

Application - Exit a co-held water access licence (s74)

Please refer to the accompanying [guide](#) and [fact sheet](#) to the Application to exit a co-held water access licence under section 74 of the *Water Management Act 2000* (WMA).

If you wish to schedule a meeting, go to the [WaterNSW website](#) and complete the **pre-application meeting form** for your area.

Please ensure:

	<p>WaterNSW cannot accept this application if there is any money owing on the original licence or if the original licence is held by co-holders as joint tenants.</p> <p>If you wish to surrender part of a co-held water access licence, you need to exit the co-held water access licence and then surrender the new water access licence.</p>
<input type="checkbox"/>	Section A – Complete if you have held a pre-application meeting with WaterNSW.
<input type="checkbox"/>	Section B – The water access licence number must be provided.
<input type="checkbox"/>	Section C – The applicant/s details provided in this section must be all holders who are exiting the access licence. Details –full name/s, address, email address, contact number – must be provided for all applicants.
<input type="checkbox"/>	Section D – Must be completed with the details of the contact person for this application may be an applicant or a third party acting for the applicant.
<input type="checkbox"/>	Section E – Is only completed if more than 1 holding is exiting the water access licence. Where more than 1 holding is exiting it captures the details of the water access licences to be created for the exited holdings.
<input type="checkbox"/>	<p>Section F – Captures</p> <ul style="list-style-type: none"> • Distribution of the water account balances in the original water access licence • Distribution of the water account balances for the new water access licence <p>Note: Carryover water allocation are limited to those water access licences in water sources that have water allocation accounts with separate accounting for allocations and carryover (applicable in some regulated rivers only). You must specify the division as a percentage.</p>
<input type="checkbox"/>	Section G – Is to be completed if changes are to be made to add a new water supply work to the new water access licence(s) or remove/add a water supply work approval on the original water access licence.
<input type="checkbox"/>	Section H – Signed by each co-holder or the majority of the original water access licence. If the applicant is a company, the application is to be signed for and on behalf of the applicant by two company directors, a director and a company secretary, a sole director/secretary or a duly authorised officer.
<input type="checkbox"/>	Section I – Is to be completed if adding or removing a nominated water supply works in Section G and each of the holders of the nominated approval are also not a holder of the water access licence listed in Section B.

<input type="checkbox"/>	That this application form is scanned once signed by all applicants and posted to: WaterNSW PO Box 398, Parramatta, NSW 2124 or emailed to Customer.Helpdesk@waternsw.com.au . Please note that electronically submitted applications must copy in the email addresses of all applicants.
<input type="checkbox"/>	If the dealing is granted, it does not take effect until the transaction has been registered in the Water Access Licence Register which is administered by NSW Land Registry Service. The applicant is responsible for registering a dealing with NSW Land Registry Service. Refer to the guide for further information.

NOTE: Your application may be rejected or delayed if the required information or application fee is not provided.

Do you wish to pay by credit card?

- Yes. → If yes, WaterNSW will contact you upon acceptance of the application for your credit card details.
- No. → A cheque or money order is attached.

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

OFFICE USE ONLY	Office stamp
Fee paid: \$	Customer receipt number:
Officer signature:	Date:
Application number:	Acceptance date:

SECTION A – Pre application meeting

Complete this section if a pre-application meeting was held.

A1 Date of meeting	
A2 WaterNSW officer	
A3 Office location if in person	

SECTION B – Co-held water access licence to be exited

Complete this section with the details of the water access licence.

Water access licence

B1 Water access licence number

SECTION C – Co-holder/s details for the holdings to exit from the water access licence

List ALL co-holders of the holdings that are exiting from the water access licence.

If more than two holdings are exiting, photocopy/print additional copies of Section C complete it and attach it to this form.

If there are more than two co holders of an exiting holding, photocopy/print additional copies of Section C complete it and attach it to this form

Please note that applications submitted via email **must** include the email addresses of all listed applicants.

Create a unique identifier for each holding below such as Holding A and Holding B.

