are operating normally
- d) The high water level alarm is functional
- e) The Sand Filter/Textile Filter and/or effluent irrigation/disposal areas are performing satisfactorily

The cost of each inspection and cleaning/flushing of components as needed is **\$155.00 plus GST**. A booking fee of **\$15.00 plus GST** applies in addition where either (i) Reflection is required by the owner to arrange a specific appointment for the service rather than carry out the service when due at a time at the discretion of Reflection; and/or (ii) Reflection cannot carry out a service at the agreed time for reasons in the control of the owner.

If any further corrective work is necessary, the owner authorises such work to be carried out without further agreement from them *if* that work will minimise any immediate harmful effects or result in a lower cost of repair than would be the case from obtaining separate approval and then making a second visit for the repair. In all other cases, the inspection report will note work required and it will not be carried out until requested by the owner.

The owner agrees to make payment for any work carried out under this agreement upon receipt of invoice.

Failure to carry out any corrective works or breach of this maintenance agreement will negate any warranties made by Reflection Treatment Systems Limited.

.....  
Signed (Owner of System)

  
.....  
REFLECTION TREATMENT SYSTEMS LTD

.....  
Name (Please print)

.....  
Date

*Please contact REFLECTION TREATMENT SYSTEMS LTD prior to first using your septic system so that we can ensure that everything is wired up and operating correctly. Our service technician is available to walk over and fully explain the operation of the system with you.*

Please note: You will be contacted (via a mail out or e-mail) prior to an inspection to confirm it is convenient to visit.

