

13 13 95 Building and Subdivision Enquiries
(8am - 5pm weekdays)

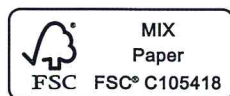
13 36 77 National Relay Service

ISBN 1 74043 783 7 March 2012

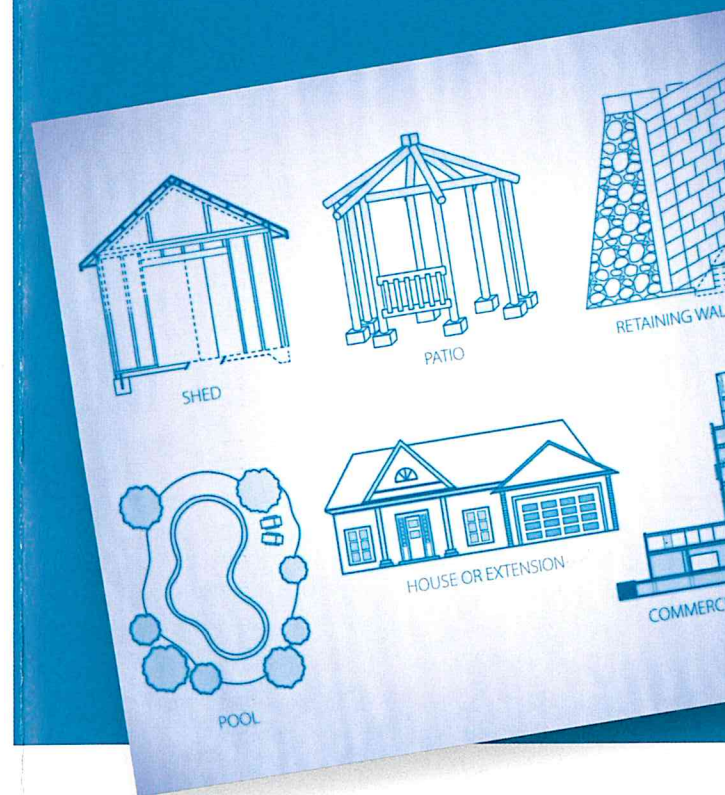
This information is available in
alternative formats on request.

building.services@watercorporation.com.au

watercorporation.com.au



Got plans to build any of these?



Plan to contact Water Corporation first.



You must have Water Corporation approval before your local council can issue a building licence*.

Before you build any type of structure on your property, such as a shed, patio, swimming pool or an addition to an existing structure, you need to submit your building plans to the Water Corporation for approval.

We need to check your plans to see if the building site is near our water, sewerage and drainage services, so that we can ensure these essential services are protected from damage through building and construction activity. We also need to maintain adequate access to these services for future maintenance.

Before lodging your plans, please check that your structure is outside the minimum distance requirements from our services, such as water and sewer mains. You can do this by requesting an E-Plan, which shows the water mains, sewer mains and sewer junction for your property.

If construction is within the zone of influence of an asset, piling of foundations will be required and it may be necessary to confirm the position of the Corporation's services. This work must be designed and certified by a practicing professional engineer before the Corporation will grant building approval.

If you are using a building company, please check that they are submitting plans on your behalf.

*Under the Building Act 2012, only an authorised Permit Authority may approve building licence applications. This ensures that all statutory requirements for the lodgement of a permit are met, and the paperwork is complete. In most cases, this will be your local council.

how to locate our services and your plumbing fixtures

You can request plans displaying the location of Water Corporation services or internal plumbing fixtures at watercorporation.com.au

The types of plans available are:

e-plans

Electronic plans of a particular property showing water mains, sewer mains and sewer junctions.

flimsies

Diagrams showing the location of internal property sewers and plumbing fixtures.

