

# Water Meter Notification Form

*Landscape South Australia Act 2019*

*Version 3: December 2024*

## PURPOSE

This form must be completed by the water licence holder<sup>1</sup>, their representative, or a Certified Person<sup>2</sup> to notify the Department for Environment and Water when a new meter is installed, or an existing meter is replaced, repaired, removed, relocated, validated, or tested.

When a meter is validated, this form must be completed by a Certified Person to confirm that the meter and its installation meet the requirements of the South Australian Licensed Water Use Meter Specification and Australian Standard 4747 – Meters for non-urban water supply.

This form serves as an ‘approved Water Meter Validation Certificate’ as defined under the SA Licensed Water Use Metering Specification (2019).

The Certified Person is responsible for providing a copy of this form to the licence holder.

The completed form must be submitted to the Department for Environment and Water within 14 days of the meter’s installation, removal, repair or validation, either through the online [meter notification form](#) or via email or post).

## PART 1: STATUS OF PERSON SUBMITTING THIS FORM

- ☐ I am the water resource works approval / licence holder
- ☐ I am a representative or agent acting on behalf of the licence holder
- ☐ I am a Certified Person

## PART 2: WATER LICENCE HOLDER DETAILS

Water licence number <sup>3</sup>	
Water licence holder name	
Postal address	
Phone number	
Email address	

<sup>1</sup> Includes Water Resource Works Approval holders.

<sup>2</sup> A certified person is someone holding a current Meter Installer/Validator certificate issued by Irrigation Australia Limited (IAL)

<sup>3</sup> Or Water Resource Works Approval Number

Contact person or agent – if the water licence holder is not the main contact, provide a contact person or agent's name below

Name	
Phone	
Email address	

### PART 3: METER WORKS TYPE

☐ New meter installation and validation where existing meter is being replaced (Fill in parts 4, 5, 6, 7, 8 & 9)

☐ New meter installation (source not previously metered) and validation (Fill 5, 6, 7, 8 & 9)

☐ Removing / decommissioning meter permanently (Fill in part 4, 6, 7, 8 & 9 only)

☐ Removing meter for repair or testing (Fill in parts 4, 6, 7, 8 & 9 only)

☐ Revalidation of an existing meter<sup>4</sup> (Fill in parts 4, 6, 7, 8 & 9)

### PART 4: EXISTING METER DETAILS

Complete this part for an existing meter that is being removed, replaced, re-installed, re-located, re-validated or tested.

Existing meter make and model			
Meter serial no		Water source ID no. (as described on licence)	
Meter reading (kL or m <sup>3</sup> )		Date meter removed	
Security seal numbers removed (if applicable)			
Meter register number			
Number of digits			
Reason for removing meter (if applicable) *	<input type="checkbox"/> Repair <input type="checkbox"/> Testing <input type="checkbox"/> Re-locating <input type="checkbox"/> Permanent removal		

<sup>4</sup> This includes any revalidations performed on a previously validated meter (including any validations performed on meters installed pre 1 July 2019).

\*A photograph of the meter dial and installation must be submitted with this form when the meter is removed either temporarily or permanently.

**ONLY FILL OUT THIS PAGE FOR NEW/REPLACEMENT METER INSTALLATIONS AND VALIDATIONS**

PART 5: NEW / REPLACEMENT METER DETAILS			
Meter manufacturer		Meter model	
Meter serial number		Meter size	
Number of digits		Unit of measure	
Meter register number		Power Source	
Date meter installed		Meter reading (at installation)	
GPS location of new/replacement meter (fill out Easting/Northing OR Longitude/Latitude)			
Easting		Northing	
Latitude		Longitude	
Datum used for location of meter	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> GDA2020 <input type="checkbox"/> Other – specify:		

PART 6: WATER SOURCE DETAILS			
Water source type (please tick)	<input type="checkbox"/> Well/bore <input type="checkbox"/> Dam <input type="checkbox"/> Watercourse extraction		
Flow direction	<input type="checkbox"/> Extraction <input type="checkbox"/> Injection		
Is the water taken through this meter for frost protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
New water source ID (Note – new sources must be endorsed on the water licence prior to use):			
Water source description (i.e. well unit or permit number, dam capacity):			
If a new water source (not previously endorsed on a water licence)			
GPS location of new water source (Easting/Northing OR Longitude/Latitude)			
Easting		Northing	
Latitude		Longitude	
Datum used for location of meter	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> GDA2020 <input type="checkbox"/> Other – specify:		

