

WATER SERVICE APPLICATION

(All service types)

1. APPLICANT DETAILS - Only a single contact can be nominated as applicant.

Full Name			
Company Name			
Address Details			
Phone Number	Email Address		

2. OWNER DETAILS & CONSENT - All owners must sign. If Owner is a Company, a director and an authorised person i.e. company secretary, must sign. Names and position titles must be provided. For Strata Corporations and/or Community Title owned properties, all unit owners must sign, **OR** signed by the Secretary of the Owners Corporation and stamped with the common seal of the Owners Corporation. Additional pages may be attached if more than two owner signatures are required.

As owner(s) of the land, I/We give consent to the making of the application and authorise the Applicant named to act on the owner's behalf in relation to the application.

Owners Name			
Company Name	Position Title		
Signature	Date		

Owners Name			
Company Name	Position Title		
Signature	Date		

3. PROPERTY DETAILS - A street address and lot and deposited plan number is required. RMB is not acceptable as the property location.

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

4. SERVICE TYPES (select all applicable)

<input type="checkbox"/>	Standard Water Service Connection (Meter only) <i>Installation of a Council meter on existing copper riser.</i>
<input type="checkbox"/>	Standard Water Service Connection (Service & Meter) <i>Installation of a water meter and water service pipe which connects to Council's water main.</i>
<input type="checkbox"/>	Disconnect Water Supply (Service & Meter) <i>Water service line disconnected from the water main and water meter removed.</i> Note: <ul style="list-style-type: none">- Once a service has been disconnected, it is capped and the service line cannot be reused.- 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.

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<input type="checkbox"/>	Relocate, Raise or Lower Water Service Less Than 1m in Distance <i>Alteration to any existing water service connection, including relocation to a different location within the property boundary less than or equal to 1m in distance.</i>
<input type="checkbox"/>	Relocate Water Service Greater Than 1m in Distance <i>Relocation of the existing water service connection to a different location within the property boundary greater than 1m in distance.</i>
<input type="checkbox"/>	Fire Service Connection <i>Council service line for firefighting purposes. A bypass meter will be provided as part of the service arrangement.</i>

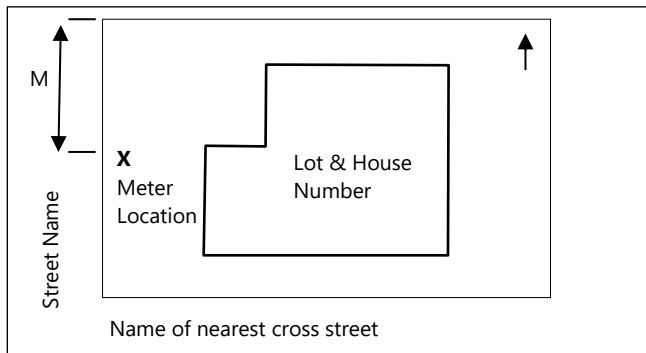
6. METER DETAILS & LOCATION

Brief description of services required as part of this application:

Size of Existing Service		Does this Require Disconnection	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Metered Domestic Size Required		Unmetered Fire Service Size Required		
Distance of Relocation in Metres (If Applicable)				

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 Relocations / Raise / Lower: Also show the existing location indicating height or lateral adjustment required.



1. Proposed meter location **MUST** be clearly marked with a peg onsite.
2. Council will install the meter as close as practicable to this location.
3. If meter position has not been pegged onsite, 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

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3. FEES AND CONDITIONS

1. All relevant sections of the application form must be completed, including consent from all registered owners.
2. All applicable fees must be paid at lodgment and all Fees are listed in Council's [Fees & Charges](#) or can be obtained from Customer Service.
3. There is no on-hold option — **Do not submit this form or make payment until connection is required.**
4. Works are generally completed within **15 working days** of payment.
5. Requests for a water meter/ service can only be provided for **approved development**, and proof may be required (e.g. secondary dwellings, dual occupancies etc.)
6. It is the responsibility of the applicant to ensure that a service is required **prior to lodgment.**
7. Applicant is responsible for nominating appropriate service size. Obtain advice from a Hydraulic Consultant for service sizing if unsure.
8. 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.
9. Water Service must be connected prior to commencement of any construction work, unless the property has an existing metered service.
10. 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 applies if access is not available.
11. Service charges apply from the date of connection & ongoing water supply and sewer service charges are based on water meter size.
12. Council does not carry out work on private property. It is the responsibility of the property owner to engage a licensed plumber to carry out any work required after the meter to the building – Please contact Council's Plumbing & Drainage team for internal inspection.
13. Only Council, or approved Council engaged contractors, are permitted to connect, construct, alter, tamper or maintain Council's water supply assets, including water meters.
14. Under *Water Management (General) Regulation 2018*, it is the responsibility of the occupier of land to keep any water meter and meter fittings protected from damage. The occupier of land is liable for the cost of repairing any damage.
15. Where there is evidence of tampering or modification to a water connection which results in damage or affects the standard operation of the connection; regulatory action and/or costs may be applied to the property owner.
16. Water connections to larger water mains, (e.g., distribution mains or trunk mains) is not Council's preference and may be provided at Council's discretion only.

4. REFUNDS

- No refund is available once work has been completed.
- If an application is withdrawn before work commences, a **25% administration fee** (maximum \$100) will be deducted.

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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 .