For plans of all essential community services, including water, electricity, gas and communications infrastructure, please contact Dial Before You Dig on 1100 or visit www.dialbeforeyoudig.com.au

how to lodge building plans

You can lodge and manage all types of applications and service requests, such as relocating a water meter, or an additional water service, at watercorporation.com.au



If you do not have internet access, you can request an application form by contacting us on 13 13 95 and post your completed application along with your building plans to Water Corporation, Development Services, PO Box 100, Leederville WA 6902.

how to lodge service connection requests

When submitting building plans you will also need to specify your requirements for new water or wastewater services.

water services

In new subdivisions, services are generally pre-laid (they have been installed but not activated by the developer). If a pre-laid connection does not exist you need to indicate on the application where you would like the water service to be installed.

The water service will be installed and activated within 10 working days following approval of your application and payment of applicable fees.

sewer connection records

When lodging your application, you will need to specify the number of toilets and urinals proposed for the development.

fees

A list of fees and charges for building applications and service requests is available on our website or by calling 13 13 95.

If the property is located in the Central Business District a quotation may be required. Quotations for more complex proposals can be requested on our website.

Minor plan application



Property details

Property Account Number: _____

Lot: _____ House: _____ Street: _____ Suburb: _____

Owner's details

Contact name: _____ Phone/Mobile: _____

Address: _____

Applicant details

Company name: _____ Contact name: _____

Address: _____

Email address: _____

Phone/Mobile: _____ Fax: _____

Builder's job number: _____ Builder's customer number: _____

Purpose of application

State type of development proposed: _____

(e.g. pergola, pool, patio, carport, shed, gazebo etc)

Credit Card payment A 0.6% transaction fee will apply to this payment

Card number Expiry Date

Please enter 16 digit number for MasterCard and Visa, 15 digit number for American Express

MasterCard Visa Amex Amount \$ _____

CVC number 3 digit number for MasterCard and Visa on the back of your card
4 digit number for American Express on the front of your card

Name on card _____ Signature _____

Your privacy

Information collected on this form will be used for the purposes directly related to the service you have requested. Information may be shared with local government authorities, government agencies and to service providers in order to provide the service you have requested. Your prior consent will be sought for any other proposed disclosure. For further information on the Water Corporation's Privacy Policy visit watercorporation.com.au

You can submit your request via one of the following options:

- Online:** watercorporation.com.au
- Fax:** Fax completed form to (08) 9420 2585
- Mail:** Post completed form with copy of plans to:

Building Services
Water Corporation
PO Box 100
Leederville WA 6902



House addition application



Property details

Property Account Number: _____

Lot: _____ House: _____ Street: _____ Suburb: _____

Applicant details

Company name: _____ Contact Name: _____

Address: _____

Email address: _____

Phone/Mobile: _____ Fax: _____

Builder's job number: _____ Builder's customer number: _____

Owners details

Contact name: _____ Phone/Mobile: _____

Address: _____

Purpose of application

State type of development proposed: _____

Estimated start date _____ (e.g. house, watering plants etc)

Estimated construction cost: \$ _____ Estimated completion date: _____

No. of existing toilets: _____ No. of added toilets _____ No. of removed toilets _____

Credit Card payment

A 0.6% transaction fee will apply to this payment

Card number Expiry Date

Please enter 16 digit number for MasterCard and Visa, 15 digit number for American Express

MasterCard Visa Amex Amount \$ _____

CVC number 3 digit number for MasterCard and Visa on the back of your card
4 digit number for American Express on the front of your card

Name on card _____ Signature _____

Your privacy

Information collected on this form will be used for the purposes directly related to the service you have requested. Information may be shared with local government authorities, government agencies and to service providers in order to provide the service you have requested. Your prior consent will be sought for any other proposed disclosure. For further information on the Water Corporation's Privacy Policy visit watercorporation.com.au

You can submit your request via one of the following options:

Online: Go to www.watercorporation.com.au

Fax: Fax completed form to (08) 9420 2585

Mail: Post completed form with copy of plans to:

Building Services
Water Corporation
PO Box 100
Leederville WA 6902



House addition application



Conditions relating to the provision of a water and sewerage connection for the attached property.

