



# Separate Meter Application

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Registered Strata Plan No: \_\_\_\_\_ Date of Registration: \_\_\_\_\_

Is this a staged Development? : YES / NO **\*\*Separate Meters will not be approved until the whole development is complete.**

The following documentation must be included with this application:

- Letter of request for individual meters signed by the owners' corporation or managing agent of the property.
- A copy of the Registered Strata Plan.
- A map of the internal water supply plotting all common taps and the location of each meter.
- Receipt for payment of applicable application fee.

**Acceptance of this application & subsequent approval is granted subject to the following conditions:**

1. A Plumber who is licensed by the NSW Department of Fair Trading installs the internal water service and meter frames.
2. The cost of the installation will be at the owner's expense, excluding work covered by Hunter Water Corporation's application fee.
3. All internal water service & meter frames must be installed by a plumber who is licensed by the NSW Department of Fair Trading, and must comply with the NSW Code of Practice for Water Supply & the National Plumbing & Drainage Code AS 3500.
4. The meter frames are installed in an accessible location for routine reading of the sub meters and maintenance purposes.
5. Meters and meter frames must be above ground and easily accessible at all times. Internal meter frames must not be higher than 1.5 meters.
6. Meter frames cannot be installed behind locked gates or enclosed areas or confined spaces.
7. Lot & Unit identification is to be affixed above each meter (either brass engraved plaque attached to a wall or brass engraved disc attached to the unit's meter frame).
8. Usage from any garden taps that are not metered by the sub meters must register on the master meter.
9. The size of the current master meter complies with the NSW Code of Practice – Plumbing & Drainage. (For example, 2 x 20mm sub meters should have at least 25mm master).
10. If sub meters are located inside a building that there are double valves on each side of the meter frame.
11. It is the responsibility of the Owners Corporation/Managing Agent to ensure all new residents are aware of these conditions.

I/We the owner/s and/or Owners Corporation/Managing Agent agree to all the above conditions of this separate meter application and understand that if at any time a meter reader is unable to access one or more of the sub meters for scheduled reading, Hunter Water will only send one account for the whole complex to the Owners Corporation/Managing Agent until the meters are made accessible. If this occurs distribution of the account amongst all units will be a matter for the Owners Corporation.

I/We understand that payment of all usage remaining on the master meter after the sub meter usage is deducted is the responsibility of the owner/s and/or Owners Corporation/Managing Agent.

I/We understand that upon lodgement of this application, a Hunter Water contractor will inspect the property and if approved, Hunter Water will take reasonable steps to ensure that the sub meters are installed within 10 working days. If however the application is not approved, I/we understand that the owner/s and/or Owners Corporation/Managing Agent will be notified of details of the non-compliance in writing and have 10 working days to comply. If you do not comply within the 10 days, a new application and application fees will be required.

Following notification to Hunter Water that the non-complying matters have been addressed, I/we understand that a Hunter Water contractor will again inspect the property and if approved, the contractor will immediately affix the sub meters. If however the second inspection finds that Hunter Water's requirements have not been met, I/we understand the owner/s and/or Owners' Corporation/Managing Agent will be notified in writing of the cancellation of this application. The application fee is not refundable. A new application fee will apply should this matter be pursued further.

<b>APPLICANTS SIGNATURE:</b>	<b>DATE:</b>
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# Separate Metering Check List

The following requirements **must** be included with this application:

- Letter of request for individual meters signed by the owners corporation or managing agent of the property.
- A copy of the Registered Strata Plan.
- A map of the internal water supply plotting all common taps and the location of each meter frame.
- Receipt for payment of applicable application fee.

Please indicate that the following criteria has been met before submitting the application .

- Check size of current (master) meter. Refer to the NSW Code of Practice – Plumbing and Drainage. (For example, 2-5 x 20mm sub meters require at least a 25mm master).
- Have the internal water service and meter frames been installed by a Plumber who is licensed by the NSW Department of Fair Trading.
- Does all work on the internal water service and meter frames comply with the NSW Code of Practice for Water supply and the National Plumbing and Drainage Code AS 3500.
- Lot and Unit identification has been affixed above each meter (either brass engraved plaque attached to a wall or brass engraved disc attached to the unit's meter frame). Discs are to be attached with a non-corrosive metal ring.
- The applicant is aware that usage from any garden taps that are not metered by the sub meters will register on the master meter.
- The applicant is aware that it is the responsibility of the Owners Corporation/Managing Agent to ensure all new residents are aware of these conditions.
- The meter frames are installed in an accessible location for routine reading of the sub meters and maintenance purposes.
- Meters and meter frames are above ground and easily accessible at all times. Internal meter frames must not be higher than 1.5 metres.
- Meter frames are not installed behind locked gates or enclosed areas or confined spaces.
- The meter frames shall be installed in an accessible location for routine reading of the sub meters and maintenance purposes.
- The length of a Hunter Water 20mm meter is 154mm plus Hunter Water meter unions is a total of 276mm. (Therefore the **overall opening dimension** to be left on meter frames for 20mm meters is **246mm**).
- If sub-meters are located inside a building, double valves have been installed on each side of the meter frame.
- If Stratum development, signage has been affixed to indicate "Residential Meters" or "Commercial Meters" on a plaque over each set of meters.
- If large strata complex with special security requirements, please advise these requirements, before making application.
- If this is a 'staged strata development'. Separate meters will not be approved until the whole development is completed.

**Once all conditions have been met, please confirm by ticking each checklist item and returning to Hunter Water. On receipt of this checklist, Hunter Water will organise an inspection of this property. If the initial inspection identifies any of these conditions to be non-compliant, these will need to be resolved and an additional fee will be required to be paid prior to proceeding with the application'**