

# APPLICATION FOR WATER SERVICES DISCONNECTION / RECONNECTION / RELOCATION

Whakatāne District Council Private Bag 1002 Whakatāne 3158 | Ph: 07 306 0500 | Fax: 07 307 0718

## SECTION A —DETAILS OF WATER DISCONNECTION / RECONNECTION / RELOCATION

### PROPERTY DETAILS

Property Address		RD Number	
Suburb/Area		Lot and DP number	
Associated Consents	Building Consent No: _____ Resource Consent _____		

### APPLICANT DETAILS

Name		Company	
Physical Address			
House/Unit number		Street	
RD number		Post code	
Postal Address (if different from physical address)			

Landline		Mobile		Email	
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### WATER SUPPLY DISCONNECTION / RECONNECTION DETAILS

Type of disconnection (Tick applicable)	<input type="checkbox"/> Temporary - \$120	<input type="checkbox"/> Reconnection - \$120 (Following temporary disconnection)
	<input type="checkbox"/> Permanent - \$205	
	<input type="checkbox"/> Relocation of Connection & Meter - hourly rate applies	
	Details _____	

### BILLING INFORMATION—LEGAL OWNER OF THE PROPERTY TO BE DISCONNECTED / RECONNECTED / RELOCATED AT THE TIME OF THE APPLICATION (This person is responsible for payment of the ongoing water charges until such time as legal ownership changes)

Name		Company Name	
Postal Address			
Home phone		Work phone	Mobile
Email address			

## SECTION B - DISCONNECTION / RELOCATION OF SERVICE

<ul style="list-style-type: none"> <li>Provide a site plan clearly showing the <u>CURRENT</u> location of service for disconnection.</li> <li>Provide a site plan clearly showing the location of service for reconnection / relocation providing measurement on the plan indicating how far you want the service placed from the L/H or R/H boundary of the property.</li> <li><b>Applications will not be accepted without a site plan and measurement.</b> If a site plan is not available, an aerial print can be requested from the Council's Customer Services team. Provide measurements on the aerial print as above.</li> </ul>	<input type="checkbox"/> Form completed and signed <input type="checkbox"/> Site plan attached <i>Application will <b>not</b> be processed until all requested information and a signature is provided.</i>
Signature	Date

SECTION C — FOR OFFICE USE ONLY				
CUSTOMER SERVICES TO COMPLETE				
Valuation roll number			Code	Fee (\$)
Legal description		SCF		
		DCF		
Receipt number		CCF		
Receipt date		TF		
			Total	

ASSET ENGINEER TO COMPLETE	
Comments	

THREE WATERS OPERATIONS TO COMPLETE			
Date of Disconnection / Reconnection / Reloca- tion		Work order number	
Meter number		Meter Size	
Start reading			
Finish reading			
Comments			

ACCOUNTS OFFICE TO COMPLETE	
Serial number	
Book number	
Connection reference	
Service line number	

RESPONSE DATES — ALL STAFF CONCERNED TO COMPLETE			
Staff	Date Received	Date Completed	Task
Customer Services			Receive application, send to Asset Engineer
Asset Engineer-Utilities			Assess Application
Customer Services			Receipt and send Job Request to Operations
Three Waters Operations			Provide connection
Utilities			Record new asset / Sent to Water Billing for recording
Rates Officer			Record connection and meter in Ozone