

Application to Disconnect an Existing Water Service



PLEASE NOTE: Only property owners are eligible to apply for disconnection of water service. If a property is being sold, the property requires a final water meter read, not disconnection – in this case, please do not use this form.

1. APPLICANT/OWNER DETAILS

Owners Name	<input type="text"/>		
Address Details	<input type="text"/>		
Phone Number	<input type="text"/>	Email Address	<input type="text"/>

2. PROPERTY DETAILS

Unit/Street No	<input type="text"/>	Street Name	<input type="text"/>
Suburb	<input type="text"/>	Lot & DP/SP	<input type="text"/>

3. APPLICATION DETAILS

Existing Meter Size	<input type="text"/>
Reason for Disconnection	<input type="text"/>

3. OWNER'S AUTHORISATION

I confirm I am the owner of the above property and apply to have the above works undertaken.

Signature	<input type="text"/>	Print Name	<input type="text"/>
Date	<input type="text"/>		

Water Service Disconnection will be provided within 15 working days of receipt of application and payment of relevant fee. There is no on-hold option for disconnections. Please do not submit this form or make payment until disconnection is required.

CUSTOMER SERVICE STAFF ONLY			
Date:		Receipt No.:	
Fee Paid:		Officer:	

4. REFUNDS

- If a disconnection has already been completed, a refund cannot be applied for.
- If a disconnection has not yet been completed, the applicant can withdraw the application & request a refund, however an administration fee of 25% of the original fee (up to a maximum of \$100.00) will be deducted from the refund amount.

5. PRIVACY NOTICE

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998](#) (NSW) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002](#) (NSW) and [Health Privacy Principles](#), and any subordinate legislation.

Purpose	Information on this form is being collected for the purpose of processing your Water Service Disconnection application. The information collected will be used for the purpose of processing your application, which could include related administrative functions, compliance and complaint handling, internal auditing and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.
Intended Recipients	Council officials processing your Water Service Disconnection application and its contractors delivering the service.
Supply & Consequence of non-provision	Supply of information is voluntary. If you do not supply information, we will not be able to process your application.
Disclosure	This application may be requested under the Government Information (Public Access) Act 2009 (NSW)
Storage and security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 2 Hely Street, Wyong NSW 2259.
Access	You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 02 4306 7900 or by sending an email to ask@centralcoast.nsw.gov.au . If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the Information and Privacy Commission or visit their website ipc.nsw.gov.au .