

Report monthly licensed water take without telemetry

To satisfy the Water Management (General) Regulation 2025, you must report your water take by the 14th day of the following month. Please submit a separate reading for each meter.



Did you know?

You can save time by reporting online **using our water accounting system, iWAS**. Save the hassle of hardcopy forms and register or login to submit your usage in iWAS today!
Visit waternsw.com.au/iwas

If you do not plan to take water, let us know by submitting the [No-take notice](#) and you will not be required to report usage during that period.

Please note: This form is to only be used by customers who have a meter installed without telemetry. If you are yet to have a meter installed, you are required to use the annual recording form. If you use the [annual recording form](#), this does not negate your responsibility to also comply with your metering requirements.

What you need to do

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 completed form by the 14th day of the following month

- Save time and report online via [iWAS](#)
- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- email a scanned copy to Customer.Helpdesk@waternsw.com.au

Privacy statement

The personal information you provide on this form will be used and protected in accordance with the WaterNSW privacy policy. It is being collected by WaterNSW and will be used for purposes relating to your condition requirement to record and report your licensed water take in line with the applicable monitoring, recording, and reporting Water Management (General) Regulation 2025 clause(s).

WaterNSW will not disclose your personal information to anybody else unless authorised by law. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Monitoring, recording, and reporting conditions applicable to water licences require some personal information in compliance with the relevant legislation and to provide you with our services. If you choose not to provide the requested information in this form, required for compliance with your licence conditions and to provide you with our services, you may not be able to take water as your licence may be suspended or cancelled, and, more generally, you may be in breach of the *Water Management Act 2000*. Further information regarding privacy can be obtained from our website at waternsw.com.au

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.

Section A: Authority holder details

A1 Authority holder name			
A2 Work approval number			
A3 Mobile phone			
A4 Email			
A5 Water access licence number(s) (If you have additional licences attach an extra page) For the water take reported, please indicate the licence(s) and the volume to be debited from each.			
Licence 1		Licence 4	
	ML		ML
Licence 2		Licence 5	
	ML		ML
Licence 3		Licence 6	
	ML		ML
A6 Water type ☐ Regulated surface water ☐ Unregulated surface water ☐ Groundwater			
A7 Meter site ID and extraction site ID (ESID) if known			
A8 Meter brand and type			
A9 Meter serial number			
A10 Name of person recording			
A11 Month and year water taken	A12 Meter reading (start of month)	A13 Meter reading (end of month)	A14 Total volume in ML

Section B: Signature of authority holder



The below must be signed by the authority holder who acknowledges that all information contained in this form is true and accurate.

B1 Signature	B2 Date
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Need help?

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

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