



This guide will assist you in completing an application to exit a co-held water access licence.

When applying to exit a co-held water access licence the [fact sheet](#) provides essential information specific to this application. You must read this information prior to completing the application form.

The guide will then assist you to complete the application.

The application form has several sections, in each section are questions which are identified by a number on the left-hand side of the form (for example, B4 is question 4 in section B). The information provided in the guide corresponds to these references in the application form.

Ensure that you provide all the information requested in this application form. If your application form is incomplete, it may not be accepted.

WaterNSW may contact you to request further information in relation to your application.

How to complete the application form

You can complete the [application form](#) digitally and print the completed form to be signed by each applicant. You can also print the application form and fill it out by hand in capital letters with a black/blue pen.

The completed application form must be signed either by all holders of the water access licence that is being

exited or by co-holders that hold a majority share of the total share amount.

If a change is also being made to add or remove a nominated water supply work, then the approval holders may also be required to sign the application.

How to pay application fees

Information on fees is available on our website at waternsw.com.au/applications. You can select to pay by credit card on the form – WaterNSW will contact you for credit card details. You can also pay the application fee by enclosing a cheque or money order made out to WaterNSW when posting the hard copy application form.

Application fees are exempt from GST.

If an application has been accepted by WaterNSW, payment has been processed and a receipt has been issued, application fees will not be refunded.

How to submit the completed and signed application form

This completed application form can be posted to **WaterNSW PO Box 398, Parramatta, NSW 2124** or scanned and emailed to Customer.Helpdesk@waternsw.com.au

Section A: Pre-application discussion

It is recommended that you hold a pre-application discussion with WaterNSW prior to submitting your form. If a meeting has not been held go to Section B.

A1-3: Insert the details of the pre-application meeting.

Section B: Co-held water access licence to be exited

B1: Enter the number of the co-held water access licence to be exited. The water access licence number is found in the top right-hand corner of the access licence certificate or at the top of the access licence statement of conditions. It is a number preceded by the letters WAL.

Section C: Co-holder/s details for the holding/s to exit for the water access licence

In this section provide the details of the holdings that are exiting from the water access licence and the registered co-holder/s for each of these holdings. Each of the exiting co-holders must sign the application form.

C1: Create a unique identifier for each holding that is exiting the WAL such as Holding A, Holding B, Holding C.

C2: Insert the number of co-holders for the holding identified in C1.

C3-7: The name can be a person's name or the name of a legal entity, such as a company or corporation, that is the holder of the water access licence to which the application relates.

C8-9: Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no ACN.

C10: Insert the position of the person/s who is/are making the application for and on behalf of the company or corporation.. If the applicant is a company this would be either a company director or company secretary. If the applicant is a corporation this would be the duly authorised officer.

C11-14: Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

C15-17: Insert the contact details for the applicant.

There can be more than one co-holder for each holding being exited from the water access licence. The form makes provision for 2 holdings and 2 co-

holders for each. If there are more than two holding or two co-holders per holding photocopy/print multiple copies of the blank Section C, complete it and attach it to the form.

Section D: Nominated contact person

If there is only one person/entity exiting, you do not need to complete this section.

D1-15: Insert the name and contact details of the nominated contact person. This will assist WaterNSW if it needs to contact someone to discuss the details of the application. If this section has not been completed, we will assume the first holder on the form is the nominated contact person and contact that person, if necessary, prior to the determination of the application. If a third party is acting on behalf of the water access licence holders and they are to be considered the nominated contact their details must be provided

Section E: Details of the holdings to exit

Section E captures the details of the new water access licence/s to be granted to replace each of the exited holdings specified in section C.

Only complete this section if more than one holding is exiting the water access licence.

Only complete the relevant sections for the number or combination of new water access licences requested.

E1: Tick if you require only one new water access licence to replace all the exited holdings, or

E2: Tick if you require one new water access licence to replace each of the exited holdings



Note

One or more holdings can be extinguished and replaced with a new water access licence.

E3: Complete where more than two holdings are exiting and a combination of E1 and E2 is required.

E4: The holding identifier specified in Section C.

E5: Complete if you require one licence to replace the holding in E4.

E6: If you require the holding in E1 to be combined with another holding include the other holding identifier specified in Section C.

For example

E4 Holding Identifier (as indicated in Section C)	E5 Convert to a single water access licence Tick box below	E6 If combined with another holding specify the Holding Identifier (Section C) to be combined with.
Holding A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Holding B	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Holding C		HOLDING D
Holding D		HOLDING C

Section F: Entitlements to be distributed

All co-holders consent

If all co-holders of the original access licence consent to this application, then all of Section F must be completed to request how the entitlements of the original water access licence are distributed between the original water access licence and the new water access licence/s or indicate the choice to have the water account balance split in proportion to the share holdings.

Co-holder with a majority share in the original WAL consent

If co-holders with a majority share of the holdings in the original water access licence consent to this application which means the proportion of the co-holders' interest in the original access licence must be more than 50%, the entitlements of the original access licence must be distributed between the original access licence and the new water access licence/s in the same proportions as the holding/s to exit bears to the original access licence.

If co-holders with a majority share of the holdings in the original water access licence consent to this application only complete F1 and F2 providing the details of the proportions of the exiting holding held in the original water access licence.

Supreme Court Order

If there is a Supreme Court Order in place you only need to complete F1 and F2 below. The distribution shown below must be in line with the Order and a copy of the Order is to be attached.

- F1:** Holding Identifier as specified in Section C.
- F2:** The distribution of the Share components between the original access licence and the new water access licence/s are to be specified by units or megalitres (ML). The distribution is to

reflect the type of consent nominated or the Supreme Court order.

- F3:** The distribution of the extraction component between the original access licence and the new water access licence/s are to be specified.
- F4:** The distribution of the water allocation account balance between the original access licence and the new water access licence/s are to be specified.
- F5:** The distribution of the carryover water allocation balance between the original access licence and the new water access licence/s are to be specified.



Note

If more than two holdings are to exit from the original water access licence, attach extra copies of this page and use the holding identifiers created for each holding in Section C.

Section G: Change water supply work nominated by new water access licence

Only complete Section G if you want to change the works nominate by the new water access licences. If not completed the new water access licences will nominate the same works as the original water access licence.

The approval number or interstate licence number of the water supply works nominated by the original access licence is specified on the water access licence certificate.

If you want to remove or add nominated water supply works from a new water access licence, identify the works in G1 or G2 as follows:

- G1:** To add a different nominated work to the new water access licence, insert the holding

identifier as specified in Section C, and specify the approval number of the work to be added.

- G2:** To remove a nominated work from the new water access licence, insert the holding identifier as specified in Section C, and specify the approval number of the work to be removed.

Section H: Declaration of co-holders of the original access licence

Each co-holder of the water access licence that is being exited must provide their name, sign the completed form, and write the date when it was signed. Each co-holder needs to indicate if they are an applicant and exiting the original water access licence or whether they are providing consent only.

If the applicant is a company, the application may be signed:

- by two company directors, a director and a company secretary, or a sole director/secretary, or
- by a duly authorised officer.

If the applicant is a company, insert the name of the company, select the position of the signatory, and ensure the application is signed by the relevant signatory or signatories.

Section I: Declaration of approval holders

Section I only needs to be completed if a water supply work approval is being added in Section G under section 71W, and each holder of the approval listed is not also a holder of the new water access licence listed in section B.

If required to complete, each holder must provide their name, sign the completed form and write the date when it was signed.

If the applicant is a company, the application may be signed:

- by two company directors, a director and a company secretary, or a sole director/secretary, or
- by a duly authorised officer.

If the applicant is a company, insert the name of the company, select the position of the signatory,

and ensure the application is signed by the relevant signatory or signatories.

Section J & K: Privacy statement and offences under the WMA

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the WaterNSW Privacy Policy which can be found at waternsw.com.au/privacy

It is an offence under section 344 of the *Water Management Act 2000* to provide false or misleading information with any application.

More information

Contact our Customer Service Centre on [1300 662 077](tel:1300662077) or email Customer.Helpdesk@waternsw.com.au

We take your privacy seriously. Please have your approval, licence, customer or tax invoice number ready when you call so we can quickly access your details.