Pr9253 - Connections Administration Manual
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1. Introduction

The Manual covers the administration of the application, assessment, approval, construction and handover activities related to Connections to Unitywater’s water and sewerage infrastructure including infrastructure that will be constructed by a developer and handed to Unitywater as a ‘Contributed Asset’ to operate and maintain. The Manual is therefore the administrative link between the Unitywater Connections Policy and the SEQ Code. (Refer Figure 1)

The diagram below shows how the various documents link to each other in the Connections Application process:

**Figure 1 – Context of Connection Application documents.**

It is the Applicant’s responsibility to ensure that the current versions of the relevant documents listed below are used:

The Unitywater Connections Policy, Schedule of Works and Connections Administration Manual, available online at www.unitywater.com;

The South-East Queensland Water (Distribution and Retail Restructuring) Act 2009, available online at www.legislation.qld.gov.au;

The South-East Queensland Water Supply & Sewerage Design & Construction Code (SEQ WS&S D&C Code), including the SEQ Water Supply and Sewerage Design and Construction Code – Design Criteria, available online at www.seqcode.com.au. Note that the SEQ WS&S D&C Code is not a standalone code but rather is an amendment to a series of specific Water Services Association of Australia (WSAA) Codes. WSAA Codes are available for purchase through the WSAA website, online at www.wsaa.asn.au; and

1.1. Principles
In preparing the Connections Administration Manual (the Manual), the following principles were considered:
- Ensuring the guidelines, standards and specifications were achievable; and
- Providing flexibility to encourage innovation and best practice and take into account regional or localised conditions within the growth areas.

1.2. Objectives of the Manual
The primary objective of the Manual is to document the administration of the planning, design, assessment, approval, construction and handover activities related to the establishment of connections to Unitywater’s water supply and sewerage network infrastructure.

1.3. Definitions
These definitions apply only to this document:

**Act** means the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009.*

**ADAC** - asset design and as constructed.

**Applicant** in this document means the following:
- for an application for Connection Approval — the Applicant for approval of the connection,
- for a request for a Standard Connection — the person requesting the standard connection,
- for a Water Approval — the person in whom the benefit of the approval vests,
- Note that the Applicant may or may not be a Consulting Engineer,
- If the applicant is not the Consulting Engineer the applicant must appoint a Consulting Engineer and provide written confirmation that the Consulting Engineer can act on the applicant’s behalf.

**Certificate of Completion** means a notice under section 99BRAR of the Act stating that the holder of a Connection Approval has:
- complied with the conditions of the approval; and
- paid the fees and charges under the approval.

**Combined Drain** - a section of private property drainage, where more than one property discharges into a single property connection point. The properties are separately titled and not covered by an easement for the purposes of services access.

**Connection** has the same meaning as in the Connections Policy.

**Connection Approval** in this document means a water approval for any of the following:
- a Standard Connection,
- a Staged Connection,
- any Other Connection.

**Connections Area** has the same meaning as in the Connections Policy.

**Connections Policy** is the Connections Policy as contained within the Netserv Plan Part A.
Consulting Engineer means an engineer who is a Registered Professional Engineer under the Professional Engineers Act 2002 (RPEQ) registered in an area of engineering relating to the Realisation of Infrastructure.

Contractor means a contractor commissioned by a developer or his representative to construct water supply and sewerage infrastructure.

Contributed Asset is a network asset constructed by a developer and then handed to Unitywater for inclusion into Unitywater’s assets register.

Decision Notice has the same meaning as in the Act.

Defects Liability Period – refer to the meaning of ‘Maintenance Period’.

Developer means the Applicant or a person authorised by the Applicant to carry out the works authorised under a Connection Approval.

DNRM – Department of Natural Resources and Mines.

Dual Occupancy has the same meaning as in the Connections Policy.

Failed Inspection Notice is a notice that is issued where it has been determined that there are substantial missing, incorrect, Non Standard and/or incomplete items to continue the inspection. A subsequent submission with the appropriate fees will be required.

Fast Track Option means that your application will be expedited. Refer to (Section 4.3) Fast Track Option.

Future Connections Area has the same meaning as in the Connections Policy.

Information Request has the same meaning as the Act.

Infrastructure Charges are the costs applied to development to support the provision of trunk infrastructure that services the development. (Section 6)

Maintenance Period has the same meaning as in (Section 10.1)

Master Plan means plan showing the planning and sequencing of delivery of the water and sewerage infrastructure for the development related to the Staged Connection.

Minor Variation means a minor modification, addition, or variation to works that does not deviate materially from the approved plans to which the Connection Approval relates and which does not materially affect compliance with the conditions for a Connection Approval, but ordinarily will seek to achieve compliance in a different way. (Section 7.8.1)

Netserv Plan is the Unitywater Netserv Plan Part A.

Network Connection has the same meaning as in the Connections Policy.

Network Works are works for a Network Connection involving the extension or upgrade of Unitywater’s network infrastructure. A Network Works Approval is a water approval aspect that may be given under an Other Connection Approval or Staged Connection Approval and is distinguished from a Connection Approval aspect of a water approval.

Network Infrastructure has the same meaning as in the Act.

Not Properly Made an application is Not Properly Made when:

- the application form has not been completed properly, or
correct application fees have not been provided, or
owners consent has not been supplied, or
insufficient supporting information has been provided to assess the application.

**On-Maintenance** has the same meaning as in *(Section 8.3)*

**Off-Maintenance** has the same meaning as in *(Section 10.3)*

**Other Connection** is a category of connection application and approval and has the same meaning as in the Connections Policy.

**Owners Consent** is as defined in *(Section 4.1)*

**Planned Network Intervention** means Any activity that has the potential to impact on;
- How the system is normally operated (as stated in the Network Operational Plan),
- The continuity of service, or
- The quality of service (water quality, pressure).

**Provisional Certificate of Completion** means a notice stating that the holder of a Connection Approval has;
- provided satisfactory security to Unitywater to ensure compliance with the conditions of the approval, and
- paid the fees and charges under the approval.

**Realisation of Infrastructure** means any or all aspects of the planning, design, construction, supervision of construction, testing and commissioning of water supply and sewerage infrastructure that will be handed over to Unitywater as Contributed Asset.

**Restricted Connection Area** has the same meaning as in the Connections Policy.

**Schedule of Works** is the Schedule of Works as contained within the Netserv Plan Part A.


**Services Advice Notice** has the same meaning as in the Act.

**Staged Connection** is a category of connection application and approval and has the same meaning as in the Connections Policy.

**Staging Plan** the plan showing the sequencing of the development related to the staged connection.

**Standard Connection** is a category of connection application and approval and has the same meaning as in the Connections Policy.

**Trunk Infrastructure** has the same meaning as in Unitywater’s *Schedule of Works*.

**Variation** means the alteration of the nature or scope of Network Works that have been authorised under a Connection Approval.

**Water Approval** has the same meaning as in the Act.
1.4. Implementation

This Manual is a living document, formatted to allow for revision and amendment from time to time.

1.5. Exceptions

This Manual establishes a consistent approach to the administration of the design, assessment, approval, construction and acceptance of water supply and sewerage infrastructure associated with Connection applications in Unitywater’s service area. Deviation from the criteria listed in this Manual may be considered in exceptional circumstances, provided that the Applicant can demonstrate that:

The objectives and requirements of the Unitywater Connections Policy and the SEQ Code are achieved; and

- The objectives and intent of the Manual will be achieved, and
- A net community benefit is derived.

Approval of exceptions within the above framework is at the discretion of Unitywater.

1.6. Innovation and Continuous Improvement

Standards and processes outlined in this Manual have been developed based on the application of best practice approaches, they are modified and updated as necessary to address new and emerging needs and challenges.

1.7. Roles and Responsibilities

It is essential that relevant stakeholders in the application, assessment, approval, construction and acceptance of all water and sewerage infrastructure that will be handed to Unitywater as Contributed Assets understand their roles and responsibilities.

A non-exhaustive list of the roles and responsibilities is included in Table 1 below:

| Table 1 - Roles and responsibilities of each stakeholder in the realisation of asset process. |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| **Unitywater Development Services** | **Consulting Engineer** | **Contractor** |
| Manage all aspects of the connection applications made to Unitywater. | Superintendent responsibility for all engineering matters for a water approval associated with a site including:  
  ▪ Investigation - including network analysis, network locations, lowest lifecycle cost assessment of options and recommendation, efficient extension proposal and consultations with relevant stakeholders;  
  ▪ Certification; required to comply with SEQ Code i.e. trench compaction, vacuum testing, ovality, bacterial/chlorine, pressure, etc.  
  ▪ Design - including compliance with Unitywater’s requirements, standards and specifications;  
  ▪ Supervision - including site Workplace Health and Safety, site Quality Assurance, pre- | Construct all water supply and sewerage works in accordance with the Unitywater-issued approved plans and Unitywater’s requirements, standards and specifications. |
2. Services Advice Notice

A services advice notice is similar to pre-lodgement advice received from a local government before lodging a development application. A services advice notice request is not an application for connection and Unitywater’s response cannot be construed as granting approval to connect. While Unitywater will endeavour to provide accurate advice, a services advice notice does not bind Unitywater if the person requesting the notice subsequently applies for approval to connect. Service advice notice information is preliminary advice only and in no way constitutes approval towards any connection application. Unitywater may amend any advice following the receipt of a detailed connection application.

An Applicant may make a connection application without requesting a Services Advice Notice. However, Services Advice Notices are encouraged by Unitywater as the most appropriate means of dealing with enquiries of a complex or site-specific nature, or where formal feedback is being sought from Unitywater on a specific development connection concept or proposal plan.

2.1. A Services Advice Notice is intended to:

- Provide advice about a proposed connection having regard to Unitywater’s Connections Policy and Schedule of Works,
- Provide advice about charges and conditions that may apply,
- Provide other relevant and available information about the proposed connection, such as policy and servicing requirements, including applicable Unitywater connection and application requirements.

2.2. A Services Advice Notice is not intended to:

- Provide a detailed assessment of the development proposal,
- Determine the likely outcome of the ensuing assessment process, or
- Provide a detailed compliance audit of the development proposal against applicable or other Unitywater policy instruments.
2.3. Disclaimer

Unless another period is specified in the Notice, advice contained in a Services Advice Notice is relevant for six months from the date the Notice is given.

However, as provided in Section 99BRAD of the Act, please note:

- A Services Advice Notice is an advisory notice that does not replace the need for a person to apply for approval for a connection, and
- The information provided in the Notice does not bind Unitywater’s decision on a subsequent application for approval of a connection.

2.4. Requesting a Services Advice Notice

2.4.1. Request Form

The Connections Policy (Section 3.1.b) describes the requirements for requesting a Services Advice Notice.

An Applicant must submit a completed and signed Services Advice Notice Request Form (refer Appendix 1). This form can also be found on the Unitywater website, www.unitywater.com

2.4.2. Information to be submitted with the request

Information that must be submitted with your request for a Services Advice Notice is outlined on the application form. This includes details of the proposal, associated plans and documentation. Providing more specific information enables more detailed advice to be provided. Failure to provide suitable or adequate information will result in the application being deemed not properly made and will be placed on hold until the relevant information is received.

2.4.3. Unitywater Services Advice Notice

Unitywater will carry out a preliminary assessment of the proposed development and, depending on complexity, will provide a Services Advice Notice by either of the following two methods:

2.4.3.1. Services Advice Notice (no meeting)

Unitywater will carry out an assessment of the request and if Unitywater deems that a meeting is not necessary, will issue a Services Advice Notice to the Applicant within Twenty (20) business days after receiving the request.

The notice will be sent via email to the Applicant.

2.4.3.2. Services Advice Notice (meeting)

Unitywater will carry out an assessment of the request and if Unitywater deems that a meeting is necessary, will confirm a meeting date and time with the Applicant within Ten (10) business days.

A Services Advice Notice meeting is a meeting between an Applicant and Unitywater to discuss a connection proposal prior to the formal lodgement of a connection application. A Services Advice Notice meeting provides the opportunity to discuss and receive feedback from Unitywater on the technical aspects of a development proposal, following a preliminary assessment by Unitywater of submitted plans and documents detailing the proposal.
Services Advice Notice meetings are generally 30 minutes in length (a longer meeting may be considered upon request) and will be attended by appropriate Unitywater staff members. Meetings can be arranged at Unitywater’s offices at:

- 10 Maud Street, Maroochydore,
- 33 King Street, Caboolture.

It is advisable that the Applicant attends the meeting with relevant advisors and consultants. Unitywater will issue a Services Advice Notice within five (5) business days after the meeting.

3. Categories and Types of Connections

The Act and the Connections Policy establish connection categories as being a Standard Connection, Other Connection or a Staged Connection.

Within each category a ‘Type’ of connection that defines the event where a connection application is required. Connection applications must be made to Unitywater if an Applicant intends to:

3.1. Connect to a Unitywater network

Examples of connections include but are not limited to:

a. A new dwelling (residential house) requiring connections to water supply (water meter) and sewerage services (household sewerage connection),
b. A subdivision requiring connection to Unitywater water supply and sewerage networks.

3.2. Alter either a Unitywater network or a Unitywater service

Examples of alterations include but are not limited to:

a. An existing dwelling (with a 20mm diameter water meter) being demolished and a new unit development proposed to be constructed in its place. The water service will need to be upgraded to a 100mm diameter water meter to accommodate the new development,
b. A new building is proposed however there is an existing Unitywater sewer main on the property that needs to be relocated.

3.3. Disconnect from a Unitywater service or network

Examples of disconnections include but are not limited to:

a. An existing dwelling is being demolished and the dwelling’s internal water and sewerage services are required to be disconnected from the existing water meter and the sewer connection points that were servicing the dwelling,
b. A larger diameter main is constructed to replace an existing smaller diameter main. The smaller diameter main is no longer required and is to be disconnected from Unitywater’s network.

Examples of each category of connection are outlined below, but please refer to the Connections Policy and the Act for additional details.
3.4. Standard Connection

An example of a Standard Connection is a new residential house located inside the Connection Area that requires connections to water supply (involving a 20mm or 25mm diameter water service and meter) and/or sewerage services (household sewerage connection).

3.5. Standard Connection – Dual Occupancy/Duplex – Price on Application (POA)

A Standard Connection Application that has been identified as a Dual Occupancy/Duplex or a Subdivision will require an assessment and quotation by Private Works. Form F10001 Water Supply and Sewerage Services - Private Works Application

3.6. Other Connections

A single application and approval is required to give effect to the connection or connections.

Examples of applications that fall under the Other Connection category include:

a. A new unit development is proposed to be constructed. The proposed development can connect to the existing sewerage connection point without the need for an upgrade. The development will require a large diameter water meter (e.g. a 100mm diameter meter as deemed by the Applicant’s hydraulic consultant) to provide the necessary domestic and fire flows. The application is a single application to Unitywater, to assess and decide. This will be the ‘connection application’ aspect of the development.

b. A five-lot subdivision is proposed that requires the extension of water supply and sewerage reticulation. The Applicant’s consulting engineer designs the water supply and sewerage network works and submits the design as one package (‘connection application’ for the five-lot subdivision and the associated ‘network works’ design). If the ‘connection application’ and ‘network works’ is approved it will be subject to conditions. The network works construction and handover processes can proceed after approval is issued.

c. Boundary Realignments – A connection application is required to be lodged where the boundary realignment results in the existing water or sewerage service connection servicing any existing building or dwelling that will remain on the site not being located within the lot containing the building or dwelling. As a result this will require the installation of a new water supply or sewerage service connection or an alteration to the existing connection to relocate the service connection.

Where a boundary realignment results in a vacant lot/s being created without an existing water supply or sewerage connection, the developer will be required to provide the water supply and sewerage connection to those lots. Infrastructure charges may be applicable depending on the existing lawful uses and configuration on the site. Please note that to finalise a compliance assessment for survey plan of the boundary realignment with Council it will be necessary for Unitywater to issue a Certificate of Completion. Please refer to section 8 for information on Certificate of Completion.

3.7. Staged Connections

Two (2) or more applications and approvals are required to give effect to the connection or connections.

A Staged Connection may result from the following:
First application: A proposed subdivision (e.g. 2 lots or 500 lots) where the first application is for the Connection Approval for the entire subdivision to connect to Unitywater’s water supply and sewerage networks. Unitywater will assess the connection of the subdivision and, if suitable, approve the application subject to conditions (This is similar to the previous process with Council whereby a reconfiguration of a lot development approval was issued for water supply and sewerage aspects).

Second application or subsequent applications: The Applicant will then design the necessary water supply and sewerage network works and make subsequent Staged Connection applications, where all subsequent applications are for ‘network works’ approvals of the water supply and sewerage network works for each stage of the development (This is similar to the previous process with Council whereby an operational works approval was issued for water supply and sewerage aspects).

3.8. Conversion Applications (Non-Trunk works to Trunk works)

This section must be read in accordance with the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009, Chapter 4C Water approvals and infrastructure, Division 5 Miscellaneous provisions about trunk infrastructure, Subdivision 1 Conversion of particular non-trunk infrastructure before construction starts.

