



Portable Metered Standpipe

within Hunter Water's area of operations only

GENERAL

Standpipes are portable hydrants designed to be connected to a hydrant in a watermain to gain access to bulk water. All standpipes used in Hunter Water's area of operation must be metered and hired from Hunter Water. There are four sizes of metered standpipes, 50mm, 32mm low flow, 32mm high flow and 20mm.

APPLICATION FORM

To hire a metered standpipe the applicant must complete an Application for Portable Metered Standpipe and Credit Check Application. The Credit Check Application must have all Directors listed and be signed by all Directors. A Credit Check will be performed as part of the approval process to hire a metered standpipe. Identification must be included with the standpipe application.

Included with the application for the Portable Metered Standpipe are the Terms and Conditions related to its hire. Please read through these Terms and Conditions carefully as they are the basis for which the standpipe is hired. Any breach of these Terms and Conditions may result in the Standpipe Hire arrangement being terminated, additional charges being applied to the account and forfeiture all or part of the Hire Fees to pay for damages and/or finalisation of the account. Sign and date the bottom of pages 1, 5, 6 and 7 as an acknowledgement you have read and understood the Terms and Conditions of hiring the standpipe. Please return them along with your completed application.

FEES

An application fee will be payable for each standpipe required. If you have a water carrying vehicle/water storage tank an inspection fee will also be payable when the application form is lodged with Hunter Water. Payment can be made either cheque or credit card.

Once the application has been approved and vehicles pass inspection, you will be contacted by the Standpipe Coordinator to pay a security bond. Once the fee has been receipted an approval letter will be issued advising of details as to where to collect the standpipe. A copy of the approval letter and your Driver's Licence will be required before the standpipe can be physically issued.

REQUIREMENTS

- Monthly meter readings MUST be either emailed to standpipe.reading@hunterwater.com.au, phoned in to 1300 657 657
- Standpipes are to be inspected four monthly by a Hunter Water contractor or 12 monthly if you provide monthly photographs of the standpipe and its reading
- Water carrying vehicles are to be inspected every 12 months
- Pay each account by the due date

CONDITIONS FOR HIRE

50mm standpipe

- can only be used in conjunction with filling water carrying vehicles
- water carrying vehicles must pass inspection prior to standpipe issue
- can only be used at approved designated Hydrants.

32mm and 20mm standpipes

- the following considerations should be made:
 - dead end mains
 - cul de sacs
 - where pressure could be affected resulting in low pressure to customers.

SAFETY INFORMATION

The following safety aspects are to be taken into consideration when standpipes are being used:

- appropriate barriers and hazard signage
- hydrants located in the middle of the road are not to be used
- hydrant must be in short distance from where it is being used i.e. no further than one average house block away

To avoid delays in processing, please ensure the application is fully completed and any documentation requested is attached to the application. If all the required information is not supplied within 28 days, the application may be returned to you for your completion.

FORWARD COMPLETED APPLICATIONS TO:-

Standpipe Coordinator
Hunter Water Corporation
PO BOX 5171
HRMC 2310

Applications that require a water carrying vehicle to be inspected may take up to 21 days for processing, all other applications take approximately one to two weeks. Please take this period of time into consideration when lodging your applications.



Application for licence to use a Portable Metered Standpipe

within Hunter Water's area of operations only

I hereby make application for a licence to use a Hunter Water Corporation portable metered standpipe and extract water from a Hunter Water Corporation designated hydrant.

TRADING NAME: _____

COMPANY POSTAL ADDRESS: _____

STREET ADDRESS: _____

APPLICANT/CONTACT NAME: _____

POSITION HELD IN THE COMPANY: _____

ABN OR ACN: _____

EMAIL: _____ MOBILE: _____

BUSINESS: _____ FAX: _____

A letter of authority for application for use of a standpipe on company letterhead and signed by a person with delegated authority (ie Company Director, General Manager, Branch Manager), must accompany this application, along with the application fee (cheque, credit card). Please note Tanker inspection Fees, if applicable, will apply per vehicle.

THE FOLLOWING INFORMATION MUST BE PROVIDED WITH THE APPLICATION PRIOR TO APPROVAL.

Do you currently hire a portable metered standpipe from Hunter Water? YES NO

If yes please provide your: Account Number _____ Standpipe Number _____

Do you know how to use a standpipe? YES NO Do you know how to read a standpipe? YES NO (refer page 5)

Size of required portable metered standpipe: (please tick the appropriate box)

20mm 32mm low 32mm high 50mm

PLEASE NOTE: THERE IS A MINIMUM OF 1 - 2 WEEKS FOR APPLICATION APPROVAL

Is the standpipe to be used for a specific contract? YES NO

Name of company you are contracted to: _____

Full name of the contact person for contract: _____ Position held in the company: _____

Business phone number: _____ Mobile phone number: _____

Email address: _____

Expected length of contract: _____ Expected end date of the contract: _____

Which geographical area/s will the standpipe/s be used for the contract: _____

TO BE COMPLETED BY ALL APPLICANTS

Who is accountable at the 'hirers' business for providing readings, the security and the return of the standpipe?

