



How to submit a Form 8 in Water Online

Regulation 41C of the Rights in Water and Irrigation Regulations 2000

When you have to install a meter on a draw point in accordance with regulation 41C of the Rights in Water and Irrigation Regulations 2000, you also have to submit a Form 8 for information about the new meter(s). If you are replacing a meter, please refer to the instructions at Section 2 below to submit a Form 8 for replacement meters in Water Online.

If you are unsure whether to submit a Form 8 for new meters or Form 8 for replacement meters, please contact the Department of Water and Environmental Regulation's (the department) Business Support Unit via email at licence.enquiry@dwer.wa.gov.au (preferred) or phone 1800 508 885.

If you are unsure how to complete the form in Water Online, click on the blue question mark next to each section in Water Online and help text will appear.



1. How to upload a Form 8: new meter

1. Find and open your water licence on Water Online through the **Licences & Permits** tab.
2. Under **Other** on the right-hand side of the screen, click **Form 8**.

The screenshot shows the 'Groundwater Licence' page in the Water Online system. At the top, there is a navigation bar with 'Licences & Permits' selected. Below the navigation bar, a blue banner indicates 'You are acting on behalf of' and an 'End' button. The main content area shows 'Groundwater Licence' with a usage amount of '0 / KILOLITRES'. A table of 'Licence Details' is visible, and on the right, a list of 'Actions' and 'Other' options is provided. The 'Form 8' link under the 'Other' section is highlighted with a red box.

Government of Western Australia
Department of Water and Environmental Regulation

Log out

Home Applications Assessments **Licences & Permits** Planning Advice Manage

You are acting on behalf of ✕ End

Water Online | Licences & Permits

Groundwater Licence

The current water year's usage amount is ?

0 / KILOLITRES

Licence Details	
Instrument Number	Type
Applicants	Area
	Sub Area
Issue Date	Resource
Expiry Date	Submission Type
Measurement Type	
Allocation Usage for the Current Water Year	Abstraction Volume Entitlement
Current Water Year ?	Over Volume Entitlement

Actions

- [Change Water Year](#)
- [Add Meter](#) ?

Applications

- [Amend Licence](#) ?
- [Renew Licence](#)
- [Transfer Licence](#) ?
- [Transfer Entitlement](#) ?
- [Enter Agreement to Take Water](#)

Other

- [Change Office](#)
- [View Water Usage Graphs](#)
- [View Compliance Reports](#)
- [Form 8](#) ?**

3. Click **Form 8 for New Meters** (left-hand option) – this will open a new online form.

The screenshot shows the 'Form 8' selection screen. At the top, there is a navigation bar with the Government of Western Australia logo and the Department of Water and Environmental Regulation. The 'Licences & Permits' menu is highlighted. Below the navigation bar, there is a blue bar indicating the user is acting on behalf of someone. The main content area shows two options for 'Form 8': 'Form 8 for New Meters' (highlighted with a red box) and 'Form 8 for Replacement Meters'. Below these options is a table with columns for Reference, Drawpoint Name, Drawpoint Colloquial Name, Meter Type, Serial No, Replacement Meter, Status, Last Updated, and Actions. The table is currently empty, displaying 'You have no forms.'

4. On the right-hand progress panel, click **Meter Details**.

The screenshot shows the 'Meter Details' form. The form is divided into two main sections: a left-hand form area and a right-hand progress panel. The left-hand form area contains several fields: 'Property' (dropdown), 'Drawpoint Name' (dropdown), 'Drawpoint Colloquial Name' (text input), 'Meter Type' (dropdown), 'Model of Meter' (text input), 'Serial Number' (text input), 'Size of Meter' (text input with 'millimeters' unit), 'Installation Date' (calendar icon), 'Initial Reading at Installation' (text input with 'kilolitres' unit), and 'Is meter a x10 meter?' (dropdown). The right-hand progress panel is highlighted with a red box and contains a list of steps: 'Licence Details', 'Meter Details' (highlighted with a blue bar and a '1' icon), 'Details Of Installation', 'Validation Summary', and 'Submit'. A green 'save icon' is visible next to the progress panel.

