

# Water leak remission application



Please complete this water leak remission application and email it to [water@westernbay.govt.nz](mailto:water@westernbay.govt.nz) or drop it into any Western Bay of Plenty District Council Offices for a remission to be considered on your water account.

Please note that a leak remission can only be applied for twice every five years. For more information on the leak remission policy please go to [westernbay.govt.nz/policies-and-bylaws](http://westernbay.govt.nz/policies-and-bylaws).

## Property details:

Valuation No: \_\_\_\_\_

Property location/address: \_\_\_\_\_

## Owner details:

Name of property owner: \_\_\_\_\_

Applicant name (if not owner): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Details of leak:

Water invoice date: \_\_\_\_\_

Invoiced amount (\$): \_\_\_\_\_

Date water leak discovered: \_\_\_\_\_

Date water leak repaired: \_\_\_\_\_

## Current water meter reading details

Please read your meter after the leak has been repaired and add details below.

Water meter serial number: \_\_\_\_\_

Meter reading: \_\_\_\_\_

Reading date: \_\_\_\_\_

Please check your water meter has no movement when no water is being used to be sure the leak has been fixed. If the meter is still showing movement when no water is being used, then there will still be a leak somewhere that will need to be fixed before applying for a water leak remission.

## Please write a brief description of actions taken:

## Please indicate which applies to this water leak remission application:

The leak was repaired by a plumber. As evidence of repair, a copy of the plumber's invoice has been attached

The leak was repaired by myself. I have attached any receipts of parts purchased and/or photographs as evidence of repair

There was a leak at the water meter and Council Contractors came and repaired it

I am not the owner/ratepayer of this property. I have attached authorization from the owner to proceed with this application on their behalf

Property owner/  
applicant signature \_\_\_\_\_

Date: \_\_\_\_\_

Please note that your application may take up to 3-4 weeks to process. Once the processing has been completed, we will contact you to advise details of any remission that has been given.

If you have a direct debit set up for your water invoice and would like this suspended until the remission has been processed, please contact us via the email address above or on 0800 926 732.