

Application - Change a water access licence (710, 71R, 71S, 71W)

What you need to do

Please refer to the accompanying [guide](#) and [fact sheet](#) to the Application to make changes to a water access licence under sections 710, 71R, 71S and 71W 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 complete the form with a black/blue ink pen and use BLOCK letters. You can also type directly in this form. Once completed, please print and sign the form.

Submit your application form

- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- email a scanned copy to Customer.Helpdesk@waternsw.com.au

If there is not enough space in the form, please attach additional pages to the back of the form.

Application fee

You can pay the application fee by credit card, cheque or money order.

If paying by credit card, please do not provide your credit card details in writing to WaterNSW. Once the application is submitted, we will contact you to process payment over the phone for all credit card payments.

Cheques and money orders to be made payable to WaterNSW and posted to the above address.

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



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit waternsw.com.au/licensing

Please ensure you complete the following check-list:

<input type="checkbox"/>	<p>Section A – Must be fully completed with the following details</p> <ul style="list-style-type: none"> • water access licence numbers • current share component
<input type="checkbox"/>	<p>Section B – The applicant/s details provided in Section B must be all holders of the access licence. Details – full name/s, address, email address, contact number – must be provided for all applicants.</p>
<input type="checkbox"/>	<p>Section C – On the application form may be completed. The contact person for this application may be an applicant or a third party acting for the applicant.</p>
<input type="checkbox"/>	<p>Section D – Complete any relevant sections for the water access licence to be changed:</p> <ul style="list-style-type: none"> • adding or removing nominated water supply work/s • change of category/subcategory • change a water source or water management area • change the extraction component including times, rates, circumstances, area or locations.
<input type="checkbox"/>	<p>Section E – Signed by each holder of the 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. Select the position of the signatory or signatories.</p>
<input type="checkbox"/>	<p>Section F – Is to be completed if adding a nominated water supply works in Section D and each of the holders of the nominated approval are also not a holder of the water access licence listed in Section A.</p>
<input type="checkbox"/>	<p>That this application form is scanned once signed by all applicants and posted to:</p> <ul style="list-style-type: none"> • WaterNSW PO Box 398, Parramatta, NSW 2124 • or emailed to Customer.Helpdesk@waterNSW.com.au <p>Please note that electronically submitted applications must copy in the email addresses of all applicants.</p>
<input type="checkbox"/>	<p>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.</p>

Section A: Water access licence to be changed

Complete this section with the details of the water access licence and share components.

Water access licence

A1 Water access licence number	A2 Current share component units
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Section B: Water access licence holder/s details

List ALL holders of the water access licence which is to be changed. All of the holders must sign the declaration (Section E). See the [guide](#) for further information. If there are more than four holders, photocopy/print additional copies of Section B, complete it and attach it to this form.

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

Holder

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Company/corporation name (if applicable)		
B5 ACN (if applicable)	B6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B7 Position held (if applicable)		
B8 Postal address		
B9 Suburb	B10 State	B11 Postcode
B12 Phone	B13 Mobile phone	
B14 Email		
B15 If more than four holders, specify total number of holders		

Additional holder (if applicable)

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Company/corporation name (if applicable)		
B5 ACN (if applicable)	B6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B7 Position held (if applicable)		
B8 Postal address		
B9 Suburb	B10 State	B11 Postcode

B12 Phone	B13 Mobile phone
B14 Email	

Additional holder (if applicable)

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Company/corporation name (if applicable)		
B5 ACN (if applicable)	B6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B7 Position held (if applicable)		
B8 Postal address		
B9 Suburb	B10 State	B11 Postcode
B12 Phone	B13 Mobile phone	
B14 Email		

Additional holder (if applicable)

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Company/corporation name (if applicable)		
B5 ACN (if applicable)	B6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B7 Position held (if applicable)		
B8 Postal address		
B9 Suburb	B10 State	B11 Postcode
B12 Phone	B13 Mobile phone	
B14 Email		

Section C: 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 holder/s, and they are to be considered the nominated contact, their details must be provided below.

Nominated contact details (if applicable)

c1 Title (Mr, Mrs, Ms)		c2 Surname	
c3 Given name(s)			
c4 Company/corporation name (if applicable)			
c5 ACN (if applicable)		c6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
c7 Position held (if applicable)			
c8 Postal address			
c9 Suburb		c10 State	c11 Postcode
c12 Phone		c13 Mobile phone	
c14 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 D: Proposed changes to the water access licence

Leave blank the sections below where a change is not required to the water access licence.

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

Insert the water supply work approval number 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.

D1 Same water management area/water source			
1	2	3	4
5	6	7	8
D2 Different water management area/water source			
1	2	3	4
5	6	7	8

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

Insert water supply work approval number for the water supply works to be removed. For approvals with more than one water supply work, you will be removing all water supply works listed on the approval.

D3 Same water management area/water source			
1	2	3	4
5	6	7	8
D4 Different water management area/water source			
1	2	3	4
5	6	7	8

Change category of water access licence under section 710 of the WMA.

This is to apply for the cancellation of the water access licence specified in Section A and to grant a new water access licence of the category and/or sub-category specified below.

D5 Category	
D6 Sub-category	

Amending share component to a different water source or water management area of Water Access Licence under Section 71R of the WMA.

This is to apply for the cancellation of the WAL specified in Section A and to grant a new WAL in a different water source or water management area as specified below.

D7 Water source/water management area	
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Amending extraction component of Water Access Licence under Section 71S of the WMA.

Insert the amended extraction component for the water access licence specified in Section A. This may vary the times, rate or circumstances for the taking of water or areas and locations from which the water may be taken as specified below.

08 Times, rates or circumstances	
09 Areas or locations (e.g. zone/sub zones)	

Section E: Declaration of applicant/s

Section E must be fully completed and signed by each holder of the water access licence that 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 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 apply to change the water access licence as described in this application
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 consolidation and changing a 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 changing a 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"/> 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 F: Declaration of NSW approval holders

Section F only needs to be completed if a water supply work approval is being added in Section D under section 71W and each holder of the approval listed is not also a holder of the water access licence listed in section A.

If completing, Section F is must be fully completed and signed by each holder of the water supply work approval specified in Section D. 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 D 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.

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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 changing a 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 (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date

Privacy statement

The personal information you provide on this form will be used and protected in accordance with WaterNSW Privacy policy. It 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.

WaterNSW will not disclose your personal information to anybody else 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 WaterNSW. Further information regarding privacy can be obtained from our website at waternsw.com.au

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 Approvals kept by the Minister. Information recorded in the register is publicly available.

Offences and penalties

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 not exceeding \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An access licence or approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the licence or approval is convicted of an offence under that Act.

Need help?

If you need further assistance, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday from 8am to 5pm or email Customer.Helpdesk@waternsw.com.au

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