Full name of the contact person: _____ Position held in the company: _____

Business phone number: _____ Mobile phone number: _____

Email address: _____

Copy of the above persons Drivers Licence or Passport is attached (for identification only)? YES NO

(This is required for the assessment and approval of the standpipe application)

The address where the standpipe will be securely kept: _____

Signature of person identified to be accountable on behalf of the company: _____

Date: _____



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Is this portable metered standpipe to be used with a water cartage/storage tank attached to a vehicle?

YES Vehicle registration number: _____ Tank capacity: _____

NO Go to the signature section of the application

If the tanker fails the initial inspection a reinspection fee (non-compliant fee) will be payable prior to the tank being reinspected.

Has the backflow prevention device on water cartage/storage tank been inspected? YES NO

(The backflow prevention device on the water cartage/storage tank is required to be inspected and a copy of the inspection is to be attached to this application prior to the approval being given)

How many other water cartage/storage tanks attached to vehicles does your company have?

Have the backflow prevention devices been inspected?

(All backflow prevention devices on the water cartage/storage tanks are required to be inspected and a copies of the inspections are to be attached to this application prior to the approval being given)

Information of further water cartage/storage tanks attached to vehicles:

Rego No: _____ Rego No: _____ Rego No: _____

Tank Capacity: _____ Tank Capacity: _____ Tank Capacity: _____

1. On behalf of the named company, I apply to use a portable metered hydrant standpipe from Hunter Water Corporation at a hire rate as determined by the Corporation from time to time. ¹
 2. To pay for all water as flows through the portable metered hydrant standpipe at a rate determined by the Corporation from time to time. ¹
 3. I acknowledge that there will be a credit check performed.
 4. Completed Checklist and relevant information has been included with this application.
 5. I have been given a copy of this application.
- ¹ All fees are regulated by the Independent Pricing and Regulatory Tribunal

DIRECTOR/OWNER SIGNATURE: _____

DATE: _____

HUNTER WATER REPRESENTATIVE: _____

DATE: _____

APPLICATION CHECKLIST - Applicant to tick information that is attached

CHECKLIST FOR THE USE OF A STANDPIPE WITH A WATER STORAGE TANK	
1.	Application fee attached
2.	Inspection Certificate of the Backflow Prevention Device on Water Storage Tank <small>(to be completed by Hunter Water)</small>
3.	Letter of Authority on company letterhead
4.	Credit Application Authority completed and attached
5.	Copy of identification attached
6.	Water Storage Tank inspection fee attached
7.	How to read a metered standpipe signed, dated and attached
8.	Terms and conditions signed, dated and attached

CHECKLIST FOR THE USE OF A STANDPIPE WITHOUT A WATER STORAGE TANK	
1.	Application fee attached
2.	Letter of Authority on company letterhead
3.	Credit Application Authority completed and attached
4.	Copy of identification attached
5.	How to read a metered standpipe signed, dated and attached
6.	Terms and conditions signed, dated and attached



Credit check application for licence to use a Portable Metered Standpipe

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Name of company/business: _____ ABN: _____
 Trading Name: _____ Nature of business: _____
 Trading Address: _____ Postcode: _____
 Postal Address: _____ Postcode: _____
 Previous Address: _____ Postcode: _____
 Business phone number: _____ Fax number: _____
 Full name of principal contact: _____ Position held in the company: _____
 Direct phone number: _____ Mobile phone number: _____
 Email address: _____

DIRECTORS / PROPRIETORS / SOLE TRADERS DETAILS (MUST BE COMPLETED BY EACH APPLICANT)

NAME	DATE OF BIRTH	ADDRESS	DL
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

TRADE REFERENCES

COMPANY NAME	CONTACT	ADDRESS	TELEPHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

As a director of the above company I hereby guarantee the debts incurred in that company's name.
Terms - Credit provider should state when accounts must be settled ie 7 days from date of invoice.

1. Agreement that Hunter Water Corporation may seek consumer credit information (Section 18K(1)(b), Privacy Act 1988)

If Hunter Water Corporation considers it relevant to assessing my/our application for commercial credit, I/we agree to Hunter Water Corporation obtaining from a credit reporting agency a credit report containing personal credit information about me/us in relation to commercial credit provided by Hunter Water Corporation.

