

# Metered Standpipe Hire Form

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when requesting to hire a metered standpipe. A bond is payable upon hire of the standpipe which will be refunded once the standpipe is returned in a satisfactory condition.



P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.frw.com.au](http://www.frw.com.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Hirer Details		
Organisation name:	ABN:	
Contact name:		
Contact number:	Mobile number (for meter reads):	
Email:		
Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Debtor Credit Account Details		
Debtor credit account number:		
All applicants must have a current credit account with Council. If you do not have a current credit account with Council, please complete and submit a <a href="#">Debtor Credit Account Application Form</a> with this application.		
Declaration		
I/we have received a copy of the Metered Standpipe Hire Terms and Conditions for the issue of a metered standpipe for the drawing of water from Council's water reticulation network and I/we understand that failure to comply with the terms and conditions of hire may result in the withdrawal of permission to hire a metered standpipe. I declare that the details provided on the form are correct to the best of my ability.		
Name of authorised person:	Signature:	Date:
Supporting Documentation		
Please remember to provide the following supporting documentation when submitting this form: <input type="checkbox"/> Debtor Credit Account Application Form (if applicable)		
Fees and Charges		
For a full list of fees and charges please refer to Council's <a href="#">Fees and Charges Schedule</a> .		
Payment Information		
<b>In person</b>   You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere. <b>By phone</b>   Customer Service staff will contact you regarding payment via credit card or debit once this form is received. <b>By post</b>   Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.		

OFFICE USE ONLY	CSO:	Amount:	Receipt number:
	Council issuing officer:	Date received:	

## Collection Details

Metered standpipe number:

Meter reading on issue:

I hereby verify that the details of standpipe on issue are correct.

Name of person collecting:

Signature:

Date:

## Return Details (to be completed by the authorised recipient upon return of the metered standpipe)

Metered standpipe number:

Meter reading on return:

Date:

Reason for return:

Additional comments required if damaged or faulty:

## Declaration

I/we agree that the standpipe reading information, as recorded above, is true and correct and understand that the bond will be returned once all outstanding charges for this metered standpipe have been cleared.

Name of person returning:

Signature:

Date:

**OFFICE USE  
ONLY**

Council receiving officer:

Date received:

# FACT SHEET

## Metered Standpipe Hire Terms and Conditions

1. No metered standpipe will be issued unless the applicant has completed the attached Metered Standpipe Hire Form and paid the applicable fees.
2. The Hirer must have a current debtor credit account with Council for billing purposes.
3. On approval of the application, metered standpipes will be made available for pick up at the Fitzroy River Water Office, Belmont Road, Parkhurst.
4. Metered standpipes must only be fitted to hydrants at the locations designated by Council.
5. Under no circumstances can water be drawn from any hydrant outside Council's boundary area.
6. Water must not, under any circumstances, be drawn from Council's water reticulation network by any means other than the metered standpipe.
7. The in-ground hydrant must be cleared of all silt and debris prior to installing the metered standpipe.
8. The metered standpipe is to be firmly tightened to the in-ground hydrant to complete a watertight seal.
9. Slow and smooth operation of the metered standpipe handle is essential to eliminate the risk of damage by water hammer to the water reticulation network.
10. Quick acting valves such as ball cocks and air-operated valves must not be used in conjunction with the metered standpipe.
11. Water must not be allowed to run to waste (overflow).
12. The filling point must be left in a tidy state, which includes the replacement of the hydrant lid after each fill. Any leaking hydrants must be reported immediately to Council.
13. All meter failures or suspected failures must be reported to Council immediately as they occur.
14. Metered standpipes on hire longer than one month are to be read on a monthly basis and the results provided to Fitzroy River Water via telephone, email or presenting to a Council office.
15. All metered standpipes must be presented to the Fitzroy River Water Office, Belmont Road, Parkhurst once every six months for a Council Officer to undertake a physical reading of the meter and a condition check.
16. The Hirer is responsible for the provision and use of a backflow prevention apparatus, which may be required to safeguard the Council water reticulation network from contamination.
17. Fitzroy River Water supply the metered standpipe only. All other hoses and fittings are the responsibility of the Hirer.
18. Any damage to Council's water reticulation network infrastructure will be charged to the Hirer.
19. Fees and charges are subject to review each financial year.
20. If the metered standpipe becomes lost or stolen, it must be reported to the police, a reference number obtained and advised to Fitzroy River Water within 24 hours.
21. If a metered standpipe is lost, stolen, damaged or destroyed the cost for replacement or repairs will be charged to the Hirer.
22. Bond will only be released after Fitzroy River Water determines the condition of the metered standpipe and any outstanding charges for that metered standpipe have been paid in full.

**Failure to comply with the terms and conditions as outlined above will result in forfeiture of entitlements for future use of a metered standpipe and may result in additional financial penalties and forfeiture of deposit.**