

# KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440  
PO Box 3078, West Kempsey 2440  
Phone 02 6566 3200 Fax 02 6566 3205  
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## APPLICATION FORM FOR APPROVAL TO DRAW WATER FROM COUNCIL'S WATER SUPPLY AND / OR SELL WATER DRAWN FROM COUNCIL'S WATER SUPPLY

Application is hereby made to:

Tick(√) box if activity applicable. All necessary sections of the form must be completed.

- Draw water from Council's water supply**  
 **Sell water drawn from Council's water supply**

**Please note:** Under Section 68 of the Local Government Act 1993, the activities of drawing water from a council water supply or selling water so drawn, require the approval of the council.

Under Part 2, Division 1 (24) of the Local Government (General) Regulation 2005, an employee of council acting in the course of his or her employment may draw water from council's water supply system without the prior approval of council

### PERSON MAKING APPLICATION

Tick(√) box if making application on behalf of an entity

First Name and Last Name \_\_\_\_\_  
Print Name

Position held by person \_\_\_\_\_  
Print "N/A" if not applicable

Business/Company Name \_\_\_\_\_  
Print "N/A" if not applicable

ABN (Aust Business No) \_\_\_\_\_  
Print "N/A" if not applicable

Business Street Address \_\_\_\_\_

Business Postal Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### PERSON'S DECLARATION AND AUTHORISATION TO MAKE APPLICATION FOR APPROVAL TO DRAW WATER FROM COUNCIL'S WATER SUPPLY AND/OR SELL WATER DRAWN FROM COUNCIL'S WATER SUPPLY

I (the above person) declare personally or on behalf of the organisation or company named in the Application for approval to draw potable water from council mains that the information provided on the application form is true and correct. I have read and understood the Conditions of Approval and agree personally (or on behalf of the organisation or company) to comply with these conditions. I have ticked each condition of approval in confirmation of this. I

agree personally or on behalf of the organisation or company that all fees and charges associated with the Approval will be paid. The intended use(s) of water to be drawn and/or to be sold is/are shown (below) on the application form. I am authorised to make this declaration on behalf of the stated entity.

The personal information that Council is collecting from me is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The information may only be made available through this or other relevant Acts and Regulations that may apply.

The intended recipients of the personal information are officers with the Council and/or agents or data service providers engaged by the Council. The supply of the information by me is voluntary and I understand that if I cannot provide or do not wish to provide the information sought, Council will be unable to process the application. Council is collecting this personal information from me in order to process this application. I understand that I may make application for access or amendment to information held by Council. I may also make a request that Council suppress my personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information.

Person's Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

## INTENDED WATER SALES AND USAGE

### NON-POTABLE USE

Tick(√) box if water is to be **used** for:

Construction (type and location) \_\_\_\_\_

Irrigation (type and location) \_\_\_\_\_

Other (type and location) \_\_\_\_\_

Tick(√) box if water is to be **sold** for:

### POTABLE (DRINKING WATER) AND/OR DOMESTIC USE

Tick(√) box if water is to be **used** for:

Receptacles for human consumption (drinking) / amenity (hygiene) \_\_\_\_\_

Other (eg swimming pools) \_\_\_\_\_

Tick(√) box if water is to be **sold** for:

**Note:** Water is to be used efficiently, conserved and not wasted. Cartage and delivery of water for drinking and/or domestic use are subject to special conditions (refer Specific Conditions of Approval).

**VEHICLE / TANK DETAILS – ALL CARTERS**

The application and approval relate to nominated vehicles / tanks only.

Registration Number	(1)	(2)	(3)
State of Registration			
Registration Expiry			
Make			
Model			
Owner			
Owner's Address			
Owner's Phone Nos.			
	(mobile)	(mobile)	(mobile)
Driver			
Tank Volume			
Tank Type			
Tank Registration Stamp			
Hose Type			
Vehicle Location			
Sanitisation Process (if any)			

**WATER CARTING / TRANSPORT VEHICLES AND VESSELS CERTIFIED REPORT**

I certify that the nominated vehicle / vessel assemblage(s) is/are:

- Roadworthy and compliant with all relevant legislative and regulatory requirements
- Serviced in accordance with manufacturers’ recommendations and specifications
- Free from structural, hydraulic, pneumatic and mechanical defects in all respects
- Fitted with all necessary, fully-operational safety, hazard and emergency equipment
- Suitable for intended, safe use.

