

# WATER AND SEWERAGE AUTHORITY

## APPLICATION FOR A CLEARANCE CERTIFICATE



Please Complete Form In **BLOCK LETTERS**.

**NON REFUNDABLE FEES: DOMESTIC & VACANT LAND - \$450.00 (VAT INCLUSIVE)**  
**NON DOMESTIC - \$843.75 (VAT INCLUSIVE)**

**FOR OFFICIAL USE ONLY**

**CASE ID** \_\_\_\_\_

### SECTION A - APPLICANT INFORMATION

**ACCOUNT ID** \_\_\_\_\_

**NAME OF APPLICANT**  
 Surname \_\_\_\_\_ First name \_\_\_\_\_ Other \_\_\_\_\_

**PREVIOUS OWNER**  
 Surname \_\_\_\_\_ First name \_\_\_\_\_ Other \_\_\_\_\_

**PROPERTY OWNER**  
 Surname \_\_\_\_\_ First name \_\_\_\_\_ Other \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

Telephone Contact (1) \_\_\_\_\_ Telephone Contact (2) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Would you like to receive E-bills?  Yes  No

*Notice : By providing your contact details, you agree that the Water and Sewerage Authority ("the Authority") may use your mobile number or email address to send you automated alerts and important notifications regarding your account, service interruptions, or billing matters via SMS, WhatsApp, or email.*

### SECTION B - PROPERTY ADDRESS

Building No. \_\_\_\_\_ Apt. No. \_\_\_\_\_ Postal Code \_\_\_\_\_ Lot \_\_\_\_\_ LP \_\_\_\_\_ Mile Mark \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_

### MAILING ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS)

Building No. \_\_\_\_\_ Apt. No. \_\_\_\_\_ Postal Code \_\_\_\_\_ Lot \_\_\_\_\_ LP \_\_\_\_\_ Mile Mark \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_

### SECTION C - PROPERTY DETAILS

**Select ALL where applicable**

**Type of Property**  Vacant Land  Completed Building  Building Under Construction  
 % of Construction Completed \_\_\_\_\_  
 Expected Completion Date: \_\_\_\_\_  
Day/ Month/ Year

**Type of Structure**  Single Unit  Duplex  Townhouse  Condominium  Apartment(s)

**Type of Activity**  
 Domestic  Industrial  Gov't Office  Place of Worship  
 Cottage (Domestic & Commercial)  Commercial  School  Charitable  
 Agricultural  
 Multi-use Domestic (State)  
(e.g. Restaurant/Car Wash/Lab/Guest House)

If Commercial/Cottage Activity (State) \_\_\_\_\_

Are you VAT Registered?  Yes  No If yes, VAT No. \_\_\_\_\_ Date: \_\_\_\_\_  
Day/ Month/ Year

Is the property part of a development?  Yes  No

Name of Development \_\_\_\_\_

Do you have Town and Country Approval?  Yes  No **If yes, please provide copy.**

Do you have a WASA Completion Certificate?  Yes  No

### SECTION D - SERVICE DETAILS

**Type of Service**  Unmetered  Metered

Is property within 45 metres (150ft) of sewer mains?  Yes  No

If land only, state whether within quarter mile radius of a public stand pipe.  Yes  No

**How do you receive water?**  
 Stand pipe  Communal Tank  Internally  Spring / Well  
 Yard Tap  Other(State) \_\_\_\_\_

Is the property Disconnected?  Yes  No If yes, state date? \_\_\_\_\_  
Day/ Month/ Year

Do you have a Swimming Pool?  Yes  No

**SECTION E - DECLARATION**

I/We .....the Tenant/Agent/Owner certify that the information above is true and correct to the best of my/our knowledge and ability. I/We agree that if the above information is found to be false or misleading that I/We shall indemnify the Water and Sewerage Authority from all claims, actions and demands arising therefrom.

