

# Water, Sewer and Stormwater Private Works – Terms & Conditions – Quotation

## General

- Council will send all correspondence to the Applicant via the email address supplied for the Applicant. Please ensure you check this email address regularly including junk mail folders.
- In accordance with Council policies, private works such as these are offered on a full cost recovery basis.
- Only one connection for potable water, recycled water and/or sewage is permitted unless multiple water and/or sewer access charges are paid. Only one connection for stormwater is permitted.
- It is the Applicant's responsibility to provide appropriate and sufficient information to allow the issuing of a quote.
- Quotations will include GST.

## Information Required

The following information must be provided at the submission of a Request for Quotation:

- Details of the Applicant and Owner
- Details of the works and the works location
- Layout plan

## Timing

- Quotations are based on the information provided by the Applicant. Insufficient or missing information will delay the issue of a quotation.
- Quotations will be issued within 20 business days of receipt of a completed Request for Quotation.
- The 20 business days will not include those days between Council requesting additional information and receiving the information.
- If a quote cannot be issued due to insufficient information within 30 business days of the original receipt, Council may elect to refuse the Request for Quotation. A new request will be required if this occurs.

## Layout Plan

- A Layout Plan is required to show where you want your service installed. Please attach a drawing or your plans.
- Information to be shown on the layout plan will vary depending on the nature of the works. Required information is shown in the following table.
- Boundary Offsets – shown in metres
- Building Offsets – shown in metres
- Hand-drawn and engineering plans – must be clear and understandable. Acceptance of a plan is at Council's discretion and revised drawings will be required where Council deems the submitted plans unclear

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- Services Information – must include surveyed location of all underground and aboveground services including gas, telecommunications and electricity
- Hydraulic Plans – prepared by suitably qualified persons, accompanied by appropriate calculations as necessary and suitable for use as construction drawings
- Hydraulic Certification – signed by a suitably qualified person and private or Council certifier as appropriate
- Identified Council Limit of Responsibility – limit of responsibility to be as close to the boundary as possible

**Table 1: Layout Plan Requirements**

Service Type	Water/Recycled Water		Sewer		Stormwater	
	20 or 25mm connection	> 25mm connection	Up to 100mm connection	> 100mm connection	Up to 150mm connection	> 150mm connection
<b>Location of service</b>	Y	Y	Y	Y	Y	Y
<b>Boundary Offsets</b>	Y	Y	Y	Y	Y	Y
<b>Building Offsets</b>	N	Y	N	Y	N	Y
<b>Hand-drawn</b>	Y	N	Y	N	Y	N
<b>Engineering Plans</b>	N	Y	N	Y	N	Y
<b>Services Information</b>	N	Y	N	Y	N	Y
<b>Service size</b>	Y	Y	Y	Y	Y	Y
<b>Hydraulic Plans</b>	N	Y	N	Y	N	Y
<b>Hydraulic Certification</b>	N	Y	N	Y	N	Y
<b>Identified Council Limit of Responsibility</b>	N	Y	N	N	N	N

### Access Conditions

- To avoid delays in processing your request, the nominated location of the meter must:
  - Be within clearly indicated property boundaries,
  - Be located along the front boundary,
  - Not exceed 1 metre in from the front boundary, and
  - The site must have a 2m square clearance where the installation is to occur.

**Unmarked property boundaries or obstructions to or on the site will cause delays in providing a quotation.**

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### Scope of works

The following table outlines the typical scope of works that Council will be responsible for. It also outlines what the Applicant will be responsible for. If there are any non-typical requirements, these will be outlined in the Quotation.

