

### TERMS AND CONDITIONS

#### BACKGROUND

This document presents the Terms and Conditions of the Canterbury Regional Council (CRC) bore installers programme (BIP). It addresses requirements for obtaining and maintaining certification for companies. Company employees do not require individual certification.

#### 1. CERTIFICATION PROCESS

- 1.1 A company that wants to be a member of the BIP (“Member”) must submit a completed **application form** (see our [website](#)) to the CRC.
- 1.2 CRC will consider the application and advise the company of its decision in writing.
- 1.3 Certification is until 30 June 2023 (“the Term”).
- 1.4 CRC will issue certification to any company that meets certification criteria.

#### 2. MEMBERS

- 2.1 Companies that have received BIP certification are Members of the BIP for the Term.
- 2.2 Current Members are listed on the [BIP webpage](#) of the CRC website.
- 2.3 It is the Member’s responsibility to ensure CRC is informed of current business information (e.g. trading name, contact information).

#### 3. PERFORMANCE REQUIREMENTS

Members must:

- 3.1 Comply with relevant rules in CRC plans and bylaws.
- 3.2 Obtain and maintain as current any competency standard for drilling or aquifer testing introduced by the New Zealand Drilling Federation or other professional/regulatory body.

- 3.3 Where practicable, construct bores and galleries in compliance with the environmental standard for drilling soils and rock (NZS 4411:2001).

#### 3.4 Before drilling:

- a. Consult with Ngāi Tahu if the land is within a Rūnanga Sensitive Area;
- b. Obtain archaeological authority if the land is within a New Zealand Archaeological Association site;
- c. Check whether the land is contaminated;
- d. Obtain authority from CRC if the land is within the area covered by the Flood Protection and Drainage Bylaw 2013;
- e. Obtain permission from the landowner<sup>1</sup>.

#### 3.5 In the event of archaeological<sup>2</sup> discovery, immediately:

- a. Cease all earthmoving operations and mark off the affected area;
- b. Advise CRC and Heritage New Zealand Pouhere Taonga of the disturbance;
- c. Advise Police and the office of the appropriate Rūnanga of the discovery if the archaeological material is determined to be kōiwi tangata (human bones) or taonga (treasured artefacts) by the Heritage New Zealand Pouhere Taonga;

and

Work may recommence if the Heritage New Zealand Pouhere Taonga (following consultation with rūnanga if the site is of Māori origin) provides a statement in writing to CRC, Attention: Groundwater Science Manager, that appropriate action has been undertaken in relation to the archaeological

<sup>1</sup>Including: Department of Conservation, New Zealand Transport Agency, district councils, Regional Council, and Land Information New Zealand where applicable.

<sup>2</sup>Under the [Heritage New Zealand Pouhere Taonga Act 2014](#) an archaeological site is as any place with material evidence associated with pre-1900 human activity. For sites of Māori origin, this evidence may be in the form of shell, bone, charcoal, burnt stones. In later sites this includes artefacts such as bottles or broken glass, ceramics, metals, or evidence of

old foundations, wells, drains, tailings, races, or other structures. Human remains/kōiwi tangata may date to any historic period. It is unlawful for any person to destroy or modify the whole or any part of an archaeological site without the prior authority of the Heritage New Zealand Pouhere Taonga. **The Heritage New Zealand Pouhere Taonga Act has substantial penalties for unauthorised damage or destruction.**

material discovered. The CRC shall advise the Member on written receipt from the Heritage New Zealand Pouhere Taonga that work can recommence.

### 3.6 After drilling:

- a. Ensure that contaminants or water are prevented from entering the top of the bore or gallery or underlying groundwater by:
  - (1) sealing the exterior of the bore (the annulus) with bentonite or concrete grout from ground level to above the screen or 1 m below ground level, whichever is lesser.
  - (2) ensuring bore-heads or the gallery pipe, are above ground level and not at risk of being overtopped by water or flood water.
  - (3) covering or capping the bore or the above ground portion of the gallery pipe, at the completion of the installation of that bore or gallery.
  - (4) sealing the bore-head or above ground portion of the gallery pipe at ground level or pumphouse floor level with a concrete pad of at least 0.3 m radius and 0.1 m thickness which is contoured to slope away from the bore or pipe.
- b. Undertake all constant rate and step tests, that will be used to support a consent application to take and or use water and these tests must be in accordance with Schedule 11 or any later equivalent, of the Land and Water Regional Plan.

## 4. INFORMATION RETURNS

Members must provide CRC with the following information for every bore/gallery (including dry bores and galleries) and Members must submit this information via the [online borelog portal](#) within 20 working days of completing the bore/gallery, except in the case of 4.1:

- 4.1 Photograph of the bore-head or the above ground portion of the gallery pipe, to demonstrate compliance with section 3.6a of this document.
- 4.2 Location of the bore/gallery in New Zealand Transverse Mercator (NZTM), New Zealand Map

Grid (NZMG) or World Geodetic System 1984 (WGS84) coordinate systems.

- 4.3 Method for obtaining the grid reference.
- 4.4 Street name.
- 4.5 Bore/gallery owner's name and contact details.
- 4.6 Drilling or excavation method(s) used.
- 4.7 Date of bore/gallery construction completion.
- 4.8 Intended use(s) of the bore/gallery.
- 4.9 Internal diameter of the bore at ground level.
- 4.10 Casing material.
- 4.11 Final depth of the bore.
- 4.12 Length, depth, width and orientation of every section of the gallery.
- 4.13 Description of the geology encountered during drilling. This includes recording for each unit:
  - a. Depth;
  - b. Water content;
  - c. Colour(s);
  - d. Major soil type(s)<sup>3</sup>.
- 4.14 If installed:
  1. Screen information, including:
    - a. Leader length;
    - b. Material;
    - c. Depth to top of screen(s);
    - d. Depth to bottom of screen(s);
    - e. Groundwater level after installation of the bore/gallery;
    - f. Groundwater level measuring point relative to ground level;
    - g. Groundwater level measuring point description;
    - h. Step test data, including (for every step):
      - i. Date;
      - ii. Maximum drawdown;
      - iii. Flow rate;
      - iv. Duration of step.

<sup>3</sup> The major soil type is defined in the Guideline for the Field Classification and Description of Soil and Rock for Engineering Purposes, NZ Geotechnical Society Inc, December 2005. Accessible [here](#)

## 5. AUDITING

CRC will perform regular audits of Members to ensure they are meeting performance requirements. This will include asking for documentation to prove compliance and field verification of submitted bore and galley information.

## 6. TERMINATION

6.1 Certification may be terminated for breaches of conditions 3 or 4 (inclusive of sub-conditions) of the CRC BIP Terms and Conditions, or for breaching a rule in a CRC plan or bylaw.

6.2 Certification will be terminated if the Member:

- a. Is sent three notices from CRC about a breach of conditions 3 or 4 (or sub-conditions);
- b. Breaches a rule in a CRC plan or bylaw.

6.3 A Member can contest termination by:

- a. Writing to CRC, Attention: Groundwater Science Manager, stating the reasons why certification should not be terminated. This will be assessed by CRC and a final decision will be conveyed to the Member in writing within 5 working days.
- b. Presenting their argument to a CRC appointed independent commissioner who will give a decision in 5 working days.

6.4 A person whose membership has been terminated can reapply for membership after:

- a. Six months have elapsed since the termination;  
or
- b. Undertaking training as deemed appropriate by the CRC.

## 7. VARIATION

The CRC, may at any time after consulting with Members of the BIP, change the Terms and Conditions of the CRC BIP.