



# HYDRANT FLOW TESTING/FLUSHING Application

---

## INSTRUCTIONS

---

If you have any questions or would like a preliminary discussion before applying, you may contact the City Engineering Department at 250-746-5321 or [engineering@duncan.ca](mailto:engineering@duncan.ca).

Please note, you must submit the application, applicable forms, and the application fee to City Hall or to [finance@duncan.ca](mailto:finance@duncan.ca). **The Engineering Department cannot accept applications.**

### Completing and Submitting the Application:

- The registered owner must complete and sign the application.
- If the registered owner would like an authorized agent to act on their behalf, they must fill out and sign the DECLARATION section of the application. If an Authorization of Agent/Declaration section is not within the APPLICATION, please fill out and submit the Authorization of Agent form which can be found on the City's website at <https://duncan.ca/city-hall/forms-applications/> and submit it with the application.
- The complete application, and applicable forms must be emailed to [finance@duncan.ca](mailto:finance@duncan.ca), or mailed, or dropped off to City Hall, 200 Craig Street, Duncan, BC V9L 1W3. The Engineering Department cannot accept applications.
- The application fee must be made per the instructions below.

### Application Fee Payment Options:

Payment cannot be processed until the City receives the completed application and applicable forms.

Payment can be made:

- At City Hall, 200 Craig Street, Monday – Friday (Statutory holidays exempt) between 8:30 a.m. and 4:00 p.m. by cash, cheque, or credit card.
- By mailing a cheque with the application and any applicable forms to City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3.
- Online by credit card at [www.duncan.ca/city-hall/online-payments/](http://www.duncan.ca/city-hall/online-payments/).

### After the Application Fee is Paid:

- The Finance Department will send the application to the Engineering Department to be processed.



HT/F: \_\_\_\_\_

# HYDRANT FLOW TESTING/FLUSHING Application

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## REQUESTED HYDRANTS

If additional space is required, please write on the back of the page.

Hydrant No.	Address	Hydrant No.	Address

## DECLARATION

I understand that this is only an application for service and that the City of Duncan may not be able to provide the service(s) requested, depending on the circumstances. The date of the testing may be as much as eight (8) weeks after payment is made.

Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Completing this application form does not guarantee approval. Your application will be reviewed, and you will be contacted.**

## OFFICE USE ONLY

## OPERATOR INFORMATION

Operator Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## HYDRANT INFORMATION

Hydrant Location (Address): \_\_\_\_\_ Hydrant No.: \_\_\_\_\_

Flow at Hydrant: \_\_\_\_\_ IGPM Duration of Flow: \_\_\_\_\_ MIN

## SYSTEM OBSERVATION

Hydrant No.: \_\_\_\_\_ Pressure Before Test: \_\_\_\_\_ PSI Pressure During Test: \_\_\_\_\_ PSI

Pump Status: \_\_\_\_\_

## FEES

Fees &amp; Charges Bylaw 3212, 2020

Fee Type	Amount	Qty.
Fire Hydrant Flow Testing (Up to 5) Including report	\$100.00	
Fire Hydrant Flow Testing (6+) Including report	\$20.00 each	
Fire Hydrant Flow Testing Report Copy from a previous test	\$10.00	

**PAID STAMP**

Reviewed By \_\_\_\_\_ Approved By \_\_\_\_\_ Date \_\_\_\_\_

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.