

## SPECIAL READING REQUEST

Meter Readings are undertaken on Monday's, Wednesday's and Friday's (not including public holidays)

[PLEASE PRINT CLEARLY WHEN COMPLETING THIS FORM](#)

<b>Date of Request:</b>		<b>Veolia Account No:</b>	
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<b>PROPERTY ADDRESS</b> (Physical & Legal Details)
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Street No.	Street Name	Suburb

Legal Description of Property (if known)	LOT	DP	CT

Required Reading Date	/ / 20
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### READING BOOKING FEE

<p><b>Special Reading Fee</b>  <b>Refer to our current tariffs for pricing</b>  <b>(Non-Refundable)</b></p>	<p>The Special Reading charge applies to all Special Readings. This charge will be added to the account and is required to be settled within <b>14 days</b> of issue.</p> <p><b>NB:</b> Changes to the reading request such as cancellations or changes in dates <b>MUST</b> be submitted in writing. If a cancellation or date change is requested <b>after</b> the reading has been undertaken, charges on the invoice stand &amp; a new booking created, this will incur another booking fee.</p>
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### DETAILS OF PERSON SUBMITTING REQUEST (Property Owner or Authorised Representative ONLY)

<b>Property Owner's Name:</b>			
<b>Law Firm or Management Co.</b> (if making request on behalf of owner)			
<b>Contact Numbers:</b>	<b>Landline:</b>		<b>Mobile:</b>
<b>Email Address</b> (required)			
<b>Postal Address</b> (required)			<b>Post Code</b>

### SPECIAL READING REASON (please tick one of the below)

<input type="radio"/>	<b>Sale of Property - to be submitted/requested by lawyer</b>
<input type="radio"/>	<b>Tenant Moving Out/In</b> If you are the Property Owner & wish to update the billing address to show that of the new tenant, you will need to complete an "Update Information" form. NB: your name will still remain on the account.

### NAME & SIGNATURE

Name		Signature	
<b>I am the:</b>	<input type="checkbox"/> <b>Property Owner</b>	<input type="checkbox"/> <b>Tenant</b>	<input type="checkbox"/> <b>Authorised Representative</b> i.e Property Manager/Lawyer

## IMPORTANT NOTES

### **Privacy Act**

Veolia collects and holds on file, for the purposes of provision of water and wastewater services, the provided applicant information. You have a right of access to your information held by Veolia. You may request correction of that information and request it be stored accordingly. Personal information held by Veolia will not be shared with any external party except where Veolia is legally obliged to do so, or where doing so is a legal and legitimate business activity.