



UTILITY SHUT-OFF, TURN-ON or DISCONNECTION Application

APPLICANT INFORMATION:

Property Owner Name:	Company:	
Mailing Address:	City:	Postal Code:
Civic Address:		
Phone:	Fax:	Email:
Cell Phone:		

UTILITY SERVICE INFORMATION

Service Location Address:	
Date from:	Date to:
For the purpose of:	

NOTE: This request is valid for the above dates and locations only, is not transferable, and is subject to cancellation without notice. **Minimum 24 hours notice may be necessary to fulfill this request.**

Signature

Date

FEES

Unless precipitated by an emergency or unforeseen event, requests are subject to the following fees as per the Fees and Charges Bylaw

Shut Off/On During Regular Working Hours:

<i>Shut off/on for repairs</i>	No Charge	Paid Stamp
<i>Shut off/on for temporary disconnection of the water service</i>	\$50.00	

Shut Off/On After Hours:

<i>Shut off/on</i>	Actual cost incurred by the City of Duncan to perform the service
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Disconnections Associated with Demolition:

<i>A deposit is required based on an estimate prepared by Public Works upon receipt of this request</i>	Actual cost incurred by the City of Duncan to perform the service
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CONDITIONS OF APPROVAL:

The permission and approval granted herein is at all times subject to the following conditions:

1. The permittee shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or party whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the City of Duncan from all claims and demands whatsoever in respect of these works and such works.
2. The curb stop, water meter or meter setter assembly is not to be tampered with, or operated by a person other than the City of Duncan Public Works employee or their designate.
3. This permit is granted subject to and without prejudice to the provisions of the *Transportation Act*, or any other acts governing City lands and public works or their use by the public, and subject to and without prejudice to any City Bylaws.

- 4. This permit is valid only for the specific works stated herein. Any alteration or addition to the scope of work shall be covered by a separate permit.
- 5. This permit may be cancelled at any time at the direction of the Public Works department, without recourse, should the permittee fail to comply with all the conditions of the permit.

OFFICE USE:

Approved by:

Print Name

Signature

Date

Copies to:

Director of Public Works & Development Services

Operations Manager

Utilities Foreman

Building Inspector (if in the City)

Utility Billing Clerk

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.