With reference to sections 99BRDD and 99BRDE of the Act, in the instance that:

- a water approval condition under section 99BRDJ of the Act requires non-trunk infrastructure to be provided, and
- construction of the non-trunk infrastructure has not started,

The applicant for that water approval may make a Conversion Application in writing to Unitywater to request conversion of the non-trunk infrastructure to trunk infrastructure.

4. Applications

The different connection categories require the submission of different levels of supporting information, ranging from very basic to very detailed design plans. The application processes for each category of Connection are outlined below:

4.1. Owners’ Consent

This applies for all categories of connections.

The Act (sections 99BRAF and 99BRAU) requires that applications for connections must be accompanied by the written consent of all land owners related to the connection. If the Applicant is not the owner of the land related to the connection, the written consent of all related owners must accompany the application. Failure to supply owners consent will deem the application to be Not Properly Made.

It is important to note that the term ‘related to the connection’ means not only the owner of the land to be connected, but also includes the owners of the land for which access is required to provide the connection.

However, if the land related to the connection is a publicly controlled place (e.g. road), the consent of the owner of that land is not required to accompany the application. See Section 99BRAF (2) and 99BRAU (2) of the Act.

Example of a land related to the connection is, if a sewerage connection is required and the nearest suitable sewerage main is located on property adjoining the land to be connected, written consent from the neighbouring land owner is required to accompany the application.
4.2. Application Fees

The application must be accompanied by the applicable fee. The fee to be paid with the application can be found attached to the relevant application form or Development Services Fees and Charges on the Unitywater website.

For clarification, applications with multiple aspects (connection Approval and Network Works Approval) the fees for the application will consist of the addition of the fees for each application aspect.

The preferred method of payment of fees is via credit card with a maximum amount of $10,000. For amounts greater than $10,000 other alternatives include EFT (by prior arrangement with Unitywater’s Treasury) or cheque. An application fee cannot be split to reduce below the maximum for multiple credit card payment. Unitywater does not accept cash payments.

4.3. Fast Track Option

The intent of a Fast Track is to reduce the assessment timeframe of a single application.

A single application is defined as one of the following: –
- Service Advice Notice
- Design and Assessment
- Construction
- Acceptance and Handover

Please note that Fast Track applications can only be processed with properly completed application submissions.

Applications that have a fast track option available are:-
- Service Advice Notice
- Other and Staged Connection Application
- Amendment Requests (other than minor variation)
- Pre-Start Meeting Request
- Provisional Certificate of Completion Application
- Certificate of Completion Application
- On-Maintenance Request
- Off-Maintenance Request

Applications excluded from the Fast Track Option: –
- Standard Connection Application
- Applications for development that require Unitywater approval of a network analysis report
- Applications for development outside the Priority Infrastructure Area or Unitywater Connection Areas
- Applications for connection of Master Planned Developments
- Applications that do no incorporate previously provided advice given by Unitywater in a Service Advice Notice
- Network Works applications for active assets, including works requiring Planned Network Interventions (e.g. sewage pumping stations, network pressure reducing valves)
- All Council Related Applications
- Sub-metering Application

Unitywater reserves the right to accept or refuse an application with a Fast Track option.
4.4. Properly Made Application

The Act (sections 99BRAF and 99BRAU) and the Unitywater Connections Policy (Schedule 2) set out the requirements for making applications for connections.

A properly made application requires all of the following matters to be completed by the Applicant;

- Completion and submission of the Unitywater application form
- Payment of the stated fees as per Unitywater’s Fees and Charges Schedule
- If the Applicant is not the owner of all land related to the connection, provide the land owner’s written consent to the application (see 4.1 above)
- Sufficient supporting documentation as defined in the CAM and consistent with the type of application being made

An application that is not properly completed cannot be decided until all of the information mentioned above is provided by the Applicant, i.e. processing of the application will be placed on hold until all of the required information is received.

Lodgement:
The application/s may be lodged by the following methods:

4.4.1. Email

The application with the relevant documents can be emailed to Unitywater as follows:

Standard Connection Application: Customer.Service@unitywater.com or Unitywater’s online My Account web portal at www.unitywater.com

Other or Staged Connection Application: Development.Services@unitywater.com

If Other or Staged applications are to be accompanied with water supply and sewerage network works design drawings, they can be submitted via email or for larger document files size they can be submitted electronically via Unitywater’s document management portal, Objective Connect. (The share folder will be set up by Development Services upon request).

4.4.2. Post

The application with the relevant documents can be posted to Unitywater:

PO Box 953
Caboolture
QLD 4510.

4.4.3. Customer Service Counters

Unitywater customer service counters are located at:

- 10 Maud Street, Maroochydore; and
- 33 King Street, Caboolture.

4.5. Standard Connection

Standard Connections do not require water supply and sewerage network works. The works are limited to the installation of water meters and cut-in of sewerage property connection points where these are not currently available. These types of works do not require detailed network works designs; however, a suitable site plan showing location of existing water supply and sewerage services is required. In accordance with Section 99BRAU of the Act
and Schedule 1, Table 1 of the Connections Policy, the following shall be included in the request for a Standard Connection. A Standard Connection Application that has been identified as Dual Occupancy/Duplex or Subdivision will require an assessment and quotation by Private Works.

### 4.5.1. Application Form

It is mandatory to submit a completed and signed [Standard Connection Request form](#), *(refer Appendix 2)*. This can be found on the Unitywater website, www.unitywater.com.

### 4.5.2. Dual Occupancy

Individual water supply must be provided to each dual occupancy unit, meaning that each unit must have its own metered water service connection point. This may require the developer to pay for an additional metered water supply connection point and infrastructure charges if the lot only has a single connection point installed. Where infrastructure charges are applicable these must be paid prior to the water supply connection service being installed. A Standard Connection Application that has been identified as a Dual Occupancy/Duplex or Subdivisions will require an assessment and quotation by Private Works.

### 4.5.3. Relative’s Accommodation, Dependant Person’s Accommodation, Associated Unit, Secondary Dwelling or Multiple Housing Type 1.

Making a standard application for a metered connection for any of the above uses must demonstrate that the use applied for meets the definition as per below for the Council area the subject lot is contained within:

- Relative’s accommodation (under the Redcliffe City Planning Scheme), or
- Dependent person’s accommodation (under the Caboolture Shire plan), or
- Associated unit (under the Pine Rivers Plan), or
- Secondary Dwellings (under Sunshine Coast Planning Scheme 2014), or
- Multiple Housing Type 1 – Relative or employee (Noosa Plan).

Please refer to Unitywater’s fact sheet on our web page in relation to the levying of infrastructure charges for these uses.

### 4.5.4. Other supporting documents

#### 4.5.4.1. General

Dual Occupancy applications must be accompanied by a;

- Floor plan detailing total number of bedrooms per unit,
- Street plan adequately locating subject site,
- Dimensioned locality plan of proposed meter/s.

#### 4.5.4.2. Water Supply

Where installation of a water service point and meter is required, it is mandatory for the Applicant to submit a water supply locality plan for the dwelling to be connected.

Where a water service point (no meter) exists for a property and the Applicant intends to connect at this location, standard connection charges will apply. Unitywater will install the water meter at the existing water service point location, within 15 business days after the approval taking effect.
If a property already has a water service point or a water service point and meter and the Applicant is requesting an alternative location (an ‘alteration’), the Applicant must:

- Submit a dimensioned water supply locality plan for the dwelling to be connected, to ensure that the water meter is positioned appropriately, and
- Pay the prescribed standard connection charge. (See section 4.2 for details)

**4.5.4.3. Sewerage**

Where installation of a sewerage property connection is required it is mandatory for the Applicant to submit a dimensioned locality plan showing where the connection point needs to be installed so that it can satisfactorily serve the dwelling to be connected.

Where a sewerage property connection already exists and the Applicant is requesting an alternative location for connection (an ‘alteration’), the Applicant must submit the following:

- A dimensioned locality plan showing where the connection point needs to be installed (including dimensioned location of the connection, depth and finished surface level details), and

Once approval has been granted and a Connection Approval decision notice is issued the Applicant will be required to lodge an application to Unitywater to provide a quotation for the construction of the new sewerage connection when the connection is required to be installed. Applications for quotations must be submitted via a Water and Sewerage Services – Private Works Application form available on Unitywater’s website, www.unitywater.com.

The application must be accompanied by the Connection Approval decision notice and approved plan.

**4.5.5. Plumbing and Drainage Act compliance permit taken to be Standard Connection Approval in some cases**

There is no requirement to make a Standard Connection Request if the following applies:

- All of the Standard Connection criteria are satisfied, and
- The necessary Property Service Infrastructure for the standard connection is already installed on the land (including the water meter for a standard water connection and/or the sewerage connection point).

In these situations, the plumbing and drainage compliance permit given by the Council is taken to also be the approval for the Standard Connection. Unitywater’s Standard Conditions for the connection will be attached to the compliance permit given by the Council.

Unitywater has entered into arrangements with the Participating Councils to avoid the need for separate Standard Connection and Plumbing and Drainage approvals to be issued where there is no physical infrastructure impact on Unitywater’s networks for class 1 and 10 buildings.

**4.6. Other Connections**

The distinguishing feature of the Other Connection category is that a single application and approval is required to give effect to the connection or connections if network works or additional network demand are involved. This requires the network works design drawings to be submitted with the application.

Examples of applications that fall within the Other Connection category include but are not limited to an installation of a larger diameter water meter, a network extension or upgrade or a subdivision (e.g. 2 lots or 500 lots) involving a combination of network extension or upgrade to service each lot and service point installation (water meter). As such the design of the works could range from a hydraulic plan showing the location of the proposed water...
meter on a property to a detailed design of network works incorporating multiple documents. In accordance with the Connections Policy, if network works are proposed in this category of connection, and no subsequent application stages are proposed, the application must be accompanied by detailed designs for approval to construct the network works. Otherwise the application will become a **Staged Connection** (as a result of the requirement for a second application to be lodged for the Network Works Approval).

Fees for Other Connection category of connection applications that have both Connection Approval and Network Works Approval components are determined by addition of each component (i.e. fees for Connection Approval component plus fees for Network Works Approval component).

The application package for Other Connection category applications includes the following:

### 4.6.1. Application Form

It is mandatory to submit a completed and signed **Connection Application form (Not for Standard Connection)** *(refer Appendix 3).* This can be found on the Unitywater website, www.unitywater.com

The Connection Application Form (Not for Standard Connection) application has a Fast Track Option. Refer to *(Section 4.3)*

### 4.6.2. Network Demand Assessment

Where a connection application is seeking a ‘Connection Approval’ (not ‘Network Works Approval’), this aspect must be accompanied with a calculation of the network demand of the proposed development in accordance with the SEQ Water Supply and Sewerage Design & Construction Code – Design Criteria, Appendix A3 – Unitywater. Unitywater will assess the proposed network demand against the existing and planned capacity available in the relevant network having regard to the type, scale, location, timing or intensity of future development for the connection as stated in Unitywater’s Schedule of Works and supporting demand forecast models.

#### 4.6.2.1. Development Plans

The connection application must be accompanied with a plan or plans of development showing what is proposed to be developed. The plan of development must be of sufficient scale and detail so that assessment of the proposed development can be accurately carried out. Some examples of proposed plans are:

- Subdivision layout plan,
- Group-titled subdivision plan,
- Development plan,
- Hydraulic plans – for applications not involving subdivision of land, details of water supply and sewerage connection and sub meters, where applicable, must be demonstrated on a plan.

### 4.6.3. Network Works Design Calculations

The water supply and sewerage network works design must be in accordance with the SEQ Code.

Design calculations, performance curves, detention times and other information about the design of the pipelines, pumping stations, rising (pressure) mains and any other relevant water supply and sewerage network works infrastructure, as specified in the SEQ Code, must be included in the application for connection.
4.6.4. Network Works Design Drawings

The water supply and sewerage network works design drawings must be in accordance with the SEQ Code.


It is recommended that the water supply and sewerage network works design drawings are in ADAC format as recommended in the SEQ Code.

In addition to the above, where non-Unitywater engineering works are proposed under an Operational Works application to the relevant council (e.g. civil works on the site), an electronic copy of the non-Unitywater engineering works preliminary or approved design drawings shall also be submitted to Unitywater with the application.

4.7. Staged Connections

The Staged Connections category is primarily intended for applications for multi-staged developments involving network connections for multi-staged subdivisions and master planned communities. This category also includes single staged developments where the first application is not accompanied with engineering designs for network works to service the proposed development. In accordance with the Connections Policy, this category of connection likely involves water supply and/or sewerage network works and applications will be accompanied by detailed designs of the proposed network works for approval.

Fees for Staged Connection category of connection applications that have both Connection Approval and Network Works Approval components are determined by addition of each component (i.e. fees for Connection Approval component plus fees for Network Works Approval component).

The application process for Staged Connections is as follows:

4.7.1. First application

The first application for a Staged Connection is different from subsequent applications. This application is made to Unitywater to seek approval to connect the development to Unitywater's water supply and sewerage networks (the Connection Approval’ aspect).

The first application for Staged Connection requires:

4.7.1.1. Application Form

It is mandatory to submit a completed and signed Connection Application Form (Not for standard connection) (refer Appendix 3). This form can be found on the Unitywater website, www.unitywater.com.

The Connection Application Form (Not for Standard Connection) application has a Fast Track Option. Refer to (Section 4.3)

4.7.1.2. Development Plans

The connection application must be accompanied with a plan or plans of development showing what is proposed to be developed. The plan of development must be of sufficient scale and detail so that assessment of the proposed development can be accurately carried out. Some examples of proposed plans are:

- Subdivision layout plan,
- Group-titled subdivision plan,
- Development plan.
4.7.2. Network Demand Assessment

The connection application must be accompanied with a calculation of the network demand of the proposed development in accordance with SEQ Code Water Supply and Sewerage Design Criteria Appendix A5 Unitywater will assess the proposed network demand against the existing and planned capacity available in the relevant network having regard to the type, scale, location, timing or intensity of future development for the connection as stated in Unitywater’s Schedule of Works and supporting demand forecast models.

4.7.2.1. Other Supporting Documents

Depending on the complexity or the size of the connection application proposal and the demand the development will impose on Unitywater networks, additional reports or documents may need to accompany the application. These include:

- A supporting report on the proposed development,
- Servicing strategies for the development,
- Networks analysis reports,
- A subdivision or unit development staging plan,
- A network staging plan.

It is anticipated and encouraged that for complex applications, Applicants should request a Services Advice Notice, prior to lodging a connection application, to inform the additional supporting document requirements.

4.7.2.2. Network Works Design Calculations

If the first application proposes any network works, the water supply and sewerage design must be in accordance with the SEQ Code.

Design calculations, performance curves, detention times and other information about the design of the pipelines, pumping stations, rising (pressure) mains and any other relevant water supply and sewerage network works infrastructure, as specified in the SEQ Code, must be included in the application for connection.

4.7.3. Lowest Lifecycle Costing Report

Where a range of servicing options may be available for the proposed development, Unitywater may request the applicant to submit a Lowest Lifecycle Costing Report in accordance with the requirements of SEQ Water Supply and Sewerage Design and Construction Code – Design Criteria, section 2.5 Lowest Lifecycle Costing.

4.7.4. Second and Subsequent Applications

The second and any subsequent application will likely be for network works design approvals to construct and connect each stage of the development to Unitywater’s water supply and/or sewerage network.

The second and/or subsequent Staged Connection application must include the following;

4.7.4.1. Application Form

It is mandatory to submit a completed and signed Connection Application Form (Not for Standard Connection) (refer Appendix 3). This can be found on the Unitywater website, www.unitywater.com.
4.7.4.2. **Network Works Design Calculations**

The water supply and sewerage design must be in accordance with the SEQ Code. Design calculations, performance curves, detention times and other information about the design of the pipelines, pumping stations, rising (pressure) mains and any other relevant water supply and sewerage network works infrastructure, as specified in the SEQ Code, must be included in the application for Connection.

4.7.4.3. **Network Works Design Drawings**

The water supply and sewerage design drawings must be in accordance with the SEQ Code.

The Network Works design drawings may be submitted in electronic format via:

- Email, or
- Larger document files size can be submitted electronically via Unitywater's document management portal, Objective Connect. (The share folder will be set up by Development Services upon request).

It is recommended that the design drawings are in ADAC format as recommended in the SEQ Code.

In addition to the above, where non-Unitywater engineering works are proposed under an Operational Works application to the relevant council, an electronic copy of the non-Unitywater engineering works preliminary or approved design drawings shall also be submitted to Unitywater with the application.

4.7.4.4. **Conversion Applications (Non-Trunk to Trunk Infrastructure)**

For conversion application assessment purposes, Unitywater has adopted the criteria as listed in the version of Moreton Bay Regional Council Infrastructure Charges Resolution (MBRC ICR) current at the time of lodging the application.

An Applicant must make a Conversion Application that addresses all requirements outlined in the Moreton Bay Regional Council Infrastructure Charges Resolution (MBRC ICR) Part 5 Offset and refund for trunk infrastructure, including but not limited to ‘Conversion criteria’ and the Moreton Bay Regional Council Infrastructure Charges Resolution Implementation Policy Part 5.

