



ANCILLARY ACTIVITY APPLICATION FORM

Metering, Billing and Information Requests

You can use this form for requests relating to your water meter, your water/sewerage charges or requests for location diagrams. A current version of this form is available on our website: www.environment.nsw.gov.au and search Leaseholder charges.

To complete the form, please place a cross in the boxes ☐ and fill out the white sections. In order to minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

You can lodge your application in person at NPWS Office Perisher, fax to 6457 4455 or mail to **NPWS Office, PO Box 41, PERISHER VALLEY NSW 2624**.

For inquiries please phone 6457 4444.

Office Use Only

DOC _ _ / _ _ _ _ _

Date received: _____

WBS: RP 3531 X99510

GL Code: 8211

GST excluding tax code: S9

GST inclusive tax code: S1

1. Details of the applicant

NAME

Mr ☐ Ms ☐ Mrs ☐ Dr ☐ Other ☐

First name

Family name

Company / organisation

ABN (if applicable)

STREET ADDRESS

Unit / street no.

Street name

Suburb or town

State

Postcode

POSTAL ADDRESS (or mark 'as above')

Suburb or town

State

Postcode

CONTACT DETAILS

Daytime telephone

Fax

Mobile

E-MAIL

2. Identify the property that this application relates to

Unit / street no.

Street name

Property name

Village / locality

Postcode

Customer Number

Rental Agreement Number

Portion / Lot / DP number

NOTE: You can find the customer number and rental agreement number on your Leaseholder Charges Invoice from NPWS. Alternatively contact NPWS for details.

☐ Special meter reading statement (due to sale of property or change of tenancy)

Date meter reading required:

☐ Special meter reading (to check water meter)

☐ Full test of water meter at workshop

} NOTE: The fee for water meter checks is fully refundable if the equipment is found faulty

Billing request

☐ Conveyancing certificate - statement of charges and payments

☐ Billing record search

Information request (lessee consent not required)

☐ Water supply diagram (diagram showing the location of the house-service line, building and water supply)

☐ Service location diagram (location of water main in relation to a property's boundaries)

☐ Sewerage service diagram (diagram showing the location of the house-service line, building and sewer)

☐ Service location diagram (location of sewer in relation to a property's boundaries)

Briefly describe the reason for your enquiry and attach any supporting documentation

4. Application fee

The fee for your application is stipulated by **NPWS Schedule of Ancillary Charges**. The list of charges is available on our website: www.environment.nsw.gov.au and search Leaseholder charges or contact the NPWS Perisher office on 6457 4444 for a fee estimate. Payment can be made in person at the time of request or an invoice for this amount will be forwarded to the lessee (payment terms will be seven (7) days).

Please note: The fee for water meter checks is fully refundable if the equipment is found faulty.

Total fees

\$

Please refer to NPWS Schedule of Ancillary Charges

5. Lessees consent

The lessee(s) of the land must sign the application.

If you are not the lessee of the land, you must have the lessee(s) sign the application. If the lessee is a company or corporation the form must be signed by a director or secretary (or authorised delegate) under common seal.

As the lessee(s) of the above property, I/we consent to the making of the application and consent to pay the fees applicable to this application upon receipt of the invoice. I/we also consent to entry of the subject site by NPWS officers for the purpose of processing this application and inspecting the subject site if required:

Lessee's Signature

Name

Position held

Date

Lessee's Signature

Name

Position held

Date

I/We declare that all the information is true and correct. I/We also understand that if the information submitted with this application is incomplete the application may be delayed or rejected, or more information may be requested.

I/We acknowledge that if the information provided is misleading any approval granted may be void.

I/We accept that NPWS cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application.

I/We further agree to undertake to pay any fee, charge or contribution associated with this request as per NPWS's Schedule of Ancillary Charges and indemnify NPWS against all claims arising from negligence or otherwise resulting from work carried out in connection with this enquiry.

Applicant's Signature

Name

Date

Applicant's Signature

Name

Date

7. Privacy Policy

Information collected from forms and e-mail will only be used for the purpose for which you have provided it. We will not use it for any other purpose, and we undertake not to disclose it, unless with your consent or in other circumstances where such use or disclosure is permitted under the *Privacy and Personal Information Protection Act 1998*. For example, we may provide the information you have submitted to another public authority in the course of administering environment protection legislation. Your personal information (including your e-mail address) will not be automatically added to a mailing list, or sold or otherwise transferred to a third party for commercial purposes