2. Exchanging information with other credit providers (Section 18N(1)(b), Privacy Act 1988)

I/we agree to Hunter Water Corporation obtaining personal information about me/us from other credit providers, whose names I/we may have provided for Hunter Water Corporation or that may be named in a credit report, for the purpose of assessing my/our application for commercial credit made to Hunter Water Corporation.

3. Agreement to a credit provider being given a consumer credit report to collect overdue payments on commercial credit (Section 18K 1(h) Privacy Act 1988)

I/we agree that Hunter Water Corporation may obtain a consumer credit report about me/us from a credit reporting agency for the purpose of collecting overdue payments relating to commercial credit owed by me/us.

1. Name (please print) _____
SIGNATURE _____ Date _____

2. Name (please print) _____
SIGNATURE _____ Date _____

3. Name (please print) _____
SIGNATURE _____ Date _____

How to read Metered Standpipes

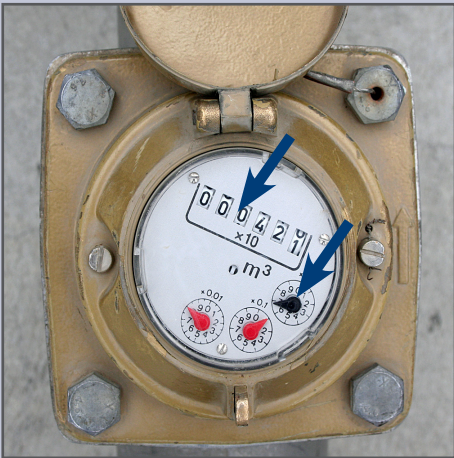


20mm

The dial for the 20mm standpipe has provision for 5 digits.

For a 20mm standpipe, it is only the numbers within this dial that are required for the purpose of a read.

eg this standpipe reading is **408kL**.



32mm or 50mm

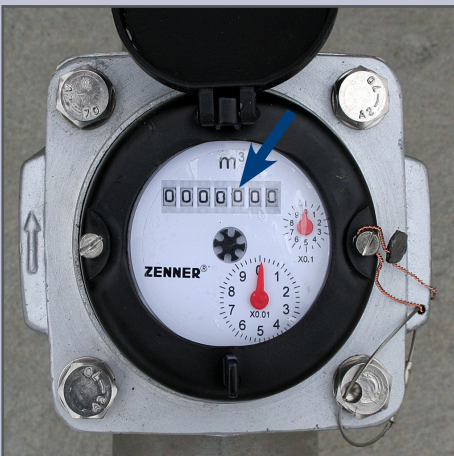
The dial for a 32mm and 50mm, has provision for six digits, the numbers representing tens of cubic metres (m³) or kilolitres (kL).

Please note that a m³ of water is a kL.

From the digits in the example, the reading is 421 x 10 kL which is 4210kL.

There are also three clock dials, one being black and two red. The black one is for units of kilolitres and this also needs to be read. In the example, the pointer is on 7. This means 7kL. This is then added to the 4210kL reading:

eg giving a total registration of **4217kL**.



Zenner 32mm or 50mm

The Zenner meter is similar to the 20mm standpipe. The dial for the 32mm or 50mm Zenner has provision for seven digits.

For a 32mm or 50mm Zenner standpipe, it is only the numbers within this dial that are required for the purpose of a read.

eg this standpipe reading is **0kL**.

Note: disregard the red dials on this meter, they are not required for the purpose of the monthly meter reading.



Terms and Conditions

PART 1 - PORTABLE METERED STANDPIPE

A Use and Repair

1. Whilst ownership of the metered standpipe remains with Hunter Water, all risk will pass to the Hirer upon taking possession.
2. The Hirer will pay the current approved fee as security to Hunter Water. The security may be used by Hunter Water towards the repair/loss of the standpipe or applied against outstanding charges. In the event that the cost of repair is greater than the security the Hirer will pay Hunter Water the additional money on demand.
3. The Hirer is to ensure the safekeeping of the standpipe during the hire period.
4. Hunter Water or their agents may enter upon the Hirer's property from time to time to read, inspect, repair, remove, retrieve or confiscate the standpipe.
5. The metered standpipe will be maintained by Hunter Water at its cost for normal wear and tear but not for other damage.
6. The Hirer is responsible for any wilful or incidental damage, other than wear and tear, to the standpipe(s), whether the damage has occurred with or without the Hirer's knowledge. The Hirer will notify Hunter Water within 24 hours of any damage and return the damaged standpipe to Hunter Water or their agent for repair or replacement.
7. Damaged standpipes must not be used.
8. The Hirer must advise Hunter Water immediately it is known that a standpipe has been lost or stolen.
9. The Hirer is responsible to compensate Hunter Water for the cost of replacing the standpipe in the event that it is lost or stolen.
10. The Hirer will not be issued with a replacement standpipe unless and until all outstanding monies have been paid.
11. The Hirer will be required to pay a further security bond prior to the issue of a replacement standpipe.
12. Hunter Water at its absolute discretion and after notice in writing may take possession of the standpipe the subject of this licence and issue a replacement standpipe of the same or another size.
13. If Hunter Water finds it necessary to recover the standpipe for any reason the Hirer will be liable for all associated recovery costs.
14. The Hirer will present the standpipe to a place specified from time to time when the standpipe sticker requires replacement due to damage or general wear and tear.