At the time of publishing of this version of the Manual, MBRC ICR (No 5) 1 September 2016, section 20 Conversion criteria was as follows:

The infrastructure:

(a) meets the definitions of trunk infrastructure contained within the Priority Infrastructure Plan,
(b) has an approved design with the capacity to service multiple unrelated developments in the area, and
(c) is owned or is to be owned by the Local Government or Distributor-retailer, and
(d) is not temporary infrastructure or sacrificial works to be superseded by an ultimate solution, and
(e) has a function and purpose that is consistent with other trunk infrastructure identified in the definition of trunk infrastructure and the plans for trunk infrastructure shown in the Priority Infrastructure Plan, and
(f) The infrastructure would meet the desired standards of service in the Priority Infrastructure Plan, and
(g) The infrastructure is not consistent with non-trunk infrastructure for which conditions may be imposed in accordance with section 665 of the Act or section 99BRDJ of the SEQ Water Act, and

(h) is of a type, size and location which is most cost effective option (based on the life cycle cost of the infrastructure to service future urban development in the area at the desired standard of service) for servicing multiple users in the area, and

(i) could have been planned by the Local Government or Distributor-retailer without knowing the detailed layout of lot reconfigurations or the design details for material change of use applications in the area, and

(j) services development completely inside the priority infrastructure area.

The applicant must submit an application that demonstrates that all conversion criteria have been met, including the submission of all necessary supporting documentation.

Where the cost of trunk infrastructure is not identified in the Netserv Plan, the Applicant must determine the cost to establish the proposed infrastructure in accordance with the current version of MBRC ICR Schedule 5: Method for re-calculating establishment cost (Work Contribution).

The supporting documentation required with each conversion application needs to include:

- Evidence of a Unitywater approved Network Analysis Report or a Unitywater Services Advice Notice identifying necessary infrastructure with relevant infrastructure sizes,

- A concept or preliminary ‘Proposed Trunk Infrastructure Layout Plan’,

- A Bill of Quantities for the design (refer to MBRC ICR Schedule 5 (1)b. i.),

- A first principles cost estimate (Cost Estimate) prepared by a qualified and registered Quantity Surveyor or RPEQ (refer to MBRC ICR Schedule 5 (1) b. ii.).

4.8. Additional matters to be addressed with Other or Staged Connection Applications

There may be a need for additional information to be submitted in support of Other or Staged Connection applications, depending on the type of development. Extra information may be requested by Unitywater after an application is lodged.

4.8.1. Combined Drains

In the past, a number of properties were allowed to be serviced by a common drain directing the discharges to one sewerage connection point. Common drains are no longer permitted (other than Duplexes), and any Connection Application associated with a property with a common drain will require the Applicant to ensure that each property is provided with separate sewerage connection points.

The Applicant is responsible for all costs and permissions required to facilitate the transition from a combined drain.

4.8.2. Consent to Enter and Construct

There may be instances where proposed works will need to be constructed on property or properties not owned by the Applicant.

This requires the Applicant to gain the necessary permissions to be able to construct the works through those properties. Unitywater requires the applicant to provide evidence that the necessary permissions have been obtained by the Applicant.
4.8.2.1. Private Property

In the event that works are to be constructed through or on properties not under the control of the Applicant, the Applicant must obtain written consent for construction of the works from each property owner on whose property the infrastructure is to be constructed.

Should a land dedication or an easement be required as a result of the proposed works, proof of the registration of easements and/or land dedication in favour of Unitywater must be carried out as per items 5.8.3 and 5.8.4 below.

The Applicant shall be responsible for all costs associated with acquiring the necessary consent to enter and construct.

The Connection Application will not be assessed without the submission of all necessary written consents.

4.8.2.2. Consent to Enter and Construct on Local or State Government Controlled Property

If the proposed works are to be constructed on State government property such as parks and public space, the Applicant must submit with the Connection Application a written consent from the relevant State Agency, consenting to the construction of the works on the subject property.

Should a land dedication or an easement be required as a result of the relevant State Agency requirements, proof of the registration of easements and/or land dedication in favour of Unitywater must be carried out as per items 4.8.2 above and 4.8.3 below.

The Applicant shall be responsible for all costs associated with acquiring the necessary consent to enter and construct.

Evidence of any necessary permit or consent is to be submitted with the Pre-Start Meeting Request Form (refer Appendix 4) - (see section 6.6).

4.8.3. Land Dedication

Land dedication for the purposes of Unitywater easement and sewage pumping station lots must be performed in accordance with the SEQ Code requirements and with the conditions of the Connection Approval.

4.8.4. Easements

Easements shall be provided in accordance with the SEQ Code.

Easement terms shall be Unitywater’s most current registered dealing held by the Department of Natural Resources and Mines and shall not be altered or amended.

The Applicant shall be responsible for all costs associated with acquiring necessary land easements.

An easement must be registered by the Applicant in accordance with the conditions of the Connection Approval.

4.8.5. Network Works Master Plans

Unitywater may request an Applicant to prepare and provide a Network Works Master Plan detailing the sequencing of the proposed servicing strategy and which is aligned with the council approved staging plan for the relevant development or Connection Approval. This plan will usually be associated with Staged Connection Applications and therefore may be requested to support an application or may be required as a condition to be submitted for approval with the next application under a Staged Connection Application process.
Unitywater will approve the Network Works Master Plan with the Connection Approval under which the Master Plan is submitted. Any variations to an approved Network Works Master Plan must be approved by Unitywater prior to any Staged Connection Approval being issued for the Network Works associated with the Variation. Approval of variations to a Network Works Master Plan can occur at any time and will be facilitated via an amendment request application to Unitywater in accordance with the Connections Policy.

4.8.6. Staging Plan

For Staged Connection applications that involve multi-staged multiple dwelling development or staged subdivision, a Staging Plan of the proposal must be submitted with the first application. An interim Network Works Master Plan of the servicing strategy may be submitted at this stage; however, Unitywater requires that a detailed Network Works Master Plan be submitted with the second application, or as otherwise requested by Unitywater. This is to ensure that the Applicant and Unitywater understand the servicing needs and proposals for the Connection Application.

4.8.7. Trunk Infrastructure Works

There will be instances where Unitywater will require the Applicant to construct Trunk Infrastructure works on behalf of Unitywater or external to the development site to support the Connection proposal. Trunk Infrastructure works is generally works that are identified under Unitywater’s Schedule of Works. Unitywater’s timing for delivery of the Trunk Infrastructure works may be out of sequence with the connection proposal or vice versa. The arrangements for such external works will generally be as follows:

4.8.7.1. Identification of the Trunk Infrastructure Works

The definition of Trunk Infrastructure has the same meaning as in Unitywater’s Schedule of Works, Section 3.2.1 for water supply trunk infrastructure and Section 3.3.1 for sewerage trunk infrastructure.

The need for the Trunk Infrastructure works will generally be identified in pre-lodgement through the Services Advice Notice process or when the first application of the Connection Application is assessed by Unitywater. The need for Trunk Infrastructure works will be informed by the network analysis reporting process.

The subsequent approval of the application will have condition(s) imposed that require the Applicant to establish the identified infrastructure works, for example “construction of a 375mm diameter main from point A to point B” or the payment of additional infrastructure costs.

4.8.7.2. Eligibility for Infrastructure Offset

Financial contributions (Infrastructure Charges) may in certain circumstances be eligible for offset by developer Work Contributions for the establishment of infrastructure that has been identified as trunk infrastructure in the Netserv Plan or has been deemed as trunk infrastructure through the process of conversion of non-trunk infrastructure to trunk infrastructure by means of a conversion application process.

Where trunk infrastructure is identified in the Netserv Plan and establishment of that trunk infrastructure, or ‘different trunk infrastructure delivering the same desired standard of service’, is a condition of a water approval under section 99BRCQ of the Act, this aspect of the works will be eligible for infrastructure offset.

Where trunk infrastructure is identified in the Netserv Plan but where establishment of that infrastructure has not been included as a condition of a water approval, this aspect of the works may be eligible for infrastructure offset, subject to a conversion application process.
Where infrastructure has not been identified in the Netserv Plan but is deemed by Unitywater through the application process as necessary to service the subject premises (and/or subject catchment), under section 99BRCR of the Act, Unitywater may impose a condition of approval requiring the provision of trunk infrastructure at a stated time.

Under a SPA Development Approval that contains a Unitywater related approval, for eligible works, the Applicant may enter into a Water Infrastructure Agreement for the establishment of the works (Work Contributions) and for offset of these works against any infrastructure charges payable for the development (Financial Contributions).

For water approvals given under the Act, the establishment cost of the Work Contributions will be determined as part of the application process, with the cost identified as an Infrastructure Contribution – either an Offset or Refund under section 99BRCT of the Act – in the Infrastructure Charges Notice (or Notices) that accompany an Other or Staged Connection Approval for the development.

4.8.7.3. Trunk Infrastructure Planning and Design

The planning and design of any Trunk Infrastructure works required as a condition of a Connection Approval will generally be carried out in accordance with the SEQ Code.

Where the proposed infrastructure is outside the intended scope of the SEQ Code (e.g. larger diameter mains are required) the standards of service contained with Unitywater’s Schedule of Works shall be used.

The works will need to be designed and a Staged Connection Application made to Unitywater for approval prior to quotations or tendering occurring.

4.8.7.4. Procurement

The procurement of the infrastructure shall be in accordance with Unitywater’s procurement requirements. This may require the Applicant to call for public tenders after the works have been approved by Unitywater.

4.8.7.5. Water Infrastructure Agreements

Where a Water Infrastructure Agreement, with Unitywater under Section BRDR of the Act is applicable to a Connection Approval, Unitywater will provide supporting correspondence to the Connection Approval Decision Notice, outlining the process and requirements for preparing and executing the Water Infrastructure Agreement document. The supporting correspondence will also include documents to assist with understanding the timetable for processing and executing Water Infrastructure Agreements. A Water Infrastructure Agreement instruction sheet will also be provided.

This correspondence and supporting documentation can also be requested at any time to assist with the preparation and execution of a Water Infrastructure Agreement with Unitywater.

5. Design, Assessment and Approval

5.1. Design

The design of water supply and sewerage infrastructure shall be carried out in accordance with the SEQ WS&S D&C Code. The code can be viewed or downloaded from www.seqcode.com.au.

Some developments require additional or more specific design criteria, as outlined below:
5.1.1. Extent of Infrastructure

5.1.1.1. Water mains

Where water mains are required to be constructed as part of the Network Works, they shall be constructed along the full frontage of the site. This is to enable future mains extension to proceed without impacting on the area where other services, landscaping or turf are likely to be installed.

If a subdivision or boundary realignment results in the water service connection line/point to an existing building being outside the new lot area, the developer shall realign the service line/point to ensure it is contained wholly within the new lot boundary containing the building, providing they intend to maintain connection to this service line/point location.

A separate plumbing works application may be required to be made to the relevant council for internal alteration works required to reconnect to the realigned service line/point.

5.1.1.2. Sewer mains

Sewer mains shall be extended through the site to the boundary of the upstream catchment property or properties at a depth sufficient to service upstream catchment properties. It may be necessary that more than one connection point is made available to adequately service future demand of upstream catchment properties.

If a subdivision or boundary realignment results in the sewer service connection line/point to an existing building being outside the new lot area, the developer shall realign the service line/point to ensure it is contained wholly within the new lot boundary containing the building, providing they intend to maintain connection to this service line/point location.

A separate plumbing works application may be required to be made to the relevant council for internal drainage alteration works required to reconnect to the realigned service line/point.

5.2. Assessment

Applications will be assessed in accordance Section 99BRAG of the Act.

For Section 99BRAG (3)(c) of the Act, among other things, Unitywater will have regard to this Manual.

5.2.1. Timeline

The timelines for assessment of Connection Applications are prescribed by the Connection Policy as follows.

5.2.1.1. Standard Connection

Up to five (5) business days (or a longer period agreed to by the Applicant) after a properly completed request has been received.

Unitywater will give the Applicant a Standard Connection Notice within five (5) business days after the Standard Connection is granted.

5.2.1.2. Other Connection

Up to twenty (20) business days (or a longer period agreed to by the Applicant) after a properly completed application has been received.

Unitywater will give the Applicant a Decision Notice within five (5) business days after the Other Connection is decided.
5.2.1.3. Staged Connection

Up to Twenty (20) business days (or a longer period agreed to by the Applicant) after a properly completed application has been received.

Unitywater will give the Applicant a decision notice within five (5) business days after the Staged Connection is decided.

However, if an application is required to be made to the local government or the state government for works in roads or on other publicly-controlled places, the assessment period will be increased to Forty 40 business days to allow the council or state government to carry out their assessment and impose any reasonable conditions.

5.2.2. Revisions Prior to Approval

Should it be necessary to revise the network works design drawings during assessment of a Connection Application, amended drawings must be submitted to Unitywater prior to approval being granted. All revisions shall be documented, including (where appropriate) the use of revision clouds and labelling within the title block, provided clarity is maintained on the drawings. Where drawing clarity would be compromised, separate documentation of revisions will be considered.

If extra information such as revised design drawings are required, the assessment period will be increased by up to an extra Twenty five (25) business days (or longer period agreed to by the Applicant) as prescribed in the Connections Policy.

5.3. Approval

A ‘water approval’, or approval, has the same meaning as the Act, at the time of publishing this Manual having definition:

**water approval** means a decision notice that approves all or part of an application for a connection under chapter 4C, part 2 with or without water approval conditions or water approval charges.

Unitywater will issue a decision notice for a water approval that will include:

- Conditions of approval, and
- Approved documents, including reports and design drawings.

Only the approved design drawings shall be used for construction, subject to any amendments required by the conditions of approval.

5.3.1. Errors and Omissions

Unitywater will undertake an audit check of the Network Works drawings in relation to the proposed work. A detailed check of the calculations and drawings may not be undertaken as they have been certified by the RPEQ. The RPEQ bears all responsibility for all aspects of the engineering design. After an approval (decision notice and drawings) is issued, where design errors or omissions become apparent, Unitywater reserves the right to require further amendments or additions to the approval. These amendments and additions must be made by the applicant and at the applicant’s expense.

5.3.2. Amendments to Approval Conditions

Should it be necessary to revise the approved network works design drawings following approval of a Connection Application, amended drawings must be submitted to Unitywater for approval. This is facilitated via an Amendment Request Form (refer Appendix 10), the process for which is prescribed by the Connection Policy. A further fee will apply, in accordance with Development Services Fees and Charges.
5.3.3. Approval of Conversion Applications

Conversion applications are applications made to Unitywater by the holder of a Connection Approval to convert non-trunk infrastructure required to be supplied under a condition of the approval into trunk infrastructure.

The provisions for lodging, assessing and deciding conversion applications are set out in Chapter 4C, Part 2, Division 5, Subdivision 1 of the Act. In summary a conversion application:

Must be lodged with Unitywater before the construction of the non-trunk infrastructure has started;

Will be assessed in accordance with the requirements of Section 99BRDF of the Act and the criteria adopted by Unitywater for deciding conversion applications;

If approved — the notice of the decision will state details of any trunk infrastructure offset or refund flowing from the decision and an amended infrastructure charges notice will be given.

5.4. Internal Reviews and Appeals

In accordance with Section 99BRAY of the Act, an appeal of an original decision must be, in the first instance, by way of an application for an internal review. Details can be located on the Unitywater website, Assessing your development application.

A request for an internal review and the subsequent review of the request will be carried out in accordance with Chapter 4C, Part 4, Divisions 1 and Division 2 of the Act.

6. Infrastructure Charges

6.1. General

In July 2011, the state Government adopted a new system of charging known as adopted infrastructure charges. The system sets a maximum charge for trunk infrastructure, and also sets out how Water Utilities/Councils apply the charges.

Under the South East Queensland Water (Distribution and Retail Restructuring) Act 2014 Water Utilities may require the developers to pay relevant and reasonable charges towards the capital costs of infrastructure in order to meet the demand placed on trunk infrastructure networks by the development.

New development approvals are issued with an Infrastructure Charge Notice that provides a statement of the charges payable by the developer.

Infrastructure Charges Notice Request Form (refer Appendix 11)

7. Construction

7.1. Quality Management

Unitywater has developed and implemented a Quality Management System aligned to AS/NZS 9001, this supports in principle design and approvals, resulting in higher quality consistent outcomes and streamlining of processes reducing time requirements.
7.2. Occupational Health and Safety

Unitywater has developed and implemented a Safety Management System aligned to AS4801, Unitywater is committed to delivering operational success in a safe and healthy environment and to promote zero harm in the work place.

The Unitywater Occupational Health and Safety Policy outlines our commitment to providing a safe and healthy work environment and details the roles and responsibilities of the Board, employees, visitors, contractors and sub-contractors to Unitywater.

The requirements of the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011* must also be adhered to in all construction activities, including the supervision and execution of the works.

7.3. Dial Before You Dig

Any person or organisation that owns underground assets, including pipes and cables, has a responsibility, or duty of care, to ensure that information about the location of these services is easily available for people intending to undertake excavation activities.