**Table 2: Scope and Responsibilities**

Service	Connection Size	Council will be responsible for	You will be responsible for
<b>Water</b>	Meter Only – up to 25mm	<ul style="list-style-type: none"> <li>Supply only of the required number and size meter and fixings</li> </ul>	<ul style="list-style-type: none"> <li>Arranging a plumber to collect the meter and fixings</li> <li>Arranging a plumber to install the meter and fixings</li> <li>Submitting installation paperwork to Council following installation</li> </ul>
	Meter Only – >25mm	<ul style="list-style-type: none"> <li>Supplying the required number and size meter and fixings</li> <li>Transporting the meter to the site</li> <li>Uninstalling the existing meter (if required) and disposal of the existing meter</li> <li>Installing the meter to the water service but not connecting the meter to the property side of the meter</li> <li>Minor adjustments of water connections to enable installation of the new water meter</li> <li>Removal of waste generated by Council activities</li> </ul> <p>NOTE: Prior to undertaking the works, Council staff will assess whether adjustments are required (for any reason) to fit the meter. If Council staff consider they are required, the works will not proceed and a new quotation will be provided with the additional costs.</p>	<ul style="list-style-type: none"> <li>Providing appropriate, unimpeded and safe access to the area for the duration of the works (see Access Conditions)</li> <li>Arranging a plumber to connect the installed meter to the property side of the meter</li> <li>Arranging a plumber to install or adjust any backflow prevention or pressure reducing valves</li> </ul>
	Water Connection – any size	<ul style="list-style-type: none"> <li>Excavation</li> <li>Supply of all parts up to Council's limit of responsibility for the service including any meters</li> <li>Installation up to Council's limit of responsibility for the service</li> <li>Backfill to existing ground levels</li> <li>Removal of excess material where it is not able to be spread over surrounding land</li> <li>Removal of waste generated by Council activities</li> <li>Restoration of public verges/footpaths where necessary (this does not include re-establishing grass)</li> </ul>	<ul style="list-style-type: none"> <li>Providing appropriate, unimpeded and safe access to the area for the duration of the works (see Access Conditions)</li> <li>Arranging a plumber to connect the installed meter to the property side of the meter</li> <li>Arranging a plumber to install any backflow prevention or pressure reducing valves</li> <li>Restoration of private property</li> </ul>
<b>Sewer</b>	Sewer connection – any size	<ul style="list-style-type: none"> <li>Excavation</li> <li>Supply of all parts up to Council's limit of responsibility for the service</li> <li>Installation up to Council's limit of responsibility for the service</li> </ul>	<ul style="list-style-type: none"> <li>Providing appropriate, unimpeded and safe access to the area for the duration of the works (see Access Conditions)</li> </ul>

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Service	Connection Size	Council will be responsible for	You will be responsible for
		<ul style="list-style-type: none"> <li>• Backfill to existing ground levels</li> <li>• Removal of excess material where it is not able to be spread over surrounding land</li> <li>• Removal of waste generated by Council activities</li> <li>• Restoration of public verges/footpaths where necessary (this does not include re-establishing grass)</li> </ul>	<ul style="list-style-type: none"> <li>• Arranging a plumber to connect the sewer connection to the property sewerage</li> <li>• Restoration of private property</li> </ul>
<b>Stormwater</b>	Stormwater connection – any size	<ul style="list-style-type: none"> <li>• Excavation</li> <li>• Supply of all parts up to Council's limit of responsibility for the service</li> <li>• Installation up to Council's limit of responsibility for the service</li> <li>• Backfill to existing ground levels</li> <li>• Removal of excess material where it is not able to be spread over surrounding land</li> <li>• Removal of waste generated by Council activities</li> <li>• Restoration of public verges/footpaths where necessary (this does not include re-establishing grass)</li> </ul>	<ul style="list-style-type: none"> <li>• Providing appropriate, unimpeded and safe access to the area for the duration of the works (see Access Conditions)</li> <li>• Arranging a plumber to connect the stormwater connection to the property drainage</li> <li>• Restoration of private property</li> </ul>
<b>Sewer or Stormwater</b>	Relocations – any size	<ul style="list-style-type: none"> <li>• As per connection requirements for the applicable service</li> </ul>	<ul style="list-style-type: none"> <li>• As per connection requirements for the applicable service</li> </ul>
<b>All</b>	Disconnections – any size	<ul style="list-style-type: none"> <li>• Excavation</li> <li>• Disconnection (to Council's satisfaction) up to Council's limit of responsibility for the service</li> <li>• Backfill to existing ground levels</li> <li>• Removal of excess material where it is not able to be spread over surrounding land</li> <li>• Removal of waste generated by Council activities</li> <li>• Restoration of public verges/footpaths where necessary (this does not include re-establishing grass)</li> </ul>	<ul style="list-style-type: none"> <li>• Providing appropriate, unimpeded and safe access to the area for the duration of the works (see Access Conditions)</li> <li>• Arranging a plumber to disconnect the relevant services from the property services</li> <li>• Restoration of private property</li> </ul>
<b>All</b>	All	<ul style="list-style-type: none"> <li>• If excavation of roads or concrete/asphalt footpaths is required, Council will make the area safe at the conclusion of the installation works and arrange for repair of the damaged area by appropriate contractors at a later date at the Applicant's cost.</li> <li>• If traffic control is required, Council will arrange and implement traffic control at the Applicant's cost</li> <li>• If works are located close to gas or electricity services, Council will arrange safe excavation and/or supervision by the respective utility provider at the Applicant's cost</li> </ul>	

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### Issuing the Quotation

- The finalised application will be emailed to the Applicant
- No works (including planning or scheduling of the works, purchase of materials or arranging subcontractors) will be undertaken until full payment is received
- You should allow up to 6 weeks after payment for Council to complete the works
- Where non-stock items are required, or third party approvals (such as Works Approvals from Transport for NSW), timeframes can be significantly longer and QPRC has no ability to expedite these approvals.