With respect to this application, I agree and accept the following conditions, and where this form is selected as being read and accepted by the applicant for and on behalf of an owner, the applicant shall inform the owner of these conditions, that:

- The Corporation will endeavour to provide a standard water supply connection within 10 working days of receiving a correctly completed application form, and payment of any associated fees.
- The connection will not be made until all fees associated with this application have been paid.
- You will keep the service or communication pipe and prescribed fittings in good repair and ensure the portion of the Corporation's service on your property and the meter is adequately protected from damage, and accept liability for the cost of repairing any damage or replacing the meter if stolen.
- You will be required to comply with the relevant Acts and by-laws, and any special conditions that may apply to your connection.
- The location of the connection and the meter may be pre-determined. This will be the case if an existing service, or duct, was pre-laid by the developer at subdivision.
- Any relocation of the service at your request will be at your cost. However, relocation in some cases may not be possible due to the position of electrical domes or other obstacles.
- Where the main is located on the far side of the road reserve, the water supply connection will not be located opposite a T-junction or a private driveway.
- Where services are not pre-laid, and there being no conflict with the above condition, the connection will be laid 500mm from the side boundary you nominate on your application form. (Note: You or your builder will need to ensure that side boundary survey pegs are in position and visible before you apply for a connection. This will ensure your service is provided in the required location.)
- A water service and stand pipe will be installed at the pre-laid location or at the location of your choice. Subject to clauses 5, 6, 7 and 8.
- The area of land between the proposed position of the water meter and the water supply is to be kept clear of obstruction in order that the connection can be made.
- You undertake not to remove the standpipe before the final plumbing connection is made to the water meter.
- You accept ownership and responsibility for all internal reticulation on your side of the meter, including the standpipe.
- The Corporation will install the meter 200-250mm above the ground level. Any alterations you wish to make to the ground level must be completed prior to your application for water supply connection. You will also need a clear space of not less than 300mm horizontally and 1200mm vertically from the meter to ensure easy access by the Corporation or its contractors.
- Once a meter is installed, you are responsible for the payment for water used, including water usage vacant land.
- If required by the Corporation I will have a containment backflow prevention device installed as part of the plumbing system. This will require annual testing and certification by an approved contractor to ensure ongoing function.
- Commercial water service charges are based on the size of the meter serving the property. Any upgrade or downgrade to a water service (meter size) will result in a change to the annual service charges.

I acknowledge that I am responsible for ensuring that the Property Details provided by me are true and correct and I confirm that the Property Details are true and correct.

Print Name

Signature

Date

Single residence application and service connection form



Conditions relating to the provision of a water and sewerage connection for the attached property.

With respect to this application, I agree and accept the following conditions, and where this form is selected as being read and accepted by the applicant for and on behalf of an owner, the applicant shall inform the owner of these conditions, that:

- The Corporation will endeavour to provide a standard water supply connection within 10 working days of receiving a correctly completed application form, and payment of any associated fees.
- The connection will not be made until all fees associated with this application have been paid.
- You will keep the service or communication pipe and prescribed fittings in good repair and ensure the portion of the Corporation's service on your property and the meter is adequately protected from damage, and accept liability for the cost of repairing any damage or replacing the meter if stolen.
- You will be required to comply with the relevant Acts and by-laws, and any special conditions that may apply to your connection.
- The location of the connection and the meter may be pre-determined. This will be the case if an existing service, or duct, was pre-laid by the developer at subdivision.
- Any relocation of the service at your request will be at your cost. However, relocation in some cases may not be possible due to the position of electrical domes or other obstacles.
- Where the main is located on the far side of the road reserve, the water supply connection will not be located opposite a T-junction or a private driveway.
- Where services are not pre-laid, and there being no conflict with the above condition, the connection will be laid 500mm from the side boundary you nominate on your application form. (Note: You or your builder will need to ensure that side boundary survey pegs are in position and visible before you apply for a connection. This will ensure your service is provided in the required location.)
- A water service and stand pipe will be installed at the pre-laid location or at the location of your choice. Subject to clauses 5, 6, 7 and 8
- The area of land between the proposed position of the water meter and the water supply is to be kept clear of obstruction in order that the connection can be made.
- You undertake not to remove the standpipe before the final plumbing connection is made to the water meter.
- You accept ownership and responsibility for all internal reticulation on your side of the meter, including the standpipe.
- The Corporation will install the meter 200-250mm above the ground level. Any alterations you wish to make to the ground level must be completed prior to your application for water supply connection. You will also need a clear space of not less than 300mm horizontally and 1200mm vertically from the meter to ensure easy access by the Corporation or its contractors.
- Once a meter is installed, you are responsible for the payment for water used, including water usage vacant land.
- If required by the Corporation I will have a containment backflow prevention device installed as part of the plumbing system. This will require annual testing and certification by an approved contractor to ensure ongoing function.
- Commercial water service charges are based on the size of the meter serving the property. Any upgrade or downgrade to a water service (meter size) will result in a change to the annual service charges.

