

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009 & the Water Act 2000. The information collected on this form will be used for the purpose of processing this application and ensuring Council records are accurate. Your information will only be accessed by authorised Council officers and will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

**Address all communications to  
The Chief Executive Officer**

PO Box 974, Ayr Qld 4807  
T (07) 4783 9800 | F (07) 4783 9999  
enquiries@burdekin.qld.gov.au

## Part A – Information Request

*\*Essential Information*

**(FORM WILL NOT BE ACCEPTED WITHOUT BEING FULLY COMPLETED)**  
**(Full payment of quotation validates acceptance of works)**

### Property Address/Legal Description\*:

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### Property Owner Details\*:

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone # \_\_\_\_\_

Signature: \_\_\_\_\_

### Postal Address\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Licenced Plumber's Details\*:

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone # \_\_\_\_\_

Signature: \_\_\_\_\_

### Postal Address\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Licence #: \_\_\_\_\_

### Service Required\*:

- Alteration of Existing Meter Location (Part B)
- New Connection (Part C)
- Disconnection of Water Service
- Other: \_\_\_\_\_

### Service Type\*:

- Domestic / Residential (20mm)
- Commercial (25mm)
- Industrial (>25mm) [quotation]
- Other: \_\_\_\_\_

Is property within the Water Service Area?  Yes  No

*(Customer Service to check mapping and liaise with Design Office)*

Does this application involve an MCU, Subdivision or Reconfiguration?  Yes  No

If **YES**, development application number is: \_\_\_\_\_ (eg. CONS 08-15 etc.)

## Part B - Alteration of Existing Meter Location

- |   |  |
|---|--|
| <input type="checkbox"/> Move Water Meter ( <i>illustrate below</i> ) | <input type="checkbox"/> Place Existing Meter in Pit |
| <input type="checkbox"/> Raise Water Meter                            | <input type="checkbox"/> Plastic Pit                 |
|   | <input type="checkbox"/> Trafficable Pit             |

## Part C - New Connection

- I am happy to have meter located at existing connection point
- I would like my meter in a particular location (extra charge)

**Please illustrate preferred location (or attach clearly marked plan or photo) \* -**

- I would like my meter installed above ground (standard installation)  
*NB. Above ground installation requires customer's plumber to supply standpipe.*
- I would like my new meter in a plastic meter box rather than above ground (extra charge)
- I would like my new meter in steel meter box rather than above ground (extra charge)

Forward application to Design Office for assessment

**Part D - Water Connection Assessment**

(OFFICE USE ONLY - Design Office)

**Application Received By:**

Assessing Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property is within Water Service Area?

**Tapping Requirements:**

Existing Tapping

New Tapping Required

Long

Short

Existing Main Diameter (Non trunk main <150mm diameter): \_\_\_\_\_

Special Location Possible

Main Extension Required (Quote)

Rural Connection

Alva

Quote Required

**Conditions (or attach):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

## Part E - Offer, Conditions & Acceptance

(Design sends to customer and Customer Service)

(Insert written summary of connection type, size, location, special conditions cost etc.)

*Attach Marked up GIS Plan and quote if applicable*

### Customer Acceptance:

Price: \$ \_\_\_\_\_

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part F – Customer Service

(OFFICE USE ONLY - Customer Service to complete)

- Form Fully Completed & Signed
- CRM Entered
- Form Scanned into System and Attached
- Acceptance Signed
- Payment Received

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Amount: \_\_\_\_\_

- Standpipe Received

Forward to Water & Wastewater Office

## Part G - Completion of Works

(Water & Wastewater to complete)

Old Meter Number: \_\_\_\_\_ New Meter Number: \_\_\_\_\_

Old Meter Reading: \_\_\_\_\_ New Meter Reading: \_\_\_\_\_

Meter Location: \_\_\_\_\_

Water Meter Flow Test Results: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Forward to Rates and Asset Management for updating in TechnologyOne & GIS
- Water & Wastewater to advise customer of completion of works

OFFICE USE ONLY