

Water Private Works Application

To request a water related service complete this form then print and sign before returning to Muswellbrook Shire Council with your payment (where applicable) by mail, scan/email or in person as per 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

- | | |
|--|--|
| <input type="checkbox"/> Water service connection (existing service pipe) | <input type="checkbox"/> Oversized water connection (> 20mm) |
| <input type="checkbox"/> Water service alteration (connect/disconnect existing service pipe) | <input type="checkbox"/> Other (please describe): |
| <input type="checkbox"/> Additional water service | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| <input type="checkbox"/> Quotation – water services | |
| <input type="checkbox"/> Rural/Residential water connection* | |

After service installation, use the **Water and Sewer Services Application** form to request installation of water meter.

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.

* Water pressure may vary greatly and continuity of supply cannot always be guaranteed. Customers are advised to make their own arrangements to provide onsite water storage tanks if they require continuous supply or fire fighting capacity. Other conditions of supply will generally be in accordance with industry standards including provision of air gaps and backflow prevention.

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	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-residential	Assessment no	_____
Associated DA no	_____	Proposed development type	_____			

A location map of the proposed connection **must** accompany this application.

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

No of inspections required: _____

Payment required for inspection by Networks Coordinator: \$ _____

Total payment received: \$ _____

Date: _____ Receipt: _____

Workflow

1. Task **Project Engineer (Water & Sewer Engineer)**
2. **Engineer** to liaise with **Water & Wastewater Administration Officer** to arrange payment
3. **Networks Supervisor** to complete Inspection Notes (below)
4. **Admin** to return inspection outcome to customer

Inspection Notes

Location of tapping/extension- (distance from the nearest fitting): _____

Diameter of tapping/extension: _____ Length of new pipe work and material: _____

Conformity to standards - drawings, construction materials and method of installation (please circle): Yes / No

Other notes: _____

Inspected by (print and sign): _____ Inspection Date: _____

Payment

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 _____