**Water Meter Notification Form**

*Landscape South Australia Act 2019*

*Version 3: December 2024*

|  |
| --- |
| **PURPOSE** |
| This form must be completed by the water licence holder[[1]](#footnote-1), their representative, or a Certified Person[[2]](#footnote-2) 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](https://www.environment.sa.gov.au/topics/water/water-licences-permits/water-reporting/water-meter-notification) 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[[3]](#footnote-3)** |  |
| **Water licence holder name** |  |
| **Postal address** |  |
| **Phone number** |  |
| **Email address** |  |
| **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[[4]](#footnote-4) (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** |  | **Meter register number (if applicable)** |  |
| **Meter reading** |  | **Number of digits on meter** |  |
| **Security seal numbers removed (if applicable)** |  | | |
| **Water source ID no. (as described on licence)** |  | | |
| **Date meter removed** |  | | |
| **Reason for removing meter (if applicable) \*** | **Repair  Testing  Re-locating  Permanent removal** | | |

**\*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)** | | | | | | | |
| **Latitude** | |  | | **Longitude** | |  | |
| **Datum used for location of meter** | | **WGS84  GDA94  GDA2020  Other – specify:** | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 6: WATER SOURCE DETAILS** | | | | | | | | | | |
| **Water source type (please tick)** | | | | | | | **Well/bore**  **Dam**  **Watercourse extraction** | | | |
| **Flow direction** | | | | | | | **Extraction**  **Injection** | | | |
| **Is the water taken through this meter for frost protection?** | | | | | | | **Yes  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)** | | | | | | | | | | |
| **Latitude** | | |  | | | | **Longitude** | |  | |
| **Datum used for location of meter** | | | **WGS84  GDA94  GDA2020  Other – specify:** | | | | | | | |
|  | | |  | | | | | | | |
| **COMPLETE FOLLOWING SECTIONS 7 AND 8 FOR VALIDATIONS** | | | | | | | | | | |
| **PART 7: VALIDATION or RE-VALIDATION DETAILS (Fill in all fields and answer all questions)** | | | | | | | | | | | |
| **Validation purpose** | **New / replacement meter installation**  **Reinstallation of a meter after repair / testing**  **Re-location of an existing meter**  **Change to meter installation that may affect meter accuracy**  **Security seals are broken by someone not authorised**  **Security seals are broken for maintenance by a certified person**  **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? | | | Yes  No[[5]](#footnote-5) | | | Pattern approval number | |  | |
| 2 | | Is the meter fit for purpose? | | | | | | | | Yes  No | |
| 3 | | Is the meter fitted with telemetry? | | | | | | | | Yes  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? | | | | | | | | Yes  No | |
| 5 | | Is the site safe and accessible for meter reading and maintenance? | | | | | | | | Yes  No | |
| 6 | | Is there any evidence of tampering?  If yes, please specify: | | | | | | | | Yes  No | |
| 7 | | Are all configurable parameters on the meter, including software versions, consistent with the meter’s factory calibration? | | | | | | | | Yes  No | |
| 8 | | Does the internal check of the meter and the lead in/lead out pipework reveal that the pipework and meter are: | | | | | | | |  | |
| 1. Clear of any build up (i.e. sediment, calcium, iron oxide, iron bacteria, algae etc.) | | | | | | | | Yes  No | |
| 1. Round and clear of obstructions | | | | | | | | Yes  No | |
| 1. No evidence of impellor or other internal damage or misalignment (including correct size gaskets) | | | | | | | | Yes  No | |
| 9 | | Where the flow computer allows notification of errors, are any errors active/observed? | | | | | | | | Yes  No | |
| 10 | | Security seals are installed to both the meter and pipework? | | | | | | | | Yes  No | |
| 11 | | Approved seals with a unique number are used? | | | | | | | | Yes  No | |

|  |  |
| --- | --- |
| **PART 8: SUPPORTING INFORMATION/PHOTOGRAPHS** | |
| Photograph of removed meter dial/display and old installation (If applicable) | Yes  No |
| Photograph of new meter serial number (Mandatory) | Yes  No |
| Photograph of new meter dial/display (Mandatory) | Yes  No |
| Photograph of new meter installation showing seals attached and required length of straight pipework (Mandatory) | Yes  No |
| Other information or attachments.  Please describe: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART 9: DECLARATION** | | | |
| I certify that: | | | |
| I am a Certified Person for the purpose of validating meter installations (Certified validators only) | | | |
| The meter and its installation are **approved for use** and compliant with the requirements of the South Australian Licensed Water Use Metering Specifications and Australian Standard AS4747 (Certified validators only) | | | |
| The information in this Meter Notification / Validation Certificate is accurate, true and complete | | | |
| **Name of Person submitting form** |  | | |
| **Certified meter installer/validator number (if applicable)** |  | **Contact number** |  |
| **Email address** |  | | |
| **Signature** |  | **Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | [DEW.Waterlicensingberri@sa.gov.au](mailto:DEW.Waterlicensingberri@sa.gov.au) | 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 | [DEWwaterlicensing@sa.gov.au](mailto:DEWwaterlicensing@sa.gov.au) | 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 | [DEW.LCWaterLicensing@sa.gov.au](mailto:DEW.LCWaterLicensing@sa.gov.au) | Southeast Region - Tatiara, Tintinara, Padthaway, Morambro Creek, Lower Limestone Coast |

1. Includes Water Resource Works Approval holders. [↑](#footnote-ref-1)
2. A certified person is someone holding a current Meter Installer/Validator certificate issued by Irrigation Australia Limited (IAL) [↑](#footnote-ref-2)
3. Or Water Resource Works Approval Number [↑](#footnote-ref-3)
4. This includes any revalidations performed on a previously validated meter (including any validations performed on meters installed pre 1 July 2019). [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)