



# F9374 - Application for Certificate of Completion Form

**Postal Address**PO Box 953  
Caboolture QLD 4510**Unitywater Unit**Ph.: 07 5431 8333  
Fax: 07 5431 8288**Internet**[www.unitywater.com](http://www.unitywater.com)  
[development.services@unitywater.com](mailto:development.services@unitywater.com)**Fast Track:**Yes  No 

Your application will be assessed within 5 business days for a fee of \$2,500.00, in addition to the prescribed Unitywater application fees and Charges.

**Note:** Applications involving new active assets (e.g. Pump Stations) do not qualify for the Fast Track process.

**Note:** Application for **Certificate of Completion** requires the appropriate fee to be paid at time of application. The fee shall be in accordance with Unitywater's [Fees and Charges](#).

Applicant to ensure that only (1) one Survey Plan is supplied per application unless prior agreement obtained from Unitywater.

**Connection / Development Application Information:**

Unitywater Connection Approval No: \_\_\_\_\_ Stage: \_\_\_\_\_

Council Development Approval No: MCU: \_\_\_\_\_

REC: \_\_\_\_\_ OPW: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Development Estate / Name if Applicable: \_\_\_\_\_

Real Property Description: Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

Has a provisional certificate of completion been issued:  No  Yes - If yes, do not re-submit all Certificate of Completion Requirement items below.**Applicant details:**

Name/Company: \_\_\_\_\_

Site/Project Representative: \_\_\_\_\_

Postal address: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Email: \_\_\_\_\_

**Certificate of Completion Requirements:** (Please tick appropriate box/es and submit relevant supporting documents)

- Copy of relevant council Plumbing Compliance Certificate (mandatory for all multiple dwelling/tenancy development)
- Unitywater Sub Meters Audit Compliance approval letter (mandatory for all multiple dwelling/tenancy development)
- Unitywater Private Works Quotation payment receipt (Mandatory where new metered water service, sewerage property connection or live connection of Network Works are applicable)

Is this request in relation to a development that has applied for and obtained a Provisional Certificate of Completion (PCoC) ?

No  *Complete section (A)* Yes  *Complete only section (B)***Section A:**

- Payment for Unitywater maintenance bond receipt
- Copy of Survey Plan – *(Do Not send originals)*
- Completed unexecuted Form 9 Easement document/s – *(For further assistance email [realestate@unitywater.com](mailto:realestate@unitywater.com))*
- Receipt for payment of Infrastructure Charges. If no charges are payable, provide a copy of the Infrastructure Charges Notice confirming no charge is applicable.
- Copy of Unitywater My Account Statement, [www.unitywater.com](http://www.unitywater.com) confirming no outstanding debt exists on the property/ies. (Statement must not be older than 7 days from date of this application) **OR**
- Copy of the latest Account Statement issued by Unitywater for the property

**Section B:**

On Maintenance acceptance date (where On Maintenance acceptance of works is applicable): \_\_\_\_\_.

**OR**

Acknowledge that, where On Maintenance acceptance of works is applicable, this application will not be processed until On-Maintenance acceptance occurs (Section 7.3 of the Connection Administration Manual).

**New Survey Plan:**

Survey Plan Number: \_\_\_\_\_

Plan of Lots (Lot Description): \_\_\_\_\_

Cancelling Lot/s: \_\_\_\_\_

Number of Proposed Lots - (including balance lots and parks): \_\_\_\_\_

Unitywater Easement List (if applicable): \_\_\_\_\_

**Signature:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**How to pay (Cash not accepted)**

**In Person:**

Please present in person at a Customer Service Centre: 8:30am to 5:00pm, Monday to Friday.

**Caboolture:** Ground Floor, 33 King Street

**Maroochydore:** Ground Floor, 6-10 Maud Street

**Cheque:**

Please make cheque/money orders payable to Unitywater and mail to: **PO Box 953, Caboolture Qld 4510**

**Credit Card:**

Please complete your details below to make a credit card payment by Visa or MasterCard.

To ensure the security of your credit card, please do not provide your credit card number or any other card details on this form.\*

Instead, a member of our Unitywater team will call you as soon as possible after receiving this Form to ask for your credit card number and process your payment over the phone.

Please provide your preferred daytime phone number below so we can call you and send this completed form to:

- email: [development.services@unitywater.com](mailto:development.services@unitywater.com)
- or post: **PO Box 953, Caboolture QLD 4510**

**Contact details for the person who will be providing the Credit Card details:**

Contact Person's Name: \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

Amount Payable: \$ \_\_\_\_\_

Name for Receipt: \_\_\_\_\_

Address for Receipt: \_\_\_\_\_

*\* This also helps ensure compliance with the Payment Card Industry Data Security Standard.*

Please note a surcharge to cover the costs associated with credit card transactions could apply. For further information please go to [www.unitywater.com/credit-card-transactions](http://www.unitywater.com/credit-card-transactions)