

Application to Relocate, Raise or Lower an Existing Water Service

1. APPLICANT/OWNER DETAILS

Full Name			
Company Name			
Address Details			
Phone Number	Email Address		
Owners Name	Owners Phone No		

2. PROPERTY DETAILS

Unit/Street No	Street Name
Suburb	Lot & DP/SP

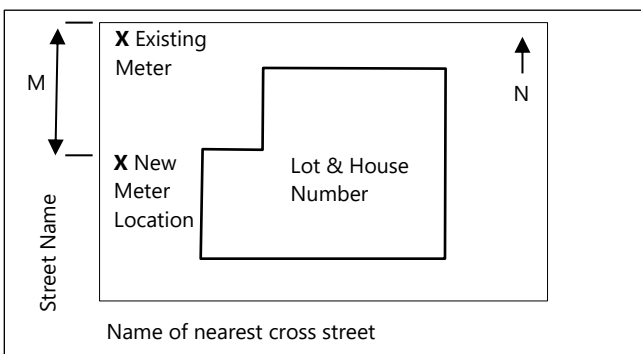
3. APPLICATION DETAILS

Existing Meter Size	Distance of Relocation in Metres (If Applicable)
Relocation Comments	

4. METER LOCATION

For Relocations: Please prepare a site diagram as per sample. Include site peg location, street name, lot and house number and north point. Please include nearest cross street.

For Raise Lower: Show the Existing Location indicating height adjustment required.



1. Proposed Meter location **MUST** be clearly marked with a peg.
2. Council will install the meter as close as practicable to this location.
3. If meter position has not been pegged, meter will be installed in a position deemed suitable by Council. If this location does not suit the owner a relocation fee will be charged.

SITE DIAGRAM

Note: Peg required for meter relocation requests

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

5. REFUNDS

- If the relocation has already been completed, a refund cannot be applied for.
- If a relocation 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.

6. 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 Relocation 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 Relocation 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 .