



INDIVIDUAL METERING OF COMMUNITY TITLE

THIS FACT SHEET OUTLINES THE PROCESS FOR APPLICATIONS FOR INDIVIDUAL (SUB) METERS FOR COMMUNITY TITLE DEVELOPMENTS



RETROFIT INDIVIDUAL METERS IN COMMUNITY SCHEMES

Existing Community Schemes

Subject to meeting certain criteria, existing community schemes that have one connection to the water supply network may be eligible for individual (sub) metering.

Individual metering allows each property within the community scheme to be billed separately for the water usage based on the actual consumption of each lot's individual meter. The Community Association would remain liable for any excess consumption after all of the consumptions on the individual meters are deducted.

Hunter Water would require the Community Association to enter into a formal agreement (Retro Fit Agreement) covering the respective parties obligations. A copy of Hunter Water's standard Retro Fit Agreement incorporating the requisite by-laws and water service design criteria is available on request.

This individual metering option excludes certain developments where individual meters are not able to be installed in a safe and accessible location. At present, Hunter Water does not have the capacity for automated meter reading solutions to mitigate the access and safety risks for these sites. This may change in the future.

For community schemes this option excludes developments that have reticulated water mains where each lot have individual direct connections available.

Pre-Requisite Requirements

The following must be met prior to application being made for individual metering (also known as sub-metering) of an existing community scheme:

- An application form is to be completed by the Community Association (Applicant) on behalf of the lot owners within the development.
- The internal water service design layout of the proposed metering locations must comply with the design requirements. The meters for each lot can be located on common ground provided it complies with the design criteria.
- The Applicant will engage their own consultant (plumbing, hydraulic etc.) at their own cost to draw the plan which is compliant with the design criteria. The plan is to be drawn to scale and must show the internal water service layout up to and including the proposed location of the individual meters for each lot.
- All lots within the development with the exception of common areas must be individually metered under the application.
- The Community Association must provide evidence of the necessary approvals required under the Community Land Management Act (1989) to enter into the agreement and register the by-laws.
- All buildings within the development have been constructed and are ready for occupation at the time of application.

NOTE: All meters must be located outside of any lot fencing or other obstructions and must be above ground and accessible at all times. This requirement must be met prior to application.

Submitting an Application

Subject to the pre-application requirements being met, the following are required to be submitted with the completed application form:

- A certified copy of the minutes of the validly held meeting where the resolution was passed to enter into the agreement: *“The individual metering arrangements proposal based on the Hunter Water Agreement is approved”* or similar wording.
- Submit a copy of the current Community roll or similar owner listing which details the following:
 - Lot, street number and street name
 - Legal owner name
 - Address for service of notices

Alternatively, submit copies of the Land and Property Title details of each lot to verify ownership. The current postal address is still required for billing of accounts.

- The certified plan drawn by the consultant (plumbing, hydraulics etc.) which complies with the design criteria.
- Payment of relevant fees:
 - An application fee.
 - A fee per meter for installation of the water meter.
- The contact information for the representative who will be available onsite for the inspection and installation of water meters conducted by Hunter Water.
- The certified plan drawn by the consultant (plumbing, hydraulics etc.) which complies with the design criteria.
- If the Hunter Water by-law has been registered with the Management Statement, a copy of the registered by-law is to be provided with the application.

NOTE: *All of the above requirements must be met prior to submitting the application.*

Application Processing

If the application is approved, Hunter Water will issue its standard Retro Fit Agreement (two copies) for signing by the Community Association (including stamped with seal). Return to Hunter Water for execution. A fully executed copy will be returned to the Community Association for its records.

Hunter Water will inspect the development to ensure compliance with the design requirements and for the installation of the individual meters.

Additional fees may apply if there is any non-compliance and reinspection required before installing water meters.

Billing of Accounts Based on Individual Meters

Once all of the requirements have been met and the individual meters installed, the billing and metering information will be updated on the individual accounts for each lot owner. Individual billing of consumption for each lot will commence from the date of installation of the individual meters.

The Community Association will receive a bill for any difference between the main meter (master) and the individual meters (sub meters) which will include any common area usage.

Proposed Developments

Proposed community schemes may incorporate the Hunter Water by-laws in the management statement as part of the standard registration process. A copy of the registered by-laws can then be submitted with the application to Hunter Water.

The water services and meter assemblies should be designed and installed in accordance with Hunter Water's criteria in readiness for installation of the water meters once the Community Association meets all other Hunter Water requirements.

Ongoing Requirements

All new and existing lot owners must ensure that the meter accessibility is complied with in accordance with the Agreement.

Any non-compliance with the terms and conditions, particularly the requirement to ensure unfettered access to the individual meters, may result in the Agreement being terminated and Hunter Water will return to reading the master meter and billing all usage to the Community Association.

