

Ready to become Duly Qualified Person?

About this guide

Welcome to the Trade Meter Installer pathway. This guide shows you the next steps after finishing your TAFE NSW Non-Urban Water Meter Installation course, including how to become a Duly Qualified Person (DQP) and where to get support.

Who can apply

You can apply for DQP registration through the TMI pathway if you:

- hold a relevant trade qualification, and
- have completed the TAFE NSW Non-Urban Water Meter Installation course and obtained a certificate of completion.

Approved trades

Install meters and telemetry	Install telemetry only
Hydrographer	Electrician
Engineer	Local Intelligence Device (LID) manufacturer
Instrumentation specialist	Telecommunications technician
Irrigation technician	
Closed-conduit meter manufacturer	
Fitter-welder	
Plumber	

Registration process



Step 1. Complete your training

Finish the TAFE NSW Non-Urban Water Meter Installation course and download your Certificate of Completion. Keep a copy for your records – you'll need it when applying to WaterNSW.

Step 2. Prepare your documents

Before emailing your application, make sure you have clear digital copies (PDF or JPEG) of the documents you need to submit, including:

- your trade qualification (certificate or transcript)
- your TAFE NSW TMI Certificate of Completion

Step 3. Email your application and documents to WaterNSW

Send your documents to dqp.enquiries@waternsw.com.au

- Use the subject line: DQP (TMI) Registration – [Your full name]
- Attach your supporting documents (TMI certificate and trade qualification)

Include the following details in the email:

Information to include	Example
Full name (as shown on qualifications)	Taylor Smith
Company or business name (if applicable)	Smith Irrigation Services
Trade/occupation	Plumber
Postal address (for tamper evident seals)	12 Grosvenor Ave Richmond NSW 2753
Contact info	Phone: 0412 345 678 Email: taylor.smith@email.com
TMI number	Found on your TMI Certificate of Attainment

Step 4. WaterNSW assessment

WaterNSW will review your application and documents. If approved, they'll use your TMI certificate number to create your DQP identification and then send you a DQP Portal registration invitation and onboarding package. They'll contact you if they need more information. Most applications are processed within 10–15 business days.

Step 5. Register in the DQP Portal

Once approved, use the email link to set up your DQP Portal account, where you can register meter sites and submit installation records. You will not receive a physical DQP card – your DQP number from your TMI certificate is your official identifier.

To install and validate meters, you will need to purchase tamper-evident seals from [Irrigation Australia \(IAL\)](#). Access to their online store is provided after you become a DQP.

Need help?

Purpose	Organisation	Contacts
Metering questions and training	DCCEEW	metering.reform@dpie.nsw.gov.au
DQP Portal access	WaterNSW	dqp.enquiries@waternsw.com.au
Help with licencing questions, registering meter sites and submitting installation records in the DQP Portal	WaterNSW	dqp.enquiries@waternsw.com.au Schedule an appointment with the DQP Concierge: https://www.waternsw.com.au/customer-services/metering/DQP Call WaterNSW customer service centre on 1300 662 077 and select option #2 for metering assistance.
Certificate enquiries	TAFE NSW	support.training@tafensw.edu.au
Help with building a DQP business	Service NSW	Service NSW Business Concierge can assist you in developing business opportunities. Visit at: www.service.nsw.gov.au/business/business-concierge-service or contact (02) 91 32 2344 for assistance.

Disclaimer

This information is current as of March 2026. WaterNSW manages the DQP registration process and may update requirements or procedures at any time. Always refer to the most recent version of this guide or contact WaterNSW directly for clarification.