



Water Meter – Works Notice

Please be advised that Council has visited your property to undertake the works described below:

PROPERTY DETAILS				
Property Address:				
Visitation Date and Time:		<input type="checkbox"/> AM <input type="checkbox"/> PM		
WORK UNDERTAKEN				
<input type="checkbox"/> Your water meter was read	Meter Number:		Reading:	
Your meter reading indicates that you may have a leak:		<input type="checkbox"/> YES <input type="checkbox"/> NO		
Comments: _____				
<input type="checkbox"/> Your water meter was replaced	Meter Number:		Reading:	
<input type="checkbox"/> Pipes / fittings between the water main and water meter were repaired OR a new service was installed				
<input type="checkbox"/> Works or a meter reading was not undertaken as Council could not access your meter due to:				

Council officers will return to complete the work within:				
<input type="checkbox"/> Three (3) working days		<input type="checkbox"/> One (1) week		<input type="checkbox"/> Other: _____
ADDITIONAL INFORMATION				
1. Council Responsibilities				
<ul style="list-style-type: none"> • Reading, maintenance and replacement of all of the pipe and fittings between the water main and the water meter inclusive; • In some instances, water may be lost when Council completes work on your water meter. Any water lost in the service before it reaches your meter will not be recorded on your meter. 				
2. Property Owner Responsibilities				
<ul style="list-style-type: none"> • Ensuring the water meter is kept clear of obstructions, including vegetation and rubbish at all times; • Maintaining and repairing all of the pipes and fittings from the outlet of the water meter and within the property. Property owners are responsible for any water loss from these pipes and fittings, this is the case irrespective of a property's size; • Identifying and repairing leaks on a property 				
3. Checking for Water Leaks				
Method 1:				
<ul style="list-style-type: none"> • Make sure all taps are turned off; • Look at the dials on your water meter, if any of them are moving then you may have a leak. 				
Method 2:				
<ul style="list-style-type: none"> • Take a reading last thing at night; • Take a second reading the next morning; • If no water was used overnight and the reading has changed, then you may have a leak. 				

PRIVACY STATEMENT

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.