

NEW CONNECTION APPLICATION – COMMERCIAL / INSTITUTION / ORGANISATION

When filling in this form, please write clearly using CAPITAL LETTERS.

Application checklist

All applicants must provide:

Requirements from the Company/ Institution/ Organisation.

	Proof of ownership.
	Sketch Map.
	Copy of business/ organization T.I.N letter.
	Copy of business/ organization certificate (registration).
	Copy of plumbers licenses.
	Lodgment fee.
<i>Requirements from Directors/ Trustees.</i>	
	Copy of valid photo ID (Drivers Licenses, Passport or Voter Registration).
	Copy of directors/ trustees T.I.N letter of joint T.I.N card.

FAQ

What is Proof of Ownership?

- ❖ Title letter (Applicants name on it).
 - ITLTB / Housing/ Crown/ Freehold (Complete set of lease documents).

How much is the Lodgment fee?

- ❖ For Commercial/ Institution/ Schools/ Organisation/ Church/ Halls.
 - \$101.00.

Terms and Conditions

Herein, Water authority of Fiji would be referred to as the "Authority"

Under Section **26** of the Water Authority of Fiji Promulgation;

The owner or occupier of premises in an area where the Authority is able to supply water or provide sewerage or other services to such premises may, in writing, apply to the Authority for the supply of water or for the provision of sewerage or other services, subject to conditions.

Under Section **24** of the Water Authority of Fiji Promulgation;

An officer of the Authority may enter, remain or cross any land at any reasonable time when carrying out any function or power under this Promulgation.

If the Authority does any work on the property of another person, for the purposes of this Promulgation, the Authority shall, as far as is practicable; ensure that little damage is caused to the property; and restore the surface of and repair any damage on, such property.

Under Section **27** of the Water Authority of Fiji Promulgation;

The Authority may provide service connections to a premise within the vicinity. It is also to be noted that, no owner or occupier of premises shall connect the premises to the Water System or Sewerage System except with the prior written approval issued by the Authority and any connection made by the owner or occupier shall be done at the expense of the owner or occupier, subject to conditions imposed by the Authority.

Under Section **30, sub-section 4** of the Water Authority of Fiji Promulgation.

The obligations of a customer in relation to supply are to be aware of the liability to the Authority and to promptly pay for services provided by the Authority; to protect the assets of the Authority; to provide correct and up to date information to the Authority, including changes of ownership and occupation of premises; to promptly advise the Authority of any defects in the assets of the Authority and to minimise any damage or consequence of such defects.

Under Section **31** of the Water Authority of Fiji Promulgation;

The Authority may without notice discontinue, ration or limit any supply of water or other service provided by it if it considers it necessary or desirable to do so; by reason of any accident or emergency; to facilitate any work done or to be done by the Authority; to avoid or limit pollution; or for the conservation of water, and give notice of its action and indicate the likely duration of such discontinuance, rationing or limitation.

Under Section **34 and 35** of the Water Authority of Fiji Promulgation;

The owner of a premises / occupier to which services are provided by the Authority is liable to pay any rates due to the Authority in respect of such services. If any rates remain unpaid at the expiry of *30 days* from the date on which the rates fall due, the Authority may charge the prescribed interest on the amount of the unpaid sum from the date they fall due until the date of payment.

If any rates in respect of any premises remain unpaid after becoming due for payment, the Authority may disconnect the supply of water. If the supply of water is disconnected, the supply shall not be reconnected unless the owner or occupier of the premises applies for reconnection and pays all costs associated with the disconnection and reconnection of the supply and all outstanding amounts.

Under Section **36** of the Water Authority of Fiji Promulgation;

A person, who willfully destroys, damages, tampers with or interferes with any asset of the Authority including its Water System or Sewerage System commits an offence and is liable to conviction with a fine not exceeding \$1,000,000 or to imprisonment for a term not exceeding 10 years.

A person who obstructs or attempts to obstruct the officer of the Authority in the exercise of any power or duty under this Promulgation; sells or offers for sale any prescribed plumbing or associated hardware for the exclusive use of the Authority or uses such plumbing hardware in any manner inconsistent with the regulations, commits an offence and is liable to conviction with a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 2 years.

Under Section **39** of the Water Authority of Fiji Promulgation;

The Authority is not liable for any loss or damage arising from the escape of water from its assets. As any water loss after it passes the Authority assets are subjected chargers as prescribed.

B1. Are you applying for an extra meter?

No [Go to B4]

Yes

B2. Please indicate the number of extra meters applying for?

B3. If you have ticked "Yes" please state the existing:

Account No.:

Meter No:

B4. State the title/ deed type.

Title type:

DP:

B5. State address of premises where service is required. (*Installation address*)

Where applicable indicate Flat, Unit, Street and Lot no.

Flat/ unit no

Lot no.:

Street:

Town/ city:

B6. Attach property sketch with title copy.

B7. Please provide a road sketch to the site location.

B8. Provide details of a valid licensed plumber. (*copy to be included*)

Plumbers Name:

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Plumbers License no.:

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B9. Declaration

- a. I agree to confirm with the Water Authority Promulgation, all the regulations and By Laws now in force and all policies and procedures hereafter lawfully prescribed by the Chief Executive Officer of the Water Authority of Fiji and to pay all such fees for connection, rates or other chargers to which I may be legally liable.
- b. I hereby confirm that I am the owner of the property/ land described and hereby give permission to the authority to lay their main/ pipe in my property/ land.
- c. For Customers opting for SMS and E-billing - I understand that it is my responsibility to inform WAF when I change my mobile number or email address so as to continue to receive my WAF bill. Also by registering to the WAF Get Bill SMS and E-bill Service that my hard copy bills will be available to me upon request at a WAF Customer Service Centre.

Signature of applicant (Director/ Trustee):

_____.

Date:

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Company/ organisation stamp:

Signature of Landowner (*if applicable*):

_____.

Date:

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C1. Vetting officer to fill this section after validation.

Date application received: / /

Received by: Sign: _____.

Division: Station:

C2. Create account, and state account number to process lodgment fee.

Account No:

C3. Payment details.

Receipt no: Amount Paid: \$

C4. Site appointment.

Appointment Date: / / Time: : >

C5. Inspection Details

Inspector's name:

Date Inspected: / / Sign: _____.

Reservoir: Service

TP Zone: UCV Assess:

Inspectors remarks:

Supervisor's name:

Date: / / Sign: _____.

Supervisor's remarks:

Approval Status: Accepted Declined

Quotation Generated: Yes No

C6. Approvals

I. OPS Engineer.

Engineer's name

Date: / /

Sign: _____.

Engineer's remarks:

II. Regional Manager.

Manager's name

Date: / /

Sign: _____.

Manager's remarks:

III. GIS Officer.

Officer name

Date: / /

Sign: _____.

GIS Mapping: Yes No

Officer remarks:

C7. Installation Details

Meter serial no

Meter Size:

Reading:

Date: / /

Installed by:

Sign: _____.

Comments:

Site linked with waste water connection: Yes No

Fire service charge applicable: Yes No

Connection Type (LV, STP, etc.): _____.