5. Select the property where the meter has been installed from the **Property** dropdown list. This will filter the list of available **Drawpoint Names** for you to select. If the property or drawpoint name you need is not listed, or if there are multiple options and you are unsure which to select you can contact the Business Support Unit.

When the property and drawpoint name fields have been selected, enter the meter details into the rest of the fields on the page and click the green **save icon** next to the progress panel.



- Click **Details of Installation** on the progress panel. On the new page, you need to attach information as listed in the text box 'Details of Installation' by clicking on **Add Supporting Document**.

- After clicking **Add Supporting Document**, select the relevant **Information Item** and upload the necessary documents for each information item.


Please note that in accordance with regulation 41C of the Rights in Water and Irrigation Regulations 2000, the following **Information Items** must be submitted:

- drawings or annotated photographs of the meter after its installation, and
- one option from either (a) or (b) below:
 - a copy of the manufacturer's specifications for the installation of the meter
 - written advice from the person who installed the meter stating that it complies with the manufacturer's specifications for installation.

If you do not submit the required **Information Items**, you will not be able to continue lodging the form. Any outstanding item(s) will be noted in the **Validation Summary**.

If the information is provided within one document (e.g. within one PDF), you can upload this document against each **Information Item** to allow you to continue submitting the form.

You also have the option to **Add Further Comments**.

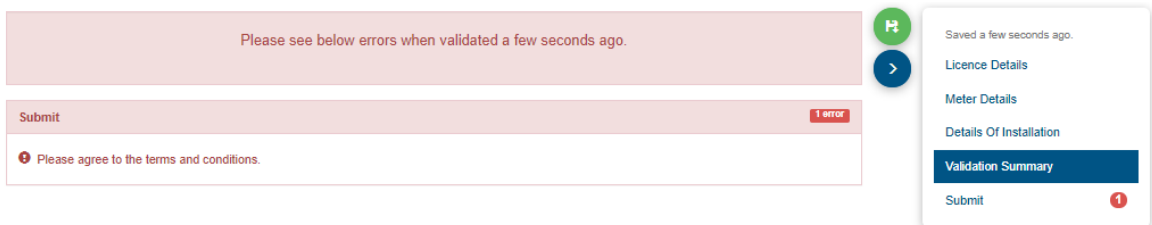
Click the green **save** icon next to the right-hand progress panel. 

If you see either of the following error messages while filling in the **Details of Installation**, you have not provided enough supporting documents. Please upload a supporting document against each **Information Item** type.

Please submit the following supporting document: Drawings or annotated photographs of the meter after its installation.

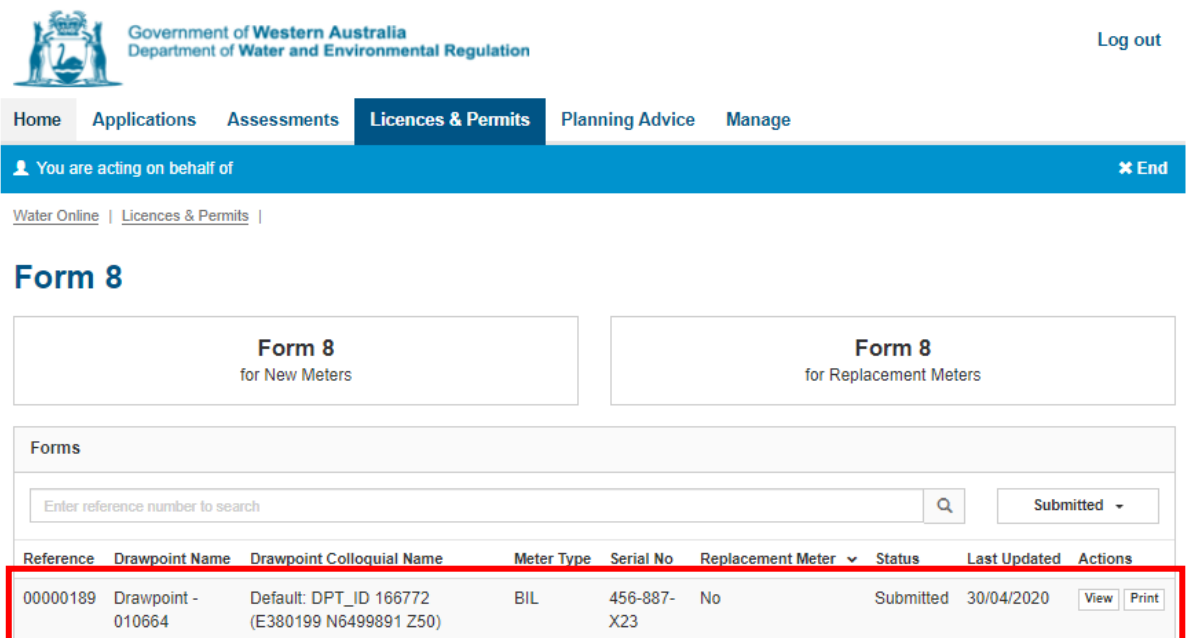
Please submit the following supporting document: A copy of the manufacturer's specifications for the installation of the meter OR Written advice from the person who installed the meter that it complies with the manufacturer's specifications for installation.

