

Approved Form – Clause 244 – Cease to Take

You must keep a copy of this form for 5 years.

You must record confirmation of specified matters before water is taken as required by conditions on an approval or an access licence including that cease to take conditions **do not apply** and water may be taken. This form should be used by all water users with meters (with or without telemetry)

A cease to take condition means any term or condition on a water supply work approval, an access licence or *Water Act 1912* entitlement that prohibits the taking of water in a particular circumstance.

Authority Holder

Work Approval number

Water Access Licence number under which water is taken

Work type (regulator, pump, bore, spearpoint, etc) and description: e.g. pump (outlet mm) or bore (outer casing mm) size

Meter site ID or ESID if known

Meter brand and type

Meter serial number

Date water taken

Time of confirmation

Confirmation that cease to take conditions do not apply and water may be taken?

Yes No

Method of confirmation:

e.g. visual observation at location of take or add flow rate or water level. If possible, upload of supporting docs e.g. photos, screenshots of website etc.

Work Approval number

Confirmation of any other specified matters before water is taken - as prescribed by the conditions of your approval or access licence.

Is this confirmed?

Yes No

Signature

Full name

Date

Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900*. It is an offence under section 91J of the *Water Management Act 2000* for a person to make a statement or furnish information in or in connection with a metering record required to be kept that the person knows to be false or misleading in a material particular.

Returning completed forms

Please check the requirements applicable to your approval. Completed form/s and any attachments can be sent to:

Customer.Helpdesk@waternsw.com.au or PO Box 398 Parramatta NSW 2124

Privacy Statement

The personal information that is provided in this form will be managed by WaterNSW in accordance with its Privacy Procedure, or other such Policy document as updated from time to time. The information provided in this form is being collected and used for purposes relating to the Record confirmation of specified matters before water is taken described in this form to the *Water Management Act 2000* (NSW). The information provided in this form may be disclosed to public authorities and other authorised parties as required.

If you choose not to provide the requested information in this form, you may not be able to take water and you may be in breach of the *Water Management Act 2000*. You have the right to request access to, and correct details of, your personal information held by WaterNSW.