

CTS Sub-Metering Billing Agreement



Important Information

Please note: this agreement is only valid for pre-2008 Community Title Scheme developments.

Before completing this form, please refer to Council's [WAT-002-P Water Sub-Metering Policy](#) and all documents referenced within.

Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Given name(s)

Surname

Body Corporate name

Postal address

Suburb

Postcode

Phone ☐ (W) ☐ (H)

Mobile

Email address

Site Details

Site Address

Suburb

Postcode

Lot and Plan

Plumber Details

Plumber Name

QBCC licence no.

Contractor licence no. (if applicable)

Phone

Email

Billing Arrangement – Option 1

All water consumption to be levied on the Body Corporate.

Note: Council will not be responsible for reading sub-meters under this option.

Billing Arrangement – Option 2

Individual accounts to each owner based on consumption measured by sub-meters.

Note: Any residual difference between the total of the sub-meters and the master/boundary meter will be billed to the Body Corporate.

Mandatory Requirements Checklist

Options 1 AND 2:

- ☐ Body Corporate meeting minutes attached, containing approval of the relevant billing agreement

Option 2 ONLY:

- ☐ Sub-meters have been installed by the Body Corporate for all lots within the CTS
- ☐ Any pre-existing sub-meters are less than 8 years old and have recorded less than 3400 kilolitres
- ☐ All sub-meters are located on common property and are easy to read and maintain (in accordance with Part 4 – *Queensland Plumbing and Wastewater Code*)
- ☐ The sub-meter information sheet has been completed and attached (refer page 2)
- ☐ Payment of compliance inspection fee – refer Fees section below
- ☐ All sub-meters installed meet class 2 accuracy requirements of both the National Measurement Institute Standard NSC R49 – 1 May 2001 and Australia Standard AS3565.1 – 2004 – Part 1

Fees for compliance inspection

Base fee (up to ten sub-meters)

\$275.00

Subsequent meters (more than ten)

**Base fee +
\$15.00 per meter**

Declaration

I declare that the above information is, to the best of my knowledge, true and correct. I understand that this application will not be processed unless ALL sections are completed and supporting documentation is provided.

Applicant name

Signature

Date

Office Use Only

PD number

Receipt #

CSC

Date

- ☐ All supporting documentation attached

FCSBPS026 – 01/07/2025

CREDIT CARD DETAILS – VISA / MASTERCARD ONLY

Charge amount \$ Expiry / CCV Card holder name

Card number

Signature

Information Privacy Act 2009 – Redland City Council is collecting your personal information in order to process this application. The information will only be used by authorised Council Officers for the purpose of this inspection request and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

Sub-Meter Information Sheet

Boundary/Master Meter Details:

Site Address & Property Number:			
Meter Number:			
Meter Location:			
Meter Reading Date:		Meter Reading Value (kL):	

Sub-Meter Details:

Install date	Lot / Unit number	Meter make / model	Meter serial number	Meter size (mm)	Location (incl. level)	Unit tag on meter / box? Y/N	Office Use Only		
							Meter passed? Y/N	Meter read date	Meter reading

Sub-Meter Information Sheet

Install date	Lot / Unit number	Meter make / model	Meter serial number	Meter size (mm)	Location (incl. level)	Unit tag on meter / box? Y/N	Office Use Only		
							Meter passed? Y/N	Meter read date	Meter reading