

# Application for a new water access licence with a zero-share component

## How to guide

This guide will assist you in completing an application for a new water access licence with a zero share component. Please visit our website for more information on water access licences.

Complete the [Application for a new water access licence with a zero-share component](#) form for a new water access licence (WAL) with a zero-share component, under section 61(1)(b) of the *Water Management Act 2000*.

The form has several sections, in each section are questions which are identified by a number on the left-hand side of the form (for example, A1 is question 1 in section A). If you require further assistance, we encourage customers to book an appointment with us. Visit our website to [book a meeting](#) or contact [1300 662 077](tel:1300662077) to speak with a WaterNSW team member.

### Completing your application

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.

Applicants are advised to read the instructions carefully before filling in the application form. The completed form must be signed by all approval holders.

Ensure you provide all the information requested in this application form. If your application form is incomplete it will not be accepted. WaterNSW may contact you to request further information in relation to your application.

### Submit your application form

- Email the scanned copy to [Customer.Helpdesk@waterNSW.com.au](mailto:Customer.Helpdesk@waterNSW.com.au), and a reply will be emailed to you informing you that your email has been received and forwarded to the relevant WaterNSW Assessments and Approvals team member.
- Post to **WaterNSW, PO Box 398, Parramatta NSW 2124**.

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

### Application fee

Information regarding fees are available on [our website](#). Application fees are exempt from GST and can be paid after you have submitted your application by:

- Providing your credit card details by calling our Customer Service Centre at [1300 662 077](tel:1300662077).
- Enclosing a cheque or money order when posting the application form.

**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. You will receive an acknowledgement letter providing an application reference number and a receipt for the application fee.

## Section A: Applicant details

In this section, provide the details of the applicant/s that will appear on the water access licence.

**A1-4** The name can be a person's name or the name of a legal entity, such as a company or corporation. Trading names are not permitted.

**A5-6** Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no CAN.

**A7** Insert the position of the person/s who is making the application for and on behalf of the company or corporation.

If the applicant is a company, this would be either a company director or company secretary. If the applicant is a corporation, this would be the duly authorised officer.

**A8-12** Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

**A13-15** Insert the contact details for the applicant.

There can be more than one holder of a water access licence. The form makes provision for two applicants to apply. If there are more than two applicants, photocopy/print multiple copies of the blank Section A, complete it and attach it to the form. Please specify if extra copies are provided with your application.

## Section B: Authorised contact person

This section is optional.

**B1-13** Insert the name and contact details of the authorised contact person. This will assist WaterNSW if it needs to contact someone to discuss the details of the application. If this section has not been completed, we will assume the first applicant on the form is the authorised contact person and contact that person, if necessary, prior to the determination of the application.

## Section C: Water access licence tenancy

Provide the tenancy details of the applicant/s.

## Section D: Water access licence details

**D1-D3** Specify the water source where you wish to extract water and category of the WAL.

## Section E: Nominated works

This section is optional. Provide the approval number or application number for all water supply works that are to be nominated on the new WAL

## Section F: Declaration

Each applicant must provide their name, sign the completed form and write the date when it was signed. If the applicant is a company, the application is to be signed for and on behalf of the applicant by two persons in accordance with section 127 of the *Corporations Act 2001* (Cth). Select the position of the signatories which can be a company director or company secretary.

If the applicant is a corporation, insert the name of the corporation, select the position of the signatory, and ensure the application is signed by the duly authorised officer.

## Section G: Declaration of approval holder/s

This section should only be completed if each holder of an approval listed in Section E, or if each person listed on an approval application listed in Section E, is not listed as an applicant in this application. If this does not apply, insert 'N/A' (not applicable) in field **G1**.

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

## Privacy Statement and offences and penalties

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the [WaterNSW Privacy Policy](#).

It is an offence under Clause 344 of the *Water Management Act 2000* to provide false or misleading information with any application.

### 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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