**PLEASE ALLOW 48 HOURS NOTICE FOR**

**APPROVAL**

**Purpose of this form**

The purpose of this form is to inform East Gippsland Water that you would like to either connect or disconnect water and/or sewer at a serviceable property.

**Privacy notice**

We manage your personal information in accordance with the Information Privacy Principles that are set out in the Privacy and Data Protection Act 2014 (VIC).

If you choose not to provide us with the requested information, we may not be able to process your application.

We may share your information with a third party, however the information will always be used in accordance with our policies as stated. We may disclose your information to other parties as required by law, or to contractors, who are required to comply with our privacy obligations.

You can get more information about the way in which the organisation will manage your personal information, including our privacy policy and the Information Privacy Act 2000 at <https://www.egwater.vic.gov.au/privacy>

**Filling in this form**

* Please use black or blue pen
* Print in BLOCK LETTERS
* Mark boxes like this 🞎 with a ✓ or 🗶
* ***All relevant parties must sign consent***

**Returning your form**

Check that all required questions are answered and that the form is signed and dated.

You can return this form via:

* Post – East Gippsland Water

PO Box 52

Bairnsdale VIC 3875

* E-mail - egw@egwater.vic.gov.au
* In Person - 133 MacLeod St,

 Bairnsdale VIC 3875

**For more information**

Please visit our website at [www.egwater.vic.gov.au](http://www.egwater.vic.gov.au) or call us on 1300 720 700 Monday to Friday, between 8:30am and 5:00pm, excluding public holidays.

**Property details**

1. PLEASE TICK THE APPROPRATE BOXES

|  |  |
| --- | --- |
| [ ]  Connect | [ ]  Disconnect |
| [ ]  Water | [ ]  Sewer |

2. Property Owners Name

|  |
| --- |
| Click or tap here to enter text. |

Owners Contact Number

|  |
| --- |
| Click or tap here to enter text. |

4. Property Address

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

5. Lot No. Plan No.

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

**Plumbers details**

6. Plumbers Name Registration No.

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

Plumbers Contact Number

|  |
| --- |
| Click or tap here to enter text. |

8. Application Submitted by Owner / Agent

|  |
| --- |
| Click or tap here to enter text. |

(Signature)

**Builders details**

9. PLEASE TICK THE APPROPRIATE BOXES

|  |  |
| --- | --- |
| [ ]  New installation | [ ]  Alteration to existing  |

10. Structure Type

|  |  |
| --- | --- |
| [ ]  House | [ ]  Units |
| [ ]  Commercial  | [ ]  Other |

**IF OTHER:**

|  |
| --- |
| Click or tap here to enter text. |

**Connection details**

11. Tapping size (mm) Meter number

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

Fire service (mm) Number of hose reels

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

12. Is a Backflow Prevention Device required? (Testable)

|  |  |
| --- | --- |
| [ ]  YES | [ ]  NO |

 **Is a Trade Waste Agreement required?**

|  |  |
| --- | --- |
| [ ]  **YES** **(plans required)** | [ ]  **NO** |
| TYPE OF APPARATUS: | Click or tap here |

**Property details**

13. Property Account Number

|  |
| --- |
| Click or tap here to enter text. |

14. PIC Consent Number

|  |
| --- |
| Click or tap here to enter text. |

15. Tapping Date

|  |
| --- |
| Click or tap to enter |

16. COMMENTS / SPECIAL CONDITIONS:

|  |
| --- |
| Click or tap here to enter text. |

**Fees**

Connect/Disconnect:

|  |  |
| --- | --- |
| Water | $ Click or tap here |
| Sewer | $ Click or tap here |
| Total | $ Click or tap here |

**(Office Use Only)**

Receipt Number Date

|  |  |
| --- | --- |
| Click or tap here | Click or tap to enter |

Application Approved

|  |  |
| --- | --- |
| [ ]  YES | [ ]  NO (reason) |

|  |
| --- |
| Click or tap here to enter text. |

Authorised Officer (name)

|  |
| --- |
| Click or tap here to enter text. |

Signature

|  |
| --- |
| Click or tap here to enter text. |

**CREDIT CARD PAYMENTS**

|  |  |
| --- | --- |
| [ ]  VISA | [ ]  MASTERCARD |
| Expiry Date | Click or tap here |
| CVN | Click or tap here |

Card Number

|  |
| --- |
| Click or tap here to enter text. |

Name (on card)

|  |
| --- |
| Click or tap here to enter text. |

Signature

|  |
| --- |
| Click or tap here to enter text. |

**DEPOT USE ONLY**

|  |  |
| --- | --- |
| Property address: | Click or tap here |
| Meter number (full): | Click or tap here |
| Reading: | Click or tap here |
| Date tapped: | Click or tap here |
| Water supply system(from GIS) | Click or tap here |
| Meter number ofproperty before | Click or tap here |
| Meter number ofproperty after | Click or tap here |
| Top ferrule (mm): | Click or tap here |
| Back of kerb (m): | Click or tap here |
| Water main size (mm): | Click or tap here |
| Type (AC / PVC etc.) | Click or tap here |
| Water main EGW asset ID (from GIS): | Click or tap here |
| For corner properties -Water main located in?(street name): | Click or tap here |
| Location of water meter(facing property): | Click or tap here |
| Distance (m)From closest EGW asset | Click or tap here |
| Additional Comments: | Click or tap here |

|  |
| --- |
|  |

**Diagram showing location and distances must be attached or shown above**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click or  | Signature | Click or tap |