



HYDRANT 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.

Please note, you must submit the application, applicable forms, and the application fee to City Hall or to 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, 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.
- With a credit card by calling City Hall at 250-746-6126.

After the Application Fee is Paid:

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



HT/F: _____

HYDRANT 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 & 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.