Persons responsible for any excavation work also have a responsibility, or duty of care, to locate underground services or assets that are in the vicinity of the dig site, and then find and expose them before excavating near or around them.


7.4. Portable Long Service Leave

In accordance with the *Building and Construction Industry (Portable Long Service Leave) Act 1991*, all construction works that cost $80,000 or more attract the payment of a levy. The levy is paid to the State Government authority QLeave, prior to the commencement of any works.

Proof of payment of the Portable Long Service Leave levy must be provided with the request for pre-start meetings for all works estimated to cost $80,000 or more.

The pre-start meeting will not be booked without the receipt of proof of payment of the Portable Long Service Leave levy, where it is applicable.

7.5. Works in Roads or Other Publicly-Controlled Places

Generally all water mains, and in some instances sewerage mains, are located on public roads or other publicly-controlled places. The State and Local Government authorities are responsible for the roads or other public places. Construction of any water supply and sewerage assets on public property requires consent from the relevant authorities. Any works involving Unitywater’s infrastructure in roads and other publically-controlled places will be managed as follows.

7.5.1. Local Government Roads or other Places Controlled by a Local Government

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.

The Applicant must provide a copy of the approval for works in roads and/or public open space with the request for the pre-start meeting.

Unitywater will not book or attend the pre-start meeting if the works are to be carried out on roads and/or public open spaces and the Applicant has not provided evidence of the
necessary consent. Commencing construction works without a pre-start meeting will be a breach of the condition of the Connection Approval, which is an offence under Section BRBZ of the Act.

7.6. Pre-Start Meeting

Before the construction of works commence, a joint pre-start meeting must be held at the construction site, between the following representatives:

- The applicant or where the applicant is not a Consulting Engineer, the applicant duly appointed Consulting engineer responsible for the supervision of the construction activities,
- Principal contractor,
- Sub-contractor (if not the principal contractor) responsible for the construction of the water supply and sewerage works, and
- Unitywater development officer/Inspector.

A completed Pre-Start Meeting Request Form (for an example of this form refer Appendix 4) and required supporting documentation as prescribed on the Pre-Start Meeting Request Form must be submitted by the consulting engineer to Unitywater at least seven (7) business days prior to the intended pre-start meeting date. The submission of the form can either be
by email (preferred) to development.services@unitywater.com or by fax, as per the details provided on the form.

If the application is subject to works in roads, Unitywater will invite the relevant council to attend the pre-start meeting. The decision to attend the meeting is at the sole discretion of the relevant council.

Failure* to attend the pre-start meeting at the scheduled time by any of the nominated persons will result in the Unitywater development officer cancelling the meeting. This will result in the Applicant or the engineer resubmitting the Pre-Start Meeting Request Form to enable the scheduling of another meeting.

Construction of the works will not be permitted to commence without the pre-start meeting. Commencing construction works without a pre-start meeting will be a breach of the condition of the Connection Approval which is an offence under Section 99BRBZ of the Act.

After the pre-start meeting, Unitywater will provide a copy of the pre-start meeting minutes to the consulting engineer. The contractor will be able to commence the construction of the works following a successful pre-start meeting. The contractor must construct the works in accordance with the approved plans, subject to any amendments required by conditions of approval and the SEQ Code.

Only the Unitywater approved plans shall be used for construction and must be available on the construction site at all times.

**7.6.1. Fee**

A fee is applicable to all Pre-Start Meetings. In the event that a Pre-Start Meeting is cancelled (as per above – Failure to attend*…), an additional fee will be applicable for any subsequent re-scheduled Pre-Start meetings.

**7.7. Unitywater Compliance Inspections**

Unitywater development officers will conduct periodic compliance inspections of the networks works during construction. All construction enquiries and communications triggered by on-site compliance inspections by Unitywater’s development officers will be directed to the consulting engineer. The consulting engineer must be available for site meetings with Unitywater’s development officer, by arrangement.

The site meeting involving the consulting engineer and Unitywater’s development officer will include but are not limited to the inspection of:

- Thrust block concreting,
- House connection branches (property connections) by contractor,
- Water service and meter installations by contractor.

**7.8. Variations – (Construction Phase)**

On occasions, unforeseen changes may become necessary during the construction phase of the development. The Variation must be approved by Unitywater before works are to commence on the proposed Variation. The Variations must be in accordance with the conditions of Connection Approval and the SEQ Code.

It must be noted that a Variation requiring modifications to the conditions of Connection Approval will require the Applicant to make an Amendment Request application to Unitywater the process for which is prescribed by the Connection Policy. The application must be accompanied by the relevant application fees.

The Variations will be managed according to the complexity of the Variation as follows.
7.8.1. Minor Variation

This may be handled through a Standard Condition to be put into the Decision Notice Template.

If the Variation to the approved plan is considered to be a Minor Variation (jointly determined by the development inspector and the consulting engineer, in accordance with conditions of the Connection Approval or Network Works Approval), by written request of the applicant.

Examples of Minor Variations include, but are not limited to, the following:

- Realignment of a single section of the water supply or sewerage reticulation,
- Change in grade of a single section of the sewerage reticulation,
- Repositioning of a hydrant, stop valve or air valve for water supply reticulation.

Unitywater officers will review the proposed changes and, if accepted, will issue a copy of a signed Minor Works Variation Request Form to the consulting engineer. Minor Variations do not trigger the need for an amendment of the condition requiring the works to be carried out in accordance with the approved plans.

7.8.2. Variations

Should it be necessary to revise the approved Network Work design drawings following issue of a Network Works Approval or a variation other than a Minor Variation requires the consulting engineer to submit amended plans for approval by Unitywater in accordance with the Unitywater Connections Policy, Schedule 3, Table 6. The request for Amendment must be done by submitting the Amendment Request Form (refer Appendix 10).

7.8.3. Fee

An Amendment Request for changes to an approval or request to change up to five (5) conditions attracts a fee as prescribed within the Development Services Fees and Charges.

8. Acceptance and Handover

8.1. Provisional Certificate of Completion

Where an Applicant requires an early release of the plan of survey from the relevant council, the Applicant will be required to obtain a Provisional Certificate of Completion from Unitywater. Unitywater will issue the Provisional Certificate of Completion request subject to the following:

- The Applicant completing and submitting the Request for Provisional Certificate of Completion Form (refer Appendix 5),
- Payment of the fee for the issue of the Provisional Certificate of Completion.

The Request for Provisional Certificate of Completion Form must be accompanied by the applicable fee. The fee to be paid can be found at Development Services Fees and Charges, or by phoning 1300 0 UNITY (1300 086 489). The preferred method of payment of fees is via EFT (by prior arrangement with Unitywater’s Treasury), credit card (Maximum $10,000. An application fee cannot be split to reduce below the maximum for multiple credit card payment. An EFT transaction can be facilitated for amounts greater than $10,000) or cheque made out to Unitywater. Unitywater does not accept cash at its customer service counters.

Each individual water supply and sewerage network works infrastructure component must be at least 50% completed i.e. water main network works construction must be completed 50% and sewerage network works construction must be 50% completed for Unitywater to approve a Provisional Certificate of Completion request.

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The submission of uncompleted works bond to the value of 125% of the Unitywater confirmed value of any incomplete works. The submission must include:

- All outstanding construction,
- Testing of all works under construction,
- As-constructed preparation cost (on the basis of reasonable cost for Unitywater to collect this information),
- Reconnection of any existing dwellings to new works,
- Reconnection of any existing services.

The Uncompleted Works Bond must have a minimum value of $10,000.00.

Payment of the maintenance bond amount of 5% of the value of the works when completely constructed,

Confirmation that the applicant is able to complete the Uncompleted Works within 90 days of the application being made,

Payment of ALL Unitywater Infrastructure Charges applicable to the development as detailed in any Infrastructure Charges Notice,

Payment of the connection cost of the new works to Unitywater networks. This will require the developer to request a quote from Unitywater,

a copy of the survey plan,

A schedule of the uncompleted works detailing the construction processes to completion and acceptance of assets, and

A Water Approval Condition Agreement for the issue of the Provisional Certificate of Completion being signed by the Applicant and Unitywater.

The bonds can be in the form of EFT, bank cheque or an unconditional bank guarantee (refer to Unitywater’s bank guarantee pro forma – *(refer Appendix 6)*).

Unitywater will hold the uncompleted works bond as surety and will return it after the satisfactory On-Maintenance acceptance of the works.

A single bond can be provided to the value of the uncompleted works bond and maintenance bond. The single bond will be reduced to the value of the maintenance bond after satisfactory On-Maintenance acceptance of the works. Where a bank guarantee is used for uncompleted works bond and maintenance bond, and is required to be reduced, the bank guarantee pro forma must reflect that both bond situations are to be accommodated by the guarantee.

If the applicant does not achieve On-Maintenance within 90 days of lodging the Provisional Certificate of Completion Unitywater may:

- Use the uncompleted works bond to achieve On-Maintenance,
- Refuse to provide a Provisional Certificate of Completion to future stages.

### 8.1.1. Fee

An application fee as prescribed within Development Services fees and charges is applicable for the assessment of the Provisional Certificate of Completion.
8.2. On-Maintenance Request

Request for the On-Maintenance inspection must be made by the consulting engineer by completing the On-Maintenance Inspection Request Form (for an example of this form refer Appendix 7).

The form, together with the mandatory items specified on the form (including the following items), must be submitted to Unitywater as a single submission at least 7 business days before the intended On-Maintenance inspection date:

8.2.1. Fee

An application fee is applicable for the assessment of all submissions and the On-Maintenance Inspection. A fee will be applicable for the subsequent issue of the Certificate of Completion via a separate request process (refer section 8). Development Services Fees and Charges.

8.2.2. As-Constructed Drawings

The as-constructed drawings of all water supply and sewerage infrastructure that will be provided to Unitywater as Contributed Assets prepared in accordance with the SEQ Code. The as-constructed drawings may be submitted in electronic format via:

Email; or

Larger document files size can be submitted electronically via Unitywater's document management portal, Objective Connect. (The share folder will be set up by Development Services upon request).

The drawings are an essential component of the acceptance of the works for On-Maintenance and accuracy is paramount.

8.2.3. Test Results

All constructed water supply and sewerage infrastructure must undergo testing in accordance with the SEQ Code. The tests must be carried out by persons or companies accredited by the National Association of Testing Authorities Australia (NATA).

The test results must be presented in accordance with the SEQ Code requirements.

8.2.4. New Water Mains Connection Procedure

Unitywater’s Procedure for Determination of Acceptability of New Mains must be followed for all new water mains which will be Donated Assets. A Unitywater development officer will assist with details of the timing of various requirements in the procedure to ensure the efficient acceptance of the asset is achieved.

8.2.5. Certification of Existing Services

Where subdivision occurs and an existing building is to be retained, the registered surveyor must submit certification that the water supply and/or sewerage services connection points required to service the building exist or, where provided as part of the works, are contained wholly within the new lot containing the existing building.

8.2.6. Closed Circuit Television (CCTV) Report

Closed circuit television (CCTV) inspection and reporting must be carried out on all constructed sewer lines. The inspection and consulting engineers CCTV review report should be done in accordance with the SEQ Code.
8.2.7. Easements

The applicant to submit relevant Survey Plan and Easement Documents. Form 9 Easement forms part of the “Department of Natural Resources” (DNRM) Titles Registry form process and is required by DNRM when lodging documents with the Titles Office.

8.2.8. Maintenance Bond

A maintenance bond of five percent (5%) of the value of the works or $2000 for each water supply and/or sewerage component of the works (whichever is the greater) must be submitted to Unitywater. The maintenance bond can be in the form of EFT, bank cheque or an unconditional bank guarantee (refer to Unitywater’s bank guarantee pro forma (refer Appendix 7).

Unitywater will hold the maintenance bond as surety and will return it after the satisfactory Off-Maintenance acceptance of the works.

Where a Connection Application is subject to the issue of the Provisional Certificate of Completion, the maintenance bonds payment must be made with the request for the issue of the Provisional Certificate of Completion. Alternatively the uncompleted works bond amounts must be sufficient for reduction to the maintenance bond amounts required (Note: Where a bank guarantee is used for uncompleted works bond and is required to be reduced the bank guarantee pro forma will need to reflect both bond situations are to be accommodated by the guarantee).

8.3. On-Maintenance Inspection and Acceptance

Following review and satisfactory acceptance of the items listed above, a joint On-Maintenance meeting will be held on the construction site. The meeting must have the following representatives:

- The applicant or where the applicant is not a Consulting Engineer, the applicant’s duly appointed Consulting engineer responsible for the supervision of the construction activities,
- Contractor,
- Unitywater development officer/inspector.

The Unitywater development officer will not proceed with the meeting if either the consulting engineer or the contractor is not present. If this occurs, the meeting will then need to be rescheduled at a cost to the applicant (reinspection fee).

If the development officer is not satisfied the works have been constructed in accordance with the approved plans and other relevant documents, the development officer will not accept the works. The contractor will then need to carry out the necessary rectification works and reschedule and pay for another asset handover inspection meeting (reinspection fee).

If the development officer is satisfied the works have been constructed in accordance with the approved design plans and other relevant documents, the development officer will accept the work ‘On-Maintenance’.

The acceptance of the works is the commencement of the ‘Defects Liability Period’ or ‘Maintenance Period’.

Confirmation of On-Maintenance acceptance can be provided via Unitywater issuing a Certificate of Completion (see section 9).
8.4. Pre-Commissioning Tests (Active Assets)

Where the works involve active assets (e.g. a sewerage lift or pumping station, water booster or pressure reducing valve installation), they will need to be tested prior to the asset handover inspection.

The consulting engineer must arrange for a pre-commissioning test to be carried out by the mechanical and/or electrical contractors in the presence of Unitywater’s development officer or other Unitywater representatives.

8.5. Commissioning (Active Assets)

The consulting engineer must arrange for the commissioning of active assets if it forms part of the infrastructure works. The commissioning of the work must be carried out by the relevant mechanical and/or electrical contractors and the consulting engineer in the presence of Unitywater’s development officer or other Unitywater representatives in accordance with Unitywater’s commissioning procedure.

On satisfactory commissioning of the active assets, the works will be connected to Unitywater’s network.

8.6. Operation and Maintenance Manual (Active Assets)

Where active assets (e.g. a sewerage lift or pumping station, water booster or pressure reducing valve installation) have been built as part of the works, asset information including the operation and maintenance manual of the station/s must be included in the request for On-Maintenance. Refer to the SEQ Asset Information Standard for required documentation to be submitted for active assets.

The active asset documentation may be submitted in electronic format via:

Email; or

Larger document files size can be submitted electronically via Unitywater’s document management portal, Objective Connect. (The share folder will be set up by Development Services upon request).

8.7. Connection of Works to Unitywater’s Network

Unitywater will connect the works to its network after the works have been accepted On-Maintenance. This requires Unitywater’s development officer to authorise the connection via notification to Unitywater’s Private Works section. The consulting engineer must ensure and demonstrate the connection works have been adequately quoted and payment made to Unitywater’s Private Works section for the connection works prior to requesting an On-Maintenance inspection.

In some instances, Unitywater may permit the contractor to connect the works to its network, however this will be at the discretion of Unitywater.

Unitywater will not permit or connect works that have not been accepted On-Maintenance by Unitywater. Subsequent Connection Approval for dwellings or buildings to connect to the works will not be issued by Unitywater until the relevant works are completed and accepted On-Maintenance.

Some connections to existing network infrastructure, or works being performed in proximity to existing network infrastructure may require a Planned Network Intervention to describe the methodology for establishment of the connection and any strategy to mitigate identified risks.

Unitywater document ‘Pr8996 - Manage Planned Network Intervention Procedure’, defines Planned Network Intervention as:
Any activity that has the potential to impact on:
- How the system is normally operated (as stated in the Network Operational Plan),
- The continuity of service, or
- The quality of service (water quality, pressure).

It includes following activities:
- Valve Exercising on trunk mains (more than 2 turns [complete valve shaft rotations] one way followed by 2 turns in the reverse direction to ensure that the valve is operable and potentially results in changing flow rates, reversing flow or changing pressure),
- Actual isolation (shutdowns) of infrastructure,
- Commissioning and decommissioning of infrastructure,
- Complex trial shutdowns,
- Connections to existing infrastructure (cut ins),
- Hot tap (300mm diameter and over or high risk mains),
- Planned SCADA outage,
- Shutting down of pump stations,
- Sewer Rising main or immediately downstream of an SPS,
- Works that divert flow from one SPS to another,
- SPS well relining,
- Manhole relining,
- Sewer relining,
- Installation or work on overflow structures,
- Detention Test for multiple SPSs,
- Works that impact STP capability with the potential to affect the network e.g. that as a contingency will require the network to be shutdown to halt or minimise flow to the STP,
- Power outage,
- Switchboard replacements.

Where a Planned Network Intervention is required as part of the works, in addition the decision notice and approved drawings issued by Development Services, the applicant is required to provide all necessary information to Private Works to enable the ‘Requesting Officer’ to complete a Planned Network Intervention Application for submission to Unitywater Network Operations for assessment and approval at least 5 business days prior to the planned network intervention.

