



Water Meter Notification Form

Landscape South Australia Act 2019

Version 3: September 2026

PURPOSE

This form must be completed by the water licence holder¹, their representative, or a Certified Person² 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 number³

Water licence holder name

Postal address

Phone number

Email address

¹ Includes Water Resource Works Approval holders.

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

³ 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 meter⁴ (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		

⁴ 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)			
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	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:			

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.

	a. Clear of any build up (i.e. sediment, calcium, iron oxide, iron bacteria, algae etc.)	☐ Yes ☐ No
	b. Round and clear of obstructions	☐ Yes ☐ No
	c. 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	(08) 8372 7561, option 3	28 Vaughan Tce, Berri 5343 PO BOX 240 Berri SA 5343	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	(08) 8372 7561, option 4	81-95 Waymouth Street, Adelaide SA 5000 GPO Box 1047 Adelaide SA 5000	DEWwaterlicensing@sa.gov.au	McLaren Vale, Northern Adelaide Plains, Central Adelaide, Western Mount Lofty Ranges, Far North
Mount Gambier	(08) 8372 7561 option 2	152 Jubilee Highway East PO Box 1046 Mount Gambier SA 5290	DEWMeteringSouthEast@sa.gov.au	Southeast Region - Tatiara, Tintinara, Padthaway, Morambro Creek, Lower Limestone Coast