



Information to be provided on installation of a water meter

Information to be provided to the Department of Water and Environmental Regulation under Regulation 41C of the Rights in Water and Irrigation Regulations 2000 sub-regulation (2)

Please note:

- All information is to be written clearly and in block letters.
- Use one form per meter.
- It is the responsibility of the licensee to ensure that this form is completed and submitted to the department.

Part 1: Details of associated licence granted under the *Rights in Water and Irrigation Act 1914*

Licence number

Licensee's full name

Part 2: Date of installation and initial reading

Date installation completed

Meter reading at time of installation kL

Part 3: Location of meter

Property address or other tenure details where meter is located

Zone	<input type="text"/>	Easting/ latitude	<input type="text"/>	<input type="checkbox"/> GPS reading	<input type="checkbox"/> Estimate
Datum (e.g. GDA94/WGS84)			<input type="text"/>	Northing/ longitude	<input type="text"/>
			<input type="text"/>	GPS reliability	<input type="text"/>

If co-ordinates cannot be provided, describe the location of the meter on the property, or attach a sketch, plan or aerial image showing the position of metered draw-point in relation to building, boundaries, road, nearest cross road and any additional information that will assist in identifying and locating the meter

Part 4: Details of meter

Make of meter (manufacturer)		Size of meter (pipe diameter)	
Model of meter		Serial number	

Is meter a x10 meter? Yes No

Part 5: Details of installation

Please attach:

Drawings or annotated photographs of the meter after its installation that show the following details:

1. the length of pipe connecting the draw-point to the upstream flange of the meter
2. the length of pipe between the downstream flange of the meter and the first-bend or take-off
3. the direction of the water flow through the meter

Please attach:

A copy of the manufacturer's specifications for installation of the meter OR

Written advice from the person who installed the meter that it complies with the manufacturer's specifications for installation.

Add any further comments about the meter installation (optional)

Part 6: Declaration and signature

Capacity of person making declaration:

An individual who carried out the meter installation

*If 'other person', attach evidence of the authority or the nature of the relationship e.g. correspondence, contract or agreement.

Licensee (as shown at Part 1)

Other person (acting on behalf of licensee or installer)*

I, _____ (name of person making declaration) declare that the information provided on this form is true and correct.

Number of attachments provided with this form

(see over)

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Important information

- All information must be completed on the form unless otherwise indicated as optional.
- Failure to complete all mandatory details and provide the information requested on this form to the department is an offence under the *Rights in Water and Irrigation Regulations 2000*.
- Under regulation 41C (1)(b)(ii) of the *Rights in Water and Irrigation Regulations 2000*, the licensee must provide the information requested on this form within 30 days of the completed installation. The form may be submitted on behalf of the licensee, by the person carrying out the work or a third party acting on behalf of the licensee or installer.

Where and how to submit this form

This form can be submitted by post, email or in person to the appropriate Department of Water and Environmental Regulation regional office. For assistance in completing this form contact your regional office.

Mid West Region

Geraldton

Geraldton Regional Office
20 Gregory St
Geraldton WA 6531
Tel: 08 9965 7400 Fax: 08 9964 5983
PO Box 73, Geraldton WA 6531

Carnarvon

Carnarvon District Office
211 Robinson Street
Carnarvon WA 6701
Tel: 08 9941 6100 Fax: 08 9941 4931
PO Box 81, Carnarvon WA 6701

North West region

Pilbara

Karratha District Office
Level 2, 20 Sharpe Avenue
Karratha WA 6714
Tel: 08 9144 0200 Fax: 08 9144 2610
PO Box 836, Karratha WA 6714

Kimberley

Kununurra District Office
27 Victoria Hwy
Kununurra WA 6743
Tel: 08 9166 4100 Fax: 08 9168 3174
PO Box 625, Kununurra WA 6743

South West Region

Bunbury

Bunbury Regional Office
35-39 McCombe Road
Bunbury WA 6230
Tel: 08 9726 4111 Fax: 08 9726 4100
PO Box 261, Bunbury WA 6231

Busselton

Busselton District Office
Suite 2, 72 Duchess Street
Busselton WA 6280
Tel: 08 9781 0188 Fax: 08 9754 4335
PO Box 269, Busselton WA 6280

Manjimup

Warren Blackwood District Office
52 Bath Street
Manjimup WA 6528
Tel: 08 9771 1878

Swan Avon Region

Victoria Park Regional Office
7 Ellam Street
Victoria Park WA 6100
Tel: 08 6250 8000
Fax: 08 6250 8050

Kwinana Peel Region

Mandurah Regional Office
107 Breakwater Parade
Mandurah Ocean Marina
MANDURAH WA 6210
Tel: 08 9550 4222 Fax: 08 9581 4560
PO Box 332, Mandurah WA 6210

South Coast Region

Albany Regional Office
5 Bevan Street
Albany WA 6330
Tel: 08 9842 5760 Fax: 08 9842 1204
PO Box 525, Albany WA 6331