9. The Certificate of Completion

An Application for Certificate of Completion form must be submitted for Unitywater to process and issue a Certificate of Completion. The Application for Certificate of Completion Form (refer Appendix 8) must be accompanied by the applicable fee. The fee to be paid can be found at www.unitywater.com.au/fees-and-charges or by phoning 1300 0 UNITY (1300 086 489). The preferred method of payment of fees is via credit card or cheque made out to Unitywater. Unitywater does not accept cash at its customer service counters.
9.1. Request for Certificate of Completion

The applicant should include the mandatory items specified on the form (**must be submitted to Unitywater as a single submission**) to demonstrate satisfactory acceptance of any applicable water supply and sewerage Network Works, payment of any applicable infrastructure charges, payment of any outstanding fees or charges owed to Unitywater in respect of the property, and fulfilment of any other Unitywater requirements (including compliance with water supply and sewerage conditions contained within a Council development approval or conditions of Unitywater’s Connection Approval, whichever is applicable).

9.1.1. Certification of Existing Services

Where subdivision occurs and an existing building is to be retained, the registered surveyor must submit certification that the water supply and/or sewerage services connection points required to service the building exist or, where provided as part of the works, are contained wholly within the new lot containing the existing building.

9.1.2. Combined Drains

The Applicant may also be required to provide certification by a registered surveyor to show that the separated connection points are contained wholly within the lots they service.

9.1.3. Issuance of the Certificate

Unitywater will issue a Certificate of Completion to the Applicant within seven business days after the **properly made** request for Certificate of Completion form is lodged.

If the Connection Approval relates to a subdivision or other form of development (community title) which is subject to council approving a survey plan, the Applicant must submit Unitywater’s Certificate of Completion to the council as proof of satisfying Unitywater’s requirements for the Council development approval or Unitywater Connection Approval (whichever is applicable) before the plan may be approved for registration.

It must be noted that in instances where a Provisional Certificate of Completion had been issued by Unitywater for the Developer to use for an early release of a survey plan with council, the water supply and sewerage network works for the development will not be connected to Unitywater networks until the network works are completed and accepted On-Maintenance and the Certificate of Completion is issued by Unitywater. Fees are applicable to both Provisional Certificate of Completion and Certificate of Completion under this scenario.

10. Defects liability

10.1. Defects liability period

The defects liability period, commonly known as the 'Maintenance Period', is twelve months. Unitywater, however, may decide that a longer period is necessary under some circumstances to ensure the integrity of the network is maintained at all times. If Unitywater decides to increase the length of the defects liability period, it will be imposed as a condition on the Other or Staged Connection Approval.

10.2. Maintenance and Operation During Defects Liability Period

Unitywater will operate the infrastructure during the defects liability period. However, it is the developer’s responsibility to repair any defects in workmanship or materials that occur or become apparent during the defects liability period, unless the defects in workmanship or
materials are demonstrated to be a direct result of negligent or incorrect operation by Unitywater staff.

Should defects in workmanship or materials occur to an infrastructure constructed by the Developer during the defect liability period, Unitywater will assess the risk and depending on the level of the risk, Unitywater will:

- Advise the Developer to rectify the failure within a specified time, or
- Carry out the repairs (in an emergency situation or for live works that must be carried out by Unitywater) and invoice the Developer for the repair works, and

May extend the maintenance period beyond the standard or conditioned duration.

10.3. Off-Maintenance Request

Request for the Off-Maintenance inspection must be made by the consulting engineer by completing the Off-Maintenance Inspection Request Form (refer Appendix 9). The form must be submitted to Unitywater at least 7 business days before the intended Off-Maintenance inspection date.

It is the consulting engineer’s responsibility to ensure the works are ready for being accepted Off-Maintenance. Any necessary remedial work must be detailed and submitted to Unitywater for confirmation prior to any rectification works commencing. Once confirmation of rectification works is provided by Unitywater, the remedial works must be completed prior to the request for Off-Maintenance inspection. It shall be noted some remedial works will be live works and only able to be carried out by Unitywater.

The consulting engineer must submit the following items with the Off-Maintenance Inspection Request Form:

- Individual coloured CCTV report and CCTV review report as prepared by the consulting engineer,
- A USB of the individual coloured CCTV reports (gravity sewers only), which shall include pipe gradient information, and
- Any other documentation as deemed necessary by Unitywater’s development officer.

10.4. Off-Maintenance Inspection and Acceptance

A joint Off-Maintenance inspection must be held on the constructed site. The works shall be thoroughly inspected by the persons nominated below:

- Consulting engineer,
- Contractor, and
- Unitywater development officer.

The Unitywater development officer will not proceed with the inspection if either the consulting engineer or the contractor is not present. In this instance the joint Off-Maintenance inspection must be rescheduled, with the Applicant to pay the cost of the inspection (reinspection fee as prescribed within the Development Services price list).

If the Unitywater development officer is not satisfied the works are to the required standard, the development officer will not accept the works Off-Maintenance. The contractor will then need to carry out remedial works and reschedule and pay for another Off-Maintenance inspection (reinspection fee as prescribed within the Development Services Fees and Charges.)

If the Unitywater development officer is satisfied the works are to an acceptable standard, the development officer will accept the works Off-Maintenance.
Where approval for the works design was obtained via an application to Council (Operational Works), Council will issue an Off-Maintenance letter incorporating Unitywater assets. Council will provide a copy of this letter to Unitywater to trigger the release of the maintenance bond by Unitywater within Twenty (20) business days of the date of the Off-Maintenance letter.

Where the approval of the works design was obtained via an application to Unitywater (Network Works), Unitywater will issue an Acceptance Off-Maintenance Certificate and trigger the release of the maintenance bond by Unitywater within twenty (20) business days of the date of the Acceptance Off-Maintenance Certificate.
11. Appendices

Note: All forms listed below may differ from the current forms that are available via the Unitywater website, they are for example purposes only and not intended for use. Current versions of these form are available by using the hyperlinks or by going to Development Services Applications on the Website.

Appendix 1 – F9289 - Services Advice Notice Request Form

Appendix 2 – F9255 - Standard Connections Request Form

Appendix 3 – F9293 - Connection Application Form (Not for Standard Connection)

Appendix 4 – F9295 - Pre-Start Meeting Request Form

Appendix 5 – F9297 - Request for Provisional Certification of Completion Form

Appendix 6 – Bank Guarantee Pro Forma

Appendix 7 – F9296 - On-Maintenance Inspection Request Form

Appendix 8 – F9374 - Application for Certificate of Completion Form

Appendix 9 – F9298 - Off-Maintenance Inspection Request Form

Appendix 10 – F9763 - Amendment Request Form

Appendix 11 – F9763 – Infrastructure Charges Notice Request Form
Appendix 1 - Service Advice Notice Request Form

F9289 - Services Advice Notice Request Form

Please note:
A Service Advice Notice does not currently attract a fee. The quality of advice provided is dependent on the quality of the information submitted.
A Service Advice Notice is advisory only and does not represent approval of the connection or any associated works.
A Services Advice Notice is not for requesting general advice or enquiries. The intention of a Services Advice Notice is to provide advice in relation to development proposals prior to lodging a formal connection application with Unitywater.
A Service Advice Notice does not include a detailed assessment of any related documents (including drawings and technical reports).
A Service Advice Notice does not include a hydraulic model analysis by Unitywater to determine the network capacities where the proposed development demand is determined to be greater than Unitywater’s demand allocation for the site.

Applicant Details

Name (Individual or Company name in full):
Contact Person:
Email:
Daytime Contact Number:
Mobile Number:
Postal address:

Subject Property Details

Street address:
Real Property Description – Lot / Plan:

Proposed Connection Application information

- Service Type: (Please tick appropriate box/es)
  - Water Supply
  - Sewerage
- What is the application for? (Please tick appropriate box/es)
  - New Connection
  - Alteration to a Connection
  - Disconnection
  - Alterations to Unitywater network
- What is the connection category? (Please tick appropriate box/es)
  - Staged Connection
  - Other Connection
  - Unsure (if unsure of type of connection)


- Provide a brief description of the development proposal, including the use and number of buildings or structures where applicable (e.g. six unit apartment building, 30 lot residential subdivision etc.).

- Development Type (Planning scheme definition of the proposed development e.g. Reconfiguring a lot, Material change of use, Residential, commercial, retail, mixed, industrial, other)

- Do you have any specific enquiries relating to the development proposal?
Pr9253 - Connections Administration Manual

- Do you have a proposed / preliminary layout for the development proposal?  
  (if yes, please attach)  
  □ Yes  □ No

- Are there any existing approvals, applications or infrastructure agreements on the property?  
  (if yes, please detail/attach)  
  □ Yes  □ No

- What is the current lawful use of the property?

- Is the property connected to Unitywater’s water and sewer infrastructure?  
  □ Water  □ Sewer

List below all of the forms and supporting information that accompanies this request (include design plans, reports, etc.):

Please ensure your request has all relevant supporting documentation attached. Failure to provide suitable or adequate information may affect the quality of the response to this request.

<table>
<thead>
<tr>
<th>Description of Attachment or Title of Attachment</th>
<th>Method of Lodgement to Unitywater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Services Advice Meeting Details

Applicant shall note that Unitywater may choose to assess the request and provide written advice without the need for a meeting. If a meeting is accepted by Unitywater a minimum of 10 business days is required for the scheduling of the meeting. Unitywater will contact the applicant to confirm meeting details.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Maud Street, Maroochydore</td>
</tr>
<tr>
<td></td>
<td></td>
<td>King Street, Caboolture</td>
</tr>
</tbody>
</table>

Applicant Signature

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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.
Appendix 2 - Standard Connection Request Form

F9255 - Standard Connection Request Form
(NOTE: A subdivision does not meet the standard connection criteria)

THE ACCEPTANCE OF THIS FORM IS SUBJECT TO THE APPLICANT MEETING THE STANDARD CONNECTION CRITERIA IN UNITYWATER’S CONNECTION POLICY. THE CONNECTIONS POLICY CAN BE FOUND AT:
wwwUNITYWATERcom/Development-application.aspx

Note:
- Water meter installations for Standard Connections require the appropriate fee to be paid at time of submission. The fee shall be in accordance with Unitywater’s fees and charges as indicated within this application.
- Owners Consent must be supplied at the time of making this application, failure to provide Owners Consent will deem this application to be Not Property Nace and assessment of the application will not commence.
- Standard Connection Application may be submitted online using My Account via the Unitywater Website.

Part A – Application Details

Applicant Information:

Name:

Contact person (if company):

Postal address:

Daytime contact number: Fax number:

Email:

Subject property information:

Street Address:

Real Property Description: Lot: Plan:

Part B – Existing Council Approval or Unitywater Approval Relating to this Application

1. Is there a Council Development Permit (issued prior to 1 July 2014 only) containing a Unitywater condition which specifies payment to be made for the installation of water meters? Note that this excludes any Council Development Permit condition that requires a developer to submit a Unitywater issued Certificate of Completion to Council.

☐ Yes (attach a copy of Council Development Permit, Survey Plan and Floor Plans showing all bedrooms)

☐ No (go to the next question)

If yes, the Council Development Permit Number is:

2. Is this application for a Dual Occupancy (Dieplex)?

☐ Yes

☐ No (go to the next question)

If Yes, a separate water supply service (principle water meter) must be installed for each dual occupancy unit.

Please select one of the following:

- Existing Council Development Permit approving the Dual Occupancy and contains Unitywater conditions
- Dual Occupancy is self-assessable use this will require the payment of Unitywater infrastructure charges prior to water meter installation occurring. Unitywater will issue an infrastructure charges notice as part of approving this application
- No existing Council Development Permit containing Unitywater conditions exists approving the Dual Occupancy (this will require the payment of Unitywater infrastructure charges prior to water meter installation occurring. Unitywater will issue an infrastructure charges notice as part of approving this application)
MANDATORY:

Floor Plan showing total number of bedrooms per unit required for Dual Occupancy applications must be provided with this application. Preferred water meter location/s must also be provided with this Application.

Where UW Infrastructure charges may not apply:

Relative’s accommodation (under the Superseded Redcliffe City Planning Scheme). Dependent person’s accommodation (under the Superseded Caboolture Shire plan), or Associated unit (under the Superseded Pine Rivers Plan), Secondary Dwellings (under Moreton Bay Regional Council planning scheme 2016 and Sunshine Coast Planning Scheme 2014). Multiple Housing type 1 – Relative or employee (Noboa Plan). Please refer to Unitywater’s fact sheet on our website Unitywater Forms and Fact Sheets for further details.

3. Is there a Unitywater Decision Notice for a water approval containing a condition which specifies payment to be made for the installation of water meter/s?
   □ Yes  □ No (go to the next Section)

   If Yes; The applicant must note that following approval for a new water property connection, the applicant will be required to submit a Water Supply and Sewerage Services Private Works Application to Private Works for Unitywater installation/alteration of the water connection, available at Water Supply and Sewerage Services Private Works Application. This will also require the payment of Unitywater infrastructure charges prior to water meter installation occurring. Unitywater will issue an infrastructure charge notice as part of approving this application.

Part C - Connection

Service Type requiring installation by Unitywater: (tick appropriate box)

□ Water Supply - (complete Part D and/or E)
□ Sewerage - (complete Part F – Only select where a new sewerage property connection is required for installation)

Approval type: (tick appropriate box)

□ Connection  □ Disconnection  □ Alterations to a Water Connection only (complete Part E)

For alterations to sewerage property connections please read Part E

Part D – New Water Service

Service (As per Unitywater 2016-17 Fees and Charges) | Qty | Cost | Select
---|---|---|---
Water Supply - Standard New Metered Service Connection – 20mm
  Note:
  - Street plan adequately locating subject site must be attached
  - Dimensioned Locality plan of proposed meter must be attached, refer 7 & 8, section 4.
  - (Dual Occupancy is Price on Application – see below)
  - (For new subdivisions - new metered connections are not to be applied for using this form)
  | | $1290.00 ea. | □

Water Supply - Standard New Metered Service Connection – 25mm
  Note:
  - Street plan adequately locating subject site must be attached
  - Dimensioned Locality plan of proposed meter must be attached, refer 7 & 8, section 4.
  - (Dual Occupancy is Price on Application – see below)
  - (For new subdivisions - new metered connections are not to be applied for using this form)
  | | $2,000.00 ea. | □

Dual Occupancy
  20mm water meter connection
  25mm water meter connection
  (Quantity of New Meters Required)
  (Quantity of New Meters Required)
  | | POA* | □

Water Service Disconnection – Up to 25mm – (Provide existing meter number if known)
  | | $400.00 ea. | □

* Costs for water meter connection to Dual Occupancy are POA – Price On Application
Part E – Alteration to Existing Water Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Qty</th>
<th>Cost</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Meter Relocation Fee &lt; 1m (from original location) * (vertically or horizontally) (provide existing meter number)</td>
<td></td>
<td>$330.00 ea</td>
<td></td>
</tr>
<tr>
<td>Water Meter Relocation Fee &gt; 1m (from original location) * (horizontally) (provide existing meter number)</td>
<td></td>
<td>$665.00 ea</td>
<td></td>
</tr>
<tr>
<td>Convert an Above Ground 20mm/25mm Meter to a Below Ground Meter of Same Size</td>
<td></td>
<td>$380.00 ea</td>
<td></td>
</tr>
<tr>
<td>Raise or Lower Water Meter Box (below ground meter installation only) (box only: See above for meter adjustment vertically. Both fees required if meter adjustment required to suit box adjustment)</td>
<td></td>
<td>$135.00 ea</td>
<td></td>
</tr>
<tr>
<td>Provide location of service for existing water meter position at property</td>
<td></td>
<td>$85.00 ea</td>
<td></td>
</tr>
<tr>
<td>Installation of Lockable Ball Valve for Water Meter (padlock not supplied) (GST is applicable to this item)</td>
<td></td>
<td>$137.50 ea</td>
<td>GST included</td>
</tr>
<tr>
<td>Domestic Water Meter Replacement, Calibration and strip Meters (refundable if meter faulty)</td>
<td></td>
<td>$370.00 ea</td>
<td></td>
</tr>
</tbody>
</table>

* A dimensioned Locality Plan clearly showing the preferred location of the new meter location must be attached
* Restoration of concrete surfaces and landscaping is not included in standard fees listed above
* A Marker Peg is to be installed at the property indicating the new meter location

Important information for applicants applying for installation of a lockable ball valve:
- Before locking your ball valve to off, please check that your water appliances (e.g. hot water systems) are able to be turned off without harm to the appliance.
- The property owner will be responsible for maintaining the ball valve, the housing and the padlock.
- Ensure that the lockable ball valve and the padlock key are easily accessible in case of fire or other emergency need for water.

Important information for applicants applying for water meter calibration check:
The fee for a water meter calibration check is only refunded if the meter is proved faulty.

