

## Application for permit to draw water from designated water filling stations

**Please return completed form to:**

Level 4, 218-232 Molesworth Street, Lismore

PO Box 230, Lismore NSW 2480

ABN: 81 383 023 771

T: (02) 6623 3800

[cs@rous.nsw.gov.au](mailto:cs@rous.nsw.gov.au)

[www.rous.nsw.gov.au](http://www.rous.nsw.gov.au)

**Payment information**

The annual permit fee for the 2023/24 financial year is **\$675.00 per access key and must accompany the application.**

Payment is accepted by:

- Cheque - made payable to Rous County Council and posted to PO Box 230, Lismore NSW 2480.
- Visa\* or Mastercard\* (\*credit card surcharge applies) - contact our office on 02 6623 3800 to make payment.
- Direct Deposit

**Bank:** Commonwealth Bank of Australia

**Account Name:** Rous County Council

**BSB:** 062-565 **Account Number:** 000 000 74

**Payment reference:** Entity Name:

Service required (please tick the applicable box)		
<input type="checkbox"/> New permit and key* <small>*Access by prepaid key paid in advance</small> Complete sections 1, 2, 3, 4 and 5	<input type="checkbox"/> Renewal permit for key number _____ Complete sections 1, 2, 3, and 5	<input type="checkbox"/> Change to permit details for key number _____ Complete section 1 and 5 plus all other sections where details have changed

1. Applicant details	
Entity name:	
Trading name:	ABN: _____
Postal address:	
Telephone:	Mobile: _____
Contact name:	
Email:	

2. Intended use for water (please tick the applicable box/es)	
<input type="checkbox"/> Domestic drinking water <small>The applicant must notify the local council of their business and food activity details and the water tank must be inspected and approved by an appropriate authority.</small>	
<input type="checkbox"/> Vacuum excavation/drilling	<input type="checkbox"/> Civil construction/roadworks
<input type="checkbox"/> Other, please specify: _____	

3. Nominated vehicle details	
Make:	Model:
Registration No.:	Capacity:
Tank inspection approval date: <small>(Attach copy of approval notification)</small>	Food Business Notification No.:

4. Water filling station (please tick one box to nominate a water filling station **)	
<input type="checkbox"/> Alstonville	Kays Lane (road to Industrial Estate)
<input type="checkbox"/> Ballina	Southern Cross Drive (near Council Depot)
<input type="checkbox"/> Bangalow	Cnr. Granuaille Crescent and Rankin Road
<input type="checkbox"/> Clunes	Mackie Road
<input type="checkbox"/> Coraki (East)	Sheehan Road (near Tuckurimba Road)
<input type="checkbox"/> Knockrow	Ross Lane (cane pad)
<input type="checkbox"/> Lismore (South)	Krauss Avenue
<input type="checkbox"/> Nimbin	Cecil Street (near Showground)
<input type="checkbox"/> Tyagarah	Foxs Lane
<input type="checkbox"/> Tyagarah	Near Airstrip
<input type="checkbox"/> Wardell	Recreation ground off Bath Street (road to Alstonville)
<input type="checkbox"/> Woodburn	Beach Road (Woodburn Bore site)

**Terms and conditions of permit**

1. Water may only be extracted from a designated water filling station for the intended use(s) marked on the permit.
2. A risk assessment must be undertaken by the driver of the nominated water tanker prior to filling from a designated water filling station. Filling is to be undertaken in a manner that minimises obstructions of any footpaths and takes all proper safety precautions including the positioning of safety cones to prevent the risk of tripping hazards or injury to pedestrians.
3. The use of portable standpipes in Council owned hydrants is prohibited (Fire Brigades and Councils exempt) and will result in the immediate cancellation of the permit and possible prosecution.
4. One designated water filling station access key per permit is issued free of charge. Additional and replacement access keys are charged as per Council's Fees and Charges. A copy of the Fees and Charges is available on Council's website, by visiting out office or contacting us by telephone.
5. The permit fee for bulk water carriers and the price per kilolitre of water are available in Council's Fees and Charges and are subject to change on 1 July each year.
6. Designated water filling stations may have security cameras present and recording.
7. To minimise the interruption to bulk water carriers all damage or unauthorised use at the designated water filling stations must be immediately reported to Council on 02 6623 3800.
8. The applicant acknowledges and agrees that:
  - a). the permit is valid until 30 June;
  - b). prepaid access key customers must pay in advance for usage and any unused credit will be carried forward if the permit is renewed. If a permit is not renewed and the credit balance is less than \$50.00 a refund is not available. Where the credit balance is greater than \$50.00, the amount above \$50.00 may be refunded.
  - c). they are liable for all costs associated with water extracted using their designated water filling station access key;
  - d). they are wholly responsible for the security and use of the water filling station access key issued (including the loss, damage or unauthorised use of the access key) and must report lost or stolen access keys to Council immediately on 02 6623 3800 so that access can be disabled;
  - e). they have read and understood the 'NSW Health guidelines for water carters' (recognising carting drinking water poses extra responsibilities) and will abide by the Guidelines acknowledging that from time to time their data may be supplied to NSW Health upon request and that they will be added to Council's register of water carriers in accordance with the Guidelines;
  - f). a water carter carrying potable water for human consumption is classified in the *Food Act 2003* as a 'food business' and that they must notify the local council of the business and food activity details and agree to have the water tank inspected and approved by the local council; and
  - g). de-identified water filling station usage data may be forwarded to other government agencies.
9. The permit may be withdrawn or suspended by Council at any time without notice.
10. Designated water filling stations may be closed by Council at any time without notice.

**5. Privacy statement and declaration**

Council is requesting this information from you in order to process your application for permit to draw water from designated water filling stations. Council may also use this information to calculate your water usage charges and for other purposes related to Council's activities. Providing Council with this information is not required by law however if you choose not to provide this information Council cannot process your application. Rous County Council collects this information in accordance with the Privacy and Personal Information Protection Act 1998 (NSW) under which you have rights of access and correction. Any request for your information received from a third party must be in writing and accompanied by a signed authorisation from you prior to access being granted. The only exception to this is information that can be de-identified or pooled and that is to be used for a purpose consistent with the activities undertaken by Rous County Council. Rous County Council agrees to take all reasonable measures to ensure that the personal information collected by it is stored securely. You may access or correct your personal information by contacting Rous County Council by telephone on (02) 6623 3800 or by writing to: General Manager, Rous County Council, PO Box 230, LISMORE, NSW, 2480.

I declare that I am legally authorised to make this application for and on behalf of the entity listed as the Applicant on this form and to the best of my knowledge, the information in this form is true and correct. I acknowledge that this application will not be processed until all relevant sections are completed and submitted with supporting documentation and payment. I have read and understand the terms and conditions of permit and agree to abide by them. I acknowledge that the terms and conditions of permit may be amended from time to time and are also available on Council's website.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\* Permit must be carried with the nominated water tanker and produced on demand \*\***

OFFICE USE ONLY					
Date of payment:	/	/	Amount paid:	\$	Receipt no.:
Key No.:			Permit period:	/ / to / /	
Authorising officer name:			Permit endorsement date:	/ /	