Other comments relating to condition and/or suitability are as follows:-

**Tick(√) box**

Copy of registration certificate supplied.

Signature .....

**INSPECTIONS AND INDUCTIONS**

**ALL APPLICANTS**

Applicants must attend an induction session for the safe and correct operation of the designated automatic water filling stations.

No approval will be issued unless an induction has been successfully completed.

Phone Council’s Customer First Centre on 02 6566 3200 to make an appointment.

**APPLICANTS INTENDING TO CART/TRANSPORT WATER FOR DRINKING/DOMESTIC USE(S)**

Applicants must have the nominated vehicles and vessels inspected by Council’s Environmental Health Co-ordinator prior to issue of an approval.

Phone Council’s Customer First Centre on 02 6566 3200 to make an appointment.

**FEE(S)**

**Tick(√) box if applicable**

**FEE FOR PERMIT TO DRAW WATER**

From water filling station via Single Access Card unless otherwise authorised.

Tick(√) box if applicable

**Monthly (1 Jul 2017 - 30 Jun 2018)**

**Annual (1 Jul 2017 - 30 Jun 2018)**

Date from \_\_\_\_\_

Date from \_\_\_\_\_

Date to \_\_\_\_\_

Date to \_\_\_\_\_

\$ 114.95 (GST included)

\$ 712.70 (GST included)

\_\_\_ months x \$114.95 = \$\_\_\_\_\_

**FEE FOR PERMIT TO SELL WATER**

\$ \_\_\_\_\_ Nil \_\_\_\_\_

**FEE FOR INSPECTION OF WATER CARTING/TRANSPORT VEHICLES AND VESSELS**

\$ \_\_\_\_\_

plus \$ \_\_\_\_\_ GST

TOTAL \$ \_\_\_\_\_

**OFFICE USE ONLY**

DATE PAID	RECEIPT NO.	REGISTER NO.	ACCESS CARD NO.
Application QWHA	AMOUNT \$	GST \$	TOTAL (STS) \$
Application QWHI	AMOUNT \$	GST \$	TOTAL (STS) \$
Water Sales QWHS	AMOUNT \$		(NOG)

## CONDITIONS OF APPROVAL

Tick(√) box confirming you understand and agree

### General:

- G1. The approved activity must be carried out in such ways at all times that it: (√)
- guarantees the PROTECTION AND PROMOTION OF PUBLIC HEALTH and PROTECTION OF THE ENVIRONMENT
  - does not adversely affect the SAFETY OF COUNCIL EMPLOYEES
  - SAFEGUARDS COUNCIL'S ASSETS at all times.
- G2. The approved activity must be carried out in a compliant way (at all times and in all respects) with all relevant standards, laws and requirements, and conditions as set out in the approval.
- G3. The approval holder is fully responsible for carrying out the approved activity and cannot devolve or reassign the approval to any other person or vehicle other than nominated on the approval. As such, the Approval Holder retains full responsibility for the activity despite any utilisation of employees, subcontractors, agents, representatives or others in the operation of same.
- It is the approval holder's responsibility to ensure compliance with all conditions of approval at all times irrespective of any pending inspections, assessments, reviews or revisions of approval to be carried out by Council in connection with the approval.
- G4. The approval holder must ensure currency of the information provided to Council in the Application and relevant information shown on the Approval. The approval holder must immediately advise Council of any changes relevant to the approval. The approval holder must not continue the approved activity until such time as Council has issued a modification of the approval following receipt of an application for the modification or Council has advised that the activity may continue without such an application / approval (Council determines that, in its opinion, the changes are minor).
- G5. Issue of a notice of approval constitutes a permit to carry out the activity or activities endorsed thereon.
- G6. The approval holder is responsible for renewal of a lapsed approval if so required.

