



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

Was your connection application made prior to 1 July 2016 (if yes, this fee does not apply)? Yes

### 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: \_\_\_\_\_

### Consulting Engineer details:

Name/Company: \_\_\_\_\_  
 Site/Project Representative: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 Daytime contact number: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor details:

Company: \_\_\_\_\_  
 Site/Project Representative: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 Daytime contact number: \_\_\_\_\_ Email: \_\_\_\_\_

### Principal Contractor details: (Only complete this section if above contractor is not the principal contractor)

Name: \_\_\_\_\_  
 Daytime contact number: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Is the payment of portable long service leave levy applicable to this project?

No       Yes (If yes, proof of payment must be provided before pre-start is scheduled)

### Council approvals necessary before works can commence:

- Copy of council approval for works in roads/public open space; (Attach copy) (See Note 1)
- Approval for works in roads/public open space is not required;
- Copy of council development permit; (See Note 2)
- Provide written and signed statement as to the reasons why the council development permit is not attached.

**State government approvals necessary before works can commence:**

- DTMR approval for works in State controlled road; (Attach copy) (See Note 3)
- Other State government agency; (Attach copy) (See Note 4)
- State government agency approvals not required.

**Preferred Pre-Start meeting details:** (Applicant must give Unitywater a minimum of 7 business days' notice. Unitywater does not guarantee the preferred date will be accepted and will contact the consulting engineer to confirm meeting details)

Date: \_\_\_\_\_ Time: \_\_\_\_\_  am  pm Location: \_\_\_\_\_

**Signature:**

Consulting Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**

1. Council as the owner of roads and public open spaces must give its consent for works to be carried out on its land. The Applicant will need to seek the relevant council's approval to carry out works on roads and public open spaces controlled by the council. Unitywater will not book or attend the pre-start meeting if the works are to be carried out on roads/public open spaces and the Applicant has not provided the necessary consent. Commencing construction works without a pre-start meeting is an offence under s.99BRBZ(1) of the *South-East Queensland (Distribution and Retail) Act 2009*.
2. In instances where an Applicant requires both the Connection Approval and a Development Permit from the relevant council, the Applicant and Unitywater have a duty of care to ensure works carried out in accordance with the Connection approval does not contradict the relevant council's development permit conditions. Unitywater will not book or attend the pre-start meeting if the Applicant has not provided a copy of the Development Permit from the relevant council. Commencing construction works without a pre-start meeting is an offence under s.99BRBZ(1) of the *South-East Queensland (Distribution and Retail) Act 2009*.
3. Department of Transport and Main Roads (DTMR) is the State government agency for all State government controlled roads and as the owner must give its consent for works to be carried out on its land. The Applicant will need to seek DTMR's approval to carry out works on roads controlled by the State. Unitywater will not book or attend the pre-start meeting if the works are to be carried out on State controlled roads and the Applicant has not provided the necessary consent. Commencing construction works without a pre-start meeting is an offence under s.99BRBZ(1) of the *South-East Queensland (Distribution and Retail) Act 2009*.
4. State government as the owner of State controlled properties must give its consent for works to be carried out on its land. The Applicant will need to seek the relevant State government approval to carry out works on land controlled by the State. Unitywater will not book or attend the pre-start meeting if the works are to be carried out on State controlled land and the Applicant has not provided the necessary consent. Commencing construction works without a pre-start meeting is an offence under s.99BRBZ(1) of the *South-East Queensland (Distribution and Retail) Act 2009*.

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

**In Person:**

Please present in person at a Customer Service Centre: 8:30am to 4:30pm, 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)

**Privacy statement:** *Unitywater is collecting your personal information for the purpose of providing the requested service. The collection of this information is authorised under the South East Queensland Water (Distribution and Retail Restructuring) Act 2009. Your information will not be given to any other person or agency unless required by law or we have your permission in writing.*