



# Claim Form: 2024 Rainwater Harvesting Rebate

Applicants who are pre-approved for the Rainwater Harvesting Rebate program must complete this form and submit supporting documents in order to receive funds. The completed Claim Form and documentation must be submitted within 90 days of pre-approval notification. A complete list of eligibility and program requirements is available online at [www.RDNrebates.ca](http://www.RDNrebates.ca) and on the Rainwater Harvesting Rebate Information sheet.

1. PROPERTY OWNER(S):			
Full Name			Pre-Approval (office use) <b>RW24</b> __ __
Phone Number (main)	Phone Number (alternate)	E-mail Address	
RDN Property Address		City / Town	Postal Code
Mailing Address (if different than above)		City / Town	Postal Code
2. INSTALLATION INFORMATION:			
Name & Company That Performed the Installation			
Phone Number			Cistern Model
Total Cost of Installation (including taxes)			Purchase Date of Cistern
3. REBATE CLAIM:			
<b>REQUIRED EXPENSE (max. rebate \$700):</b> I am including a <b>detailed invoice, proof of payment and supporting documentation/photos</b> for: <input type="checkbox"/> Rainwater cistern 4,565 L (1,000 imp. gal.) or more AND rated for potable use			<b>Office Use:</b> Cost, incl. tax:    Rebate amount: \$ _____    \$ _____
<b>OTHER ELIGIBLE EXPENSES (max. rebate \$300):</b> I am including a <b>detailed invoice, proof of payment and supporting documentation/photos</b> for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Transport Piping</li> <li><input type="checkbox"/> Debris Trap/Filter (required)</li> <li><input type="checkbox"/> Installation Costs (i.e. labour, delivery charges, etc.)</li> <li><input type="checkbox"/> Expenses for items in "Tank Installation Checklist" and "Tank Safety Checklist"</li> <li><input type="checkbox"/> Plumbing Inspection for Indoor Systems</li> </ul>			Cost, incl. tax:    Rebate amount: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____    \$ _____
<input type="checkbox"/> Optional – I attended/am registered for a Rainwater Harvesting workshop			
TOTAL EXPENSES APPLIED TO REBATE, CISTERN + OTHER EXPENSES (office use): \$ _____			
TOTAL REBATE AWARDED (office use): \$ _____			

**4. TANK (CISTERN) INSTALLATION CHECKLIST:**

**This checklist must be completed and submitted to receive the Rebate.** Following these guidelines will help to ensure your system runs efficiently for many years to come. Please keep a completed copy for your reference.

MAKE SURE YOUR TANK:

- is installed **according to the manufacturer's installation instructions**, or is certified by a professional engineer.
- complies with the B.C. Building Code**, and with the administrative policies of your local building department. It may be necessary to obtain certification from a professional engineer, especially if your cistern does not contain the manufacturer's certification.
- complies with the setback and zoning regulations** of your local planning department.
- includes an **inspection hatch** for servicing and cleaning, and is located to allow clear access.
- has an **overflow pipe** located near the top of the cistern that is of equal or greater diameter than the intake pipe. The end of the overflow must be directed away from the base of the tank and from house foundations, and to an area protected from erosion.
- is placed on **level ground**.
- if above-ground, is opaque, painted, or located within a building to **limit the entry of sunlight**.
- is protected from excessive debris accumulation by the **presence of a debris trap and/or filter** to clean the rain before it enters the tank.
- is **ventilated** to accommodate pressure changes when water enters or exits the tank. Larger vents increase the oxygen supply to the stored water.
- has **properly sealed openings**, inlets and outlets to prevent mosquitoes, rodents, groundwater, and other sources of contamination from entering the tank.
- has **been freeze-protected** at exit fittings and water entries.
- is **not installed in the path of surface water runoff**.
- is **not installed in a concave area** where water could collect around the base and compromise its foundation.
- is **not** (especially if constructed of a lightweight poly material) **installed in an area prone to high winds**, which could topple an empty tank.
- is **sitting on a tank pad or foundation** that is capable of supporting the cistern when full (water weighs 1 kg per litre, or 10 pounds per imperial gallon). The pad should consist of a compacted soil layer, covered by a level layer of sand so that the tank load will be distributed evenly. The sand layer should be smooth, containing no sharp objects that could puncture the tank. While the underlying soil layer will shift, swell, and shrink, the sand will help to absorb this movement. Engineering approval may be required for tank pads located on steep or unstable sites, or for underground tanks in areas with high groundwater.

**5. TANK (CISTERN) SAFETY CHECKLIST:**

Like swimming pools, water tanks can be dangerous for the children in your neighbourhood. They also qualify as a confined space, and the air inside may not contain sufficient oxygen to allow a human to maintain consciousness. Several guidelines and precautions apply for the responsible rainwater harvester.

CHECK THAT YOUR STORAGE TANK:

- clearly displays **DANGER – CONFINED SPACE**. NEVER enter a tank. There are specific guidelines for entering a confined space, and only those with specific qualifications, training, and equipment should do so.
- is fitted with **safety devices or locked lids** to prevent tampering or unintended entry, especially if it is large enough for a child to fit inside and drown. As an added precaution, do not leave a ladder where it could provide easy access to the roof of the tank and inspection hatch.
- is **never left open** and unattended.
- never contained a toxic substance**, and that the interior surface of the tank is CSA or NSF approved for potable water.
- is **certified by the manufacturer** for its intended application.

**REVIEW THE BELOW CHECKLIST TO ENSURE YOU ARE SUBMITTING ALL REQUIRED INFORMATION AND DOCUMENTS:**

- Electronic copies can be submitted as attachments by email ([waterstewardship@rdn.bc.ca](mailto:waterstewardship@rdn.bc.ca));
- Physical copies can be mailed or delivered (6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2).

- I have completed all 5 sections of the **Claim Form** (1. PROPERTY OWNER(S) through to 5. TANK SAFETY CHECKLIST).
- I have included with my completed Claim Form **receipt(s) and/or invoice(s)** marked PAID, including DATE and ITEMIZED purchase details. Receipts must be dated the same calendar year in which you are applying for the rebate program.
- Included are **photo(s)** of the system installed at the address indicated, clearly showing 1) added cistern(s) and its connection to 2) an appropriate collection area including downspout and routing to cistern, 3) overflow diversion according to Tank Installation Checklist specifications, 4) cleaning access, and 5) backflow prevention (if connected to top-up source).
- ONLY IF** the installation involved the alteration of indoor plumbing, the installation of a new potable water line, or the alteration of an existing potable water line, I have included a copy of the Building Permit and Plumbing Inspection for your local Building Inspection Department.

By signing below, I declare that I have read the requirements of the RDN 2024 Rainwater Harvesting Rebate Program provided on [www.RDNrebates.ca](http://www.RDNrebates.ca) and/or the 2024 Rainwater Harvesting Rebate Information sheet and I understand that the Regional District of Nanaimo is not responsible for the installation, treatment, operation, performance or maintenance of any changes or alterations related to this rebate program

<p><i>Signature of Property Owner(s)</i></p>	<p><i>Date Signed (dd/mm/yy)</i></p>
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**Submit application and claim to:**  
 Drinking Water & Watershed Protection, Regional District of Nanaimo  
 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2  
 Fax: 250-390-1542 Email: [waterstewardship@rdn.bc.ca](mailto:waterstewardship@rdn.bc.ca)