



## FORM 3W – Application to Shutdown or Live Tap Gippsland Water's Reticulation Assets

Attention: Send completed form to;  
 Land Development Team – [Developerworks@gippswater.com.au](mailto:Developerworks@gippswater.com.au) or  
 Asset Delivery – **send directly to Responsible Officer at Gippsland Water**

Gippsland Water Reference Number (U####): \_\_\_\_\_

**Detailed** description of works being undertaken: \_\_\_\_\_

Location of works (Lot #, Street name): \_\_\_\_\_

Drawing Numbers: \_\_\_\_\_

**Contractor** – Company & Site Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Consultant** – Company & Site Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Confirmation of pipe details for works	Pipe OD (mm)	
	Pipe material	
Check for pipe ovality		
Do you have all fittings required for the job		

*The above details are to be checked by the applicant by excavation of the pipe prior to shutdown.*

**If this stage interconnects with a future stage currently under construction - how is the stage being isolated from the future works:**

Failure to advise connections to non-tested mains will result in contractor & consultant receiving major non-conformance notice.

### Included with application:

‘For Construction’ full set of water drawings marked with location of works

Pressure test results

Swabbing results

Water quality results (including Water Quality Testing of New Mains sheet, NATA water quality test results with covering letter advising results are within the limits as per specifications & chlorination report)

**A) Proposed Shutdown Date (minimum 10 business days' notice)**  
**(TARGET MAX 4 HOUR PERIOD FOR SHUTDOWN – NO SHUTDOWNS ON MONDAY OR FRIDAY)**

Commencement:	Completion:
Date:                      Time:	Time:

**B) Proposed Live Tapping Date (minimum 5 business days' notice)**

Commencement:	Completion:
Date:                      Time:	Time:

**C) Contractors and Design Consultants Certification**

I certify that:

1. Works will be constructed:
  - In accordance with design
  - All relevant Gippsland Water Specifications, Codes, and relevant Australian Standards
2. The handling, laying jointing & backfilling of pipelines will be carried out under the continuous supervision of the specified contractor accredited by Gippsland Water.
3. Safety of personnel engaged in the works will comply with the Occupational Health & Safety Act, Regulation and Compliance Codes.
4. I indemnify and keep indemnified Gippsland Water against all loss, injuries, or damage to third part people or property caused by the construction of the works and/or the method of construction of the works.
5. I agree to notify Gippsland Water within 24 hours of any changes to the information certified.

For further information see Land Development Manual via:

<https://www.gippswater.com.au/building-and-development/developing-land/land-development-manual>

**As a Gippsland Water accredited contractor, I understand that it is my responsibility to ensure that all parties engaged in entering/accessing Gippsland Water assets strictly comply with all regulatory and safety requirements.**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Developer Works Reviewed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Services Approved

\_\_\_\_\_  
Date