

## (WS-FO-240) WATER APPLICATION

I/we make application to have the following works/services carried out and pay any applicable fees and ongoing annual charges as set out in Councils Revenue Policy.

**Water Meter Connection \*** ☐      **Water Meter Disconnection** ☐  
**Water Meter Relocation** ☐      **Water Meter Resizing** ☐  
**Reinstatement of Missing Meter** ☐

**\*Note: All Non-Residential & Rural Residential applications will be assessed on their merits prior to approval of the water meter connection.**

Is this application part of a D/A? ☐ Yes ☐ No      D/A No. \_\_\_\_\_/\_\_\_\_\_

**DETAILS OF PROPERTY / PREMISES:**

Owners Name(s): \_\_\_\_\_

House/Farm Number: \_\_\_\_\_ Street/Road Name: \_\_\_\_\_

Town/Village: \_\_\_\_\_

Lot No: \_\_\_\_\_ Section No: \_\_\_\_\_ DP No: \_\_\_\_\_

Parcel No: \_\_\_\_\_ Assessment No: \_\_\_\_\_

**APPLICANTS DETAILS:**

Applicants Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner/s: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**TYPE OF WATER SUPPLY: (Tick only one) (If > 20mm, see Notes c, d & j below)**

☐ Potable (drinking water) - Size Requested \_\_\_\_\_ mm

☐ Non-Potable (raw water) - Size Requested \_\_\_\_\_ mm

**TYPE OF CONNECTION: (Tick only one)**

☐ Residential ☐ Commercial ☐ Industrial ☐ Irrigation only ☐ Fire Service (See Note d, g & J below)

☐ Other (please state) \_\_\_\_\_

**TYPE OF PREMISES: (Tick only one)**

☐ House ☐ Units/Flats ☐ Farm ☐ Commercial ☐ Industrial

☐ Other (please state) \_\_\_\_\_

**WATER APPLICATIONS**

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### **RESIZING OF METER:** ☐

Current Size \_\_\_\_\_mm

Size Requested \_\_\_\_\_ mm

☐ Domestic ☐ Commercial ☐ Industrial ☐ Non-Potable ☐ Fire Service (See Note d, g & j below)

☐ Other (please state) \_\_\_\_\_

### **DISCONNECTION OF METER** ☐

Meter Number: \_\_\_\_\_

Meter Size: \_\_\_\_\_ mm

Reason for Disconnection: \_\_\_\_\_

Note: Once the meter has been disconnected & removed, any future application to have it reconnected will be charged at the full cost as if a new meter was being installed.

If the meter is missing a replacement meter fee will apply.

### **RELOCATION OF METER:** ☐ (By Quotation Only)

Meter to be relocated: (See c & j below)

Meter Number: \_\_\_\_\_

Meter Size: \_\_\_\_\_

### **GENERAL SITE SKETCH PLAN TO SHOW:**

Site plan must include position of all buildings, pathways and drives and road names. (Please mark with an **X** where you require the meter).

Nearest Side Road/Street  
.....

Nearest Side Road/Street  
.....

House / Farm / Lot No.....

Street/ Road Name.....

Approved: Quality Systems Manager	Group / System: Utilities	Document ID: WS-FO-240	Version: 13
Relevant To: Water Operations	Date Issued: 04 Sept 2012	Revised: 31 January 2020	Status: Approved
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Note:

- a) Clause 12 of Water, Sewerage and Drainage Regulations Local Government Act, 1993: *The only persons permitted to tap a Council main under this clause are Council staff acting in the course of their duty.*
- b) Clause 47 of Water, Sewerage and Drainage Regulations Local Government Act, 1993: *A person must not begin carrying out water supply, sewerage or drainage work unless the person is holder of a permit issues in accordance with the Plumbing and Drainage Code of Practice.*
- c) Water Services must be sized in accordance with Australian Standards AS 35001: Water Supply under the National Plumbing and Drainage Code and also meet any requirements under the Building Code of Australia.
- d) Where the requested service is greater than 25mm and/or for provision of fire services, the application is to be accompanied by a written report detailing the reason a larger meter is required. This is to be supported with hydraulic calculations prepared by an appropriately qualified hydraulic engineer justifying the capacity of the reticulated mains network and internal capacity of the new system. A summary of the hydraulic calculations is to be included in the report.
- e) The site plan overleaf is to be completed to indicate the position of meter. This is only an indication & may need to be amended.
- f) A connection may take up to 21 days to be completed.
- g) An application will be returned if all required information is not provided to Council's satisfaction.
- h) Council is required to administer a backflow prevention program in accordance with the National Plumbing and Drainage Code AS 3500.1 and as such a Backflow Prevention Device maybe required to be installed with your meter (fees applicable).
- i) The water meter must be accessible to Council staff & contractors at all times.
- j) Where requested service is > 25mm, prices are to be quoted.
- k) All Non-Residential & Rural Residential applications will be assessed on their merits prior to approval of the water meter connection. If no approval is given to the water meter application, and a fee has been paid in advance, this fee will be refunded.

### OFFICE USE ONLY

Installation Fee: \$ \_\_\_\_\_

Checked by: \_\_\_\_\_

Disconnection Fee: \$ \_\_\_\_\_

(CSO Print Name)

Receipt No. \_\_\_\_\_

Signature: \_\_\_\_\_

Date Paid: \_\_\_\_\_

**CRM No** \_\_\_\_\_  
(Records)

### TO BE COMPLETED BY WATER & WASTEWATER CO-ORDINATOR

**Hazard Level:**

- ☐ High  
☐ Medium  
☐ Low

**Connection Material:**

- ☐ Copper  
☐ HDPE  
☐ Other \_\_\_\_\_

**Supply Type:**

- ☐ Domestic ☐ Fire  
☐ Industrial ☐ Commercial  
☐ Irrigation ☐ Other  
☐ Temporary Lock Fitted

**Job No.** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Authorised by:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Comments:** \_\_\_\_\_