

WATER AND SEWERAGE AUTHORITY
APPLICATION FOR A CLEARANCE CERTIFICATE



Please Complete Form In BLOCK LETTERS.

NON REFUNDABLE FEES: DOMESTIC & VACANT LAND - \$675.00 (VAT INCLUSIVE)
NON DOMESTIC - \$843.75 (VAT INCLUSIVE)

FOR OFFICIAL USE ONLY
CASE ID

SECTION A - APPLICANT INFORMATION

ACCOUNT ID
NAME OF APPLICANT
PREVIOUS OWNER
PROPERTY OWNER
COMPANY NAME
Telephone Contact (1)
Telephone Contact (2)
E-mail Address
Would you like to receive E-bills?
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
Type of Structure
Type of Activity
If Commercial/Cottage Activity (State)
Are you VAT Registered?
Is the property part of a development?
Name of Development
Do you have Town and Country Approval?
Do you have a WASA Completion Certificate?

SECTION D - SERVICE DETAILS

Type of Service
Is property within 45 metres (150ft) of sewer mains?
If land only, state whether within quarter mile radius of a public stand pipe.
How do you receive water?
Is the property Disconnected?
Do you have a Swimming Pool?

SECTION E - DECLARATION

I/Wethe 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
- ☒ 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 - **\$675.00** (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