

Change a water access licence (710, 71R, 71S, 71W)

How-to guide

This guide will assist you in completing an application to make changes to water access licences.

When applying to change a water access licence the fact sheet provides essential information specific to this application. You must read this information prior to completing the application form.

The guide will then assist you to complete the application.

The application 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, B4 is question 4 in section B). The information provided in the guide corresponds to these references in the application form.

Ensure that you provide all the information requested in this application form. If your application form is incomplete, it may not be accepted.

WaterNSW may contact you to request further information in relation to your application.

How to complete the application form

You can complete the [application form](#) digitally and print the completed form to be signed by each applicant. You can also print the application form and fill it out by hand in capital letters with a black or blue pen.

The completed application form must be signed by all holders of the water access licence that is being changed.

How to pay application fees

Information on fees is available on our [website](#). You can select to pay by credit card on the form – WaterNSW will contact you for credit card details. You can also pay the application fee by enclosing a cheque or money order made out to WaterNSW when posting the hard copy application form.

Application fees are exempt from GST.

How to submit the completed and signed application form

This completed application form can be

- posted to **WaterNSW PO box 398, Parramatta, NSW 2124** or
- scanned and emailed to Customer.Helpdesk@waternsw.com.au

Section A: Water access licence to be changed

A1: Enter the number of the water access licence that is being changed. The number of the water access licence is found in the top righthand corner of the access licence certificate or at the top of the access licence statement of conditions. It is a number preceded by the letters WAL.

A2: Insert the current share component of the water access licence. The share component is expressed in units or ML.

Section B: Water access licence holder/s details

In this section provide the details of the registered holder/s that appear on the water access licence and must sign the application form.

B1-4: The name can be a person's name or the name of a legal entity, such as a company or corporation, that is the holder of the water access licence to which the application relates.

B5-6: Insert the Australian Company Number (ACN) if the application is for a company or Australian Business Number (ABN) if there is no ACN.

B7: Insert the position of the person/s who is/are 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.

B8-11: Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

B12-14: Insert the contact details for the applicant.

B15: Insert the total number of licence holders listed on the water access licence (include all licence holders listed on copies of the form).

There can be more than one holder of water access licence. The form makes provision for four holders. If there are more than four holders photocopy/print multiple copies of the blank Section B, complete it and attach it to the form.

Section C: Nominated contact person

C1-14: Insert the name and contact details of the nominated contact person. This will assist WaterNSW if we need to contact someone to discuss the details of the application. If this section has not been completed, we will assume the first holder on the form is the nominated contact person and contact that person, if necessary, prior to the determination of the application. 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.

Section D: Proposed changes to the water access licence/s

Applicants can request changes for the water access licence to add or remove water supply work/s, change the category, amend the water source or water management area or amend the extraction component.

Rules specified in the *Water Management Act 2000* (WMA), the relevant water sharing plan for the water source and in the *Access Licence Dealing Principles Order 2004* under the WMA 2000 regulate the changes that are permitted (refer to the WMA 2000 and [regulations](#)).

Only complete the relevant sections for the type of change/s being applied for.

D1-2: Insert the new water supply work/s approval number/s for the work/s if not already nominated on the water access licence and if this results in a change to the water management area or water source.

D3-4: Insert the water supply work/s approval number/s for the work/s to be removed from the new water access licence and if a change to the water management area or water source.

D5-6: Complete if you are requesting to cancel the water access licence specified in Section A and to grant a new water access licence in a different category or subcategory.

D7: Complete if you are requesting to cancel an existing water access licence and request a share component in a different water source/ water management area for the water access licence.

D8-9: Complete if you are requesting to change the extraction components of the water access licence including times, rates, circumstance, areas, or locations.

Section E: Declaration of applicant/s

Each holder must provide their name, sign the completed form and write the date when it was signed.

If the applicant is a company, the application may be signed:

- by two company directors, a director and a company secretary, or a sole director/secretary; or
- by a duly authorised officer.

If the applicant is a company, insert the name of the company, select the position of the signatory, and ensure the application is signed by the relevant signatory or signatories.

Section F: Declaration of approval holders

Section F only needs to be completed if a water supply work approval is being added in Section D under section 71W and each holder of the approval listed is not also a holder of the water access licence listed in section A.

If required to complete, each holder must provide their name, sign the completed form and write the date when it was signed.

If the applicant is a company, the application may be signed:

- by two company directors, a director and a company secretary, or a sole director/secretary, or
- by a duly authorised officer.

If the applicant is a company, insert the name of the company, select the position of the signatory, and ensure the application is signed by the relevant signatory or signatories.

Section G & H: Privacy statement and offences under the WMA

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 section 344 of the WMA to provide false or misleading information with any application.

Need help?

If you need more information, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday between 8am-5pm or email Customer.Helpdesk@waternsw.com.au

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