8. If any information is outstanding or invalid, this will be noted in the **Validation Summary**. Navigate back to the section(s) showing a red error number and fix any issues. Without this information being fixed the department cannot accept the Form 8.



The screenshot shows a red error message box with the text: "Please see below errors when validated a few seconds ago." Below this is a "Submit" button with a red error icon and the text "Please agree to the terms and conditions." To the right is a navigation menu with a "save" icon and a right arrow. The menu items are: "Licence Details", "Meter Details", "Details Of Installation", "Validation Summary" (highlighted in blue), and "Submit" (with a red error icon).


9. Click on the **Submit** tab. You will be asked to agree to the terms and conditions before being able to submit the form.
10. Once the form has been submitted, you will be automatically returned to the Form 8 page. The details of the new meter will be visible in the Forms table, with a Form 8 **Reference** number displayed.



The screenshot shows the Government of Western Australia Department of Water and Environmental Regulation website. The page title is "Form 8". There are two buttons: "Form 8 for New Meters" and "Form 8 for Replacement Meters". Below these is a "Forms" table with a search bar and a "Submitted" filter. The table has the following columns: Reference, Drawpoint Name, Drawpoint Colloquial Name, Meter Type, Serial No, Replacement Meter, Status, Last Updated, and Actions. The first row is highlighted with a red border.

Reference	Drawpoint Name	Drawpoint Colloquial Name	Meter Type	Serial No	Replacement Meter	Status	Last Updated	Actions
00000189	Drawpoint - 010664	Default: DPT_ID 166772 (E380199 N6499891 Z50)	BIL	456-887-X23	No	Submitted	30/04/2020	View Print

11. If you need to save and close the Form 8 while filling it in, you can. Return to the form by clicking **Edit** on the unsubmitted form. You can also **Delete** the unsubmitted form if it is no longer needed.



Government of Western Australia
Department of Water and Environmental Regulation

Log out

Home Applications Assessments **Licences & Permits** Planning Advice Manage

You are acting on behalf of ✕ End

Water Online | Licences & Permits

Form 8

Form 8
for New Meters

Form 8
for Replacement Meters

Forms

Q Unsubmitted ▾

Reference	Drawpoint Name	Drawpoint Colloquial Name	Meter Type	Serial No	Replacement Meter ▾	Status	Last Updated	Actions
00000190	Drawpoint - 010663	Default: DPT_ID 160710 (E379721 N6499922 Z50)			Yes	Unsubmitted	Today at 10:44 AM	Edit View Print Delete

2. Submitting a Form 8 for replacement meters in Water Online

Regulation 41C of the Rights in Water and Irrigation Regulations 2000.

Please use Form 8 for replacement meters when you have replaced an existing meter in accordance with regulation 41C of the Rights in Water and Irrigation Regulations 2000 and the existing meter is already registered in Water Online.

