



LEAK ADJUSTMENT Application

APPLICANT INFORMATION

Submission Date: _____

Name: _____

Mailing Address: _____

E-mail address: _____

Telephone: _____

Utility Account Number: _____

INCIDENT INFORMATION

Site Address: _____

Cause of Problem: _____

Date Repaired: _____

REQUIRED DOCUMENTATION

- Copy of repair invoice and/or receipts
- No receipts available. (Attach a detailed outline of the work performed in writing by the person responsible for the repair.)
- Photo(s) attached (optional)

To be eligible for an adjustment, the leak must be repaired and a complete Leak Adjustment Application received at Duncan City Hall by one of the following means no more than 30 days from the current utility bill's due date.

- By e-mail to: utilities@duncan.ca; or
- By mail/In-person to: Duncan City Hall, Attn. Finance Department, 200 Craig Street, Duncan, BC V9L 1W3

Applications will be reviewed in accordance with section 7.9 of the City of Duncan [Waterworks Regulation Bylaw No. 3213](#) as amended from time to time.

Questions? Contact utilities@duncan.ca or 250-746-6126.

APPLICANT SIGNATURE

I acknowledge that I have read and understand the conditions for being granted a leak adjustment as described in section 7.9 of the City of Duncan Waterworks Regulation Bylaw No. 3213.

Account Holder's Signature: _____

OFFICE USE ONLY

Who identified the problem? _____

When? _____

Previous Reading & Date: _____

Present Reading & Date: _____

Adjustments: _____

Approved? Yes No

Collector's Signature: _____

Fee Paid? Yes No

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.