Holding 1

c1 Holding identifier	
c2 Number of co-holders	

Co-holder 1

c3 Title (Mr. Mrs. Ms.)	c4 Surname	c5 D.O.B.
c6 Full legal name/s (including middle name/s)		
c7 Company/corporation name (if applicable)		
c8 ACN (if applicable)	c9 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
c10 Position held (if applicable)		
c11 Postal address		
c12 Town	c13 State	c14 Postcode
c15 Phone		c16 Mobile phone
c17 Email		

Co-holder 2

c3 Title (Mr. Mrs. Ms.)	c4 Surname	c5 D.O.B.
c6 Full legal name/s (including middle name/s)		
c7 Company/corporation name (if applicable)		

c8 ACN (if applicable)		c9 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
c10 Position held (if applicable)			
c11 Postal address			
c12 Town		c13 State	c14 Postcode
c15 Phone		c16 Mobile phone	
c17 Email			

Holding 2

c1 Holding identifier	
c2 Number of co-holders	

Co-holder 1

c3 Title (Mr. Mrs. Ms.)		c4 Surname		c5 D.O.B.	
c6 Full legal name/s (including middle name/s)					
c7 Company/corporation name (if applicable)					
c8 ACN (if applicable)		c9 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)			
c10 Position held (if applicable)					
c11 Postal address					
c12 Town		c13 State		c14 Postcode	
c15 Phone		c16 Mobile phone			
c17 Email					

Co-holder 2

c3 Title (Mr. Mrs. Ms.)		c4 Surname		c5 D.O.B.	
c6 Full legal name/s (including middle name/s)					
c7 Company/corporation name (if applicable)					
c8 ACN (if applicable)		c9 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)			
c10 Position held (if applicable)					
c11 Postal address					
c12 Town		c13 State		c14 Postcode	
c15 Phone		c16 Mobile phone			
c17 Email					

SECTION D – Nominated contact person

NOTE: If there is only one holder, you do not need to complete this section. If there are multiple holders and this section has not been completed, WaterNSW will assume the first holder listed on the form is the authorised contact person.

If a third party (such as a solicitor or broker) is acting on behalf of the water access licence holders, and they are to be considered the nominated contact, their details must be provided below.

Nominated contact details (if applicable)

D1 Title (Mr. Mrs. Ms.)	D2 Surname	D3 D.O.B.
D4 Full legal name/s (including middle name/s)		
D5 Company/corporation name (if applicable)		
D6 ACN (if applicable)	D7 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
D8 Position held (if applicable)		
D9 Postal address		
D10 Town	D11 State	D12 Postcode
D13 Phone		D14 Mobile phone
D15 Email		

Listing a nominated contact person assists us in processing your application where there are multiple holders. We may need to contact the nominated contact person to discuss the details contained in your application. In addition, any request for additional information about your application will be sent to the nominated contact person. Any information provided by the nominated contact person will be relied upon by WaterNSW in considering this application. A delay in responding to any such request may result in your application being further delayed or refused.

The rights and liabilities arising in relation to this application is shared by all applicants and not limited to the nominated contact person. Any changes to any details of an application for an approval (except for minor changes to contact details of an applicant) or withdrawal of the application must be in writing and signed and dated by all holders. Further, the Notice of decision and conditions statement issued in relation to your application will be sent to all applicants.

SECTION E – Details of the holdings to exit

Complete this section if more than one holding is exiting from the water access licence.

Where only one holding is exiting Tick E1 and go to Section F.

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

Tick the appropriate box

E1 One new water access licence to replace all exited holdings indicated in Section C.		<input type="checkbox"/>
E2 One new water access licence to replace each exited holding indicated in Section C.		<input type="checkbox"/>
E3 Where a combination of the above is required when more than two holdings are exiting as indicated in Section C. For each holding (E4) complete either E5 or E6 below.		
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.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION F – Water account balance to be distributed

Carryover water allocations are limited to those water access licences in water sources that have water allocation accounts with separate accounting for allocations and carryover (applicable in some regulated rivers only). You must specify the division as a percentage.

Indicate below the option for the distribution of the water account balance and complete the sections in the table below as required.