If you are unsure whether to submit a Form 8 for new meters or Form 8 for replacement meters, contact the department's Business Support Unit via email at licence.enquiry@dwer.wa.gov.au (preferred) or phone 1800 508 885.

If you are unsure how to complete the form in Water Online, click on the blue question mark next to each section in Water Online and help text will appear.



How to upload a Form 8: existing meter

1. Find and open your water licence on Water Online through the **Licences & Permits** tab
2. Under **Other** on the right-hand side of the screen, click **Form 8**



Government of Western Australia
Department of Water and Environmental Regulation

Log out

Home Applications Assessments **Licences & Permits** Planning Advice Manage

You are acting on behalf of

✕ End

Water Online | Licences & Permits

Groundwater Licence



The current water year's usage amount is

0 / KILOLITRES

Licence Details

Instrument Number	Type
Applicants	Area
	Sub Area
Issue Date	Resource
Expiry Date	Submission Type
Measurement Type	
Allocation Usage for the Current Water Year	Abstraction Volume Entitlement
Current Water Year	Over Volume Entitlement

Actions

[Change Water Year](#)

[Add Meter](#)

Applications

[Amend Licence](#)

[Renew Licence](#)

[Transfer Licence](#)

[Transfer Entitlement](#)

[Enter Agreement to Take Water](#)

Other

[Change Office](#)

[View Water Usage Graphs](#)

[View Compliance Reports](#)

[Form 8](#)

3. Click **Form 8 for Replacement Meters** (right-hand option) this will open a new online form.

The screenshot shows the website header with the Government of Western Australia logo and navigation menu. The 'Licences & Permits' menu item is active. Below the navigation, there is a blue bar indicating the user is acting on behalf of someone. The main content area is titled 'Form 8' and contains two buttons: 'Form 8 for New Meters' and 'Form 8 for Replacement Meters'. The 'Form 8 for Replacement Meters' button is highlighted with a red box. Below the buttons is a search bar and a table with columns: Reference, Drawpoint Name, Drawpoint Colloquial Name, Meter Type, Serial No, Replacement Meter, Status, Last Updated, and Actions. The table is currently empty, displaying 'You have no forms.'

4. On the right-hand progress panel, click **Existing Meter Details**

The screenshot shows the 'Existing Meter Details' form. The form contains several fields: Property (dropdown), Drawpoint Name (dropdown), Drawpoint Colloquial Name, Meter Type, Model of Meter, Serial Number, Size of Meter, Installation Date, Initial Reading at Installation, Is meter a x10 meter?, Final Meter Reading (with a kilolitres unit), and Final Reading Date. On the right-hand side, there is a progress panel with a green save icon and a right arrow. The progress panel is highlighted with a red box and contains the following options: Saved a few seconds ago, Licence Details, Existing Meter Details (highlighted with a blue bar), New Meter Details, Details Of Installation, Validation Summary, and Submit.

5. Select the **Property** this meter has been installed on from the **Property** dropdown list. This will filter the list of available **Drawpoint Names** for you to select. If the property or drawpoint name you are looking for is not listed, or if you have multiple options and you are unsure which to select, please contact the Business Support Unit.

Once the property and drawpoint name fields have been selected, the existing meter details will auto-fill. Enter in the **Final Meter Reading** and **Final Reading Date**. Click the green **save** icon.

Existing Meter Details

Property: Please Select...

Drawpoint Name: Please Select...
Please specify the drawpoint name.

Drawpoint Colloquial Name

Meter Type

Model of Meter

Serial Number

Size of Meter

Installation Date

Initial Reading at Installation

Is meter a x10 meter?

Final Meter Reading: [text input] kilolitres

Final Reading Date: [calendar icon]

Progress Panel:

- Licence Details
- Existing Meter Details** (1)
- New Meter Details
- Details Of Installation
- Validation Summary
- Submit

6. Click **New Meter Details** on the progress panel. On the new page, fill in details into the remaining field on the page. Click the green **Save** icon.

7.

New Meter Details

Property

Drawpoint Name

Drawpoint Colloquial Name: Default: DPT_ID 160710 (E379721 N6499922.256)

Meter Type: Please Select...
Please specify the meter type.

