

# Sub-divide or sub-divide and change a water access licence (WAL) 71P(1a)

## How-to guide

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**This guide will assist you in completing an application to sub-divide or sub-divide and change nominated works for a water access licence (WAL).**

Under the *Water Management Act 2000*, a WAL can be sub-divided, by cancelling a WAL and creating two or more new WALs in its place.

When applying to sub-divide a WAL and to change nominated works for a WAL the [fact sheet](#) provides essential information specific to this application. You must read that 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 by all holders of the WAL being sub-divided.

If a change is also being made to add a nominated water supply work then the approval holders must sign the application if the approval holders are different to the WAL holders

### How to pay application fees

Information on fees is available on our website at [waternsw.com.au/applications](http://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

- Post your completed application to: **WaterNSW PO Box 398 Parramatta NSW 2124** with the enclosed cheque or money order for payment of the application fee.
- Scan and email to: [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

### Section A: Water access licence to be subdivided

**A1:** Enter the number of the WAL that is to be sub-divided. It 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.

**A2:** Insert the current share component of the WAL. The share component is expressed in units or ML.

**A3:** Insert the extraction component of the WAL. The extraction component is expressed in times/rates/circumstances; from aquifer/river etc. and water management zone.

### Section B: Details of the water access licence holder/s

In this section provide the details of the registered holder/s that appear on the WAL, and all must sign the application form.

**B1-4:** The name can be a person's name or the name of a legal entity, such as a company or corporation, that is holder of the WAL to which the application relates.

**B5-6:** Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no ACN.

**B7:** 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.

**B9-12:** Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

**B13-15:** Insert the contact details for the applicant.

**B16:** Insert the total number of licence holders listed on the WAL (include all licence holders listed on copies of the form).

There can be more than one holder of a WAL. The form makes provision for four holders. If there are more than four holders photocopy/print multiple copies of the blank Section B and F, complete it and attach it to the form.

### Section C: Nominated contact person

**C1-14:** Insert the name and contact details of the nominated contact person. This will assist WaterNSW if we need 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 WAL holders and they are to be considered the nominated contact, their details must be provided.

## Section D: Proposed sub-division of water access licences

Complete only section D1-D2 (WAL divided evenly) or D3-D5 (WAL divided unevenly).

**D1:** Complete if the original WAL is to be divided evenly across the new WALs.

**D2:** Insert the number of new WALs.

**D3:** The table provides for the splitting of your current WAL into two or three new WALs. Enter the share volumes (specific purpose WALs) or units/ ML (perpetual category WALs) you wish to allocate to each of the new WALs. If you want more than three WALs, photocopy/ print multiple copies of the blank Section B and F, complete it and attach it to the form.

**D4:** If you have water allocations in your water allocation account for the original WAL, you can specify how you want those water allocations split between the new water allocation accounts for the newly created WALs. You must specify the division as a percentage and the percentages must total 100 percent. To check your water allocation, visit our online Water Accounting System (iWAS). If you do not have an iWAS account, simply call the WaterNSW Customer Service Centre on [1300 662 077](tel:1300662077).

**D5:** Carryover water allocations are limited to those WALs 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.

## Section E: Proposed changes to the new water access licence/s – adding or removing nominated works

Applicants are able to request changes for the new WAL/s to add or remove water supply work/s.

Rules specified in the *Water Management Act 2000*, the relevant water sharing plan for the water source and in the Access Licence Dealing Principles Order 2004 under the *Water Management Act 2000* regulate the changes that are permitted (refer to the *Water Management Act 2000* and regulations listed at [legislation.nsw.gov.au](http://legislation.nsw.gov.au)). Leave blank if not applicable or there is no change proposed.

Only complete this section if you require nominated water supply works to be added or removed from the new WALs requested above in Section D.

**E1-2:** Insert the new water supply work/s approval number/s for the work if not already nominated on the WAL and if this results in a change to the water management area or water source.

**E3-4:** Insert the water supply work/s approval number/s for the work to be removed from the new WALs and if a change to the water management area or water source.

## Section F: Payment of application fee

**F1-3:** Specify how you would like to make the payment. If paying by credit card, please ensure the contact details are completed and we will call you to process the payment. Do not write your credit card details in the application form or on any other written or emailed correspondence to WaterNSW.

## Section G: Declaration of applicant/s

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 H: Declaration of approval holders

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

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.

The nominated contact person is unable to sign unless they are a duly authorised officer for the corporation in accordance with section 127 of the *Corporations Act 2001* (Cth). Where signing is undertaken by a duly authorised officer or delegated officer, a copy of the authorisation for that duly authorised officer is to be attached.

## Privacy statement and offences under the *Water Management Act 2000*

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](http://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.

### Need help?

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

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