

Record monthly basic landholder rights (BLR) water usage taken through a licensed work

To comply with the Water Management (General) Regulation 2025, you must record your monthly basic landholder rights (BLR) usage using this form and report it to us by the 14th day of the following month even if you did not take any water for BLR.

Please complete a separate reading for each meter. If you do not plan to take any further water for BLR this water year (30 June - 1 July), complete the [No-take notice](#) and the requirement to report your BLR usage will be removed until the end of the water year.



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

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

Section A: Authority holder details

A1	Work approval holder
A2	Mobile phone
A3	Email
A4	Work approval number e.g. 50CA000001
A5	Water type e.g. Regulated, unregulated or groundwater
A6	Water access licence number e.g. 50AL000001
A7	Meter site ID and extraction site ID (ESID)
A8	Meter brand and type (if applicable)
A9	Meter serial number (if applicable)

Section B: Record monthly BLR water usage taken through a licensed work

B1 Month	B2 Year
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Complete this page for each month of the year. If you have not taken any water for BLR, mark zero for total volume. You must **report** this information to us by the 14th day of the following month. The easiest way to do this is by using [iWAS](#) or our [online reporting form](#), alternatively you can submit a completed form to us.

You must keep a copy for your records for up to five years and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Date water taken	Name of person recording	Start time when water taken	End time when water taken	Start meter reading	End meter reading	Total volume in ML taken under BLR
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
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28						
29						
30						
31						

Record total volume taken in ML, even if zero water has been taken for the month: **ML**

Section C: Signature of authority holder

Signature	Date
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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.

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

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