- If all co-holders of the original access licence consent to this application and consent to apply to distribute the entitlements of the original access licence 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, then only complete F1 and F2.
- If all co-holders of the original access licence consent to this application and request to distribute the entitlements in different proportions all of Section F must be completed.
- 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.
- 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.

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.

F1 Holding identifier		
	Entitlement to be distributed to original water access licence	Entitlement to be distributed to new water access licence
F2 Share components units/ML	units/ML	units/ML
F3 Extraction component	%	%
F4 Water allocation account balance	%	%
F5 Carryover water allocation balance (if applicable)	%	%

F1 Holding identifier		
	Entitlement to be distributed to original water access licence	Entitlement to be distributed to new water access licence
F2 Share components units/ML	units/ML	units/ML
F3 Extraction component	%	%
F4 Water allocation account balance	%	%
F5 Carryover water allocation balance (if applicable). (Limited to water access licences in water sources with water allocation accounts with separate accounting for allocations and carryover (applies to some regulated rivers only). Specify the division as a percentage.	%	%

The sum of each type of entitlement of the original access licence and the new water access licence specified in the table above must equal 100 percent.

SECTION G – Proposed changes to the water supply works nominated by the new water access licence

Only complete Section G if you want to change the works nominated 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.

If there are changes required to more than four exited holdings then photocopy and attach extra pages to the application.

Add/Remove a water supply work/group of water supply works under section 71W

Insert the holding identified and the approval number of the water supply work approvals for the water supply work to be added. For approvals with more than one water supply work, you will be adding all water supply works listed on the approval.

Same water management area/water source		
	G1 Add a water supply work approval	G2 Remove a water supply work approval
Holding identifier	Approval number	Approval number
Holding identifier	Approval number	Approval number
Holding identifier	Approval number	Approval number
Holding identifier	Approval number	Approval number

SECTION H – Declaration of co-holders of the original access licence

Section H must be fully completed by and signed by all existing shareholders or enough shareholders to make up the majority of shares of the water access licence that is being exited or other changes are being applied for. If it is not fully completed, WaterNSW will return the application to the applicant/s as an invalid application. Please refer to the accompanying [guide](#) and [fact sheet](#) for the Exit a co-held water access license for further information.

If there are multiple holders, please ensure that you retain signed copies of the completed application form for your records.

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application.

I/We, the undersigned applicants, acknowledge and agree:

1. that I/we apply to exit from the co-held water access licence as described in this application or give approval to the exit.
2. that this application will be determined in accordance with the *Water Management Act 2000* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions
3. that the authorised contact person (where applicable) has my permission to act for and on my behalf in relation to any aspect of this application unless otherwise notified by us, and that WaterNSW will rely on information provided by the authorised contact person in its consideration of this application

4. that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State'), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information
6. that I/we have read and understood the information contained in the WaterNSW privacy statement (below)
7. that by entering a mobile phone number and/or email address, you consent to WaterNSW communicating with you electronically in relation to this application. Unless you indicate otherwise, all correspondence will be sent via email or SMS
8. that WaterNSW may collect, use and disclose my personal information as outlined in the WaterNSW privacy statement (below) and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement
9. that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time
10. that the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently
11. that details about any licence arising out of this application will be recorded in the publicly available Water Access Licence Register pursuant to the *Water Management Act 2000*
12. that if this application is incomplete, it will not be accepted; and that more information may be requested if it is considered that it would be relevant to the consideration of this application

For applications made by individuals.

I/We have read and understand the accompanying [guide](#) and [fact sheet](#) relating to exiting a co-held water access licence.

Name	Signature	Date
Applicant and exiting original water access licence		<input type="checkbox"/> Yes <input type="checkbox"/> No
Not applicant - providing consent only		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Signature	Date
Applicant and exiting original water access licence		<input type="checkbox"/> Yes <input type="checkbox"/> No
Not applicant - providing consent only		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Signature	Date
Applicant and exiting original water access licence		<input type="checkbox"/> Yes <input type="checkbox"/> No
Not applicant - providing consent only		<input type="checkbox"/> Yes <input type="checkbox"/> No

For applications made by a corporation.

