

Application - Sub-divide or sub-divide and change nominated works for a water access licence 71P(1a)

Please refer to the accompanying [guide](#) and [fact sheet](#) to the Application to sub-divide a water access licence under section 71P(1)(a) and to make changes under section 71W of the *Water Management Act 2000* (WMA). For changes to sections 71O, 71R and 71S refer to the Application to change a water access licence.

If you wish to schedule a meeting, go to waternsw.com.au/licensing and complete the **pre-application meeting form** for your area.

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 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

Checklist

Please ensure:

☐	Section A: Must be fully completed with the following details • water access licence numbers • current share component units/ML • extraction component (times/ rates/ circumstances from aquifer/river, etc., and Water Management Zone (WMZ) Note: only one transaction is permitted in addition to subdivide in accordance with the Land Registry Service limitations.
☐	Section B: The applicant/s details provided in Section B must be all holders of the access licence. Details: Registered name on the access license, address, email address, contact number – must be provided for all applicants.
☐	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.
☐	Section D: Must be completed with the details of the sub-division of the water access licence. Note: Carryover water allocation are limited to those water access licences 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: May be completed for the sub-divided water access licence to add or remove nominated water supply work/s.
☐	Section F: 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.
☐	Section G: Is to be completed if adding a nominated water supply works in Section E if each of the holders of the nominated approval are also not a holder of the water access licence listed in Section A.
☐	That this application form is scanned once signed by all applicants and posted to: • WaterNSW PO Box 398, Parramatta, NSW 2124 • or emailed to Customer.Helpdesk@waternsw.com.au Please note that electronically submitted applications must copy in the email addresses of all applicants.
☐	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.

Section A: Water access licence to be sub-divided

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

A1 Water access licence number	A2 Current share component units/ML
A3 Extraction component (times/rates/circumstances; from aquifer/river etc and WMZ)	

Section B: Water access licence holder/s details

List ALL registered names on the access license for holders of the water access licence which is to be sub-divided, and all holders must sign the declaration (Section G). See the [guide](#) for further information. If there are more than four holders, photocopy/print additional copies of Sections B and G, complete and attach to this form.

Please note that applications submitted via email must include the email addresses of all listed applicants. If partners share an email, duplicate the email address, if necessary.

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 Name of company representative (if applicable)		
B9 Postal address		
B10 Suburb	B11 State	B12 Postcode
B13 Phone		B14 Mobile phone
B15 Email		
B16 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 Name of company representative (if applicable)		

B9 Postal address		
B10 Suburb	B11 State	B12 Postcode
B13 Phone		B14 Mobile phone
B15 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 Name of company representative (if applicable)		
B9 Postal address		
B10 Suburb	B11 State	B12 Postcode
B13 Phone		B14 Mobile phone
B15 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 Name of company representative (if applicable)		
B9 Postal address		
B10 Suburb	B11 State	B12 Postcode
B13 Phone		B14 Mobile phone
B15 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 holders, and they are to be considered the nominated contact, their details must be provided below.

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 Address			
c9 Suburb	c10 State		c11 Postcode
c12 Phone		c13 Mobile phone	
c14 Email			
c15 ☐ I am authorised to be the single contact on behalf of all applicants.			

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

Carryover water allocations are limited to those water access licences 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.

Complete this section with the details of the sub-division of the water access licence. If water access licences are to be split unevenly across more than three water access licences, photocopy/print additional copies of Section D, complete it and attach it to this form.

Complete only one of the sections below i.e., divided evenly or divided unevenly.

Water access licence and account water divided evenly

D1 Divide the water access licence evenly across a number of new water access licences? ☐ Yes ☐ No
D2 Number of new water access licences

Water access licence divided unevenly

(Completion of D3, D4 and D5 is **mandatory** for each new water access licence)

Division of water access licence	New water access licence 1	New water access licence 2	New water access licence 3
D3 Share components (units/ML)			
Division of water access licence	New water access licence 1	New water access licence 2	New water access licence 3
D4 Current water allocation balance (%) *This is a mandatory field			
D5 Carryover water allocation (limited to water access licences in water sources with water allocation accounts with separate accounting for allocations and carryover (applies to some regulated rivers only)). Specify the division as a percentage.			

Any new water access licences issued will be of the same category and will specify the same water source and water management area; extraction component and nominated works as the cancelled water access licence. To make changes to these components please complete Section E.

Section E: Proposed changes to the new water access licence(s) – Adding or removing nominated works

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

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

If there are changes required to more than 3 new water access licences, photocopy/print additional copies of Section E, complete it, and attach it to this form.

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

Insert the number of the water supply work approvals for the water supply work to be added to each new water access licence. For approvals with more than one water supply work, you will be adding all water supply works listed on the approval.

E1 Same water management area/water source		
New water access licence 1	New water access licence 2	New water access licence 3
1	1	1
2	2	2
E2 Different water management area/water source		
New water access licence 1	New water access licence 2	New water access licence 3
1	1	1
2	2	2

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

Insert the number of the water supply work approvals 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.

E3 Same water management area/water source		
New water access licence 1	New water access licence 2	New water access licence 3
1	1	1
2	2	2
E4 Different water management area/water source		
New water access licence 1	New water access licence 2	New water access licence 3
1	1	1
2	2	2

Section F: Payment of application fee

F1 Specify method of payment for application fee

☐ Credit card ☐ Cheque ☐ Money order

(If you select credit card, WaterNSW will contact you on the number below to arrange payment. Please do not provide your credit card details here.)

Contact for payment

F2 Contact name

F3 Contact number

Section G: Declaration of applicant(s)

Section G must be fully completed and signed by each holder of the water access licence that is being subdivided or other 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 the sub-division and changing a nominated works for the 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 subdivide or subdivide and change the water access licence as described in this application that this application.
2. 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 sub-dividing and adding/removing a nominated water supply work to 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)(if a company) or by its duly authorised officer (for other types of corporations):

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)	☐ company director ☐ duly authorised officer	☐ sole director ☐ company secretary
Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	☐ company director ☐ duly authorised officer	☐ sole director ☐ company secretary
Name of signatory	Signature	Date

Section H: Declaration of NSW approval holder(s)



- 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 water access licence listed in section A.
- If completing, Section H must be fully completed and signed by each holder of the water supply work approval specified in Section E.
- 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 E and consent to the works being 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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I/We have read and understand the accompanying [guide](#) and [fact sheet](#) relating to sub-dividing and adding/removing a nominated water supply work to 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)(if a company) or by its duly authorised officer (for other types of corporations):

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)	☐ company director ☐ sole director ☐ duly authorised officer ☐ company secretary	
Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	☐ company director ☐ sole director ☐ duly authorised officer ☐ 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**, Monday to Friday from 8am to 5pm or email Customer.Helpdesk@waternsw.com.au

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