



**FORM**

(Blanks not to be photocopied. Print direct from DAKS)  
(Printed on 23-May-17 at 15:05)

**(WS-FO-240) WATER APPLICATIONS**

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.

<b>Water Meter Connection</b> <input type="checkbox"/>	<b>Water Meter Disconnection</b> <input type="checkbox"/>
<b>Water Meter Relocation</b> <input type="checkbox"/>	<b>Water Meter Resizing</b> <input type="checkbox"/>
<b>Water Main Extension</b> <input type="checkbox"/>	

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

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

**TYPE OF WATER SUPPLY:** *(Tick only one)*

Potable (drinking water)                       Non-Potable (raw water)

Size Requested \_\_\_\_\_ mm (If > 20mm, see Notes c, d & j below)

**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) \_\_\_\_\_

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<p><b>RESIZING OF METER:</b> <input type="checkbox"/></p> <p>Current Size _____ mm                      Size Requested _____ mm</p> <p> <input type="checkbox"/> Domestic             <input type="checkbox"/> Commercial             <input type="checkbox"/> Industrial             <input type="checkbox"/> Non-Potable             <input type="checkbox"/> Fire Service (See Note d, g &amp; j below)         </p> <p> <input type="checkbox"/> Other (please state) _____         </p>	
<p><b>DISCONNECTION OF METER</b> <input type="checkbox"/></p> <p>Meter Number: _____                      Meter Size: _____ mm</p> <p>Reason for Disconnection: _____</p> <p>_____</p> <p>Note: Once the meter has been disconnected &amp; removed, any future application to have it reconnected will be charged at the full cost as if a new meter was being installed</p>	
<p><b>RELOCATION OF METER:</b> <input type="checkbox"/> (By Quotation Only)</p> <p>Meter to be relocated: (See c &amp; j below)</p> <p>Meter Number: _____                      Meter Size: _____</p>	

**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: Water & Sewerage	Document ID: WS-FO-240	Version: 7
Relevant To: Water Operations	Date Issued: 04 Sept 2012	Revised: 25 Sep 2017	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.
- d) Where the requested service is greater than 20mm and for provision of fire services, the application is to be accompanied by hydraulic calculations prepared by an appropriately qualified hydraulic engineer.
- 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.
- 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.

**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
- Industrial
- Irrigation
- Other \_\_\_\_\_
- Fire
- Commercial

**Job No.** \_\_\_\_\_

Authorised by \_\_\_\_\_

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

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

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