



VILLE DE - TOWN OF

# Gravelbourg

## WATER ON/OFF REQUEST FORM

Applicant:	Date:
Civic Address:	
Mailing Address:	Phone: Email:
Type of Request & Service:	<input type="checkbox"/> Water On <input type="checkbox"/> New Installation <input type="checkbox"/> Existing Line
<input type="checkbox"/> Water Off    Demolition <input type="checkbox"/> Property Vacant <input type="checkbox"/> Seasonal <input type="checkbox"/>	
<input type="checkbox"/> Temporary    Demo Permit/Meter Removal/Cap off line <input type="checkbox"/> Permit No. _____	
Reason for On/Off Request:	
Requested Date and Time of Service:	Date: _____ Time: _____

I hereby make application and authorize the municipality to turn (ON / OFF) my water at the above address on my behalf. I agree to indemnify and save harmless the municipality of any and all consequential damages to property concealed. I understand that I am required to be at the civic address at the time the work is performed to ensure the water is turned on or off inside the property. **I further understand that the work will only be performed when time permits or if the applicant has given 72-hour notice, excluding weekends.**

I am aware of the following, and it has been explained to me:

**Water Shut Off:** If an account is more the 90 days in arrears that service may be shut off, and a \$150.00 fee, plus outstanding account balance will apply to turn the water back on. Service is turned on during regular town hours.

**Seasonal Water Shut off /Temporary Water Shut Off Service:** The maximum amount of time allowed for both seasonal water shut off and temporary water shut off is six (6) months. Temporary water shut off is allowed only for repair and renovation purposes.

**Water Services On:** Full amount owing along with a fee of \$150.00 to turn on services must be paid in full prior to the water being turned back on.

**Payment:** May be made in person at 209 Main Street at the town office (Court House building) by cheque, cash, or debit. Preauthorized payments can be set up upon request. The payments are made on the 28<sup>th</sup> of each month.

Bill payments can also be set up through most banking institutions as an online payment. You can also e-transfer funds to [town@gravelbourg.ca](mailto:town@gravelbourg.ca).

I have read and understand the above information regarding Town of Gravelbourg water and sewer services, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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SIGNATURE OF WITNESS

SIGNATURE OF APPLICANT

For Office Use Only	
<b>Work Order No.</b>	
Utility Account No.	
Water Services: On	Water Shut Off Services
\$75.00 <input type="checkbox"/>	\$75.00 <input type="checkbox"/>
Receipt No.:	
440-140-100	
<b>METER READING:</b> _____	
ProRead: <input type="checkbox"/>	E-Coder: <input type="checkbox"/> No.: _____
Notes: Transfer Deposit <input type="checkbox"/>	Refund Deposit: <input type="checkbox"/>