

Asset Register No:		Valuation Number:	0						-							-				
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 Opotiki District Council Service Disconnection Application	Application No:	
	Water Supply / Sewage:	

Disconnection: Water Sewer Both

SECTION 1 : APPLICANT TO COMPLETE – Please Refer to Notice on Reverse

Name of Property Owner/Company	
Installation Street Address (To Be Supplied)	
Postal Address	
Full Legal Description (Lot No., DPS, SD, Blk No.)	
Day Time Contact Name and Phone Number	
Reason for Disconnection	
What is the reason for the disconnection?	
Date Disconnection Required (minimum 7 days notice required)	
Is the connection to be re-used for:	Water <input type="checkbox"/> Sewer <input type="checkbox"/>
Were any buildings demolished to which water was supplied?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Connection Size Was – ID (Specify) eg. Domestic 20mmø	

Note: No building may be removed or demolished until both the water and sewer services have been disconnected and plugged by Public Utilities personnel

Signature of Applicant / Owner: _____ Date: / /

SECTION 2 : OFFICE USE ONLY

BUILDING SERVICES DEPARTMENT	RATES DEPARTMENT	ENGINEERING DEPARTMENT
Fee Due: \$.....	Application Details Checked Against Rates Database <input type="checkbox"/>	Property File Inspected: Yes <input type="checkbox"/> No <input type="checkbox"/>
Cashiers Receipt No.:.....	Change Noted on Val. Slip <input type="checkbox"/>	Disconnection Details: No. Point of Disconn. Water Boundary / Main Sewer Boundary / Lateral
Demolition Appln No:	Recorded By:	Engineers Instructions:
Other:	Date: / /	
Recorded By:		
Date: / /		

SECTION 3: OPERATIONS USE ONLY

Water	Sewer	Authorized By:
Job Charge Code:	Job Charge Code:	Date: / /
Job Cards No:	Job Cards No:	Post Disconnection Check
Fitter:	Drainlayer:	
Connection Size:	Connection Size:	Water Billing A/c No:
Meter Size: Type:	Capped At:	Other Details:
Meter No:	Lateral Junction <input type="checkbox"/>	As-Built Information Rec'd: Yes <input type="checkbox"/> No <input type="checkbox"/>
Meter Reading:	Property Boundary <input type="checkbox"/>	Recorded on As-Built Plan No.
As-Built Information Attached	As-Built Information Attached <input type="checkbox"/>	Copy of Application to Property File <input type="checkbox"/>
Signed By:	Signed By:	Signed By:
Date: / /	Date: / /	Date: / /

DISCONNECTION FORM

There are two types of water disconnections – permanent and Temporary.

PERMANENT DISCONNECTION

A permanent disconnection is done at the watermain.

Cost is _____(incl GST).

If water to the property is required after a permanent disconnection, new connection form, procedure and fees apply.

TEMPORARY DISCONNECTION

A temporary disconnection is plugged at the toby.

Cost is _____ (incl. GST).

If a metered connection, the meter is removed and the service is plugged at the toby – the meter is held in storage for twelve [12] months.

Temporary disconnections are done if the applicant is going to reuse the service within a 12 month period. If the applicant has not reused the service with 12 months, (after follow up procedures) then a permanent disconnection is applied and applicant is billed permanent disconnection fees.

When the applicant is ready to reuse the water supply, they must contact Council, complete a new connection form (for Council recording – no fees as this is not a new connection, just Council's records for water billing/rating updates.)