Executed for and on behalf of the applicant in accordance with section 127 of the *Corporations Act 2001* (Cth) or by its duly authorised officer. Where signing is undertaken by a duly authorised officer, please attach the authorisation for that duly authorised officer to this application form.

I/We have read and understand the accompanying [guide](#) and [fact sheet](#) relating to exiting a co-held water access licence.

Name of corporation		
ACN (if applicable)	ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
Position of signatory	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> company secretary <input type="checkbox"/> sole director/secretary
Name of signatory	Signature	Date
Position of signatory	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> company secretary <input type="checkbox"/> sole director/secretary
Name of signatory	Signature	Date

SECTION I – Declaration of NSW 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 C.

If completing, Section I it must be fully completed and signed by each holder of the water supply work approval specified in Section G. If it is not fully completed, WaterNSW will return the application to the applicant/s as an invalid application. Please refer to the accompanying [guide](#) and [fact sheet](#) for the sub-division and changing a water access licence for further information.

If there are multiple holders, please ensure that you retain signed copies of the completed application form for your records.

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application.

I/We, the undersigned applicants, acknowledge and agree:

1. that I/we are the holder(s) of the approval/s referred to in Section G and consent to the works being nominated or ceasing to be nominated by means of which water credited to the water access licence specified in Section A may be taken
2. that this application will be determined in accordance with the *Water Management Act 2000* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions
3. that the authorised contact person (where applicable) has my permission to act for and on my behalf in relation to any aspect of this application unless otherwise notified by us, and that WaterNSW will rely on information provided by the authorised contact person in its consideration of this application
4. that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State'), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information
6. that I/we have read and understood the information contained in the WaterNSW privacy statement (below)
7. that by entering a mobile phone number and/or email address, you consent to WaterNSW communicating with you electronically in relation to this application. Unless you indicate otherwise, all correspondence will be sent via email or SMS
8. that WaterNSW may collect, use and disclose my personal information as outlined in the WaterNSW privacy statement (below) and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement
9. that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time

10. that the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently
11. that details about any licence arising out of this application will be recorded in the publicly available Water Access Licence Register pursuant to the *Water Management Act 2000*
12. that if this application is incomplete, it will not be accepted; and that more information may be requested if it is considered that it would be relevant to the consideration of this application

For applications made by individuals.

I/We have read and understand the accompanying [guide](#) and [fact sheet](#) relating to exiting a co-held water access licence.

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

For applications made by a corporation.

Executed for and on behalf of the applicant in accordance with section 127 of the *Corporations Act 2001* (Cth) or by its duly authorised officer. Where signing is undertaken by a duly authorised officer, please attach the authorisation for that duly authorised officer to this application form.

I/we have read and understand the accompanying [guide](#) and [fact sheet](#) relating to exiting a co-held water access licence.

c5 Name of corporation		
c6 ACN (if applicable)	c7 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
Position of signatory	<input type="checkbox"/> company director	<input type="checkbox"/> company secretary
	<input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director/secretary
Name of signatory	Signature	Date
Position of signatory	<input type="checkbox"/> company director	<input type="checkbox"/> company secretary
	<input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director/secretary
Name of signatory	Signature	Date

SECTION J – Privacy statement

The personal information you provide on this form will be used and protected in accordance with the WaterNSW Privacy Policy. The information is being collected by WaterNSW and will be used for purposes related to assessing and processing your application, or in connection with the operation of any approval granted, or for research-related purposes such as customer surveys. It may be used from time to time to contact you about services WaterNSW provides.

If an approval is granted, the *Water Management Act 2000* requires that various details relating to the approval are to be recorded in the Register of Water Access Licences kept by the Minister. Information recorded in the register is publicly available.

WaterNSW will not disclose your personal information unless authorised by law. The provision of this information is voluntary. However, if you choose not to provide the requested information, we will not be able to process your application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the WaterNSW website at waternsw.com.au

SECTION K – Offences and suspension or cancellation

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application. A Corporation found guilty of an offence against section 344 is liable to a penalty of \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An approval and/or access licences as applicable may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the approval is convicted of an offence under that Act.