

Multi-level individual metering for standard S73 applications

1. Purpose

Most multi-level building developments that are strata or stratum subdivided must have individual meters for each lot.

Developers building these types of developments must understand the requirements and prepare the building for individual water metering.

We work with water service coordinators (WSCs) to process Section 73 applications that may require the multi-level individual metering (MLIM) requirements.

2. Scope

Our guide explains what Water Service Coordinator's (WSC) and Sydney Water staff must do to process applications that require MLIM.

3. Minimum requirements

Our guide helps you understand the requirements for these applications:

- Section 73
- Anticipated requirements
- Feasibility.

It doesn't cover Complying Applications. Refer to the work instruction for Processing a complying package for a Section 73 Certificate under Water Service Coordinators on our website.

It also covers the requirements that are set for different types of developments, such as:

- Residential
- commercial
- mixed development.

4. Procedure in detail

It's mandatory for most multi-levelled strata and stratum developments to install individual water meters for each home, business and common area. This means the plumbing must be installed to support this. To read more about multi-level individual metering (MLIM), visit our Meters and metered standpipes on our website.

4.1 Determine if you need MLIM

Not all multi-level buildings require MLIM. To see if your development does, refer to the table below.

If your development is two storeys or more and is listed below, MLIM is required.

Development type	Development sub type
Residential	Any one of these: • Development • Other mixed development • Strata subdivision • Stratum subdivision.
Commercial	Any one of these: • Serviced apartments • Mixed development subdivision • Commercial subdivision.
Mixed	Residential / commercial.

If you answer yes to one of these scenarios, MLIM is required. The following steps will help you.

4.2 Prepare e-Developer application (WSC)

- Development contains multi-level building – Select the Yes radio button
- Note the number of multi-level buildings
- Note the number of levels in the tallest building.

Development contains multi-level building	☒ Yes ☐ No
Number of multi-level buildings	
No. of levels in tallest building	

Please complete all other fields in the application according to your development.

Your next step in this process is when you receive your Notice of Requirements, this is covered in step 4.5

4.3 Accept application and assign case – Sydney Water

Review the documents provided for the development. Check to see whether MLIM is required by referring to the table in step **Error! Reference source not found.** If it isn't required, reject the application and advise the WSC why you're rejecting it.

If the application does require MLIM, assign the case to the relevant Sydney Water staff member.

4.4 Create and review draft notice – CGD

After you've progressed your case through to the create draft notice step, attach the *MLIM undertaking letter* and all other draft documents that apply.

ATTACH DRAFT DOCUMENTS			
Attach Draft Notice/Letter		select ▶	
Attach Draft Minor Works Agreement		select ▶	
Attach Draft Major Works Agreement		select ▶	
Attach Draft Bonding Agreement		select ▶	
Attach Draft MLIM Undertaking		select ▶	

Release
 Keep

Review

Make sure your documentation is accurate and correct then release the work item.

ATTACH DOCUMENTS			
View Draft Notice/Letter	View		
Attach Notice/Letter	A Test 2013.zip	select ▶	PDF on Release Verified
View Draft Minor Works Agreement	File does not exist in database		
Attach Minor Works Agreement		select ▶	
View Draft Major Works Agreement	File does not exist in database		
Attach Major Works Agreement	A Test 2013.zip	select ▶	PDF on Release Verified
View Draft Bonding Agreement	File does not exist in database		
Attach Bonding Agreement		select ▶	
View Draft MLIM Undertaking	File does not exist in database		
Attach MLIM Undertaking	A Test 2013.zip	select ▶	PDF on Release Verified

4.5 Receive Notice of Requirements and MLIM undertaking – WSC

When you get your notice, you'll also get a work item in your queue 'Submit MLIM undertaking'. Open the work item and print the

MLIM undertaking letter.

Filter is ON SZ0						
Status	Case No. ↑	Case Description	Form Description	Application Type	Deadline	Arrival
New	118537	Yagoona	Application Invoice	Section 73 - Development		10/06/2014
New	118537	Yagoona	Submit MLIM Undertaking	Section 73 - Development		10/06/2014
New	118537	Yagoona	Submit Major Agreement	Section 73 - Development	10/12/2014	10/06/2014

Talk to your customer about the Notice and any other things associated with their development and the MLIM undertaking. Explain the importance of getting the plumbing correct for MLIM.

You'll find more MLIM information under [Meters and metered standpipes](#) on our website.

