

## Application for Metered Standpipe Hire and/or Bulk Water Sales

**Note:** Council cannot guarantee the quality of water after it is taken from Council's hydrant.

### A1. Type of Application

- Standpipe Hire *complete sections A2, A3, A4 and Standpipe Hire Agreement*
- Bulk Water Carter *complete sections A2, A3, A4, A5*
- Pool Filling *complete sections A2, A3, A4, A6 and Standpipe Hire Agreement*

### A2. Applicant

Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
<b>OR</b>			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Facsimile	<input type="text"/>	Email	<input type="text"/>

### A3. Metered Standpipe Details

Choose the standpipe size and length of hire below:

#### Monthly Term Hire

- *nonrefundable monthly hire fee*
- *monthly consumption charges per kL*

<input type="checkbox"/> 25 mm Short Term	Number of <b>Months</b>	<input type="text"/>	Office Use Only
<input type="checkbox"/> 65 mm Short Term	Number of <b>Months</b>	<input type="text"/>	
<input type="checkbox"/> 50mm x 25 m Lay Flat Hose hire (weekly)	Number of <b>Weeks</b>	<input type="text"/>	

#### Annual Term Hire

- *nonrefundable annual hire fee per financial year 1 July to 30 June*
- *monthly consumption charges per kL*

<input type="checkbox"/> 25 mm Long Term	\$ <input type="text"/>
<input type="checkbox"/> 65 mm Long Term	

Description of standpipe use

Date Standpipe Required

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## A4. Extraction Point Details

- Within the Shire  
 External to Shire  
 Both

Preferred Location:

## A5. Bulk Water Carter

Vehicle Description

Vehicle Registration

Vehicle Size

- Potable Water Carter – Domestic Use

## A6. Swimming Pool Details

Same day provision of metered standpipe & 120m hose for pool filling including tapping of hydrant and including water up to 50,000L

Office  
Use Only

Approximate size (in litres) of pool to be filled

Litres

\$

Address of Pool

If pool size is greater than 50,000L contact **W&WW Unit**.

## Applicant Instructions

- Information including fees and charges can be found <https://www.tweed.nsw.gov.au/Standpipes>
- For further information contact Technical Assistant on 0407 290 209
- Read and sign the attached **standpipe hire agreement**. Ensure the **registered user details** are completed

## Office Use Only

### Contact Centre

**Monthly term hire + pool filling only** [short term hire = number of months x hire fee (see section A3)]

GL Receipt Mnemonic

**StandpipeHireChg**

Receipt Number

Receipt Date

Amount Paid

### W&WW Unit

**Annual term hire**

Sundry Debtors Request Sent

Revenue Notified

W&WW Officer Name

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## Standpipe Hire Agreement

This Standpipe Hire Agreement applies to the hire of stand-alone metered standpipes used to extract water from Tweed Shire Council's reticulated water supply. Water Carters are required to comply with the NSW Guidelines for Water Carters (2012) to ensure they provide safe drinking water and comply with the requirements of the Public Health Act 2010 and other relevant legislation.

### General Hire Conditions

1. All registered standpipe users will provide Council with a current email address and current mobile telephone number to which reminders and other information can be sent.
2. The annual hire period is from 1 July to 30 June each financial year.
3. The applicable fee will be added to monthly water consumption accounts for each month in excess of the nominated hire period.
4. Registered users will pay any standpipe repair or replacement costs resulting from damage, wear or loss as per Council's fees and charges.
5. For enquiries relating to reporting, standpipe returns, faults and training requirements contact Technical Assistant – Meters on 0407 290 209 or email [StandPipes@tweed.nsw.gov.au](mailto:StandPipes@tweed.nsw.gov.au)
6. Council will provide training to registered standpipe users. Available training includes how to read the standpipe meter and how to use the standpipe correctly.

### Reporting Conditions

7. Monthly reporting of standpipe readings is required. All registered standpipe users must report the standpipe meter reading/s for all registered in their name.
8. The standpipe meter readings are to be recorded on the standpipe meter report.
9. The Standpipe Meter Report / Log Sheet for Water Carters must be forwarded to Council:
  - by phone to: Technical Assistant Meters on 0407 290 209 OR
  - by email to: [StandPipes@tweed.nsw.gov.au](mailto:StandPipes@tweed.nsw.gov.au)
10. A Standpipe Meter Report is required every month **whether or not** the standpipe/s is/are used during the month.
11. The Standpipe Meter Report is available on Council's website at <http://www.tweed.nsw.gov.au/Forms>.
12. The Standpipe Meter Report or Log Sheets for Water Carters must be submitted between the 20<sup>th</sup> and 25<sup>th</sup> day of the calendar month.

### Non Compliance with Reporting Conditions

13. Registered standpipe users who fail to submit a standpipe meter report by the 5<sup>th</sup> day of the following calendar month will be charged the non compliance penalty fee as listed in Council's Fees and Charges.
14. Once the non compliance penalty fee is levied, it will not be revoked for any reason.
15. Council will revoke the standpipe hire agreement and retrieve the standpipe/s registered to anyone who fails to provide a standpipe meter report for three (3) consecutive months.

