

## Application for a new specific purpose water access licence (SPAL)

This is an application for minister's approval for a new specific purpose water access licence (SPAL) under section 61(1)(a) of the *Water Management Act 2000*.

There are only certain circumstances on where an access licence can be issued for a specific purpose, these are declared in the [Water Management \(General\) Regulation 2018](#) under section 5.

A SPAL specifies the purpose it can be used for and may limit the operation of the SPAL to a particular location where it can be used. A SPAL will be cancelled if the purpose for which it was granted no longer exists.

### What you need to do

Applicants are advised to read the instructions carefully before filling in this form. Step-by-step instructions on each section are included in the [guide](#) to the "Application for a new specific purpose water access licence (SPAL)".

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](mailto: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

The [specific purpose - NO groundwater assessment required](#) is payable for each SPAL. If a groundwater assessment is required the [specific purpose - groundwater assessment required](#) is payable for each SPAL. 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 their water licensing enquiries.

## Section A: Applicant details



List all applicants – photocopy and attach extra pages if more than two applicants.

### First applicant

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Given name(s)			
A4 Company/corporation name (if applicable)			
A5 ACN (if applicable)		A6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A7 Position held (if applicable)			
A8 Name of company representative (if applicable)			
A9 Postal address			
A10 Suburb		A11 State	A12 Postcode
A13 Phone		A14 Mobile phone	
A15 Email			

### Second applicant (if applicable)

A16 Title (Mr, Mrs, Ms)		A17 Surname	
A18 Given name(s)			
A19 Postal address			
A20 Suburb		A21 State	A22 Postcode
A23 Phone		A24 Mobile phone	
A25 Email			
A26 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.			
A27 Have extra copies of this page been attached? <input type="checkbox"/> No <input type="checkbox"/> Yes – specify number			

## Section B: Authorised contact person

The person specified below is authorised to amend this application, clarify information in this application, or provide additional information to WaterNSW in relation to this application on behalf of all applicants.

Nominating an authorised contact person is optional. However, if no contact person is authorised and WaterNSW requires further information in connection with this application, delays may occur as all the applicants may be required to approve the additional or varied information.

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 Postal address		
B9 Suburb	B10 State	B11 Postcode
B12 Country		
B13 Phone	B14 Mobile phone	
B15 Email		

### Section C: Payment of application fee

c1 Specify method of payment for application fee <input type="checkbox"/> Credit card <input type="checkbox"/> Cheque <input type="checkbox"/> 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.)
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### Contact for payment

c2 Contact name
c3 Contact number

### Section D: Ownership of the SPAL

Tick the appropriate box to describe the tenancy of applicants listed in Section A.

D1 Licence to be held by:	<input type="checkbox"/> Sole holder	<input type="checkbox"/> Joint tenants	<input type="checkbox"/> Tenants in common*
D2 *If the water access licence (WAL) is held by tenants in common, specify details:			
Name	to hold	fraction of licence	
Name	to hold	fraction of licence	
Name	to hold	fraction of licence	
Name	to hold	fraction of licence	

### Section E: Details required for the SPAL

Specify where you wish to extract water.

E1 Water sharing plan
E2 Water source
E3 Zone (if applicable)


E4 Specify the proposed category (sub-category) of the WAL

E5 Category (sub-category)

E6 Provide details of the purpose for which the SPAL is sought

E7 Estimate how much water you need for **domestic use only**  
*The following table can help estimate the volume of water required for your annual, domestic water needs for use on your property. The annual water needs for a property will vary depending on where it is located, the number of people dependent on the supply, and the size of the domestic garden.*

<b>Domestic water</b>	<b>Description</b>	<b>(1) m<sup>3</sup>/person/yr or area</b>	<b>(2) Persons/area</b>	<b>(1) x (2) Sub total m<sup>3</sup></b>
Household	House - without septic	51		
	House - with septic	64		
	Septic only	13		
<b>Domestic water</b>	<b>Description</b>	<b>(1) m<sup>3</sup>/unit</b>	<b>(2) # of units</b>	<b>(1) x (2) Sub total m<sup>3</sup></b>
House garden  For each 1000 m <sup>2</sup> or 0.1 ha	Coastal/tablelands	200		
	Slopes	400		
	Plains	600		
	Western	800		
Total net annual amount				m <sup>3</sup>

 To convert net annual water requirements into megalitres use the following equation:  
 \_\_\_\_\_ m<sup>3</sup> ÷ divided by 1,000 = \_\_\_\_\_ **Megalitres (ML)**

E8 Volume of water applied for \_\_\_\_\_ megalitres per year

E9 Provide details of how the volume applied for has been calculated – if not for domestic usage
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E10 Provide details of where the water is to be used:  
(If necessary, photocopy/print extra pages and attach).

Lot	DP


**Section F: Nominated works**

It is an offence to take water otherwise than by means of nominated water supply work. Provide details of the water supply work approval number for all water supply works that are to be nominated on the new SPAL, as work/s by means of which water credited to the WAL may be taken. You are nominating all water supply works listed on an approval/s entered below

F1 Approval no: 1	Approval no: 2
Or	
F2 Water supply work approval (application number)	

The consent of each approval holder (F1) must be attached if those persons are not applicants for the new SPAL. See the declaration of approval holder/s below.

**Section G: Declaration of the SPAL holder/s**

 Photocopy and attach extra pages if more than two applicants.

- I/We, the undersigned applicants, acknowledge and agree:
- a) that I/we apply for a water access licence as described in this application
  - b) 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

- c) 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, lost, 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
- d) that all information contained in this application is accurate, true and complete and that the state will rely on such information
- e) 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
- f) that details about any water access licence arising out of this application will be recorded in the publicly available Water Access Licence Register pursuant to the *Water Management Act 2000*.

**For applications made by individuals**

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)	<input type="checkbox"/> company director	<input type="checkbox"/> sole director
	<input type="checkbox"/> duly authorised officer	<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"/> sole director
	<input type="checkbox"/> duly authorised officer	<input type="checkbox"/> company secretary
Name of signatory	Signature	Date

## Section H: Declaration of approval holder/s



Photocopy and attach extra pages if there are more than one approval and/or more than two approvals holders.

I/We, the undersigned applicants, acknowledge and agree:

- that I/we are the holder/s of the approval referred to at H1 below, or I/we are applicants for the approval application listed at H2 below
- that I/we consent to the water supply work/s listed on the approval being nominated as application may be taken
- that all information contained in this application relating to the approval/s is accurate, true and complete and that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State') will rely on such information
- 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
- that details about the approval may be recorded in the publicly available Water Access Licence Register, pursuant to the *Water Management Act 2000*.

H1 Approval number
Or
H2 Water supply work approval (application number)

### For applications made by individuals

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)	<input type="checkbox"/> company director	<input type="checkbox"/> sole director
	<input type="checkbox"/> duly authorised officer	<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"/> sole director
	<input type="checkbox"/> duly authorised officer	<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.

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](http://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 between 8am-5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

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