

Application to Install Subsidiary Water Meters

Installation of all sub-meters must be arranged privately with a licensed plumber.

Please refer to Council’s website for fees and charges schedule and policy on Subsidiary Water Meters.

As the appointed agent for / the owner of the property described below, I / We apply for a registered subsidiary water meter to be installed in accordance with the Standard Water Supply Laws and Council guidelines.

SECTION 1 – APPLICANT TYPE

<input type="checkbox"/> New Smart Sub-Meter Installation	In addition to this form, complete State Govt Form 1 - Permit work application for plumbing, drainage and on-site sewerage work. Mechanical sub-meters will only be approved when smart sub meters are not suitable as determined by a Council officer.
<input type="checkbox"/> New Mechanical Sub-Meter Installation	
<input type="checkbox"/> Change from mechanical to Smart Sub-Meter	Form 1 not required

SECTION 2 - APPLICANT DETAILS

Note: The applicant is the person or organisation who is authorised to make application. A business name or trust is not a legal entity and should not be entered in this section as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant (person(s) or company): _____

Business Trading Name: _____ ABN: _____

Contact Person Name: _____

Postal Address: _____

Contact Number (H): _____ (W): _____ (M): _____

Email: _____

SECTION 3 - DESCRIPTION OF PROPERTY

Street Address: _____

Lot/Plan Numbers: _____

Number of units on property _____ Type of building/business _____

Is this property Group or Strata Titled?: Yes No Unsure

Do all owners of the unit complex agree to having individual water notices issued based on subsidiary meter readings. Yes No Unsure

(All owners and/or Body Corporate MUST SIGN and AGREE TO separate bills).

SECTION 4 - DETAILS OF REQUIRED SUB-METERS

Numbers of meters required: _____ Size: _____

Size of pipe to be used on property (min 20mm) : _____

SECTION 5 - DETAILS OF EXISTING (PRIMARY) WATER METER ON PROPERTY

Attach plans showing location of meters and pipeline configuration to the units and common areas

Primary Meter Identification Number: _____

OFFICE USE

Receipt Code:T931	Fee Paid:	Date:	Receipt No:	CSO:
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SECTION 6 - OWNER'S CONSENT TO THE LODGEMENT OF THIS APPLICATION (MANDATORY)

Note: The consent of all owners is required. Attach a separate document if required.

Owner's Name in Full:

Unit/Lot Number:

Contact Phone:

Owner Signature:

Date:

Owner's Name in Full:

Unit/Lot Number:

Contact Phone:

Owner Signature:

Date:

Owner's Name in Full:

Unit/Lot Number:

Contact Phone:

Owner Signature:

Date:

Owner's Name in Full:

Unit/Lot Number:

Contact Phone:

Owner Signature:

Date:

Owner's Name in Full:

Unit/Lot Number:

Contact Phone:

Owner Signature:

Date:

Owner's Name in Full:

Unit/Lot Number:

Contact Phone:

Owner Signature:

Date:

DECLARATION

I, the applicant as named in Section 2 above, declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.