Part F – Sewerage Service

Where the standard connection criteria cannot be met (refer to Unitywater’s Connections Policy) for a sewerage property connection, the applicant shall lodge an application with Unitywater using the ‘Other and Slagged Connection Application’ (Not for Standard Connection) form, available at http://unitywater.com/Development/Applications. An application fee will apply for this type of application.

Where the standard connection criteria is met, and where an alteration to an existing sewer property connection is sought, the applicant does not need to proceed with this application and need only submit a Water Supply and Sewerage Services Private Works Application to Private Works.

For a new sewerage property connection, the applicant must submit a locality plan clearly showing the dimensioned location, invert level and surface level of the proposed sewerage property connection and confirm that this controls the subject property in accordance with the SEQ Code and AS/NZS 3500.

MANDATORY CHECK BOX
- I confirm the standard connection criteria are met and the dimensioned locality plan with requirements above is attached with this application.

The applicant must note that following approval for a new sewerage property connection, the applicant will be required to submit a Water Supply and Sewerage Services Private Works Application to Private Works for Unitywater installation alteration of the sewer connection, available at Water Supply and Sewerage Services Private Works Application
A copy of the Unitywater approval and approved service locality plan must be submitted with the Private Works application.

Following payment of the quotation, Unitywater will take approximately 26 working days to install/alter a sewer connection point.
Part G - Owner’s consent of land to be connected: (Refer to notes at the end of this form for more information)

Complete either Table (A) or Table (B) as applicable

Table A

<table>
<thead>
<tr>
<th>Names and contact numbers of</th>
<th>(Contact number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>the owners of the land to be connected</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** To avoid delay in assessment of this application, Owners Consent must be completed at the time of submission.

Table B

<table>
<thead>
<tr>
<th>Names and contact numbers of</th>
<th>(Contact number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>owners of the land to be connected</td>
<td></td>
</tr>
<tr>
<td>The owner’s written consent is attached.</td>
<td></td>
</tr>
</tbody>
</table>

**Customer acknowledgement:**

I/we hereby acknowledge that:

1. I/we are the owners of the property requesting the service (Attach owners consent if applicant is not the owner).
2. The service is requested in a domestic use only.

**Note:** To avoid delay in assessment of this application, Owners Consent must be attached at the time of submission.

Signature of applicant: __________________________ Date: __________________________

Terms and Conditions of approval

**Note:** Connection to an unmetered Unitywater water service is a breach of the Water Supply (Safety and Reliability) Act 2008. unitywater is entitled to recover the cost of disconnection/reconnection and any loss suffered from providing unmetered water.

1. Water may or may not be available to the property. The applicant should contact Unitywater Contact Centre prior to making application. An administration charge of $78.00 (incl. GST) may be levied if a refund is required to be made.
2. To cancel this application. Unitywater must be advised in writing. If the water has not been connected, a refund will be made to the applicant less $70.00 (incl. GST) administration charge. If the connection has already been made, a refund will not be made to the applicant. It may take approximately fifteen (15) working days after receipt of application for the service to be installed. There may be a delay in new subdivisional areas, where the water supply may not be available. Following the original installation, any additional water service and water meter relocation will be at the owner’s expense.
3. The property owner (or an authorised Agent) grants permission to Unitywater to enter the property (if required) to undertake the requested works.
4. Standard water service and water meter installations will be situated approximately 300mm from the left or right side property boundary. Where water service lines have been pre-installed by developers, the water meters will be installed where the service line was installed. Requests for relocation will incur an additional charge.

Water users are reminded of the following provisions of Unitywater’s policy with respect to water meters:

- a. Applicants should ensure that the property pegs are clearly visible.
- b. The water meter and immediate surrounding area are to be maintained free of high grass, weeds and rubbish so that it is accessible at all times.
- c. The cost of repairing or replacing a damaged meter is recoverable by Unitywater.
How to pay (Cash not accepted)

☐ In Person
  Please present in person at a Customer Service Centre: 8:30am to 6:00pm, 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 within 3 business days of 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 Customer.service@unitywater.com
  - or post: PO Box 953, Caboolture Qld 4510

Contact name: ________________________________________________
Daytime contact number: ________________________________________
Receipt name: ________________________________________________
Receipt address: ______________________________________________
Cardholder signature: _________________________________________
Amount payable: $_________ Date: __________

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

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.
## Example Only - Not For Use

### F9293 - Connection Application Form (Not for Standard Connection)

**Postal Address**
PO Box 953
Caboolture QLD 4510

**Unitywater**
Ph.: 1300 0 UNITY (1300 066 469)
Fax: 07 5431 8288

**Internet**
[www.unitywater.com](http://www.unitywater.com)

**Email**
development.services@unitywater.com

### Fast Track:

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:** The acceptance of this form is subject to the applicant meeting the other and staged connection criteria in Unitywater’s connection policy. The connection policy can be found at: [http://www.unitywater.com/Development/Planning/Developer-Guidance](http://www.unitywater.com/Development/Planning/Developer-Guidance)

Complete this application form in accordance with the terms and instructions contained within Unitywater’s Connection Administration Manual (CAM) accessible at [www.unitywater.com/Development/applications](http://www.unitywater.com/Development/applications)

### Application details:

This form must be used for connections other than Standard Connection Applications made to Unitywater.

You must:
- Complete all necessary sections of this form (Application details).
- Make ‘Other’ & ‘Staged’ connection applications in accordance with Connections Administration Manual (CAM) Sections 4.6 and 4.7.
- Provide any supporting information identified on the forms as being required to accompany your application.
- Ensure that Owners Consent is supplied at the time of making this application, failure to provide Owners Consent will deem this application to be Not Properly Made and will be rejected.
- Pay the fees stated in Unitywater’s Fees and Charges as attached, and attach extra pages if there is insufficient space on this form.

**Note:** Application for Other & Staged Application (not for standard connection) requires the appropriate fees to be paid at time of application. The fees shall be in accordance with Unitywater’s fees and charges as attached to this application.

All terms used on this form have the meaning given to them in Unitywater’s Connection Policy effective 1 July 2014.

### Applicant details: (Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for payment of fees and ensuring the information provided on the application form is correct. Any connection approval that may be issued as a consequence of this application will be issued to the applicant)

**Name (individual or company name in full):**

For companies, contact name: ________________________________

Postal address: ________________________________

Daytime contact number: ________________________________

Mobile number: ________________________________

Email: ________________________________

Applicant’s reference number: ________________________________

If an Infrastructure Charges Notice is generated, please advise who this should be addressed / Issued to:

**Name (individual or company name in full):**

### 1. Location of the land (Identify each lot affected by the application in a separate row)

**Table A - Street address(es) and lot on plan for the land (Attach a separate schedule if there is insufficient space in this table)**

<table>
<thead>
<tr>
<th>Unit no.</th>
<th>Street no.</th>
<th>Street name and official suburb, locally name</th>
<th>Postcode</th>
<th>Lot no.</th>
<th>Plan type and plan no.</th>
<th>Local government area (e.g. Murarrie Bay, Sunshine Coast or Noosa)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

This document may not, in whole or part, be copied, photocopied, reproduced or translated without prior consent from the CEO, Unitywater. Printed copies are uncontrolled.
2. What is the nature of the connection and what type of approval is being sought?

Brief Description of Development (Including description of the use in accordance with the relevant Council Planning Scheme):

________________________________________________________

________________________________________________________

________________________________________________________

For Non Residential Buildings: – Please provide the Gross Floor Area (GFA) and architectural drawings:

GFA: ____________

Do you require:

Approval to satisfy an application to Council for plumbing compliance to connect  □ Yes  □ No

Approval for lodgement of a Private Works quotation request.  □ Yes  □ No

If you have selected YES for either of the above, please complete this application as a 'Staged' Connection Application.

The applications above may result from a Council Development Permit that contains Unitywater conditions. Note that this does not include a condition that requests a certificate of completion for water supply and/or sewerage.

Do you have a Council Development Permit containing a Unitywater condition(s)?

□ Yes  □ No  (Please attach a full copy of the Council Development Permit including all approved drawings)

Alternatively, where the full development application/approval documents are available on PD Online, you may provide the development application number: ________________________________

Are there any current approvals (e.g. previous Unitywater Connection Approval e.g. 201500xxxx or Council development permit e.g. MCU / RAL / OPW) associated with this application?

□ Yes  □ No  (Provide details below and attach copies of the current Unitywater Connection Approval and Council’s decision notice where applicable)

Unitywater Service Advice Notice Number (if applicable): ________________________________

Table B – List previous Unitywater and Council Approvals associated with this development site

<table>
<thead>
<tr>
<th>List of approval references</th>
<th>Date approved (dd/mm/yy)</th>
<th>Date approval lapses (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Important information for applicants making this application as a condition of a Council Development Permit:
- Development Permits are issued by the relevant Council;
- The applicant must submit a plan showing the proposed connection details, e.g. hydraulic engineering plan with the location of the proposed meter/s or a civil engineering drawing for a road crossing connection;
- If the proposed meter/s is to be installed on a recently constructed water main, the meter/s will be installed after the water main has been accepted “On – Maintenance”. The timing of this is dependent upon the Developer.

Applications:

<table>
<thead>
<tr>
<th>Connection Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>All approvals will be dealt with by one (1) Decision Notice, i.e. no prior approvals have been obtained (includes Council Development Permit with Unitywater conditions, and no further Network Works approval is required).</td>
</tr>
<tr>
<td>Staged</td>
<td>Multiple approvals may be required to establish a connection for the development, e.g. design approvals for Network Works, approval to satisfy an application to Council for plumbing compliance, approval for lodgement of a Private Works quotation requested.</td>
</tr>
</tbody>
</table>

Connection Aspect & Type

Connection Aspect: (Select all that apply)
- New Connection
- Disconnection
- Alteration to a Connection (e.g. relocate meter)
- High Risk Activity - Non Domestic (Please Refer to list of High Risk activities in Tables G & H before selection)

Connection Applications

<table>
<thead>
<tr>
<th>Connection Type</th>
<th>Description</th>
<th>Fee (per aspect)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staged Connection (MCU) – Property Service Connection</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) – up to 10 Lots</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) – 11 – 50 Lots</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staged Connection and/or Other Connection (RAL) – above 50 Lots</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Water Supply Network Analysis + Technical Report Review Fee</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Network Works Type: (Select all that apply)
- Extension of Unitywater Network (e.g. New mains for subdivision)
- Network Works Approval (e.g. Relocate main or lower / raise main alignment)
- Decommissioning of part of Unitywater Network (e.g. Abandon a section of main, decommission SPV3)

Network Works Applications

<table>
<thead>
<tr>
<th>Network Works Application</th>
<th>Description</th>
<th>Fee (per stage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Connection (with Network Works) – Property Service Connection</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Connection (with Network Works) – up to 10 Lots (per stage)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Connection (with Network Works) – 11 – 50 Lots (per stage)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Connection (with Network Works) – above 50 Lots (per stage)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Water Supply Assessment – Pressure Reducing Valve</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Combined Connections & Network Applications

<table>
<thead>
<tr>
<th>Combined Application</th>
<th>Description</th>
<th>Fee (per stage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staged Connection (MCU) with Network Works – Property Service Connection</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staged Connection or Other Connection with network Works – up to 10 Lots (per stage)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staged Connection or Other Connection with Network Works (RAL) – 11 – 50 Lots (per stage)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Staged Connection and Other Connection with Network Works (RAL) – above 50 Lots (per stage)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Sewer or Recycled Water - Technical Report Review Fee (per aspect)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Sewage Pump Station Assessment</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total of all Fee Calculators | $ |

This document may not, in whole or part, be copied, photocopied, reproduced or translated without prior consent from the CEO, Unitywater.
Printed copies are uncontrolled.
3. Current lawful users of the land (e.g. vacant land, house, apartment, building etc.)


4. Owner's consent of land to be connected

Note: - Failure to provide Owners Consent will deem this application to be Not Properly Made and will not be processed.

Table C

Complete either Table C or Table D as applicable.

<table>
<thead>
<tr>
<th>Names of owners of the land to be connected</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I/We, the above-mentioned owners of the land, consent to the making of this application.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of owners of the land to be connected</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

Table D

<table>
<thead>
<tr>
<th>Names of owners of the land to be connected</th>
</tr>
</thead>
</table>

| The owner's written consent is attached. |

<table>
<thead>
<tr>
<th>Note: To avoid delay in assessment of this application, Owners Consent must be completed at the time of submission</th>
</tr>
</thead>
</table>

5. Owner's consent of any related land

- No other land will be accessed to provide connection – Go to Question 7
- Yes, other land will need to be accessed to provide connection – Complete Table E

Table E

<table>
<thead>
<tr>
<th>Names of owners of related land</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street address: (Attach a separate schedule if there is insufficient space in this table).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I/We, the above-mentioned owners of the land, consent to the making of this application.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of owners of the land</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Alternatively, if the written consent of the owner's is to be provided separately, tick the box below.</th>
</tr>
</thead>
</table>

| The written consent of the related land owners is attached. |

<table>
<thead>
<tr>
<th>Note: To avoid delay in assessment of this application, Land Owner's Consent must be attached at the time of submission</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

6. Are there any existing easements on the land, including related land? (e.g. access, electricity, stormwater, water, sewage etc.)

- No
- Yes – ensure details are attached showing the type, location and dimension of each easement

7. Does the proposal include new building work on the land?

- No
- Yes – ensure a plan indicating the gross floor area (Non Residential only), floor plan, type, location and dimension of each building is attached

8. List below all of the forms and supporting information that accompany this application (Include networks analysis, design plans etc.), including information as required under Section 4, of Unitywater's Connections Administration Manual.

Please ensure your application has all relevant supporting documentation attached. Also, please note your request may not be able to be processed if information is not supplied.
### Table F

<table>
<thead>
<tr>
<th>Description of attachment or title of attachment</th>
<th>Method of lodgment to Unitywater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. Applicant's declaration:

By making this application, I declare that all information in this application is true and correct. *(Note: it is unlawful to provide false or misleading information.)*

Signature of applicant: ____________________________ Date: ____________________________

### Terms and Conditions of Application:

**Note:** Connection to an unmetered Unitywater water service is a breach of the Water Supply (Safety and Reliability) Act 2008. Unitywater is entitled to recover the cost of disconnection/reconnection and any loss suffered from providing unmetered water.

An administration charge of $70.00 (incl. GST) may be levied if a refund is required to be made.

#### 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 within 3 business days of 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
    - Or post: PO Box 953, Caboolture QLD 4510

Contact name: ____________________________________________

Daytime contact number: ____________________________

Receipt name: ____________________________________________

Receipt address: ____________________________________________

Cardholder signature: ____________________________________________ Date: ____________________________

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

---

**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 2004. Your information will not be given to any other person or agency unless required by law or we have your permission in writing.
## Development Services Prices 2016 – 17

<table>
<thead>
<tr>
<th>Application</th>
<th>Unit</th>
<th>2016 – 17 Total Fee $ (excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connection Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staged Connection (MCU) - Property Service Connection</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) - up to 10 lots</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) - 11 to 50 lots</td>
<td>Application</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection (RAL) - above 50 lots</td>
<td>Application</td>
<td>$1,750.00</td>
</tr>
<tr>
<td><strong>Network Works Applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Connection (with Network Works) - Property Service Connection</td>
<td>Application</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - up to 10 lots (per stage)</td>
<td>Stage</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - 11 to 50 lots (per stage)</td>
<td>Stage</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - above 50 lots (per stage)</td>
<td>Stage</td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>Combined Connection &amp; Network Applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staged Connection (MCU) with Network Works - Property Service Connection</td>
<td>Application</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection with Network Works (RAL) - up to 10 lots (per stage)</td>
<td>Stage</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection with Network Works (RAL) - 11 to 50 lots (per stage)</td>
<td>Stage</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>Staged Connection &amp; Other Connection with Network Works (RAL) - above 50 lots (per stage)</td>
<td>Stage</td>
<td>$4,250.00</td>
</tr>
<tr>
<td><strong>Other Development Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Report Review Fee (per aspect)</td>
<td>Report</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Change to an Approval or Request to Change up to 5 Conditions</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Inspection Fee (Pre-Start / On &amp; Off Maintenance)</td>
<td>Inspection</td>
<td>$350.00</td>
</tr>
<tr>
<td>Re-Inspection Fee (Pre-Start / On &amp; Off Maintenance)</td>
<td>Inspection</td>
<td>$500.00</td>
</tr>
<tr>
<td>Build Over or Adjacent to Sewer</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Sewage Pump Station Assessment Fee</td>
<td>Pump Station</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Infrastructure Agreement (PSP to AIC)</td>
<td>Agreement</td>
<td>$850.00*</td>
</tr>
<tr>
<td>Infrastructure Agreement (standard agreement)</td>
<td>Agreement</td>
<td>$7,500.00*</td>
</tr>
<tr>
<td>Infrastructure Agreement (non-standard)</td>
<td>Agreement</td>
<td>POA*</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion – Management Subdivision (confirmation of no outstanding rates)</td>
<td>Application</td>
<td>$50.00</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion (with Unitywater easements)</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Fast Track Fee**</td>
<td>Application</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

*GST is applicable to this fee when charged

**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the fast track fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.
### Table G – High Risk Activities – Individual & Zone Protection as identified within AS/NZS 3500.4:2015 - Appendix G

This table relates to High Risk Activity ratings for INDIVIDUAL and ZONE backflow prevention protection as defined within Appendix G, Tables G1 & G2 - AS/NZS 3500.1:2015, Plumbing and Drainage, Part 1 - Water Services.