I acknowledge that I am responsible for ensuring that the property details provided by me are true and correct and I confirm that the Property Details are true and correct.

Print Name

Signature

Date

Sewer junction application



Property details

Property account number: _____

Lot: _____ House: _____ Street: _____ Suburb: _____

Applicant details

Company name: _____ Contact name: _____

Address: _____

Email address: _____

Phone/mobile: _____ Fax: _____

Builder's job number: _____ Builder's customer number: _____

Please complete details below:

Install 100mm sewer junction? Y/N

Install 150mm sewer junction? Y/N

Install sewer junction between

Downstream access chamber No. _____ and upstream access chamber No. _____

I accept the conditions on the reverse side and agree to pay the required fee before the work has commenced.

I also understand that this application may be refused for operational reasons.

Applicants Name: _____ Applicants Signature: _____

Credit card payment

A 0.6% transaction fee will apply to this payment

Card number Expiry Date

Please enter 16 digit number for MasterCard and Visa, 15 digit number for American Express

MasterCard Visa Amex Amount \$ _____

CVC number 3 digit number for MasterCard and Visa on the back of your card
4 digit number for American Express on the front of your card

Name on card _____ Signature _____

Your privacy

Information collected on this form will be used for the purposes directly related to the service you have requested. Information may be shared with local government authorities, government agencies and to service providers in order to provide the service you have requested. Your prior consent will be sought for any other proposed disclosure. For further information on the Water Corporation's Privacy Policy visit watercorporation.com.au

You can submit your request via one of the following options:

Online: watercorporation.com.au

Fax: Fax completed form to (08) 9420 2585

Mail: Post completed form with copy of plans to:

Building Services
Water Corporation
PO Box 100
Leederville WA 6902



Sewer junction application

Supporting information for the application for sewer junction

- Once application is processed and payment is receipted, the applicant must allow 10 working days for the work to be undertaken by the Water Corporation.
- The applicant is responsible for all excavations to allow Water Corporation personnel safe access for the installation of the additional sewer junction.
- Any excavation must meet Worksafe Western Australia's requirement for excavations or Water Corporation staff will refuse to carry out the installation of the additional sewer junction until the site is considered safe.
- A clearance to work certificate must be obtained by the person carrying out the excavation before any excavation commences near a Water Corporation asset. This certificate can be obtained from any Water Corporation office by contacting the Service Delivery Manager and must be completed and returned before any excavation can commence.
- The Water Corporation may need to specify the time that the installation of the additional sewer junction will occur due to operational reasons.
- The plumber is to call (13 13 75) at least 2 working days prior to when he requires the cut in junction advising the excavated area is ready. The plumber should provide the relevant work order number and site address.
- The applicant is responsible to ensure the excavation is backfilled and compacted to the required Australian Standard.
- The applicant is responsible to ensure the area around the excavation is clean and neat upon completion of all works.
- Prior to connecting the property to the sewer main, it is a legal requirement that the plumber makes application to the Plumbers Licensing Board and Water Corporation as well as pays the connection charges.
- On completion of the work the plumber is also required to prepare an as constructed drawing of the connection details and submit the drawing to the Water Corporation. This drawing will be essential for any future maintenance (for example blockages) of your plumbing.