## ONLY FILL OUT FROM HERE ONWARDS PAGE FOR VALIDATIONS AND REVALIDATIONS

PART 7: VALIDATION or RE-VALIDATION DETAILS (Fill in all fields and answer all questions)			
Validation purpose	<input type="checkbox"/> New / replacement meter installation <input type="checkbox"/> Reinstallation of a meter after repair / testing <input type="checkbox"/> Re-location of an existing meter <input type="checkbox"/> Change to meter installation that may affect meter accuracy <input type="checkbox"/> Security seals are broken by someone not authorised <input type="checkbox"/> Security seals are broken for maintenance by a certified person <input type="checkbox"/> Re-validation of a meter (other) Please specify:		
Date of validation		Meter reading at validation	
Pipe length upstream of meter (mm)		Pipe length downstream of meter (mm)	
Meter security seal numbers			
Pipework security seal numbers			
VALIDATION CHECKLIST			
1	Is the meter pattern approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <sup>5</sup>	Pattern approval number
2	Is the meter fit for purpose?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Is the meter fitted with telemetry?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4	The meter is installed in accordance with the pattern approval certificate, the manufacturer's specifications and the SA Licensed Water Use Meter Specifications?		<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is the site safe and accessible for meter reading and maintenance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is there any evidence of tampering? If yes, please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Are all configurable parameters on the meter, including software versions, consistent with the meter's factory calibration?		<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>5</sup> All new and replacement meters must be pattern approved. A non-pattern approved meter can only be installed under special circumstances (i.e. where there are no suitable/fit for purpose pattern approved meters for the site) and only if the customer has been given written authority from the Department for Environment and Water.

8	Does the internal check of the meter and the lead in/lead out pipework reveal that the pipework and meter are:	
	a. Clear of any build up (i.e. sediment, calcium, iron oxide, iron bacteria, algae etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Round and clear of obstructions	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c. No evidence of impellor or other internal damage or misalignment (including correct size gaskets)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Where the flow computer allows notification of errors, are any errors active/observed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Security seals are installed to both the meter and pipework?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Approved seals with a unique number are used?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART 8: SUPPORTING INFORMATION/PHOTOGRAPHS**

Photograph of removed meter dial/display and old installation (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photograph of new meter serial number (Mandatory)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photograph of new meter dial/display (Mandatory)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photograph of new meter installation showing seals attached and required length of straight pipework (Mandatory)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other information or attachments. Please describe:	

**PART 9: VALIDATION CERTIFICATION AND DECLARATION**

I certify that:			
<input type="checkbox"/> I am a Certified Person for the purpose of validating meter installations			
<input type="checkbox"/> The meter and its installation are <b>approved for use</b> and is compliant with the requirements of the South Australian Licensed Water Use Metering Specifications and Australian Standard 4747			
<input type="checkbox"/> The information in this Meter Notification / Validation Certificate is accurate, true and complete			
<b>Name of Person submitting form</b>			
<b>Certified meter installer/validator number (if applicable)</b>		<b>Contact number</b>	
<b>Email address</b>			
<b>Signature</b>		<b>Date</b>	

**DEPARTMENT FOR ENVIRONMENT AND WATER CONTACT DETAILS**

For further information, contact your local water licence office using the details below.

Location	Phone	Office location & postal address	Email	Prescribed water resource areas managed by this office
Berri	8595 2053	28 Vaughan Tce, Berri 5343  PO BOX 240 Berri SA 5343	<a href="mailto:DEW.Waterlicensingberri@sa.gov.au">DEW.Waterlicensingberri@sa.gov.au</a>	River Murray, Angas Bremer, Eastern Mount Lofty Ranges, Mallee, Marne Saunders, Peake Roby and Sherlock, Clare Valley, Barossa Valley, Eyre Peninsula
Adelaide	8463 6876	81-95 Waymouth Street, Adelaide SA 5000  GPO Box 1047 Adelaide SA 5000	<a href="mailto:DEWwaterlicensing@sa.gov.au">DEWwaterlicensing@sa.gov.au</a>	McLaren Vale, Northern Adelaide Plains, Central Adelaide, Western Mount Lofty Ranges, Far North
Mount Gambier	8735 1143	152 Jubilee Highway East  PO Box 1046 Mount Gambier SA 5290	<a href="mailto:DEW.LCWaterLicensing@sa.gov.au">DEW.LCWaterLicensing@sa.gov.au</a>	Southeast Region - Tatiara, Tintinara, Padthaway, Morambro Creek, Lower Limestone Coast