

# Water and Sewer Services Application

Use this form to request a water or sewer related service to be undertaken by Muswellbrook Shire Council. Completed forms can be returned to Council with payment (where applicable) by mail, email or in person as per the above listed contact details.

A sketch showing location of existing services, if any, and proposed service must be forwarded with this application, showing measurements. Your plumber should be able to assist with this.

## Service request

### Water

- ☐ Water meter installation
- ☐ Fire flow and pressure test
- ☐ Water meter test
- ☐ Water disconnection
- ☐ Relocation of water meter (includes raising service)

### Sewer

- ☐ Sewer junction or main location
- ☐ Sewer disconnection
- ☐ Other\* (please describe):

\*Refer to the **Sewer Private Works** form or **Water Private Works** form for further options before making this selection.

**Notes** Position of service is automatically determined by main tapping. Owner to pay extra costs of any alternative positioning of service. Additional connection costs will apply when service extension from main to meter point exceeds 40 meters. Maintenance of pipelines from meter connection is the responsibility of the property owner. Rainwater tank systems with a direct connection to mains water supply require installation of a testable backflow prevention device at the water meter. Additional connection and annual charges apply.

**Annual fees and charges payable** Once connected, the ratepayer will be required to pay annual fees and charges. Water usage will be calculated and charged 3 times per year.

**Capacity of Pipelines** Generally, there is very limited scope for providing additional treated water other than normal domestic services to existing parcels of land. Any request for additional water above and beyond this would have to be treated on its merits.

## Applicant details

Name  Email   
Postal address  Phone   
Plumber name (if applicable)  Plumber licence no  Plumber phone

## Owner details

Name  Email   
Postal address  Phone   
Signature of owner or authorised delegate\*  \*If the applicant is not the owner, proof of owner's consent is required.

## Site details Details can be obtained from rates notice, property deeds or Council property maps

House no  Street Name   
Township  Lot no  DP no   
Parcel  Premises type ☐ Residential ☐ Non-residential Assessment no   
Associated DA no  Proposed development type

Details/Comments

Nature of works

Is complete service to boundary required? ☐ Yes ☐ No

If NO, then what work is required?

Is the property rateable? ☐ Yes ☐ No

Is this an additional service? ☐ Yes ☐ No

If YES, is the existing service metered? ☐ Yes ☐ No

Is a service greater than 20mm required? ☐ Yes ☐ No

If YES, what size and why?

The cost of service connections to non-rateable properties and service connection above 20mm will be charged to the applicant.

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is/is not voluntary. If you cannot provide

or do not wish to provide the information sought, the Council may/will be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning this matter to the Public Officer.

Office use only

Forward this request to **Administration Officer (Water and Wastewater)** for processing

Total payment received	Date	Receipt
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**Payment** Merchant fee is applicable on all credit card transactions

Council's Customer Service Team will contact you to take payment. A merchant fee is applicable on all credit card transactions.

Payment Contact Name\_\_\_\_\_

Payment Contact Number\_\_\_\_\_