

WATER SERVICE APPLICATION - RESIDENTIAL

FOR SINGLE, SECONDARY & DUAL OCCUPANCY DWELLINGS DOMESTIC SERVICE (20mm/25mm)

Conditions of Application

All details must be completed on the application form, or it will be returned to the applicant.

1. Service charges apply from the date of connection.
2. All fees are payable on lodgement of the application: -
 - An Application Fee
 - Meter (if required)
 - Service connection fee

All Fees are listed in Council's [Fees & Charges](#) or can be obtained from Customer Service.

3. Requests for an additional water meter for secondary dwellings or dual occupancies located on a single lot under one ownership, can only be provided to **approved dwellings** and proof may be required (e.g., DA).

It is the responsibility of the applicant to ensure that a service is required **prior to lodgement**.

4. Refunds: -
 - If a connection has already been made, a refund cannot be applied for
 - If a connection has not been made 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. Where the property has a riser, the meter will be installed at that location. If no riser or main cock exists the applicant may nominate the preferred location of the service, however the location is at Council's discretion.
6. It is a condition of connection that Council is provided with unrestricted access to allow for the installation, reading or maintenance of the meter. A relocation/reinspection fee in accordance with Council's fees and charges apply if access is not available.

Water Service Connection 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.

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

Application for Water Service for Residential Single, Secondary & Dual Occupancy Dwellings (20mm/25mm)

1. APPLICANT/OWNER DETAILS

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

2. PROPERTY DETAILS

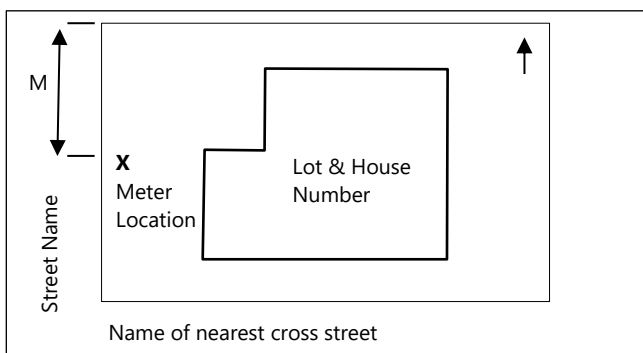
Unit/Street No		Street Name	
Suburb		Lot & DP/SP	

3. APPLICATION DETAILS

Meter Size	20mm		25mm		Any additional meter requires a separate riser. e.g., Secondary dwellings require a meter and riser.
Copper Riser Required	Yes		No		

4. METER LOCATION

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.



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: If copper riser already exists the meter will be installed at that point

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 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 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 .