

## Application to Install Subsidiary Water Meters

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

As the appointed agent for / the owner of the property described below, I / We apply for registered subsidiary water meters 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.
<input type="checkbox"/> Change from mechanical to Smart Sub-Meter	State Govt 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/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 INSTALLATION AND REQUIRED SUB-METERS

Nominated Licensed Plumber:

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:

## 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:

### Process

Applications to install subsidiary meters:

1. Complete Form 1 (Queensland Government form)
2. Complete Form *WW07-Application To Install Subsidiary Water Meters*.
3. Pay applicable fees. An invoice will be issued to you upon application. (For multi dwelling complexes a quote will be provided upon application).
4. Council's plumbing inspectors liaise with nominated plumber, conducts inspections and issues a permit.
5. When permit issued, the nominated plumber will be provided with the requested number of sub-meters and installs the meters on site.
6. The nominated plumbers advised when works are complete, and meters have been installed.
7. Council Officers will go out and activate the smart sub meters.
8. Owners can now sign up to the MiWater Portal with their own individual properties to monitor water consumption.

### Declaration

The applicant/s as named in Section 2 above, declare that the information provided in this application is true and correct and I/we 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.

By applying for and installing a subsidiary water meter I/we confirm I/we have referred to the *Plumbing and Drainage Act 2018* to understand my/our responsibilities and confirm we are authorised to make this application.

All applicants agree to comply with the following terms and conditions, I/ we understand:

- there is a requirement for all properties in a scheme to be fitted with Smart Subsidiary Water Meters.
- only smart subsidiary meters supplied by, and purchased from, Council are to be installed at a property.
- application is for the purchase of number of smart water meters outlined in section 4 and that the purchase includes the commission of subsidiary water meters.
- installation must be carried out by a licensed plumber. As the applicant I/we understand that applicants are responsible for all costs associated with the installation, and that installations must comply with all relevant local and state regulations.
- Any supplied quotation remains valid for a duration of four weeks only, commencing from the date of issue.

- Douglas Shire Council will be responsible for reading the master meter and the sub-meters. Council will be responsible for the maintenance, repair and replacement of any component of the master meter, and any maintenance, repair and replacement of compliant sub-meters.
- Douglas Shire Council is not responsible for the maintenance of any plumbing between the sub-meter assembly and the master meter, the plumbing on the house side of the sub-meter, or the isolation valves either side of the sub-meter. This infrastructure remains private and is at the responsibility of property owner/the body corporate. This includes any meter cabinets or meter boxes.
- Where sub-meters qualify for individual billing, Douglas Shire Council will bill owners for the water usage per separate sub meter. Individual units with sub-meters will attract an access charge.

Applicant Signature:		Date:	
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**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.

**OFFICE USE**

- Have all sections of the form been completed?**
- Has the application form been signed by all owners or the body corporate of the complex?**
- Has a plan with proposed location of sub meters been supplied?**
- Is a form 1 required along with this application? Refer to Section 1.**

Invoice will be issued upon application	Date:	CSO:
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