B Standpipe Meter Testing

1. The Hirer must present the standpipe to a place specified from time to time for testing when a meter appears faulty or is not accurately recording water passing through it.
2. If the test shows that the standpipe meter is over recording, by more than three per cent of the actual quantity of water passing through it, Hunter Water will:
 - Replace or repair the standpipe.
 - Adjust your last account by calculating the measurement error on a basis which is representative of your consumption pattern.
3. If the test shows that the standpipe is under recording, by more than five per cent of the actual quantity of water passing through it, Hunter Water will replace or repair the standpipe and may adjust your last account to allow for the error.
4. Hunter Water reserves the right to average or deem water consumption where the standpipe is allegedly lost, stolen, damaged or defective, or the metered standpipe fails for any other reason to register a correct reading.

PART 2 – LICENCE TO EXTRACT WATER FROM A WATERMAIN

A Supply

1. Hunter Water will supply water to the Hirer in accordance with these Terms and Conditions and the Terms and Conditions in

the Operating Licence and the Hunter Water Act 1991. Hunter Water may interrupt the supply of water in certain conditions such as drought, planned or unplanned maintenance as set out in the Customer Contract.

2. Hunter Water will only supply water from approved locations designated by Hunter Water from time to time and Hunter Water reserves the right to change the approved location in its absolute discretion. Hunter Water will provide the Hirer with a list of the approved locations and will advise the Hirer of changes to those approved locations.
3. The Hirer must not use any location, which is not approved for use by Hunter Water or connect the standpipe to water mains that are not the property of Hunter Water.
4. The Hirer is to use the hydrant for immediate fill requirements only and must be attended to at all times.
5. The standpipe must be read every month on the date nominated in the approval letter.
6. The Hirer will present a standpipe reading by telephoning Hunter Water Corporation on 1300 657 657 or by sending an email to the following address standpipe.reading@hunterwater.com.au
7. The Hirer is encouraged to provide digital photographs every four months (including standpipe number, reading and date). This method will only require one physical inspection annually, at a place specified, on the date nominated in the approval letter.
8. If the alternative method of providing readings is chosen by the Hirer, the Hirer must provide the standpipe for visual inspection and reading every four months, at a place specified, on the date nominated in the approval letter.
9. The Hirer is responsible for payment of all charges to Hunter Water regardless of the end use of the water or arrangements with other parties.
10. Hunter Water is not responsible for the water or its use once it is delivered from the hydrant.
11. The Hirer and all employees and agents will use all care and diligence in the connection and disconnection of the standpipe to the water mains. The Hirer will be liable for any damage caused to the water main or any property from the use, connection or disconnection of the standpipe from the water mains.
12. The Hirer, operator or agent will notify Hunter Water on the 24 hour number 1300 657 000 immediately they become aware of any damage to any water main whether caused by the use or not by the Hirer or its employees or agents.
13. The Hirer must not connect any unauthorised standpipe to Hunter Water's mains.

B Log Book

1. The Hirer will keep a log book of all water drawn. The log book must contain:
 - Standpipe meter number.
 - Standpipe Approval number.
 - The printed name and signature of the person who used the standpipe.
 - Date and time for each load or usage.
 - The location of the hydrant used including the street name and suburb.
 - Monthly meter reading.
2. The log book must be presented each time the standpipe is brought in for an inspection or if an authorised Corporation representative requests to inspect it.
3. The log book must be available for inspection at the site when the standpipe is in use.
4. The Hirer is responsible for the control of the log book for standpipe use if used with different vehicles.



Terms and Conditions

5. In the event the standpipe meter is faulty or incorrectly registering the log book must accompany the standpipe when presented for testing, repair or replacement.