Agree

ID/ DP/ PASSPORT NO.: \_\_\_\_\_ ID/ DP/ PASSPORT NO.: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (BLOCK LETTERS) Applicant Signature Date

\_\_\_\_\_  
Customer Service Representative Supervisor Signature Date

**APPLYING FOR A CLEARANCE CERTIFICATE?**

**YOU ARE REQUIRED TO SUBMIT...**

- A COMPLETED CLEARANCE APPLICATION FORM. FORMS CAN BE ACCESSED AT ANY **WASA** CUSTOMER SERVICE CENTRE OR ONLINE AT [www.wasa.gov.tt](http://www.wasa.gov.tt) 
- A CERTIFICATE OF PAYMENT (C.O.P.) FROM THE DISTRICT REVENUE OFFICE/THE CITY/ BOROUGH CORPORATION
- A SKETCH SHOWING CLEAR DIRECTIONS AND IF THERE IS A STRUCTURE ON THE PROPERTY
- A CADASTRAL MAP (**APPROVED/ STAMPED BY LAND AND SURVEYS**) FOR VACANT LAND
- YOUR PAID WASA BILL (IF ANY)
- TO PAY THE CLEARANCE FEE WHICH IS **NON-REFUNDABLE**  
DOMESTIC & VACANT LAND COST - **\$450.00** (VAT INCLUSIVE)  
NON DOMESTIC - **\$843.75** (VAT INCLUSIVE) 
- TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT) 
- AN **ORIGINAL COMPLETION CERTIFICATE** IN THE CASE OF A PRIVATE DEVELOPMENT
- IF APPLYING ON BEHALF OF THE PROPERTY OWNER**
  - A LETTER OF AUTHORIZATION IS REQUIRED
  - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT)
  - IF THE OWNER RESIDES ABROAD; A NOTARY PUBLIC OR NOTIFICATION CERTIFICATE IS REQUIRED
- IF APPLYING ON BEHALF OF A REGISTERED COMPANY**
  - SUBMIT CERTIFICATE OF INCORPORATION SHOWING ALL THE DIRECTORS
  - SUBMIT A CERTIFICATE OF AMENDMENT AND ARTICLES OF AMENDMENT (IF THERE IS ANY CHANGE)
  - TWO (2) VALID FORMS OF PICTURE IDENTIFICATION (NATIONAL I.D. CARD, DRIVER'S PERMIT OR PASSPORT) FOR ONE (1) DIRECTOR AND CORPORATE OFFICER ARE AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF THE COMPANY
  - THE ONE (1) DIRECTOR AND CORPORATE OFFICER CAN APPOINT A THIRD PARTY/REPRESENTATIVE WHO MUST PROVIDE TWO (2) VALID FORMS OF PICTURE IDENTIFICATION
- NOTE:** IF PROPERTY IS METERED KINDLY ENSURE THAT THE METER IS **ACCESSABLE** TO AVOID ANY DELAYS IN THE PROCESSING OF YOUR APPLICATION

**ALL PAYMENTS MUST BE MADE BY CASH, CERTIFIED CHEQUE, CREDIT/ DEBIT CARD**

**CUSTOMER BUSINESS SERVICES CENTRES**

- Head Office:** Farm Road, St Joseph: 662-2302 Ext 2659/ 2672
- Kew Place:** Phillip Street, Port Of Spain – 662-2302 Ext 4611/ 4612/ 4613
- Arima:** O'Meara Plaza, O'Meara Road – 662-2302 Ext 6081/ 6082/ 6083
- Chaguanas:** Corner, Manic Street & Market Street – 662-2302 Ext 6304/ 6305/ 6308/11
- San Fernando:** Mon Chagrin Street – 662-2302 Ext 6189/ 6115
- Princes Town:** King Street – 662-2302 Ext 6850/ 6851
- Point Fortin:** Guapo Main Road – 662-2302 Ext 4910/ 4911
- Trincity:** Golden Grove Road, Arouca – 662-2302 Ext 5390/ 5391/ 5392
- Tobago:** Crooks River, Scarborough – 639-5152, 639-5056 Ext 6815/ 6816