

# Metered Standpipe Hire Form

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application for the hire of a metered standpipe. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



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

Applicant 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 <small>(please note the applicant must have a current credit account with Rockhampton Regional Council)</small>		
Does the applicant have a debtor credit account with Rockhampton Regional Council?		
<input type="checkbox"/> Yes – please provide debtor credit account number:		
<input type="checkbox"/> No – please 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 are correct to the best of my ability.		
Name of authorised person:	Signature:	Date:
Metered Standpipe 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:
Supporting Documentation		
Please remember to provide the following supporting documentation when submitting this form:		
<input type="checkbox"/> Debtor Credit Account Application Form (if applicable)		

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

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#) or contact Council on 4932 9000.

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

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