

Application to surrender a water access licence

This is an application for minister's approval to surrender a Water Access Licence (WAL) under section 77 of the *Water Management Act 2000*.

Applicants should be aware that an application may be refused if the associated work is still capable of taking water from a water source or water is still being taken, there is a registered security interest or caveat on the WAL title, or there are outstanding fees owing on the licence.

If the application is approved, the WAL will be surrendered. Should you wish to obtain a water access licence in the future, you will need to lodge a new application, pay the applicable fee, undergo a full assessment under the *Water Management Act 2000*, and purchase water allocation on the water market (if applicable).

Once your application is received, our Licensing team will assess it in accordance with the *Water Management Act 2000*, the Water Management (General) Regulation 2025, and the relevant water sharing plan rules to confirm that the licence can be surrendered. You will then receive a surrender quote valid until the surrender date specified on your application form. This quote will outline all charges accrued on your WAL from the start of the financial year to the surrender date (as fees are charged in arrears), including any unpaid fees from previous years.

What you need to do

Before filling in this form, applicants are advised to read the [guide](#) for an application to surrender a water access licence, which provides step-by-step instructions for each section.

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

- email a scanned copy to Customer.Helpdesk@waternsw.com.au, or
- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**

* If sending the application electronically, please also post the original water access licence certificate to WaterNSW PO Box 398, Parramatta NSW 2124 (preferably by registered mail).

If there is not enough space on the form, please attach additional pages to the back of the form.

Application fee

The [Surrender water access licence non-complex](#) or [surrender water access licence complex](#) fee is payable for each licence. 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.

Section A: Water access licence to be surrendered

Complete this section with the details of the water access licence to be surrendered and the date of surrender. The surrender date will need to be a future date of a minimum of 3 weeks to meet processing times.

Water access licence

A1 Water access licence number	A2 Date to be surrendered
A3 Is the water access licence certificate attached to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, provide an explanation of why it cannot be provided and follow the below instructions to provide a Title Search.	
A4 If a water access licence Title Search is required, is it attached to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
A5 Are there any security interests and/or caveats registered on the water access licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you are required to provide documentary evidence of the interest holder/s consent to the surrender of the water access licence otherwise you will need to discharge before submitting the application.	
<p>Note: If the water access licence certificate is not provided with this application, please complete the water access licence Title Search and attach to this application upon submission. This will need to be completed within the last 30 days. If the water access licence Title Search is outside of the 30 days, WaterNSW can request a new water access licence Title Search which may impact processing times.</p>	

Section B: Water access licence holder/s details

List **ALL** holders of the water access licence, which is to be surrendered, and **all holders** must sign the declaration (Section E). See the guide for further information. If there are more than four holders, photocopy/print additional copies of Section B, complete it and attach to this form.

Please note that applications submitted via email **must** include the email addresses of all water access licence holders.

Holder

B1 Title (Mr, Mrs, Ms)	B2 Surname
B3 Full legal name/s (including middle 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 <i>(if applicable)</i>		
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 Full legal name/s <i>(including middle name/s)</i>		
B4 Company/corporation name <i>(if applicable)</i>		
B5 ACN <i>(if applicable)</i>	B6 ABN <i>(If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)</i>	
B7 Position held <i>(if applicable)</i>		
B8 Name of company representative <i>(if applicable)</i>		
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 Full legal name/s <i>(including middle name/s)</i>		
B4 Company/corporation name <i>(if applicable)</i>		
B5 ACN <i>(if applicable)</i>	B6 ABN <i>(If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)</i>	
B7 Position held <i>(if applicable)</i>		
B8 Name of company representative <i>(if applicable)</i>		
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 Full legal name/s (including middle 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 there are more than four holders, specify total number of holders and please provide these details on an additional page and attach it to this form.			

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 nominated contact person.

If a third party 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 Full legal name/s (including middle 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 Postal address			
c9 Suburb		c10 State	c11 Postcode
c12 Phone		c13 Mobile phone	
c14 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 a surrender (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 issued in relation to your application will be sent to all applicants.

Section D: Nominated water supply work approval

Provide details below of any water supply work approval attached to this water access licence. If there is a nominated water supply work approval and you wish to continue to take water using this water supply work approval, another water access licence will need to be nominated. To nominate a new water access licence, use the form - [Application to apply and change a water access licence](#).

Nominated water supply work approval

Water supply work/s approval number/s

If the water supply work approval is no longer required, this can be surrendered using the form - [Application to surrender a water supply work approval](#). This could also include decommissioning works. Please note, this form (Application to surrender a water access licence) does not automatically surrender the water supply work approval. If you're unsure, please book a [pre-application meeting](#) or call us to discuss.

Section E: Declaration of applicant/s



Section E must be fully completed and signed by each holder of the water access licence that is being surrendered. 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](#) for surrendering 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 apply to surrender the water access licence 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.
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.

I/We, the undersigned, apply for an approval described above for the nature and purpose specified in the application.

I/We state that the information provided for the purpose of this application is accurate and true.

For applications made by individuals

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). Where signing is undertaken by a duly authorised officer, please attach the authorisation for that duly authorised officer to this application form. I/ We have read and understand the accompanying guide relating to surrender a water access licence.

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)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> 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.

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.

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

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 to 5pm or email Customer.Helpdesk@waternsw.com.au

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