



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.

We respect your privacy

DWER collects and uses the personal information you provide to process your request or form, in line with the [PRIS Act 2024 \(WA\)](#) and the [DWER Collection notice](#) located on <https://www.wa.gov.au/government/publications/privacy-collection-notice>.

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		Easting/ latitude		Draw-point coordinates	☐ GPS reading	☐ Estimate	Northing/ GPS reliability	

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 meterMake of meter
(manufacturer)

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Size of meter
(pipe diameter)

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mm

Model of meter

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Serial number

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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☐ Licensee (as shown at Part 1)☐ Other person (acting on behalf of licensee or installer)*

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

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 Regional Office
20 Gregory St
Geraldton WA 6531
Tel: 08 9965 7400
PO Box 73, Geraldton WA 6531
Email: midwestgascoyne@dwer.wa.gov.au

Carnarvon District Office
211 Robinson Street
Carnarvon WA 6701
Tel: 08 9941 6100
PO Box 81, Carnarvon WA 6701
Email: midwestgascoyne@dwer.wa.gov.au

North West region

Pilbara

Karratha regional office
The Quarter
Level 2, 20 Sharpe Avenue
Karratha WA 6714
Tel: 08 9144 0200
Locked Bag 10, Joondalup DC,
JOONDALUP WA 6919
Email: northwest.water@dwer.wa.gov.au

Kununurra Regional Office
27 Victoria Hwy
Kununurra WA 6743
Tel: 08 9166 4100
PO Box 625, Kununurra WA 6743
Email: northwest.water@dwer.wa.gov.au

South West Region

Bunbury Regional Office
71 McCombe Road
Bunbury WA 6230
Tel: 08 9726 4111
PO Box 261, Bunbury WA 6231
Email: bunbury.admin@dwer.wa.gov.au

Busselton District Office
Suite 1A/72 Duchess Street
Busselton WA 6280
Tel: 08 9781 0188
PO Box 269, Busselton WA 6280
Email: busselton.admin@dwer.wa.gov.au

Swan Avon Region

Victoria Park Regional Office
7 Ellam Street
Victoria Park WA 6100
Tel: 08 6250 8000
Email: ellamreception@dwer.wa.gov.au

Kwinana Peel Region

Kwinana Peel Regional Office
107 Breakwater Parade
Mandurah Ocean Marina MANDURAH
WA 6210
Tel: 08 9550 4222
PO Box 332, Mandurah WA 6210
Email: peel@dwer.wa.gov.au

South Coast Region

Albany Regional Office
5 Bevan Street
Albany WA 6330
Tel: 08 9842 5760
PO Box 525, Albany WA 6331
Email: southcoast@dwer.wa.gov.au