

**NEW CONNECTION APPLICATION - RESIDENTIAL**

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

**Application checklist**

**All applicants must provide:**

	Copy of valid photo ID [Drivers Licenses, Passport, or Voter Registration]. Copy of T.I.N letter or joint T.I.N card.		Letter of consent/ approval if the line would be crossing someone's property.
	Sketch Map.		Proof of ownership. [certified true copy and not exceeding 14 days].
	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>		

**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.
- ❖ Squatters.
  - Letter from the squatter Resettlement Unit.
  - Two (2) letters from the Lands Department.
- ❖ Village.
  - Letter of approval by Landowner/ Turaga Ni Koro.
  - Endorsement from the relevant provincial council.

**How much is the Lodgment fee?**

- ❖ House under construction / vacant land.
  - \$101.00.
- ❖ Completely built house. – [Please provide a letter from the lands department and/ or completion certificate ]
  - \$21.95. [Please provide a letter from the lands department. completion certificate or Stamped Statutory declaration on the completion of the house]

**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?**

- ❖ **Type A** - \$285 [“T” from existing connection] **Type B** \$345 [direct connection from WAF main line]
- ❖ Road Crossing/ Service Enlargement is payable if required for additional meters requested. 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.

A1. Attach passport size photo.

A2. Enter the name in full as shown on Birth Certificate:

[Grid for name entry]

A3. Date of Birth: [ ]/[ ]/[ ] A4. Gender: [ ] Male [ ] Female

A5. Enter the father's name as shown on Birth Certificate:

[Grid for father's name entry]

A6. Marital status: [ ] Single [ ] Married

Spouse name: [Grid]

A7. Are you employed?

- [ ] No [Please attach relevant documents to state ability to make payments] [Go to A10]
[ ] Yes

A8. If you have ticked "Yes", please provide your employment details.

Employer: [Grid]
Occupation: [Grid]

A9. Provide an additional Identification (at least one).

- [ ] Voter ID ID No. : [Grid]
[ ] Passport ID No. : [Grid]
[ ] Driver's License ID No. : [Grid]

A10. T.I.N (copy to be included): [Grid]

A11. Contact information.

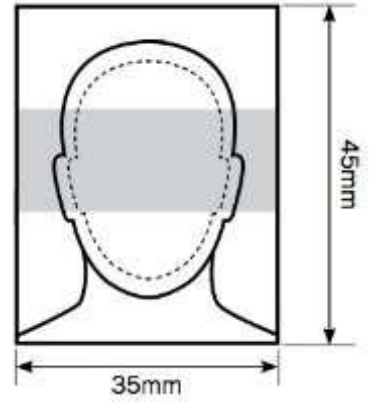
Landline: [Grid] Mobile: [Grid]
Work: [Grid] Fax: [Grid]

A12. Email [Grid]

A13. Postal Address [Grid]

A14. Please tick (✓) your preferred mode of bill delivery and opting of "myBill Info Card"

Table with 4 columns: Mode/Action, Tick, Option 1, Option 2. Rows include: Receive Bills via, Opting for myBill Info Card, Mode of Card Collection.



\*Note "myBill Info Card" is only applicable to SMS and E-bill Customers\*

**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" in B1 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 property sketch with title copy.

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

**B8. Provide details of a valid licensed plumber. (copy to be included)**

Plumbers Name: 

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Plumbers License no : 

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**B9. Declaration**

- a. I agree to confirm with the Water Authority of Fiji Act 2007, all the regulations and By-Laws now in force and all policies and procedures hereafter lawfully prescribed by the Chief Executive Officer of the Water Authority of Fiji and to pay all such fees for connection, rates, or other charges to which I may be legally liable.
- b. I'm the rightful owner of the Meter and the Meter is NOT owned by the village/ community therefore I'm responsible for any damages & for any outstanding arrears on the said connections.
- c. I hereby confirm that I am the owner of the property/ land described and hereby give permission to the authority to lay the main/ pipe in my property/ land.
- d. I hereby agree to comply with the mandatory requirement of installing a water storage tank and will store at least 2 days of water supply at my property at all times.
- e. Customers opting for SMS and E-billing - I understand that it is my responsibility to inform WAF when I change my mobile number or email address to continue to receive my WAF bill. Also by registering to the WAF Get Bill SMS and E-bill Service that my hard copy bills will be available to me upon request at a WAF Customer Service Centre.

Signature of applicant:

\_\_\_\_\_.

Date: 

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Landowner/ land trustee to sign here if applicable:

\_\_\_\_\_.

Date: 

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**C6. Approvals**

**I. OPS Engineer.**

Engineer's name:

Date:  /  /

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

Engineer's remarks:

**II. 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: