

WATER AND SEWERAGE AUTHORITY

APPLICATION FOR A CLEARANCE CERTIFICATE



Please Complete Form In **BLOCK LETTERS**.

ACCOUNT ID:		FOR OFFICIAL USE ONLY
		CASE ID
NAME OF APPLICANT		
	Surname	First name
	Other	
PROPERTY OWNER		
	Surname	First name
	Other	
Telephone Contact (1)		E-mail Address
Telephone Contact (2)		@
PREMISE DETAILS	Building No. <input type="text"/>	Apt. No. <input type="text"/>
	Postal Code <input type="text"/>	Lot <input type="text"/>
	LP <input type="text"/>	Mile Mark <input type="text"/>
Street		
Street		
Town/ City		
MAILING ADDRESS	Building No. <input type="text"/>	Apt. No. <input type="text"/>
	Postal Code <input type="text"/>	Lot <input type="text"/>
	LP <input type="text"/>	Mile Mark <input type="text"/>
Street		
Town/ City		

Select ALL where applicable

Type of Property Vacant Land Completed Building/ Apartment(s) Building Under Construction

Type of Service Unmetered Metered

Type of Activity Domestic School Charitable Place of Worship

Business Gov't Office Agricultural Development

Name of Developer/ Development

How do you receive water? Stand pipe Internally Spring / Well

Yard Tap Truck Borne Other(mixed)

Is the property Disconnected? Yes No If yes, state date? _____

Day/ Month/ Year

Do you have a Swimming Pool? Yes No

Are you VAT Registered? Yes No If yes, VAT No.

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

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.




ID/ DP/ PASSPORT NO.: _____ **ID/ DP/ PASSPORT NO.:** _____

Customer Name (BLOCK LETTERS) **Customer 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, THIS FEE IS **NON-REFUNDABLE**
DOMESTIC/ VACANT LAND COST - **\$450.00** (VAT INCLUSIVE)
NON DOMESTIC/ COMMERCIAL - INDUSTRIAL/ AGRICULTURAL COST - **\$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
- A COPY OF REGISTERED DEED FOR PROPERTY
- A STATUTORY DECLARATION (FORMAT AVAILABLE AT CUSTOMER SERVICE CENTRES OR VIA www.wasa.gov.tt)
- NOTE:** IN THE CASE OF A METERED CLEARANCE; ENSURE **PROPER ACCESS** TO THE METER, THE AREA AROUND THE METER MUST BE CLEARED. METERED CLEARANCES MAY TAKE LONGER THAN THE STIPULATED TIMEFRAME TO PROCESS, SO AS TO FACILITATE FURTHER INVESTIGATIONS BY THE UNIT
- IF APPLICANT IS NOT 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
- CORPORATE ENTITY TRANSACTIONS**
 - 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 AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF CORPORATE ENTITY
 - THE ONE (1) DIRECTOR AND CORPORATE OFFICER CAN APPOINT A THIRD PARTY/REPRESENTATIVE WHO MUST PROVIDE TWO (2) VALID FORMS OF PICTURE IDENTIFICATION

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
Couva: Corner, Millard Street & Southern Main Road – 662-2302 Ext 4907/ 4908
Chaguanas: Corner, Manic Street & Market Street – 662-2302 Ext 6304/ 6305/ 6308/11
San Fernando: Mon Chagrin Street – 662-2302 Ext 6189/ 6115
Penal: Dookie Street – 662-2302 Ext 4930/ 4931
Princes Town: King Street – 662-2302 Ext 6850/ 6851
Sangre Grande: River Street – 662-2302 Ext 4870/ 4871/ 4872/ 4873
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