



# INDIVIDUAL METERING APPLICATION AND CHECKLIST FOR STRATA TITLE DEVELOPMENTS

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## OWNERS CORPORATION APPLICATION DETAILS

APPLICANT NAME:

APPLICANT'S ADDRESS:

APPLICANT'S PHONE NUMBER:

EMAIL ADDRESS:

HUNTER WATER ACCOUNT NUMBER:

PROPERTY ADDRESS:

REGISTERED PLAN NO.:

NO. OF DWELLINGS:

DATE OF REGISTRATION:

TYPE OF DWELLINGS:  
(Residential / Commercial / Mixed)

IS THIS A STAGED DEVELOPMENT:  Yes  No

## THE FOLLOWING DOCUMENTATION MUST BE INCLUDED WITH THIS APPLICATION

1. A certified copy of the minutes of the validly held meeting where the resolution was passed to enter into the agreement with Hunter Water which confirms: *"The individual metering arrangements proposal based on the Hunter Water Agreement is approved"* or similar wording.
2. A plan drawn to scale by a certified professional of the internal water service layout up to and including the location of each lot/unit's individual water meter assembly.
3. A copy of the registered Hunter Water by-laws.
4. A copy of the registered strata plan.
5. A copy of the current Owners Corporation roll including details of each lot/unit owner and their mailing address.
6. Application fees have been included.

## PLEASE INDICATE BY TICKING THE CHECK BOXES BELOW THAT ALL OF THE FOLLOWING CRITERIA HAS BEEN MET PRIOR TO SUBMITTING THIS APPLICATION

- The internal water service and meter assemblies have been installed by a plumber who is licensed by the NSW Department of Fair Trading.
- All work on the internal water service and meter assemblies comply with the Plumbing Code of Australia and AS/NZS 3500.
- Lot and unit number identification has been either affixed above each meter assembly or attached to the meter assembly in accordance with the design criteria.
- The meter assemblies are installed in an accessible location (not behind fences, enclosed areas or confined spaces) for routine reading and maintenance of meters in accordance with the design criteria.
- Meters and assemblies are above ground and no higher than 1.5 metres.
- The overall opening dimension on meter assemblies matches the standard length of an approved spacer for either a 20mm or 25mm meter, depending on the service requirements of the property.
- Where the development is staged, all future stages must be individually metered and will require a new application as soon as the subdivision is registered.
- All buildings within the Strata development have been constructed and ready for occupation.