



City of Lacombe P: 403-782-6666  
5432 – 56 Avenue F: 403-782-5655  
Lacombe, AB T4L 1E9 E: [Utilities@lacombe.ca](mailto:Utilities@lacombe.ca)

# Request for TEMPORARY Disconnection of Utility Services

## PERSONAL INFORMATION

Date of Request: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
*First Name Last Name*

Service Address: \_\_\_\_\_  
*Unit #, Street #, Street, City, Province, Postal Code*

Mailing Address:  Same as above or: \_\_\_\_\_  
*Unit #, Street #, Street, City, Province, Postal Code*

Phone Number: \_\_\_\_\_ (Daytime) \_\_\_\_\_ (Alternative)

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vacant from: \_\_\_\_\_ until \_\_\_\_\_  
*Minimum 60 days*

Reason for Temporary Disconnection: \_\_\_\_\_

I/We do hereby make the above noted request with the understanding that when this residence is no longer vacant, I will notify the City of Lacombe immediately and that my fees will then resume. I acknowledge that I remain fully responsible for the garbage container provided to this address, and for its replacement. The City of Lacombe will refer to the dates indicated on the request unless otherwise notified. I agree that the said request shall be subject to the Rules and Regulations of the City of Lacombe, hereinafter contained or anytime hereafter made effective during the life of this Contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>PROCESSING INFORMATION</b> <i>(to be completed by City of Lacombe)</i>	
Account # _____	Route # _____
Request Received by _____	Date: _____
Meter Slip done: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Disconnect Completed by _____	Date: _____
Reconnect Completed by _____	Date: _____
Disconnect Fee (\$35.00) charged: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date: _____
Reconnect fee (\$35.00) charged: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date: _____

### **FOIP Notification Statement**

The personal information that you provide to the City of Lacombe is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for the purpose of managing and administering Utility Account Services. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act, and can be reviewed and corrected upon request. Questions regarding the collection of personal information can be directed to: FOIP Coordinator, City of Lacombe, 5432-56 Ave, Lacombe, AB T4L 1E9, Tel. 403-782-1281 or [foip@lacombe.ca](mailto:foip@lacombe.ca).