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## Notifications

16. Council will notify registered standpipe users as shown in the table below:

Notification (by phone or email)	To Whom	When
Failure to submit a Standpipe Meter Report	Registered standpipe users who have failed to submit a Report by the 25 <sup>th</sup> day of the month	By the 30 <sup>th</sup> day of the calendar month or nearest week day i.e. Mon-Fri.
Intention to levy non-compliance penalty fee	Registered standpipe users who have failed to submit a Report after the previous notification	By the 5 <sup>th</sup> day of the following calendar month or nearest week day i.e. Mon-Fri
Reminder that all standpipes must be presented for an annual inspection by 31 May	All registered standpipe users	By the 30 April every year or nearest week day i.e. Mon-Fri
Failure to submit a standpipe for annual inspection	Registered standpipe users who have failed to present a standpipe for inspection by 31 May	By the 30 June every year or nearest week day i.e. Mon-Fri
Intention to levy non-compliance penalty fee	Registered standpipe users who have failed to present a standpipe for inspection after the previous notification	By the 14 July every year or nearest week day i.e. Mon-Fri

## Responsibilities

17. The registered standpipe user is responsible for ensuring that monthly Standpipe Meter Reports are provided to Council irrespective of personal or staff holidays, illness, relocation and all other reasons.
18. The registered standpipe user must delegate the responsibility for providing monthly reports to Council in the event that the registered user is unable to do so.
19. The registered standpipe user is responsible for ensuring that they and other staff who read standpipe meters registered under their name are doing so correctly.

## Use of Unauthorised Standpipes

20. An authorised standpipe is a metered standpipe hired from Tweed Shire Council and covered by a current Standpipe Hire Agreement.
21. Council will immediately revoke the Standpipe Hire Agreement and retrieve the standpipe/s registered to anyone found to be using an unauthorised standpipe.
22. Under Sect 637 of the Local Government Act 1993 Council may issue a fine to anyone found to be using an unauthorised standpipe.

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## Damaged and Faulty Standpipes

23. Damage to standpipes and faults must be reported immediately to the Technical Assistant – Meters on 0407 290 209 or [StandPipes@tweed.nsw.gov.au](mailto:StandPipes@tweed.nsw.gov.au)
24. Damaged and faulty standpipes will be assessed by Council.
25. Repairs to any damage or fault not attributed to a manufacturing or inherent mechanical fault will be charged at cost to the registered user up to the maximum replacement fee listed in Council's Fees and Charges.
26. The replacement of damaged or stolen standpipes will be charged to the registered user at the maximum replacement fee listed in Council's Fees and Charges.

## Annual Inspection

27. All standpipes must be presented to Council for inspection once a year before 31 May.
28. The registered standpipe user must contact the Technical Assistant – Meters on 0407 290 209 or [StandPipes@tweed.nsw.gov.au](mailto:StandPipes@tweed.nsw.gov.au) to arrange a suitable day, time and location for the inspection.
29. Registered standpipe users who fail to present a standpipe registered in their name for annual inspection by 31 May each year will be charged the non-compliance penalty fee.

## Backflow Prevention

30. All Registered standpipe users must comply with the backflow prevention requirements specified in AS/NZS 3500.1: Plumbing and Drainage Part 1 – Water Services at all times whilst using standpipes.
31. Registered standpipe users filling tanks or other containers must either:
  - present the tank/s and/or container/s along with the standpipe/s for annual inspection;
  - OR
  - provide a current backflow compliance certificate to Council at the annual inspection.

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## Registered User Details

To be completed by the Registered User. This is the person who will take responsibility for the standpipe/s covered by this Standpipe Hire Agreement.

Name of Registered User	<input type="text"/>		
Business Name (if applicable)	<input type="text"/>		
Residential Address	<input type="text"/>		
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

## Standpipe Meter 1 Details

Standpipe Number	<input type="text"/>
Meter Reading (kL)	<input type="text"/>
Date of Reading	<input type="text"/>

## Standpipe Meter 2 Details

Standpipe Number	<input type="text"/>
Meter Reading (kL)	<input type="text"/>
Date of Reading	<input type="text"/>

## Signature of Registered User

I agree to the hire conditions outlined in this Standpipe Hire Agreement and understand that the conditions apply to all hired standpipes used to extract water from the Tweed Shire Council reticulated water supply system.

Signature	<input type="text"/>	Date	<input type="text"/>
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## Signature of Council Representative

Signature	<input type="text"/>	Date	<input type="text"/>
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## Technical Officer – Meters to complete:

<b>Issue</b>						
Date of Issue	<input type="text"/>					
Property Number	<input type="text"/>					
Technical Officer Signature	<input type="text"/>					
Adaptor QLD to NSW	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Adaptor NSW to 50mm BSP	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Weekly hose hire 25 m	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	No. of hoses <input type="text"/>	
Notes	<input type="text"/>					
<b>Return</b>						
Date of Standpipe Return	<input type="text"/>					
Meter Reading Standpipe 1	<input type="text"/>					
Consumption	<input type="text"/>					
Meter Reading Standpipe 2	<input type="text"/>					
Consumption	<input type="text"/>					
Condition of standpipe on return	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Needs Repair		
Return of Adaptor	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Technical Officer Signature	<input type="text"/>					
Notes	<input type="text"/>					