

**NEW CONNECTION APPLICATION – COMMERCIAL / INSTITUTION / ORGANISATION**

When filling in this form, please write clearly using CAPITAL LETTERS.

Application checklist	
<b>All applicants must provide:</b>	
<i>Requirements from the Company/ Institution/ Organisation.</i>	
	Proof of ownership. [ <i>certified true copy and not exceeding 14 days</i> ]
	Sketch Map.
	Copy of business/ organization T.I.N letter.
	Copy of business/ organization certificate [ <i>registration</i> ].
	Copy of plumbers licenses. <b>**[The plumber to setup your side including a stopcock where the meter is to be introduced with a standpipe &amp; be onsite for inspection and ensure that piping is done as per WAF standard.]</b>
	Lodgment fee.
<i>Requirements from Directors/ Trustees.</i>	
	Copy of valid photo ID [ <i>Drivers Licenses, Passport, or Voter Registration</i> ].
	Copy of directors/ trustees T.I.N letter of joint T.I.N card.

## Frequently Asked Questions (FAQ)

### What is Proof of Ownership?

- ❖ Registered – Freehold and Leased lands
  - Housing/ Crown/ Freehold/ ITLTB – Recent and complete set of lease/title documents with customers name stipulated.

### How much is the Lodgment fee?

- ❖ For Commercial/ Institution/ Schools/ Organisation/ Church/ Halls.
  - \$101.00.

### Processing Time

- ❖ Inspection to Approval – 15 Working days from the inspection date.
- ❖ Installation – 30 Working days from payment of New Connection cost, on a first-come, first-serve basis.  
[*Stakeholder processing may cause delays*]. **\*Note: Approval of installation is valid for 3 months from the date of issue.**

### How much does the new connection cost?

- ❖ Commercial/ Institution/ Schools/ Organisation/ Church/ Halls – Total cost of materials, labour, plant and stakeholder [*FRA/ EFL/TFL where necessary*] is payable. This will be communicated when the approval of internal and external stakeholders are obtained. WAF on behalf of FRA will refund any unused monies to the customer where applicable.



**B1.** Are you applying for an extra meter?

No [Go to B4]

Yes

**B2.** Please indicate the number of extra meters applying for?

**B3.** If you have ticked "Yes" please state the existing:

Account No.:

Meter No:

**B4.** State the title/ deed type.

Title type:

DP:

**B5.** State address of premises where service is required. (*Installation address*)

Where applicable indicate Flat, Unit, Street and Lot no.

Flat/ unit no

Lot no.

Street:

Town/ city:

**B6.** Attach a property sketch with a title copy.

**B7.** Please provide a road sketch of the site location.



**C1. Vetting officer to fill this section after validation.**

Date application received: / /

Received by:  Sign: \_\_\_\_\_.

Division:  Station:

**C2. Create an account, and state account number to process the lodgment fee.**

Account No:

**C3. Payment details.**

Receipt no:  Amount Paid: \$

**C4. Site appointment.**

Appointment Date: / /  Time: :  >

**C5. Inspection Details**

Inspector's name:

Date Inspected: / /  Sign: \_\_\_\_\_.

Reservoir:  Service

TP Zone:  UCV Assess:

Inspectors remarks:

Supervisor's name:

Date: / /  Sign: \_\_\_\_\_.

Supervisor's remarks:

Approval Status:  Accepted  Declined

Quotation Generated:  Yes  No

**C6. Approvals**

**C1. OPS Engineer.**

Engineer's name

Date:  /  /

Sign: \_\_\_\_\_.

Engineer's remarks:

**C2. Regional Manager.**

Manager's name

Date:  /  /

Sign: \_\_\_\_\_.

Manager's remarks:

**C7. Installation Details**

Meter serial no

Meter Size:

Reading:

Date:  /  /

Installed by:

Sign: \_\_\_\_\_.

Comments:

Site linked with waste water connection:  Yes  No

Fire service charge applicable:  Yes  No

Connection Type (LV, STP, etc.): \_\_\_\_\_.

**C8. GIS Officer.**

Officer name

Date:  /  /

Sign: \_\_\_\_\_.

GIS Mapping:  Yes  No

Officer remarks:

