

# CI 250 annual recording form

\*You must keep a copy of this form for five years.

To comply with clause 250 of the Water Management (General) Regulation 2018, this form is to be completed by all water users whose work(s) don't require a meter to record annual licensed and basic landholder rights (BLR) water taken by a licensed work, and to confirm that cease to take conditions do not apply. You are required to report your take even when it is zero.

Please complete separate forms for each work approval.

Authority holder name

Work approval number   
e.g. 50CA000001

Water access licence number(s)   
e.g. 50AL000001

Work type (e.g. regulator, pump, bore or spearpoint), water type (e.g. regulated, unregulated or groundwater) and description (e.g. pump (outlet mm) or bore (outer casing mm) size)

Extraction site ID (ESID) if known

## Returning completed forms to satisfy reporting condition

Report your take by sending pages 1 and 2 to us within 28 days of the end of the water year at WaterNSW, PO Box 1018, Dubbo NSW 2830 or scan and email it to [Customer.Helpdesk@watersw.com.au](mailto:Customer.Helpdesk@watersw.com.au)

To satisfy your recording conditions, pages 3, 4 and 5 need to be completed as per the instructions on each page but do not need to be returned to us. You **must keep a copy for your records for up to five years** and have it available to show to an Authorised Officer from the Natural Resources Access Regulator (NRAR) on request.

If you have any questions, contact our Customer Service Centre on [1300 662 077](tel:1300662077).

## Report monthly water take through the year

Submit this page (page 2) and page 1 to us within 28 days of the end of the water year. Page 3, 4 and 5 do not need to be returned, but need to be kept as a written record for a minimum of five years.

Year

Month	Total licensed water taken in ML	Total water taken for BLR in ML	Total volume in ML of taken water	Method to estimate the volume taken. Please choose: 1. Pump hours 2. Power usage 3. Fuel usage 4. Crop type and area being irrigated 5. Other – please specify
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
Report total volume of licensed and BLR water take even if zero water has been taken for the year			ML	

I declare that the information provided in this form is true and accurate.

Signature

Date

## Record monthly licensed water take

Complete this page for each month of the year. You do not need to return it to us, but you **must keep a copy for your records for up to five years** and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Month and year

Date water taken	Name of person recording	Start time when water taken	End time when water taken	Total volume in ML of licensed water take	Method to estimate the volume taken. Please choose: 1. Pump hours 2. Power usage 3. Fuel usage 4. Crop type and area being irrigated 5. Other – please specify
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
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22					
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24					
25					
26					
27					
28					
29					
30					
31					
<b>Report total volume of licensed water taken even if zero water has been taken for the month</b>				ML	

## Record monthly water take for basic landholder rights (BLR)

Complete this page for each month of the year. If you have not taken any water for BLR, mark zero for total volume. You do not need to return it to us, but you **must keep a copy for your records for up to five years** and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Month and year

Date water taken	Name of person recording	Start time when water taken	End time when water taken	Total volume in ML of BLR take	Method to estimate the volume taken. Please choose: 1. Pump hours 2. Power usage 3. Fuel usage 4. Crop type and area being irrigated 5. Other – please specify
1					
2					
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4					
5					
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7					
8					
9					
10					
11					
12					
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16					
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31					
Report total volume of water taken for BLR even if zero water has been taken for the month					ML

## Record that cease to take conditions do not apply

Use this form if you have a cease to take condition on your approval or access licence to confirm that cease to take conditions **do not apply** and water may be taken.

Complete this form each time before you take water. You do not need to return it to us, but you **must keep a copy for your records for up to five years** and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Not sure if a cease to take condition applies? Check your work approval to view your details and conditions on the NSW Water Register at [waterregister.watersw.com.au](http://waterregister.watersw.com.au)

Date water taken:

Time of confirmation:

Do you confirm 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, keep records of supporting documentation e.g. photos or screenshots of website.

Record confirmation of any other specified matters before water is taken if required by the conditions on your approval or access licence:

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### False or misleading information

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 supply 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.

### 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.