# Application for New Connection/Disconnection Process

Completed application form, detailing the proposed location of services and the **non-refundable administration fee** is submitted

The application for a new connection/disconnection is assessed by the Development Engineer who will approve or decline the connection. To be approved the location must be within the Development Plan or Mapped Water Supply Areas. Any application outside these areas is most likely to be declined.

**Application is approved**

Council will instruct the two approved Contractors to provide quotations for the requested work

Quotations will be forwarded to the applicant for consideration. Once a decision is reached, the applicant must sign the preferred quotation and return with full payment, which may include a Capital Contribution . No work will commence until payment in full has been received by Council.

Council notifies the contractor to commence work at their earliest convenience.

Contractor completes work notifying Council on completion. Property records are updated.

End of Process

**Application is declined**

A letter explaining why the application has been declined will be sent to the applicant.

End of Process