**INDIVIDUAL PROTECTION** - Devices for backflow prevention protection at individual fixtures, appliances or apparatus.

**ZONE PROTECTION** - Devices for backflow prevention protection at the connection to specified sections of the water supply system within a building or facility.

This section only needs to be completed and submitted if it has been indicated, in – (Connection Aspects and Type), that a high risk activity will be undertaken on the premises.

**Note:** If *"High Risk Activity – Non Domestic"* has been selected above, then tables (G) and (H) must be completed and returned with this application, ensuring that details of proposed activity and potential network demands are included.

Please Note: High Risk activities may also require a Trade Waste Application. [http://www.unitywater.com/trade-waste](http://www.unitywater.com/trade-waste)

---

### AGRICULTURAL & HORTICULTURAL APPLICATIONS

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antibiotic injectors</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Fertilizers, herbicides, nematicides, insecticides and weedicides injected into an irrigator (see Section 7, Type D)</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Foggling and cleaning sprays with chemical injection</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
</tbody>
</table>

### INDUSTRIAL AND COMMERCIAL

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foggling and cleaning spray equipment with chemical injection or additives</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Pan washing apparatus</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Chemical dispensers (high toxicity)</td>
<td>High</td>
<td>RAG, RBT or RPZD</td>
</tr>
<tr>
<td>Weed and pest spraying and water cartage tanks</td>
<td>High</td>
<td>RAG or RPZD (see Figure 1)</td>
</tr>
<tr>
<td>Mixing of chemicals</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Portable and mobile tankers</td>
<td>High</td>
<td>RAG or RPZD (see Figure G1)</td>
</tr>
</tbody>
</table>

### HOSPITALS / MEDICAL

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment used for handling, mixing, measuring and processing chemical and microbiological substances</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>(a) Developer mixing facilities</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
</tbody>
</table>

### FIXTURES AND APPLIANCES

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basins</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Food preparation or food storage tanks, vats and vessels with clean-in-place systems</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
</tbody>
</table>

### WATER SUPPLY SYSTEMS PERMANENTLY ATTACHED

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooling towers*</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
</tbody>
</table>
## WATER TREATMENT SYSTEMS

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demineralizing equipment using ion-exchange resins with acid and alkali regeneration</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Plants with auxiliary non-drinking water supplies</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
</tbody>
</table>

## AGRICULTURAL, HORTICULTURAL AND IRRIGATION SYSTEMS

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irrigation systems injected with fertilizers, herbicides, nematicides and insecticides (see Section 7, Type D)</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Drinking nipples and troughs</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

## FIXTURES AND APPLIANCES

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitary dump points</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Food storage tanks, vats and vessels with clean-in-place systems</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
</tbody>
</table>

## INDUSTRIAL AND COMMERCIAL

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electroplating, degreasing, descaling, stripping, picking, dipping, etc., tanks, vats and vessels</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Commercial laundries</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Cooling or heating systems with recirculating water</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Clean-in-place systems (i.e. internal chemical cleaning takes place without dismantling equipment)</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Dockside facilities</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Industrial process water that has been recirculated</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
<tr>
<td>Industrial and teaching laboratories</td>
<td>High</td>
<td>RAG or RPZD</td>
</tr>
</tbody>
</table>

## HOSPITALS/MEDICAL LABORATORIES, NURSING HOMES

<table>
<thead>
<tr>
<th>FORM OF CROSS CONNECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissecting rooms in hospitals and medical buildings</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Mortuary equipment used in funeral parlours, mortuaries, autopsy areas</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Utility rooms, where other than hand basins are installed</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Operating theatres in hospitals and medical buildings</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
</tbody>
</table>

Details of activity and potential network demands:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
### Table H - High Risk Activities - Containment Protection as Identified within AS/NZS 3500.1:2015 - Appendix G

**Containment Protection** - Backflow prevention protection at the **PROPERTY BOUNDARY** to protect the network utilities or mains water supply from contamination.

This section only needs to be completed and submitted if it has been indicated, in – (Connection Aspects and Type), that a high risk activity will be undertaken on the premises.

**Note:** If "High Risk Activity - Non Domestic" has been selected above, then tables (G) and (H) must be completed and returned with this application, ensuring that details of proposed activity and potential network demands are included.

<table>
<thead>
<tr>
<th>TYPE OF PREMISES REQUIRING CONTAINMENT PROTECTION</th>
<th>HAZARD RATING</th>
<th>MODEL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises with an alternative water supply excluding rainwater tanks</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Premises where inspection is restricted</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Hospitals, mortuaries, clinics and the like</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Piers, docks and other waterfront facilities</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Sewage treatment plants and sewage lift stations</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Chemical plants</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Metal finishing plants</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Petroleum processing or storage plants</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Radioactive material processing plants or nuclear reactors</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Car and plant washing facilities</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Abattoirs</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Factories using processing or manufacturing toxic chemicals</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Chemical laboratories</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Pathology laboratories</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Sanitary depots</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
<tr>
<td>Universities</td>
<td>High</td>
<td>RBT or RPZD</td>
</tr>
</tbody>
</table>

**LEGEND:**

RAG = Registered Air Gap

RBT = Registered Break Tank

RPZD = Reduced Pressure Zone Device

Details of activity and potential network demands:

By making this application, I declare that all information in this application is true and correct. (Note: it is unlawful to provide false or misleading information)

Applicant Name: 

Property Address of Proposed Installation: 

Signature of Applicant: ___________________________ Date: ___________________________
Appendix 4 - Pre-Start Meeting Request Form

F9295 - Pre-Start Meeting Request Form

Postal Address
PO Box 353
Caboolture QLD 4510

Unitywater
Ph.: 1300 0 UNITY (1300 086 489)
Fax: 07 5431 8268

Internet
www.unitywater.com
Development_Services@unitywater.com

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 as attached to this application.

Was your connection application made prior to 1 July 2016 (if yes, 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)
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 will contact the consulting engineer to confirm meeting details)

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 996RQBZ(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 996RQBZ(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 996RQBZ(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 996RQBZ(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 5.00pm, Monday to Friday.
   Caboolture: Ground floor, 32 King Street
   Maroochydore: Ground floor, 8-10 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 within 3 business days of 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
   • or post PO Box 953, Caboolture QLD 4510

Contact name: ________________________________________________________________

Daytime contact number: ___________________________ ____________________________

Receipt name: ________________________________________________________________

Receipt address: ______________________________________________________________

Cardholder signature: __________________________________________________________

Amount payable: $_________________________ Date__________________________

* This also helps ensure compliance with the Payment Card Industry Data Security Standard.
<table>
<thead>
<tr>
<th>Application</th>
<th>Unit</th>
<th>2016 – 17 Total Fee $ (excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connection Application</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Staged Connection (MCU) - Property Service Connection</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) - up to 10 lots</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) - 11 to 50 lots</td>
<td>Application</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection (RAL) - above 50 lots</td>
<td>Application</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Network Works Applications</td>
<td>Application</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - Property Service Connection</td>
<td>Stage</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - up to 10 lots (per stage)</td>
<td>Stage</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - 11 to 50 lots (per stage)</td>
<td>Stage</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Other Connection (with Network Works) - above 50 lots (per stage)</td>
<td>Stage</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Combined Connection &amp; Network Applications</td>
<td>Application</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>Staged Connection (MCU) with Network Works - Property Service Connection</td>
<td>Stage</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection with Network Works (RAL) - up to 10 lots (per stage)</td>
<td>Stage</td>
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</tr>
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<td>Stage</td>
<td>$4,250.00</td>
</tr>
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<td>Stage</td>
<td>$4,250.00</td>
</tr>
<tr>
<td>Other Development Services</td>
<td>Report</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Technical Report Review Fee (per aspect)</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Change to an Approval or Request to Change up to 5 Conditions</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Inspection Fee (Pre-Start / On &amp; Off Maintenance)</td>
<td>Inspection</td>
<td>$350.00</td>
</tr>
<tr>
<td>Re-inspection Fee (Pre-Start / On &amp; Off Maintenance)</td>
<td>Inspection</td>
<td>$500.00</td>
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<td>Build Over or Adjacent to Sewer</td>
<td>Application</td>
<td>$600.00</td>
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<td>Sewage Pump Station Assessment Fee</td>
<td>Pump Station</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Infrastructure Agreement (PSIP to AIC)</td>
<td>Agreement</td>
<td>$850.00</td>
</tr>
<tr>
<td>Infrastructure Agreement (standard agreement)</td>
<td>Agreement</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Infrastructure Agreement (non-standard)</td>
<td>Agreement</td>
<td>POA*</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion – Management Subdivision (confirmation of no outstanding rates)</td>
<td>Application</td>
<td>$50.00</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion (with Unitywater easements)</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Fast Track Fee**</td>
<td>Application</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

*GST is applicable to this fee when charged
**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the last back fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.
Appendix 5 - Request for Provisional Certificate of Completion Form

F9297 - Request for Provisional Certificate of Completion Form

Postal Address
PO Box 953
Caboctourne QLD 4610

Unitwatwr
Ph: 1300 0 UNITY (1300 086 489)
Fax: 07 6434 8268

Internet
www.unitwatwr.com
Development.Services@unitwatwr.com

Fast Track:  Yes ❑  No ❑
Your application will be assessed within 5 business days for a fee of $2,000.00, 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 Provisional 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 as attached to this application.

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: (Only complete if different to Pre-Start Meeting request details)
Name/Company: ________________________
Site/Project Representative: ________________________
Postal address: ________________________
Daytime contact number: ________________________
Email: ________________________

Provisional Certificate of Completion checklist (Mandatory):

❑ Schedule of uncompleted works
❑ Provide receipt for payment of uncompleted works/maintenance bond
❑ Provide 2 signed copies of Unitywater’s Water Approval Condition Agreement
❑ Provide receipt for payment of Unitywater’s infrastructure charges
❑ Provide receipt for payment of live works connections
❑ Copy of survey plan – (Do Not send originals)
❑ Completed unexecuted Form 9 Easement documents – (For further assistance email realestate@unitwatwr.com)
❑ Other supporting documents, Please specify:

This document may not, in whole or part, be copied, photocopied, reproduced or translated without prior consent from the CEO, Unitywater.
Printed copies are uncontrolled.
### Survey Plan:

<table>
<thead>
<tr>
<th>Survey Plan Number:</th>
<th>Stage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan of Lots (Lot Description):</td>
<td></td>
</tr>
<tr>
<td>Cancelling Lots:</td>
<td></td>
</tr>
<tr>
<td>Number of Proposed Lots:</td>
<td></td>
</tr>
<tr>
<td>Unitywater Easement List (if applicable):</td>
<td></td>
</tr>
</tbody>
</table>

**Signature:**

<table>
<thead>
<tr>
<th>Consulting Engineer:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### 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 within 3 business days of 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
    - or post: PO Box 953, Caboolture - QLD 4510

<table>
<thead>
<tr>
<th>Contact name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime contact number:</td>
<td></td>
</tr>
<tr>
<td>Receipt name:</td>
<td></td>
</tr>
<tr>
<td>Receipt address:</td>
<td></td>
</tr>
<tr>
<td>Cardholder signature:</td>
<td></td>
</tr>
<tr>
<td>Amount payable: $</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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

---

**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.
Development Services Prices 2016 – 17

<table>
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<td>Fast Track Fee**</td>
<td>Application</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

*GST is applicable to this fee when charged
**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the fast track fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.
Appendix 6 - Bank Guarantee Pro-Forma

Example Only – Not for Use

PRO FORMA

[TO BE PREPARED ON BANK LETTERHEAD]

BANK GUARANTEE

BY: ___________________________ ("the Bank")

TO: ___________________________ ("the Favouree")

AT THE REQUEST OF ___________________ ("the Customer") AND IN CONSIDERATION of Northern Southeast Distributor – Retailer Authority trading as "Unitywater" ("the Favouree") accepting this undertaking and guarantee the Bank unconditionally UNDERTAKES AND GUARANTIES to pay on demand any sum or sums which may from time to time be demanded by the Favouree for __________________ Bond up to a maximum aggregate sum of $______ (dollars) for the following terms and conditions:

1. This undertaking and guarantee is to continue until:
   (a) A notification has been received from the Favouree that the Sum is no longer required by the Favouree; or
   (b) This undertaking and guarantee is returned to the Bank; or
   (c) Payment to the Favouree by the Bank of the Sum or such part of the Sum as the Favouree may require.

2. Should the Bank be notified in writing purporting to be signed by or for and on behalf of the Favouree that the Favouree desires payment to be made of the whole or any part or parts of the Sum, it is unconditionally and irrevocably agreed that such payment or payments will be made to the Favouree immediately without reference to the Customer. Such payment or payments will be made whether or not any notice has been given by the Customer to the Bank not to make any such payment.

3. The Bank may at any time without being required to do so pay to the Favouree the Sum less any amount or amounts it may previously have paid under this undertaking and guarantee or such lesser sum as may be required and specified by the Favouree and upon doing so the liability of the Bank under this undertaking and guarantee shall immediately cease and determine.

4. The benefit of this undertaking and guarantee is not assignable by the Favouree.

Dated at __________________, this ______ day of _______ 20____

[______________________________________]

Please forward all notices or correspondence addressed to the Bank pursuant to this guarantee and indemnify to ____________________
Appendix 7 - On-Maintenance Inspection Request Form

Example Only – Not For Use

F9296 - On Maintenance Inspection Request Form

Connection / Development Application Information:

Unitywater Connection Approval No: ___________________________ Stage: ___________________________
Council Development Approval No: MOU: ___________________________
REC: ___________________________ OPW: ___________________________
Street Address: ___________________________
Suburb: ___________________________ Postcode: ___________________________
Development Estate / Name if Applicable: ___________________________
Real Property Description: Lot: ___________________________ Plan: ___________________________

Has a provisional certificate of completion been issued: Yes ☐ No ☐

Applicant details:

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

On Maintenance Requirements: (Mandatory) (As per SEQ WS&S D&C Code – Asset Information Specification – July 2013)

☐ RPEQ Certified As-Constructed Plan (.pdf & .dwg) attached ☐ As Constructed AADC4 XML File attached
☐ RPEQ Certified Design Rodline Mark-up (.pdf) attached ☐ Maintenance Bond Receipt attached
☐ RPEQ Engineer CCTV Certification Certificate attached ☐ RPEQ Engineer Construction Certification attached
☐ Copy of Water/Sewer Easement Documents attached ☐ Copy of Survey Plan attached
☐ Surveyor’s Existing Buildings/Services Certificate attached
☐ Other supporting documents: ___________________________

Water Supply (Mandatory) Please complete all check boxes (yes or no) to certify that construction has been completed to SEQ/Unitywater Standards

☐ Hydrostatic Pressure Test Results attached ☐ Chlorination Certificate Attached
☐ Electrocable Test attached ☐ Water Meter Installation details (.xls) attached
☐ Private Works Water/Sewer connections paid. (Quote and Receipt attached)

Receipt No: ___________________________ Private Works Quote Ref. PW ______ - ________
☐ Other supporting documents: ___________________________
☐ All test have been reviewed by a RPEQ Engineer and all non-conformances identified and reported

Note: Application for On Maintenance Inspection requires the appropriate fee to be paid at time of application. The fee shall be in accordance with Unitywater’s fees and charges as attached to this application. Was your connection application made prior to 1 July 2016 (if yes then fee does not apply)? Yes ☐ No ☐
### Example Only – Not For Use

<table>
<thead>
<tr>
<th>Sewer (Mandatory)</th>
<th>Rising Main Pressure Test Certificate attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTV Conduit assessment Inspection reports attached</td>
<td>Trench Compaction Test Certificate attached</td>
</tr>
<tr>
<td>CCTV Inspection USB attached</td>
<td>Sewer Ovality Test Certificate attached</td>
</tr>
<tr>
<td>Sewer Vacuum Test Certificate attached</td>
<td></td>
</tr>
<tr>
<td>Access Chamber Vacuum test Certificate attached</td>
<td></td>
</tr>
<tr>
<td>All test / CCTV results have been reviewed by a RPEQ Engineer and all non-conformances identified and reported</td>
<td></td>
</tr>
</tbody>
</table>

### Active Assets

<table>
<thead>
<tr>
<th>Operation &amp; Maintenance manuals where necessary</th>
<th>Checklist of typical final handover deliverables (as per Appendix B – SEQ WS&amp;S D&amp;C Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Asset Template</td>
<td></td>
</tr>
</tbody>
</table>

### General:

- **Date of RPEQ Engineers inspection of the completed works:**
  - **Date:**

### Sewer Recipitation Construction:

- All sewer manhole lids are approximately 75mm above the finished surface level, or flush with pavement.
- All sewer lines have been flushed clean of silt and debris before CCTV was undertaken.
- All sewer house connection inspection openings (ID) have an orange conduit (single length, 2.0m x 40mm) marking the invert level.
- Maintenance shaft riser lids are between 100 – 225mm from the cover lid.
- Maintenance shaft rubber bungs installed.
- Maintenance Hole Nock maximum 500mm deep.

### Water Recipitation Construction:

- Water hydrants are between 75mm and 225mm below the finished surface level.
- Valve spindles are between 75mm and 225mm below the finished surface level.
- Hydrants and valves have corresponding deinders installed (SEQ-WAT-1300-1 & SEQ-WAT-1300-2).
- Water meter services are assessable and provided to each Lot (SEQ-WAT-1100-3).
- Water meters are within the meter box and totally clean of all silt mud and dust.
- Water brass kerb offset markers have been installed to hydrants, valves & main and conduit road crossings (SEQ-WAT-1300-1, SEQ-WAT-1100-1).

### Sewer Pump Station Construction:

- The station is fully powered and operational.
- An all-weather access road to the station has been provided.
- All site landscape works are complete.
- Operation and maintenance manuals have been provided electronically and in hard copy.
- Unitywater Asset Data Template has been provided electronically.
Example Only – Not For Use

Preferred On-maintenance Inspection Details: (Applicant must give Unitywater a minimum of 7 business days’ notice. Unitywater will contact the Consulting Engineer to confirm inspection appointment details)

| Date: | Time: |

Signature: (I declare that all of the information provided is true and correct)

| Applicant: | RREQ NO: | Date: |

(IMPORTANT: it is unlawful to provide false or misleading information)

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 Klaud Street

- **Cheque**
  - Please make cheques / 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 within 3 business days of 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
- or post: PO Box 953, Caboolture QLD 4510

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

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.
### Development Services Prices 2016 – 17

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*GST is applicable to this fee when charged

**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the fast track fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.
Appendix 8 - Application for Certificate of Completion Form

F9374 - Application for Certificate of Completion Form

Postal Address
PO Box 953
Cabarlah QLD 4510

Unitywater Unit
Ph.: 07 5431 8333
Fax: 07 5431 8258

Internet
www.unitywater.com
development.services@unitywater.com

Fast Track: Yes ☐ No ☐
Your application will be assessed within 5 business days for a fee of $2,000.00, 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 as attached to this application.

Connection / Development Application Information:

Unitywater Connection Approval No: ____________________________

Council Development Approval No: MCU: ____________________________
OPW: ____________________________

REC: ____________________________

Street Address: ____________________________

Suburb: ____________________________

Postcode: ____________________________

Development Estate / Name if Applicable: ____________________________

Real Property Description: Lot: ____________________________

Plan: ____________________________

Has a provisional certificate of completion been issued: ☐ Yes ☐ No

Applicant details:

Name/Company: ____________________________

Site/Project Representative: ____________________________

Postal address: ____________________________

Daytime contact number: ____________________________

Email: ____________________________

Certificate of Completion Requirements: (Please tick appropriate boxes 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 five connection of Network Works are applicable)

☐ Payment for Unitywater maintenance bond receipt

☐ Copy of Survey Plan – (Do Not send original)

☐ Completed unexecuted Form 9 Easement documents – (For further assistance email 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 confirming no outstanding debt exists on the property. (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

☐ 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).

This document may not, in whole or part, be copied, photocopied, reproduced or translated without prior consent from the CEO, Unitywater.
Printed copies are uncontrolled.
New Survey Plan:

Survey Plan Number: ____________________________

Plan of Lots (Lot Description): ____________________________

Cancelling Lots: ____________________________

Number of Proposed Lots: ____________________________

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

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

- email: development.services@unitywater.com

- or post PO Box 953, Caboolture, QLD 4510

Contact name: ____________________________

Daytime contact number: ____________________________

Receipt name: ____________________________

Receipt address: ____________________________

Cardholder signature: ____________________________

Amount payable: ____________________________ Date: __/__/____

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

Privacy statement:

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*GST is applicable to this fee when charged

**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the fast track fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.

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Appendix 9 - Off-Maintenance Inspection Request Form

F9298 - Off Maintenance Inspection Request Form

Postal Address
PO Box 953
Cabooture QLD 4510

Unitywater
AEN: 89 791 717 472
Ph: 1300 0 UNITY (1300 086 498)
Fax: 07 5431 9288

Internet
www.unitywater.com
Development_Services@unitywater.com

Note: Application for Off Maintenance Inspection requires the appropriate fee to be paid at time of application. The fee shall be in accordance with Unitywater's fees and charges as attached to this application.

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

Connection / Development Application Information:

Unitywater Connection Approval No: ____________________________
Council Development Approval No: MOU: ____________________________
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: __________________________________________________________

Final Acceptance Document checklist (Mandatory):

☐ CCTV inspection Engineers review report
☐ Engineers report detailing inspection activities undertaken and identified rectification works required for the water supply and sewerage assets during the defects liability period.
☐ CCTV inspection DVD
☐ Where the development involved land transfers to Unitywater (e.g. pump stations) or new Unitywater easements, applicant must provide a “Registration Confirmation Statement” or a “Current Title Search” obtained from the Department of Natural Resources & Mines as proof that the land has transferred to Unitywater and/or easements in favour of Unitywater have registered on title – (For further information please email realestate@unitywater.com)
☐ Other supporting documents

Preferred Final Acceptance Inspection details: (The intended final acceptance inspection date must be at least 12 months after the date of practical completion acceptance for the works. Applicant must give Unitywater a minimum of 7 business days’ notice. Unitywater will contact the consulting engineer to confirm inspection appointment details)

Date: ________________ Time: ________________

Signature: ______________________________________________________
Consulting Engineer: ____________________________________________ Date: [ ]

Page 1 of 3
How to pay (Cash not accepted)

☐ In Person

Please present in person at a Customer Service Centre: 8.30am to 5.30pm, Monday to Friday.

    Caboolture: Ground floor, 33 King Street
    Manooclystore: Ground floor, 5-10 Main 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 within 3 business days of 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
- or post: PO Box 953, Caboolture QLD 4510

Contact name: ____________________________

Daytime contact number: ____________________________

Receipt name: ____________________________

Receipt address: ____________________________

Cardholder signature: ____________________________

Amount payable: $__________ Date: __________

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

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**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the fast track fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.
### Appendix 10 - Amendment Request Form

#### F9299 - Amendment Request Form

**Postal Address**
- PO Box 953
- Caboolture QLD 4510

**Unitywater**
- Ptn: 1300 0 UNITY (1300 066 469)
- Fax: 07 5431 6298

**Internet**
- www.unitywater.com
- Development.Services@unitywater.com

---

**Note:** Should it be necessary to revise the approved network works design drawings following an approval of a Connections Application, amended drawings must be submitted to Unitywater for approval.

Application for Amendments to Approved Conditions requires the appropriate fee to be paid at time of application. The fee shall be in accordance with Unitywater’s fees and charges as attached to this application.

#### Connection/Development Application Information

- Unitywater Connection Approval No: ____________________________
- Council Development Approval No: ____________________________
- REC: ____________________________  OFW: ____________________________
- Street Address: ____________________________
- Suburb: ____________________________  Postcode: ____________________________
- Development Estate / Name if Applicable: ____________________________
- Real Property Description: Lot: ____________________________  Plan: ____________________________

#### Applicant Details

- Name: ____________________________
- For companies, contact name: ____________________________
- Daytime contact number: ____________________________
- Email: ____________________________
- Postal address for contact: ____________________________

#### Water Approval for Connection Decision Notice Details

- Unitywater Connection Application No: ____________________________  Decision Date: ____________________________
- Street address of approval land: ____________________________
- Real property description approval land: Lot: ____________________________  Plan: ____________________________

---

**Conditions of Approval sought to be amended:** Please note that under section 98BRAK of the South East Queensland Water (Distribution and Retail Restructuring) Act 2009, amendment requests are limited to conditions of approvals. Water Approval for Connection Decision Notice details:

- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
- Condition no. and description: ____________________________
### Reasons for Amendments

In accordance with the Unitywater Connection Policy, schedule 3, table 6, this request/s will be assessed against the same Connection Criteria as the category for the original Connection Application, to the extent the criteria are relevant to the request. Please attach additional pages if space below is insufficient.

### Confirmation that Amendment/s will not result in the approval becoming a different category of approval

Confirmation that amendment/s will not result in the approval becoming a different category of approval.

Please confirm the following statement by signing where indicated:

It is my understanding that approval of the requested amendment/s will not change the category of the original approval.

<table>
<thead>
<tr>
<th>Signature of applicant:</th>
<th>Date:</th>
</tr>
</thead>
</table>

It is a requirement of the Unitywater Connection Policy, schedule 3, table 6, that the applicant provide written confirmation that the amendments sought will not result in the Water Approval becoming a different category of approval from that originally approved (e.g. that a Water Approval for a Staged Connection will remain a Water Approval for a Staged Connection).

### Owner’s Consent

**Note:** Failure to provide Owner’s Consent will deem this application to be Not Properly Made and will not be processed.

Complete either Table A, Table B and/or Table C as applicable.

#### Table A

<table>
<thead>
<tr>
<th>Name/s of owners of the land the subject of the Water Approval</th>
</tr>
</thead>
</table>

**Note:** To avoid delay in assessment of this application, Owner’s Consent must be completed at the time of submission.

**L/W:** the above-mentioned owner/s of the land, consent to the making of this Amendment Request.

<table>
<thead>
<tr>
<th>Signature of owner/s of the land to be connected</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

#### Table B

<table>
<thead>
<tr>
<th>Name/s of owners of the land the subject of the Water Approval</th>
</tr>
</thead>
</table>

**Note:** To avoid delay in assessment of this application, Owner’s Consent must be attached at the time of submission.

- The owner’s written consent is attached.

#### Owner’s consent of any related land

- No other land will be accessed to provide connection (Note that publicly-controlled places, such as roads and parks are exempt from this requirement)
- Yes, other land will need to be accessed to provide connection — Complete Table C

#### Table C

<table>
<thead>
<tr>
<th>Name/s of owners of related land</th>
</tr>
</thead>
</table>

| Street address (Attach a separate schedule if there is insufficient space in this table.) |

**L/W:** the above-mentioned owner/s of the land, consent to the making of this Amendment Request.

<table>
<thead>
<tr>
<th>Signature of owner/s of the land to be connected</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>
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
   Maroochydoore: 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 within 3 business days of 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
- or post: PO Box 953, Caboolture QLD 4510

Contact name: ____________________________

Receipt address: __________________________

Daytime contact number: ____________________

Cardholder signature: ______________________

Amount payable: $ ________________________ Date: ______________________

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

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.
## Development Services Prices 2016 – 17

<table>
<thead>
<tr>
<th>Application</th>
<th>Unit</th>
<th>2016 – 17 Total Fee $ (excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connection Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staged Connection (MOU) - Property Service Connection</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) - up to 10 lots</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Staged Connection or Other Connection (RAL) - 11 to 50 lots</td>
<td>Application</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection (RAL) - above 50 lots</td>
<td>Application</td>
<td>$1,750.00</td>
</tr>
<tr>
<td><strong>Network Works Applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Connection (with Works) - Property Service Connection</td>
<td>Application</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Works) - up to 10 lots (per stage)</td>
<td>Stage</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Other Connection (with Works) - 11 to 50 lots (per stage)</td>
<td>Stage</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Other Connection (with Works) - above 50 lots (per stage)</td>
<td>Stage</td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>Combined Connection &amp; Network Applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staged Connection (MOU) with Network Works - Property Service Connection</td>
<td>Application</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Staged Connection &amp; Other Connection with Network Works (RAL) - up to 10 lots (per stage)</td>
<td>Stage</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection with Network Works (RAL) - 11 to 50 lots (per stage)</td>
<td>Stage</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>Staged Connection &amp;/or Other Connection with Network Works (RAL) - above 50 lots (per stage)</td>
<td>Stage</td>
<td>$4,250.00</td>
</tr>
<tr>
<td><strong>Other Development Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Report Review Fee (per aspect)</td>
<td>Report</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Change to an Approval or Request to Change up to 5 Conditions</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Inspection Fee (Pre-Start / On &amp; Off Maintenance)</td>
<td>Inspection</td>
<td>$350.00</td>
</tr>
<tr>
<td>Re-Inspection Fee (Pre-Start / On &amp; Off Maintenance)</td>
<td>Inspection</td>
<td>$500.00</td>
</tr>
<tr>
<td>Build Over or Adjacent to Sewer</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Sewage Pump Station Assessment Fee</td>
<td>Pump Station</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Infrastructure Agreement (IP5® to A/C)</td>
<td>Agreement</td>
<td>$550.00*</td>
</tr>
<tr>
<td>Infrastructure Agreement (standard agreement)</td>
<td>Agreement</td>
<td>$7,500.00*</td>
</tr>
<tr>
<td>Infrastructure Agreement (non-standard)</td>
<td>Agreement</td>
<td>$200.00*</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion – Management Subdivision</td>
<td>Application</td>
<td>$50.00</td>
</tr>
<tr>
<td>(confirmation of no outstanding rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provisional / Certificate of Completion</td>
<td>Application</td>
<td>$500.00</td>
</tr>
<tr>
<td>Provisional / Certificate of Completion (with Unitywater easements)</td>
<td>Application</td>
<td>$600.00</td>
</tr>
<tr>
<td>Fast Track Fee**</td>
<td>Application</td>
<td>$2,000.00*</td>
</tr>
</tbody>
</table>

*GST is applicable to this fee when charged

**This fee is in addition to normal development application fees. The fee is for a 5 day turnaround for applications. If Unitywater are unable to meet this timeframe the fast track fee will be refunded.

1. Fees relating to applications made under the South East Queensland Water (Distribution and Retail Restructuring) Act are to be paid to Unitywater.
2. Fees relating to applications made under the Sustainable Planning Act are to be paid to the relevant Local Government.
Appendix 11 – Infrastructure Charges Notice Request Form

F9763 - Infrastructure Charges Notice Request Form

Postal Address: PO Box 953, Caboolture QLD 4510
Unitywater Ph: 1300 0 UNITY (1300 086 489)
Fax: 07 5431 8286

Note: This form is to be completed and submitted if an Infrastructure Charges Notice is required by an Applicant / Owner that is associated with a Development Permit issued by a relevant Council.

You Must:
- Complete all necessary sections of this form,
- Provide any supporting information identified on the form as being required to accompany your application,
- Ensure that Owners Consent is supplied at the time of making the application. Failure to provide Owners Consent will deem this application to be Not Properly Made and will not be processed.

Applicant Details

Name/Company: ____________________________
Contact Person: ____________________________
Postal address: ____________________________
Daytime contact number: ______________ Email: ______________

Owners Details

Owners Name: ____________________________
Owners Postal Address: ____________________
Daytime contact number: ______________ Email: ______________

Application Details

Council Development Application No: ____________________________
Approval Expiry Date: ____________________________
Any Court Orders: □ No □ Yes
Unitywater Connection Approval No: (if applicable) ____________________________
Local Government Area: ____________________________
Stage Number (if applicable): ____________________________
Description of Application (e.g. 1 into 3; 5 units, etc.): ____________________________

Subject Property Details

Lot & SP/RP Nos: ____________________________
House No/Street/Suburb: ____________________________

Advice (Please provide following details to expedite this application)

a) Do any water supply and/or sewerage credits apply? □ No □ Yes (Provide details such as amount, payment details including date of payment etc.)
b) Does an existing legal use exist on the site? □ No □ Yes (Provide details such as GFA/improvable area for non-residential uses and no of units/bedrooms for residential uses)
c) Does a water supply and/or sewerage infrastructure agreement apply? □ No □ Yes (Provide details) ____________________________
d) Are water supply and sewerage infrastructure charges subject to ‘offsets’? □ No □ Yes (Provide details of ‘offsets’ utilised/available)
e) Are any previous water supply and sewerage infrastructure contribution payments applicable? □ No □ Yes (Provide details) □ Any other supporting information (e.g. Preliminary Approval) ____________________________
Submission Checklist: (The following details MUST be included with this form):

- Draft Survey Plans (where applicable)
- Unitywater/Council Approved Plans
- Details of GFA and Impervious Area’s (where applicable)
- Copy of any previous Infrastructure Contribution Notice(s) issued in relation to the approval (Council or Unitywater)
- Copy of Decision Notice
- Owners Consent to make request (if applicant is not the owner)

Signature

Applicant/Owner: ____________________________ Date: __________

The Infrastructure Charges Notice will only be issued to the owner of the property OR the applicant who made the development application. Please tick appropriate box below indicating that you are one of these:

- Owner
- Applicant

Owner’s Consent

Note: Owners Consent must accompany this application; Failure to provide Owners Consent will deem this application to be Not Property Made and will not be processed.

Names of owners of the land:

If we, the above-mentioned owner/s of the land, consent to the making of this application.

Signature of owner/s:

Date: __________

☐ The owner’s written consent is attached. **Note:** To avoid delay in assessment of this application, Land Owners Consent must be attached at the time of submission.

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.