

LEAK ADJUSTMENT REQUEST

Date: _____

PROPERTY INFORMATION:	
NAME:	PHONE #:
EMAIL:	ACCOUNT #:
CIVIC ADDRESS:	
DATE LEAK DISCOVERED:	DATE LEAK REPAIRED:
REASON FOR REQUEST: Eg. irrigation system, toilet leak, broken pipe, etc.	
I have attached receipts to support the repair (must include):	
Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930, Section 39:	
39 (1) Property owners are responsible for repairing any private property breakages or leaks within 45 days of being advised of a potential breakage. Property owners are responsible for submitting to City Hall a request for an adjustment along with proof of repair in a form acceptable by the Director of Finance.	
39 (2) Where any meter fails to register or to properly indicate the quantity of water used or consumed, or where breakages occur on private property, the Director of Finance shall estimate the consumption of water and shall render an account to the customer.	
39 (3) Where any account is rendered pursuant to this section, the Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director, may affect the consumption of water. The maximum adjustment amount is \$3,000 per account.	
39 (4) When an adjustment is made to an account as a result of a leakage or other unusual occurrence on the owner's property, the Director may charge an administration fee. This fee shall be 10% (ten percent) of the amount of any credit to the account, except that the fee may not be less than \$5.00 or more than \$25.00.	
39 (5) The Director of Finance shall make only one adjustment for water breakages or leaks per property, per owners, within a 10-year period.	
Have you received a previous leak adjustment?	YES NO
Please confirm this water leak will not be a part of an insurance claim	Initial
I CERTIFY THAT THE INFORMATION CONTAINED IS TRUE:	

Signed: _____

Date: _____

The personal information on this form is collected under the general authority of the *Community Charter* and *Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

OFFICE USE ONLY	
LTO Date	Applicable Billing Periods:
Previous Leak Adjustment	Q1 Q3
Amount of Leak Adjustment	Q2 Q4