### Specific:

- S1: Unless otherwise authorised, water may only be drawn from Council's designated, automatic, water filling stations using a registered access card that is issued to the approval holder at the time of Council giving the Approval
- S2: Council does not guarantee the availability of supply water at all times and reserves the right to control and/or restrict and/or stop the usage of water in times of crisis or drought or where adverse effects on other consumers may occur. Alterations to approvals under these circumstances are entirely at the discretion of Council.
- S3: The approval holder will be inducted in the operation of the designated automatic filling stations as per Job Safety Analysis No. WS 93 " (copies of which are attached). The approval holder must have safe work statements and systems for the operation of the approval holder's plant and equipment.

- S4: The approval holder must ensure that the relevant water cartage forms are completed, that the details supplied remain current and that the cartage plant, apparatus, equipment and associated operational methods are at all times compliant with all relevant codes, standards and legislation (including OH&S). Evidence to this effect must be supplied if requested by Council and Council may conduct tests and inspections of confirmation at any time.
- S5: Vessels used on vehicles to cart water must have an aperture that is large enough to enable easy inspection of the interior and thorough cleaning of the interior and the cover of the aperture must be of a kind that is able to be kept thoroughly clean.
- S6: It is the responsibility of the approval holder to use safe work practices and to comply with all relevant laws and regulations including local laws. When working on or near roads the hirer will abide by all guidelines laid down in the current standards/codes relevant.
- S7: An approval holder approved to cart potable water that is intended, or has the potential to be used for human consumption must comply with the relevant sections of the Food Act 2003 and the Food Standards Code including the maintenance of equipment and transport vehicles in a fit-for-purpose, clean and sanitary condition, compliant labelling and the compliant handling of the drinking water.
- S8: The operation of water carting vehicles supplying water for drinking and/or domestic use must be carried out in accordance with the following requirements and other relevant legislative requirements prevailing at any time:
- Water tanks and hoses etc must comply with the specifications set out in the Safe Food Australia Guide to the Food Safety Standards 3.2.2, Division 5 – cleaning, sanitizing and maintenance (clauses 19 to 21).
  - Vehicles must be kept in a clean and sanitary condition.
  - Water must be chlorinated prior to carting to ensure the safety of the supply.
  - An adequate chlorine residual up to the point of supply to consumers must be maintained.
  - Water tanks must be used for the transport of potable water only and hoses/fittings must be used for transfer of potable water only.
  - Tanks constructed of high carbon alloy steel must be coated or lined with a material that complies with AS/NZS 4020:1999 (Products for use in contact with drinking water).
  - The vehicle, tank and apparatus must be submitted once every twelve months for inspection by Council.
  - Hoses must be made of food grade material.
  - Hoses and fittings must be capped or stored in a dust proof container during transport or when not being used.

- **A log book must be kept in each vehicle to record details of deliveries including all dates of extraction and delivery, source of water, location of extraction, customer's name and delivery address, volume delivered, when the tank was last cleaned, free chlorine level, etc.**

- S9: The registered, numbered access card is not transferable can only be used by the approval holder and must be returned to Council following expiry of the Approval.
- S10: The approval holder accepts responsibility for any damage or loss to the access card including replacement costs as per Council's prevailing "fees and charges".
- S11: The approval holder will be held responsible for the costs of rectification of any damage occasioned to Council's approval-related infrastructure as a result of wilful or neglectful actions by the approval holder or agents of the approval holder.
- S12: The (per kilolitre) supply of water will be charged as per Council's prevailing "fees and charges".
- S13: An access card can only be used to fill the vehicles/tanks detailed in the application form to which the access card relates.
- S14: Separate applications and approvals are required for each access card.
- S15: The maximum allowable pre-paid credit on any access card is \$1,000.
- S16: Requests for refund of credits on cards that cannot be presented to Council in a readable form will not be processed.
- S17: Hire charges are not refundable.
- S18: For the purpose of the agreement one full month equates to 30 days.
- S19: Hoses and fittings to connect with the filling stations (65 mm Storz) are not supplied with the access card.
- S20: Any fill station that fails to seal or any other malfunction must be immediately reported to Council (phone 6566 3200).
- S21: Accessing Council's water supply in an unauthorised manner is illegal. Violation of any condition of approval may result in legal action and/or cancellation of the permit to draw and/or sell potable water from Council mains.