

# Application for Water Services



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

**Application ID:** \_\_\_\_\_

## 1. Applicant Details

Company Name:			
Contact Name:			
Postal Address:			
Business Phone:		Mobile Phone:	
Email:			

## 2. Subject Property

Property Number:		Lot/s:		Sec:		DP/SP:	
Street Number:		Street Name:					
Locality:							

## 3. Type of Service

<input type="checkbox"/>	<b>Standard Water Service Connection (Service &amp;/or Meter)</b> <i>Installation of a water meter and/or water service pipe which connects Council's water main with the customers water pipes. The meter is installed at the property boundary.</i>
<input type="checkbox"/>	<b>Water Service Connection for Subdivision or Development (No Water Meter Supplied)</b> <i>Installation of a water service pipe (no meter) which connects Council's water main up to the property boundary. Water Meter can be applied for each property once the land is registered. Note: Available for approved developments or subdivisions <u>only</u>.</i>
<input type="checkbox"/>	<b>Disconnect Water Supply</b> <i>Water service line disconnected from the water main. Water meter also removed.</i>
<input type="checkbox"/>	<b>Alter or Relocate Existing Water Supply</b> <i>Alteration to any existing water main or service connection, including relocation to a different location in property boundary.</i>
<input type="checkbox"/>	<b>Fire Service Connection &amp; Meter</b> <i>Water service line, generally 100mm connected to fire booster systems for commercial or industrial developments. Requires a fire flow meter as per Council's water services policy.</i>
<input type="checkbox"/>	<b>Water Main Extension</b> <i>Extend the water main to service property or development (Pipe size greater than 100mm diameter).</i>
<input type="checkbox"/>	<b>Water Main Cut-In &amp; Disinfection</b> <i>A new water reticulation main such as one constructed as part of a development to be connected to existing water supply network. Disinfection of new water main or service to prevent cross contamination in the water supply network.</i>

## 4. Brief Description of Services Required & Supporting Documentation

Briefly explain what services are required as part of this application:		
Size of water main or service required <i>Specify size if larger than 20mm</i>	Water Meter Size:	Water Service / Main Size:
<input type="checkbox"/>	<b>Approved Site Plans / Drawings attached specifying water supply requirements and location on property</b>	
<input type="checkbox"/>	<b>Pressure Testing Documentation Attached</b> <i>(Relates to Water Main Disinfection Applications only)</i>	
<input type="checkbox"/>	<b>Water Location Marker has been placed on property in desired location for proposed water connection</b> <i>(Refer to Section 5 – Submission Requirements &amp; Conditions, item 3 for details)</i>	

*Working with you*

<b>Is there an approved development application or subdivision relating to this property?</b> <i>(If Yes, please specify details below)</i>		<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
<b>DA Number:</b>		<b>Proposed number of lots:</b>	

<b>Is there an approved Section 68 application relating to this property?</b> <i>(If Yes, please specify details below)</i>		<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
<b>DA Number:</b>			

## 5. Submission Requirements & Conditions

1. All relevant sections of the application form must be complete, including legal description of land and consent from all registered owners.
2. All relevant supporting documentation must be included for the application to be considered; including forms, approved site plans/ drawings and pressure testing documentation (if required).
3. A Water Service Location Marker must be prominently displayed on the property, approximately 500mm inside the front boundary at the point where the service is preferred. This can be supplied by Customer Service and must state "WATER LOCATION" and the Lot Number. **Works will not commence until a location marker is in place.**
4. All applicable fees must be paid by contacting Customer Service on 02 4868 0888 or by visiting Civic Centre, 68 Elizabeth Street Moss Vale NSW 2577. **Works will not be scheduled until all relevant fees are paid.**
5. To ensure Council's water quality and levels of service are maintained; any mains extensions, service connections or alterations will be supplied at Council's discretion.
6. Only one water service and meter is permitted for each property. Where there is an existing water service with no meter the water meter will be installed on that service.
7. Once a meter is installed on the property, owner/s will commence being charged water consumption in accordance with Council's adopted Fees & Charges Policy.
8. Upon installation of a new water service and/or meter connection, a meter protection cover is provided. Replacements for damaged or stolen meter covers, is the responsibility of the Property Owner/s.
9. Property owners are responsible for ensuring the water service and meter is accessible and that internal plumbing after the meter is in good condition. The property owner is responsible for any damage to the meter resulting from frost or other causes and therefore must keep the meter protected from frost and other damage.
10. 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 water meter to the building.
11. Works on all pipes and fittings to be connected to Council's water supply system must be strictly in accordance with Section 68 of the Local Government Act 1993, AS/NZ 3500.1 Water Services, The Plumbing Code of Australia and to Council's Backflow Prevention Policy and requirements.
12. Only Council, or approved Council engaged contractors, are permitted to connect, construct, alter, tamper or maintain Council's water supply assets, including water meters.
13. 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.
14. A person who is not a licensed plumber shall not fit, alter or interfere with the private water pipes and fittings used on any premises in connection with the supply of water by Council.
15. 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.
16. Water services connections or water main extensions for amalgamated lots, developments/subdivisions will be charged at full cost. Discounts may be available to properties that are within the Benefit Area and are paying an Availability Charge, in accordance with Council's Provision of Water & Sewer Service Policy & Procedure.

## 6. Owners Consent

As the owner/s of the subject property, we hereby consent to the lodgement of this application and agree with the submission requirements and conditions stated in this form. I/We also agree to any inspections required to be undertaken by Council Officers in the assessment and completion of this application.

Name	Signature	Date

### Signature of owner(s)

At least one (1) owner of this land must sign this form or complete a separate document in the form of a letter or annexure confirming consent to lodge this application. This application will not be accepted without owners' consent. Please note, Council prefers ALL owners consent. Please see notes below for further information. An Owner's Consent Annexure template can be located on Council's website:

<https://www.wsc.nsw.gov.au/application-forms>.

### New Owner/s

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the certificate of title
- A letter from your Solicitor confirming settlement
- Previous owner(s) to provide owner(s) consent

### Signing on owner(s) behalf

If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of Attorney, executor, trustee, company director, etc.).

Staff Use Only – Information checked by Customer Service Officer:					
<input type="checkbox"/>	All sections of application form complete	<input type="checkbox"/>	Owners Consent	<input type="checkbox"/>	Correct property details
<input type="checkbox"/>	Checked Mapping for existing water service connection	<input type="checkbox"/>	Water Location Marker supplied & explained		
<input type="checkbox"/>	Checked for Section 68 Approval?	<input type="checkbox"/>	Checked for Subdivision / Development Approval?		
<input type="checkbox"/>	Approved Site Plans/ Drawings supplied by applicant	<input type="checkbox"/>	Pressure Testing Documentation (Relates to Water Main Disinfection Applications only)		
<input type="checkbox"/>	Acknowledgement Letter issued	<input type="checkbox"/>	Payment Processed. Receipt Number:		
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection:** The personal information in this form will be used for the purpose of communicating with you regarding your application and to enable Council to carry out the requirements of the application. Intended recipients of this information include Council officers, contractors and persons granted lawful access under the *Government Information (Public Access) Act 2009*.]

**Supply:** Supply of your personal information is voluntary, however, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your application.

**Storage and Access/Correction:** Your personal information is being, or has been, collected and will be held by both: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577 and a Council contractor. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system'. You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.