Model of meter: [text input]
Please specify the model of meter.

Serial Number: [text input]
Please specify the serial number.

Size of meter: [text input] millimeters
Please specify the size of meter.

Installation Date: [calendar icon]
Please specify the installation date.

Initial Reading at Installation: [text input] kilolitres
Please specify the initial reading at installation.

Is meter a x10 meter?: Please Select...
Please specify whether this is a x10 meter.

Progress Panel:

- Licence Details
- Existing Meter Details
- New Meter Details** (1)
- Details Of Installation (2)
- Validation Summary
- Submit (1)

8. Click **Details of Installation** on the progress panel. On the new page, you need to attach information as listed in the text box 'Details of Installation' by clicking on **Add Supporting Document**.



You are acting on behalf of End

Details Of Installation

Please attach:

- Drawings or annotated photographs of the meter after its installation that show the following details:
 - the length of pipe connecting the draw-point to the upstream flange of the meter
 - the length of pipe between the downstream flange of the meter and the first-bend or take-off
 - the direction of the water flow through the meter

Please attach:

- A copy of the manufacturer's specifications for the 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)

Please submit the following supporting document: Drawings or annotated photographs of the meter after its installation.
Please submit the following supporting document: A copy of the manufacturer's specifications for the installation of the meter OR Written advice from the person who installed the meter that it complies with the manufacturer's specifications for installation.

No Supporting Documents

[Add Further Comments](#) [Add Supporting Document](#)

Saved a few seconds ago.

- Licence Details
- Existing Meter Details
- New Meter Details 7
- Details Of Installation 2**
- Validation Summary
- Submit 1

After selecting to **Add Supporting Document**, select the relevant **Information Item** and upload the necessary documents for each information item.

Supporting Document

Information Item

Document

Comments


Please note that under regulation 41C of the *Rights in Water and Irrigation Regulations 2000*, the following **Information Items** must be submitted:

- drawings or annotated photographs of the meter after its installation, and
- one option from either (a) or (b) below:
 - a copy of the manufacturer's specifications for the installation of the meter
 - written advice from the person who installed the meter stating that it complies with the manufacturer's specifications for installation.

If you do not submit the required **Information Items**, you will not be able to continue lodging the form. Any outstanding item(s) will be noted in the **Validation Summary**.

If the information is provided within one document (for example, within one PDF), you can upload this document against each **Information Item** to allow you to continue submitting the form.

You also have the option to **Add Further Comments**.

Click the green **save** icon next to the right-hand progress panel. 

If you see either of the following error messages while filling in the **Details of Installation**, you have not provided enough supporting documents. Please upload a supporting document against each **Information Item** type.

Please submit the following supporting document: Drawings or annotated photographs of the meter after its installation.

Please submit the following supporting document: A copy of the manufacturer's specifications for the installation of the meter OR Written advice from the person who installed the meter that it complies with the manufacturer's specifications for installation.