Print the MLIM undertaking and have the customer/developer sign it. There are two options for signing the undertaking:

1. an individual person (if it's not a company)
2. a person in the company with authority to sign the undertaking terms.

In the signing area strikethrough what doesn't apply when * appears. **The printed names of both witness and the person signing must be legible (after its scanned).**

Attach the scanned, signed undertaking and release your work item. Keep the original with your office records.

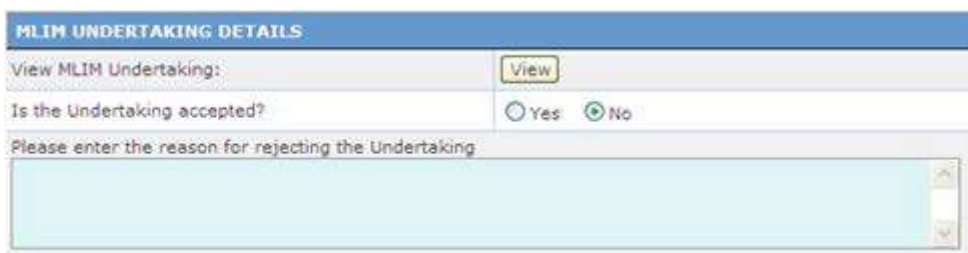
4.6 Review and complete signed MLIM undertaking – Sydney Water

Once you've received the 'Review signed MLIM' work item, open it and review the undertaking, which the WSC should have attached.

If the requirement to sign an undertaking was waived in step 4.5, a copy of the MLIM Operations email detailing this will be attached instead of the undertaking.

Make sure the undertaking has been signed and witnessed at the bottom and check that the following items comply. In the signing area, the undertaking must be struck through for which ever does not apply where the * appears and the printed names of both the witness and person MUST be legible.

Click 'Yes' or 'No' radio button against 'Is the Undertaking accepted?' and, if you're rejecting the undertaking by clicking 'No', type in a reason in the field below.



The screenshot shows a web form titled "MLIM UNDERTAKING DETAILS". It contains the following elements: a "View MLIM Undertaking:" label with a "View" button; a question "Is the Undertaking accepted?" with "Yes" and "No" radio buttons, where "No" is selected; and a text area labeled "Please enter the reason for rejecting the Undertaking" with a scroll bar.

Your next step in this process is when you receive your 'Review NOR requirements' work item in your queue, this is covered in section 4.7.

4.7 Review NOR requirements – Sydney Water

Check that all the requirements have been met. You may need to check what those requirements were using case enquiry and case workflow. You'll have a list of items you need to tick off which may or may not have applied this development.

REVIEW NOR REQUIREMENTS	
Development Consent valid	☒ Yes ☐ No ☐ N/A
Applicable Developer Charges paid	☐ Yes ☐ No ☒ N/A
Applicable Other Charges paid	☐ Yes ☐ No ☒ N/A
Applicable Recoveries paid	☐ Yes ☐ No ☒ N/A
Building Plan Approval	☐ Yes ☐ No ☒ N/A
Property / Easment conditions	☐ Yes ☐ No ☒ N/A
Construction work completed	☒ Yes ☐ No ☐ N/A
Main to Meter Certification and WAC Sketch	☒ Yes ☐ No ☐ N/A
Associated Major Infrastructure complete	☐ Yes ☐ No ☒ N/A
Share of Works documentation received	☐ Yes ☐ No ☒ N/A
Closure of all CARs	☐ Yes ☐ No ☒ N/A
MLIM Undertaking Received	☐ Yes ☒ No ☐ N/A
Any other conditions/special requirements	☐ Yes ☐ No ☒ N/A

5. Definitions

Term	Definition
Developer/customer	A person who: - has been given an approval under Part 6, Division 9 of the <i>Sydney Water Act 1994</i> and is seeking a Section 73 Compliance Certificate - is seeking approval to adjust, deviate or extend an existing Sydney Water asset
City Growth and Development	The business area who process development applications
MLIM	Multi-level individual metering
Notice of Requirements	A formal notice issued to the developer/customer by us under Section 74 of the <i>Sydney Water Act 1994</i> , in response to an application for a Section 73 Certificate. Also known as Notice Letter

Term	Definition
S73	A subdivider/Development Compliance Certificate issued under Division 9 Section 73 of the <i>Sydney Water Act 1994</i>
WSC	Our accredited providers who manage development applications, and design and construct water, wastewater or stormwater for asset creation and protection.