

# PLUMBING APPLICATION CHECKLIST

In order to assist us in processing your application / plans, please ensure you provide the following **minimum** requirements detailed below. Where all relevant information is not submitted, South East Water may have no alternative but to return your application. Note: additional information may be required.

<b>Requirements:</b> (Please provide one (1) set of hardcopy of plans, where applicable)	<b>Residential ≤ 10 Units (ground level)</b>	<b>Residential / High Rise &amp; Mix Commercial</b>	<b>Factory / Warehouse Industrial</b>
<b>Site plans</b> (most recent copy) showing offsets to boundaries, plans should indicate clearances from all of South East Water Assets.	✓	✓	✓
<b>Elevation and floor plans</b>	✓	✓	✓
<b>Footing / foundation plans</b> , including <b>ground anchors</b> showing clearances from SEW assets (see additional requirements for ground anchors below).	✓	✓	✓
<b>Hydraulic sewer layout:</b> indicating proposed location, size of connection branch / maintenance hole required.	✓	✓	✓
<b>Hydraulic water layout:</b> Number of tapings / tee insertions required and plans indicating if divide valves are required. Details of the services to be plugged, including their size/meter number. <b>Note:</b> Main water metering assembly must be within 2.0m of title boundary abutting the water main. Refer to <a href="#">Water Metering and Servicing Guidelines</a> for additional requirements for check meters.	✓	✓	✓
Plans indicating the location and design of the <b>fire service</b> if applicable. Eg: are the fire sprinklers built / designed under Standard 2118.4 or Standard 2118.1 (see additional requirements below). Please ensure Pressure and Flow information has been obtained prior to designing the fire service system (refer below for the link to the online application form)	✓	✓	✓
<b>Flow rates in (L/sec)</b> for the <b>general (50mm and above)</b> and <b>fire</b> services if applicable.	✓	✓	✓
<b>Pump curves</b> for variable speed pumps on the general supply if applicable. Must include: make and model.		✓	✓
<b>Booster Pump</b> curves for the fire service is applicable. Must include: make model.		✓	✓

**Requirements:**

(Please provide one (1) set of hardcopy of plans, where applicable)

**Residential  
≤ 10 Units  
(ground  
level)**

**Residential /  
High Rise &  
Mix  
Commercial**

**Factory /  
Warehouse  
Industrial**

Plans of water tanks, indicating if they are above ground or below ground and type of water it will be capturing i.e. rain water, stormwater and its intended use (i.e. irrigation or toilet flushing, details of overflow).

✓

✓

✓

If the development is **greater than four floor levels** please include a **schematic plan** so South East Water can obtain a quote for additional **remote reading equipment** if applicable.

✓

**GROUND ANCHORS:** Note: Works cannot commence without formal consent. Where Ground Anchors are to be used the following requirements are to be met:

- a) A plan showing the sewer main clearly plotted against the cross section and the long section showing 1.0m clearance is being met between the ground anchors and the sewer main.
- b) 1.0m clearance being met will also need to be shown for any property connection branches, inspection shaft and maintenance holes.
- c) A site plan will be required showing the building in relation to the title boundaries. Care will need to be exercised when installing these tendons to ensure that these clearances are obtained between your tendons and our assets.
- d) CCTV inspections will be required, one prior to works commencing and a second inspection once works have been completed both at owners cost. This will allow the checking of the condition of any sewer assets before ground anchors are installed and one after installation.
- e) This will also safe guard proposed development should repair works be required on our assets as we have CCTV of before and after works are completed.

**NOTE:** Please refer to South East Water's [Guidelines for Proposed Structures / Works Over or Adjacent to Critical Assets](#) for additional requirements.

**FIRE SERVICES:** Please advise which standard fire sprinklers are built / designed under (for example Standard 2118.4 or Standard 2118.1). To apply for pressure and flow information, [https://apps.southeastwater.com.au/Forms/pressureFlow\\_form.asp](https://apps.southeastwater.com.au/Forms/pressureFlow_form.asp)

If booster pumps are employed, refer to South East Water's [Water Metering and Servicing Guidelines](#) for further information relating to re-circulating of test water.

**NOTE:** Please refer to South East Water's [Water Metering and Servicing Guidelines](#) and [Water Metering and Servicing Drawings](#) for additional servicing requirements.

# PLUMBING APPLICATION FORM

Industrial, Commercial, Units & Private Water Fax (03) 9552 3308



Plumbing store order number  
Please see over for our Privacy Statement

(Office use only)

Case No.

P.S.P. No.