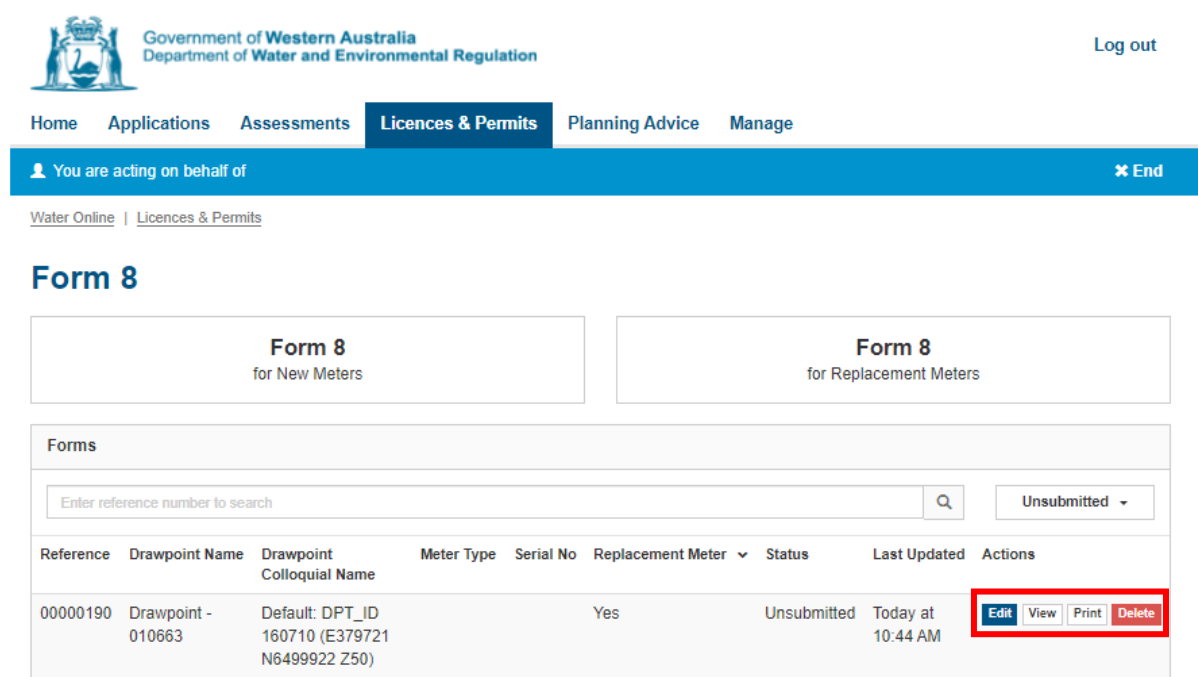
- If any information is outstanding or invalid, this will be noted in the **Validation Summary**. Navigate back to the section(s) showing a red error number and fix any issues. Without this information being fixed the department cannot accept the Form 8.

- Click on the **Submit** tab. You will be asked to agree to the terms and conditions before you can submit the form.

- Once the form has been submitted, you will be automatically returned to the Form 8 page. The details of the replacement meter will be visible in the Forms table, with a Form 8 **Reference** number displayed.

Reference	Drawpoint Name	Drawpoint Colloquial Name	Meter Type	Serial No	Replacement Meter	Status	Last Updated	Actions
00000161	Drawpoint - 011096	Default: DPT_ID 27675 (E399539 N6418049 Z50)	Dorot	3333	Yes	Submitted	16/01/2020	View Print

12. If you need to save and close the Form 8 while filling it in, you can. Return to the form by clicking **Edit** on the unsubmitted form. You can also **Delete** the unsubmitted form if it is no longer needed.



The screenshot shows the user interface of the Government of Western Australia Department of Water and Environmental Regulation. At the top left is the department's logo and name. On the top right is a "Log out" link. A navigation menu includes "Home", "Applications", "Assessments", "Licences & Permits" (highlighted), "Planning Advice", and "Manage". Below the navigation is a blue bar indicating the user is acting on behalf of someone, with an "End" button. The main content area is titled "Form 8" and contains two boxes: "Form 8 for New Meters" and "Form 8 for Replacement Meters". Below these is a "Forms" section with a search bar and a filter set to "Unsubmitted". A table lists unsubmitted forms with columns for Reference, Drawpoint Name, Drawpoint Colloquial Name, Meter Type, Serial No, Replacement Meter, Status, Last Updated, and Actions. The "Actions" column for the first row contains buttons for "Edit", "View", "Print", and "Delete", with the "Edit" button highlighted by a red box.

Government of Western Australia
Department of Water and Environmental Regulation

Log out

Home Applications Assessments **Licences & Permits** Planning Advice Manage

You are acting on behalf of End

Water Online | Licences & Permits

Form 8

Form 8
for New Meters

Form 8
for Replacement Meters

Forms

Enter reference number to search ▾

Reference	Drawpoint Name	Drawpoint Colloquial Name	Meter Type	Serial No	Replacement Meter	Status	Last Updated	Actions
00000190	Drawpoint - 010663	Default: DPT_ID 160710 (E379721 N6499922 Z50)			Yes	Unsubmitted	Today at 10:44 AM	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>