

Application - Assign share components between water access licences (71Q)

What you need to do

Please refer to the accompanying [guide](#) and [fact sheet](#) to the Application to assign share components between water access licences under section 71Q 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 to be reduced • current share component • proposed Unit reduction • sale price • if assigning the entire share component • If surrendering water access licence (Surrender a water access licence form is also to be completed)
<input type="checkbox"/>	<p>Section B – Must be fully completed with the following details</p> <ul style="list-style-type: none"> • water access licence to be increased • current share component • proposed Unit increase
<input type="checkbox"/>	<p>Section C – The applicant/s details provided in Sections C and D must be all holders of the access licence which will have their share components reduced/increased. Details – full name/s, address, email address, contact number – must be provided for all applicants.</p>
<input type="checkbox"/>	<p>Section D – If the applicant for section C and D is a corporation, insert the name of the corporation, select the position of the signatory, and ensure the application is signed by the nominated signatory.</p>
<input type="checkbox"/>	<p>Section E – 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 F – Signed by each holder that is having their share reduced and increased. 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>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 – Share component to be reduced

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

A1 Water access licence number	A2 Current share component units
A3 Proposed reduction units	A4 Sale price \$ per unit
<p>A5 Do you propose to assign your entire share component <input type="checkbox"/> *Yes <input type="checkbox"/> No</p> <p>If Yes, you will have a water access licence with a zero share component. You are required to pay a minimum water management charge to the WaterNSW for this licence.</p>	
<p>A6 Do you want to surrender your water access licence at the completion of this share reassignment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes below, complete a Surrender a water access licence application form.</p>	

Section B – Water access licence – Share component to be increased

Complete this section with the details of the water access licence to be credited.

B1 Water access licence number	B2 Current share component units
B3 Proposed increase unit	

Section C: Water access licence holder/s details – Share component to be reduced

List ALL holders of the water access licences which will have its share component reduced below, and all holders must sign the declaration (Section F). See the [guide](#) for further information. If there are more than four holders, photocopy/print additional copies of Section C and F, 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

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 and a copy of your certificate of incorporation)	
c7 Position held (if applicable)		
c8 Name of company representative (if applicable)		
c9 Postal address		
c10 Suburb	c11 State	c12 Postcode

c13 Phone	c14 Mobile phone
c15 Email	
c16 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.	

Additional holder (if applicable)

c1 Title (Mr, Mrs, Ms)	c2 Surname	
c3 Given name(s)		
c4 Postal address		
c5 Suburb	c6 State	c7 Postcode
c8 Phone	c9 Mobile phone	
c10 Email		
c11 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Additional holder (if applicable)

c1 Title (Mr, Mrs, Ms)	c2 Surname	
c3 Given name(s)		
c4 Postal address		
c5 Suburb	c6 State	c7 Postcode
c8 Phone	c9 Mobile phone	
c10 Email		
c11 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Additional holder (if applicable)

c1 Title (Mr, Mrs, Ms)	c2 Surname
c3 Given name(s)	
c4 Postal address	

c5 Suburb	c6 State	c7 Postcode
c8 Phone		c9 Mobile phone
c10 Email		
c11 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Section D: Water access licence holder/s details – Share component to be increased

List ALL holders of the water access licences which will have its share component increased below. All holders must sign the declaration (Section F). See the [guide](#) for further information. If there are more than four holders, photocopy/print additional copies of Section D and F, 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

D1 Title (Mr, Mrs, Ms)	D2 Surname	
D3 Given name(s)		
D4 Company/corporation name (if applicable)		
D5 ACN (if applicable)	D6 ABN (if you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation)	
D7 Position held (if applicable)		
D8 Name of company representative (if applicable)		
D9 Postal address		
D10 Suburb	D11 State	D12 Postcode
D13 Phone		D14 Mobile phone
D15 Email		
D16 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Second applicant (if applicable)

D1 Title (Mr, Mrs, Ms)	D2 Surname
D3 Given name(s)	
D4 Postal address	

D5 Suburb	D6 State	D7 Postcode
D8 Phone		D9 Mobile phone
D10 Email		
D11 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Additional holder (if applicable)

D1 Title (Mr, Mrs, Ms)	D2 Surname	
D3 Given name(s)		
D4 Postal address		
D5 Suburb	D6 State	D7 Postcode
D8 Phone		D9 Mobile phone
D10 Email		
D11 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Additional holder (if applicable)

D1 Title (Mr, Mrs, Ms)	D2 Surname	
D3 Given name(s)		
D4 Postal address		
D5 Suburb	D6 State	D7 Postcode
D8 Phone		D9 Mobile phone
D10 Email		
D11 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Section E: 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.

E1 Title (Mr, Mrs, Ms)		E2 Surname	
E3 Given name(s)			
E4 Company/corporation name (if applicable)			
E5 ACN (if applicable)		E6 ABN (if you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation)	
E7 Position held (if applicable)			
E8 Name of company representative (if applicable)			
E9 Postal address			
E10 Suburb		E11 State	E12 Postcode
E13 Phone		E14 Mobile phone	
E15 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 F: Declaration of applicant/s



- Each applicant should sign Section F.
- If there are more than two applicants, photocopy/print multiple copies of the entire form after Sections A to E have been completed (before anyone signs Section F).

Section F must be fully completed and signed by each holder that is having their share reduced and increased. 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](#) to the Application to assign share components between water access licences 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 assign individual daily extract components between water access licences 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 holder/s of water access licence which will have its share component reduced - made by individuals.

I/ We have read and understand the accompanying [guide](#) and [fact sheet](#) relating to assigning share components between water access licences.

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.

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

For holder/s of water access licence which will have its share component increased - made by individuals

I/We have read and understand the accompanying [guide](#) and [fact sheet](#) relating to assigning share components between water access licences.

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.

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

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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