C Service Charges And Water Usage

1. Hunter Water will charge for the availability of water and also for the amount of water used by the Hirer as measured by the meter incorporated into the standpipe. Service charges will be billed every four months and the water usage charges will be billed monthly.
2. The Hirer will monitor the meter and if the usage registered appears to be incorrect the Hirer will immediately notify Hunter Water and arrange to have the standpipe tested for accuracy.

D Water Cartage/Storage Tanks On Vehicles

1. Water cartage/storage tank(s) must be inspected every 12 months on or before the anniversary date of the licence to ensure compliance of Australian Standard AS 3500.1.2003.
2. The owner/carrier must provide evidence of annual inspections to Hunter Water.
3. The water cartage/storage tank(s) must be fitted with an approved air gap or backflow prevention device to provide pollution protection in accordance with the Australian Standard AS 3500.1.2003.
4. The water cartage/storage tank(s) must not have any other method of filling the tank other than the approved pollution protection method.
5. The water cartage/storage tank must be inspected and a copy of the inspection report provided prior to the approval of the application.
6. The water cartage/storage tank must have sufficient visual evidence to show the world at large the owner/carrier has a licence to take water. The permit number must be prominently displayed on both sides of the tank in letters not less than 100mm in height.
7. In the event of a change of a water cartage/storage tank, notification of the change is to be given to Hunter Water and the replacement water storage tank is to be made available for immediate inspection and must not to be used in conjunction with the standpipe until the backflow prevention device is inspected.

PART 3 - GENERAL PROVISIONS

A Licence not transferable

The Hirer is not permitted to advertise, in any way, that the Hirer's business is endorsed or approved in any way by Hunter Water. The approval to use a standpipe and licence to extract water is not transferable.

B Safety

1. The Hirer acknowledges:
 - Responsibility for control of the Place of Work.
 - That improper use of the standpipe may give rise to a risk to the safety of persons in or near to the Place of Work and damage to the water mains.
 - Connection of the standpipe to an unauthorised hydrant is an unsafe act.
 - The hydrant should only be used by appropriately trained persons.
 - That prior to connecting the standpipe to a water main, the Hirer or their authorised representative will:
 - Inspect the standpipe for any visible sign of defect before use.
 - Undertake an assessment of the potential risks associated with the use of the standpipe.
 - Put in place procedures to effectively manage the potential risks.

C Termination of the Licence

Hunter Water will not accept any claims for alleged losses or inconvenience resulting from the termination or suspension of this licence.

1. The Hirer may terminate this licence by returning the standpipe to Hunter Water and paying all outstanding charges.
2. Hunter Water may terminate or modify the conditions of this licence at any time by giving the Hirer seven days notice in writing.
3. In the event of any breach, Hunter Water may give written notice seeking to have the breach remedied and if such breach is not remedied within seven days of the written notice, the licence may be suspended or terminated. Hunter Water maintains the right to recover payment of its outstanding charges as a debt due and owing.
4. Hunter Water will apply additional charges for following up breaches of the licence agreement. Such charges will be applied directly to the account.
5. In the event of a significant breach of the conditions (e.g. illegal diversion of water, use of unauthorised hydrants, non payment of accounts, falsification of records), Hunter Water is at liberty to, without further notice, terminate this licence, discontinue the supply of water and to confiscate the standpipe(s) and to pursue legal recourse to recover outstanding charges or costs arising from the breach.
6. This licence shall be terminated immediately upon the Hirer coming under any form of financial administration.

D The Effect Of Termination

On termination of this licence for whatever reason the Hirer must;

1. Return all equipment of Hunter Water
2. Pay all fees and charges including any repair costs
3. Make application for a refund of all or part of the security bond and sign whatever documentation is necessary to release Hunter Water from any claims or losses suffered by any one as a result of the hire and use of the standpipe
4. Allow access to the Hirer's property by Hunter Water or their agent to recover all Hunter Water equipment

E Other Actions / Remedies

Hunter Water reserves the right to apply various penalties or other conditions for any continuing or repeated breach of these terms and conditions.

1. In the event the licence is terminated the Hirer will be unable to reapply for four weeks.
2. Approval of any future licences will depend upon the seriousness of previous breaches.
3. If the licence is terminated/suspended three times the Hirer will not be considered for a further licence.
4. In the event that a Hirer has multiple standpipes on issue Hunter Water reserves the right to recall all standpipes on issue to the Hirer if the Hirer breaches the agreement for any individual standpipe.
5. Hunter Water may require the lodgement of additional surety from Hirers who default on payment of accounts.
6. In the event that a licence is suspended or terminated the term Hirer shall be extended to include the original hirer plus any related person or company Hunter Water considers reasonable when considering a new application for a standpipe so as not to defeat the purpose of the original suspension or termination.