

Record monthly water take where no telemetry is required and confirm that cease to take conditions do not apply

To comply with the Water Management (General) Regulation 2025, this form is to be completed by all water users whose work(s) don't require telemetry to record monthly licensed and basic landholder rights (BLR) water taken by a licensed work, and to confirm that cease to take conditions do not apply. You are required to record your usage even when it is zero.

Please complete separate forms for each work approval.

Keeping records to satisfy recording condition

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.

To satisfy your recording conditions, pages 2-4 need to be completed as per the instructions on each page but do not need to be returned 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.

If you have any questions, contact our Customer Service Centre on [1300 662 077](tel:1300662077).

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: Record monthly licensed water take through the year

A1 Month	A2 Year
A3 Work approval number	

Complete this page for each month of the year. You do not need to return it to us, but 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 ML of licensed water taken
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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25						
26						
27						
28						
29						
30						
31						
Record total volume taken in ML, even if zero water has been taken for the month:						ML

Section B: Record monthly water take for basic landholder rights (BLR)

B1 Month	B2 Year
B3 Work approval number	

Complete this page for each month of the year. If you have not taken any water for BLR, mark zero for total volume. You do not need to return it to us, but 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 ML of BLR water taken
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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31						

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

ML

Section C: Record that cease to take conditions do not apply

Use this form if you have a cease to take condition on your approval or access licence to confirm that cease to take conditions **do not apply** and water may be taken.

Complete this form each time before you take water. You do not need to return it to us, but 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.

Not sure if a cease to take condition applies? Check your work approval to view your details and conditions on the [NSW Public Water Register](#).

c1 Date water taken
c2 Time of confirmation
c3 Do you confirm that cease to take conditions <u>do not apply</u> and water may be taken? ☐ Yes ☐ No
c4 Method of confirmation e.g. visual observation at location of take or add flow rate or water level. If possible, keep records of supporting documentation e.g. photos or screenshots of website.
c5 Record confirmation of any other specified matters before water is taken if required by the conditions on your approval or access licence

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