

INSTRUCTIONS – before you complete this form

- This form is to be used for requesting Unitywater to inspect the installed sub-meters
- Please read the [Policy](#) and [technical specification](#) relating to sub-metering before completing this form
- The inspection will be actioned within 10 business days on receiving a complete form.
- If Unitywater requires more information they will contact you (either - phone, email, post)
- Any questions please refer to our website www.unitywater.com or call our customer service team on 1300 0 UNITY (1300 086 489) or email customer.service@unitywater.com

1. Acknowledgement required to complete this Form:

- I have read and understood the [Sub-metering Policy](#)
- I understand that I must have installed the sub-meters as per the [Sub-metering technical specification](#)
- I have a plan showing the location of the sub-meters (For new developments you need your plan approved by Unitywater)
- I have ****tap tested each sub-meter** to ensure the water is flowing and registering usage accurately
- I have Unitywater's approval letter or decision notice to install the sub-meters (for new developments only)
- I have the AMR (automatic meter reading) commission check report (only needed if AMR installed)
- I have passed the councils inspection and have certification approved against the waste water code (where applicable)
- I have referred to the plumbing and drainage act for my responsibilities
<http://www.hpw.qld.gov.au/construction/BuildingPlumbing/Plumbing/Pages/PlumbingLawsCodes.aspx>

Step 1 Provide your information and property details (there are 5 steps)

Applicant Details

Site Contact for inspection		Daytime Contact number:	
E-mail address:		Development Application number (if known): _____	
Who is responsible for the Development project?	Developers name:	Daytime Contact number:	
Who is the responsible person for the installation? (i.e. Plumber)	Plumbing company and name of plumber:	Daytime Contact number:	Land line Mobile
Plumbers license number		Other Registration number	
Postal address:	<i>(All correspondence regards the inspection application will be sent to the 'plumber' via email or postal address)</i>		

Property where sub-meters are installed

Location (address):			
Lot number:		Register Plan number (RP)	
Is this installation for a NEW development or a Retro-fit?		<input type="checkbox"/> NEW	<input type="checkbox"/> Retro-fit

Step 2 Provide all the relevant information for the inspection

Documents you must supply Unitywater before an inspection can be scheduled

- Plans/drawings indicating the location of the master meter at the boundary (Plans)
 - All the lots or units to be sub-metered and the actual location of sub-meters
 - Any amendments to the Unitywater approved plan (for new developments) including reason for changes
- AMR (Automatic Meter Reader) commission report (only if AMR installed)
- Council certification (if applicable) advising the plumbing work is compliant to the waste water code (preferred)

Step 3 Additional information to support your request

I have installed an AMR (automatic meter reading) and calibrated it to match and display all sub-meters? Yes No

I have completed a successful tap test** on every sub-meter to main meter/AMR Yes No

If no, provide reason why not _____

This is a staged development Yes No

What is the stage number? _____ Development name: _____

****What is a Tap Test?** It is a test to prove connectivity (water flows) between the main meter/AMR and the correct tenancy (sub-meter). Meter readings are collected to prove this. Using a 10litre bucket is helpful in checking the connectivity between meters and that the meters are plumbed to the right location as specified in the plans provided.

Step 4 Sub-Meter location details and readings

Use the attachment on page 3 of this form to capture the information for your installation and tap tests**.

Step 5 Confirm Application complete and sign

It is important you check you have

- ✓ Ticked the acknowledgement boxes on page 1
- I have completed a successful tap test** on every sub-meter and AMR (if installed)
 - Once you have completed this form and attached the documents to support this application
 - Sign (e-signature is acceptable)
 - You are now ready to email to Unitywater, Customer.Service@unitywater.com
 - On receipt of your complete application, Unitywater will inspect the work within 10 business days.

*By signing this application the plumber confirms that they installed the sub-meters as per Unitywater specification, performed a complete tap test and provided an accurate plan for sub-meter location.

What happens after the inspection is completed?

After inspection of the sub-meters, Unitywater will issue a compliance letter indicating a pass or non-compliance. Any non-compliance will need rectification before a compliance pass can be issued. Each inspection may take up to 10 business days to action. You may need to supply this approval letter to the council to finalise the process.

Privacy statement

Unitywater is collecting your personal information for the purpose of providing the requested search. The collection of this information is authorised under the South East Queensland Water (Distribution and Retail Structuring) Act 2009. Your information will not be given to any other person or agency unless required by law or we have your permission in writing.

Signature of Responsible person (plumber) *

(e-signature is acceptable)

Date:

____ / ____ / ____

Attachment for 'STEP 4 Sub-Meter location details and readings'

Meter No.	Meter Size	Supply type (P = Potable) (R = Recycle)	Unit / Shop / Tenancy No. & if AMR	Storey/ Level	Meter Reading (after tap test)	Location of sub meter or AMR
(example) EMR9548545	20mm	P	AMR	G	00000120	Outside Main entrance on Right side in small building
(example) UEB1268795	20mm	P	Unit 1	2	00000010	Left side of entrance in hallway



F8686 - Application to Inspect Sub-Meter Installation

Meter No.	Meter Size	Supply type (P = Potable) (R = Recycle)	Unit / Shop / Tenancy No. & if AMR	Storey/ Level	Meter Reading (after tap test)	Location of sub meter or AMR



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