## 1. Particulars of Property (Please complete all details and return completed application form to: South East Water, Locked Bag 1 Moorabbin VIC 3189)

Lot No. \_\_\_\_\_ Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

Suburb \_\_\_\_\_ P/code     Melways Ref. \_\_\_\_\_

Proposed use of development \_\_\_\_\_

For drain alteration only, describe works (please attach an A4 plan). For all other developments, a full sized set of plans (to scale) is required to be submitted with the application, detailing the building outline, dimensions from the building foundations to the property boundaries and preferred sewer and water connection locations. Please include plans of ground anchors and basements.

## 2. Particulars of Applicant

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

Postal Address \_\_\_\_\_ P/code

Email \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## 3. Particulars of Licensed Plumber (If known)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Licence No. \_\_\_\_\_

## 4. Type of Development

No. of new Units \_\_\_\_\_ Factoryettes \_\_\_\_\_ Shops \_\_\_\_\_

No. of existing to be demolished Units \_\_\_\_\_ Factoryettes \_\_\_\_\_ Shops \_\_\_\_\_

No. of existing to remain Units \_\_\_\_\_ Factoryettes \_\_\_\_\_ Shops \_\_\_\_\_

For single storey residential developments of more than 19 units, South East Water requires sewer and water reticulated infrastructure to be constructed. Please contact Property Development on 9552 3770 prior to lodging an application. **NOTE: If the application is not completed in full and/or a plan is not accompanying the application, South East Water may not process the application.**

## 5. Type of Work This Application is for

Sewerage  Water  Trade Waste  Sewer Connection Branch  Private Water  Sewer Drain Alteration  Recycled Water

If application is for recycled water, plumbing inspections will be required. The fees for this inspection will be detailed in the Notice of Agreement. If application is for Trade Waste, a separate Trade Waste application will also need to be completed.

## 6. Properties with Water Service Requirements

Service Required General Supply \_\_\_\_\_ mm Fire Hydrant \_\_\_\_\_ mm Hose Reel \_\_\_\_\_ mm Fire Sprinkler \_\_\_\_\_ mm

Service Removed General Supply \_\_\_\_\_ mm Fire Hydrant \_\_\_\_\_ mm Hose Reel \_\_\_\_\_ mm Fire Sprinkler \_\_\_\_\_ mm

Dual Tapping / Divide Valve requirements: \_\_\_\_\_

Please specify flow rate required for general services greater than 40mm: \_\_\_\_\_ L/sec and anticipated total annual consumption: \_\_\_\_\_ ML

Please specify flow rate required for the fire service: \_\_\_\_\_ L/sec

Private Water Size of Private Water Service: \_\_\_\_\_ mm Size of Water Meter at property boundary: \_\_\_\_\_ mm

### High Rise Developments

Is water service Inline Pumping required for this Development? Yes  No  If 'Yes', then pump curves must be provided with this application.

Does your Development require Bulk Hot Water? Yes  No

Remote Meters Are all Meters accessible for reading and substitution? Yes  No  If 'No' please specify: \_\_\_\_\_

It is your responsibility to determine the size of all services and the backflow prevention device required to ensure they conform with current Victorian plumbing regulations.

## 7. Details of Application Fees and Payments (Note All application fees and charges are GST free)

Sewer only and/or Sewer and Water Applications (Application Fee \$45.00 & Assessment Fee \$165.00) **Total \$** 210.00

Water only Applications / Re-assessment **Total \$** 165.00

Sewer drain alteration only **Total \$** 45.00

## 8. Method of Payment

Cash  Cheque  Credit Card  Store Account  South East Water Account Customer ID

Card Type MasterCard  VISA  Card Holder's Name \_\_\_\_\_

Card Number           Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

**Privacy Statement**

South East Water is collecting the information requested on this form for the purpose of providing goods and services to you and improving those goods and services. Without all or part of this information the goods and services may not be provided to you. This information will be handled in accordance with our legal obligations. You may request access to your personal information. The information may be disclosed to third parties in relation to the provision of goods and services, including South East Water's contractors assisting in the provision of these goods and services, Melbourne Water, the Minister or the Environment Protection Authority. For a copy of South East Water's privacy charter which describes in more detail how personal information may be used, or details on how to access your personal information, see the web site at [southeastwater.com.au](http://southeastwater.com.au) or contact **131 694**.

**South East Water Limited** ABN 89 066 902 547  
Locked Bag 1  
Moorabbin VIC 3189 Australia

DX 36006 Moorabbin  
General Enquiries **131 694**  
[southeastwater.com.au/enquiries](http://southeastwater.com.au/enquiries)  
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