

## Water order application form

In accordance with the *Water Management Act 2000* and *Water Act 1912*.

Application date

### Part 1 Water order type

**New water order**
 **Meter reading only**
 **Amend existing order**
 **Cancel existing order**

If order is to be amended or cancelled, please enter date of when the original order was submitted or confirmation number:

### Part 2 Water access licence details

**Licence number**

e.g. 50AL000001 or 60AL000001 or 70AL000001

**Licence holder name(s)**

### Part 3 Combined approval or works approval details

**Combined or Work approval number**

e.g. 50CA000001 or 60WA000001 or 70WA000001

**Extraction site**

e.g. ESID or meter number or pump description.

### Part 4 Extraction details

**Bulk order** Orders that will **not** vary on a daily basis

**Start date**  /  / 
**Number of days pumping** 
**Volume per day**  ·  ML

Start date **MUST** comply with lag day requirements and cannot exceed a period of one month.

**or Daily order** For orders that vary volume on a daily basis.

Date	ML/day	Date	ML/day
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Part 5 Current meter reading(s)

Date	Pump description	Reading
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Part 6 Authorisation declaration (mandatory)

I am/We are authorised to make this application on behalf of the holder(s) of this licence.

**Name(s)** 
**Signature**

**Email** 
**Phone**

## HOW TO COMPLETE A WATER ORDER APPLICATION FORM

The lodgement of water order application forms is essential for WaterNSW to accurately manage customers' water allocation accounts in accordance with current legislative requirements. It is also important in ensuring that WaterNSW delivers the right amount of water to the right place at the right time for all customers.

Penalties will apply to customers who fail to lodge valid water orders prior to extracting water from regulated streams.

Please take the time to check all required details have been entered and the form is correct.

Customers should supply the following information when completing a water order application form:

### Part 1 Water order type

Please indicate if the water order being lodged is a new order, an amendment to an existing order, the cancellation of an existing order or if you are only submitting a meter reading. Water orders can be amended, with approval, up to the time of extraction. Customers are encouraged to **always** provide updated information if their requirements change. If you are only providing a meter reading please make sure you fill in the details in sections 3 and 5.

### Part 2 Water access licence details

You must enter both the name of the water access licence holder and the water access licence reference number.

Customers are required to correctly identify their licence numbers on the form.

Please make sure the licence number you supply is the correct category of water you wish to extract e.g. general security, high security, stock and domestic etc.

### Part 3 Combined approval or works approval details

You must enter either your combined approval number (e.g. 50CA000001 or 60CA000001) or works approval number (50WA000001 or 60WA000001).

In addition to your approval number, please include the Extraction Site ID (ESID) number or a description of the works site. An approval may include multiple pump sites. An ESID number or description is therefore required to identify the nominated extraction site.

Customers are required to correctly identify their combined/works approval and extraction site details on the form. If you do not know your approval number or ESID number please contact WaterNSW on **1300 662 077**.

### Part 4 Extraction details

**Daily orders** - Use this if you vary your extraction volumes daily.

Enter the date and required volume in megalitres for each day of your order.

**Bulk orders** - Use this if your daily extraction volumes are constant.

The date you wish to start pumping needs to be recorded in the start date field. The start date **must** be in advance of the application date.

The number of days you wish to pump for needs to be recorded and the volume to be pumped each day must also be entered.

### Part 5 Current meter reading(s)

A valid meter reading must be entered.

Please include the date the meter was read and a pump description. A description of the pump is necessary to ensure that usage is recorded against the correct meter.

Customers are encouraged to provide regular meter readings so that water allocation account balances can be kept up to date throughout the season.

In the event of supplementary and uncontrolled flows, meter readings at both the start and finish of the event are required to qualify for this type of extraction.

**No access to supplementary and/or uncontrolled flow water will be granted unless meter readings are supplied at both the start and finish of the event including the provision of an approved water order.**

### Part 6 Authorisation declaration

Water order forms must be signed by either the water access licence holder or an authorised representative.

The application date refers to the date you will submit the water order. Please ensure that your contact details are included so that WaterNSW can contact you if there are any issues regarding the form. In some cases (subject to WaterNSW discretion), incorrect or incomplete water orders will be returned to the customer. Customers will be given a specified period to return the corrected application. Corrected water orders received after this time will not be accepted and the order will not be processed. A new order will then need to be submitted.

### Privacy statement

The personal information you provide in this form is being collected for the purposes of assessing and processing your water order application. Your information will be treated in accordance with the *Privacy and Personal Information Protection Act 1998* and WaterNSW's Privacy Management Plan. Water order information may be shared with other agencies involved in water management functions, such as the NSW Department of Climate Change, Environment & Water and the Natural Resources Access Regulator. WaterNSW will not otherwise disclose your personal information to a third party 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 order. 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/privacy](http://waterNSW.com.au/privacy).

### Submitting water order application forms

Water orders can be emailed to:

[Customer.Helpdesk@waterNSW.com.au](mailto:Customer.Helpdesk@waterNSW.com.au)

Water order application forms can be downloaded from our website at: [waterNSW.com.au/forms](http://waterNSW.com.au/forms)

Please keep a copy of completed form for your record.

For assistance, please call **1300 662 077**.

**Taking of water without submitting a valid water order is an offence.**