

Water access licence (WAL) Title/Certificate release

What you need to do

Before filling in this form, applicants are advised to carefully read the explanatory notes at the end of this document.

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.

Ensure that you fully complete the form as all the information is necessary to verify and process your application – it may be rejected if all the information is not available for the assessment

Submit your application form

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

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

Fees

There are no WaterNSW fees for this service.

Section A: Licence

Please complete a separate form for each water access licence (WAL)

Water access licence

Section B: Nominated contact

Title (Mr, Mrs, Ms)		Surname		
Given name(s)				
Corporation name (if applicable)				
Address				
Suburb		State	Postcode	Country
Phone		Mobile phone		
Email				

Section C: Declaration

Photocopy and attach extra pages if more than four holders. Please note that it is an offence to provide misleading or incorrect information.

It is a requirement that all holders, including security interest holders, of the water access licence agree to the release of this certificate to the person nominated in Section B. All holders, including security interest holders are required to sign this form.

I/We, the undersigned, seek release of the WAL Certificate as the holder(s) or secured interest holders of the water access licence specified in Section A of this form.

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

For WALs held or co-held by individuals

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

For WALs held or co-held by corporations

Name of corporation		
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
Name of corporation		
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

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.

Explanatory notes

To assist licence holders, WaterNSW has developed a water access licence (WAL) Title/Certificate release application that is designed to initiate the release of WAL Certificates in instances where the licence holder wishes to undertake certain transactions, or dealings. This process only applies to licences where water sharing plans have already commenced. If you wish to obtain your WAL Title/Certificate, you will need to fill in this form. If you are not planning to sell, mortgage, or otherwise deal in your WAL, there is no need for the immediate issue of a WAL Title/Certificate. This will not affect your right to hold the WAL or to take water.

On receipt of an application to release a WAL Title/Certificate, an officer from WaterNSW will assess the application to determine whether additional information is required. In this event, this officer will contact the applicant. Further information may include finalising the Licence Verification process or resolving third party, secured interests, in the WAL.

Section A: Licence

The WAL number used for licences under the *Water Management Act 2000*. If you cannot locate this number, please contact us.

Section B: Contact details

These are the contact details of either the applicant or the applicant's representative. If a corporation is applying to release the WAL Title/Certificate under the *Water Management Act 2000*, you should fill in the details of the contact person to whom all correspondence will be sent. If more than one person is a coholder of the WAL, nominate a single contact person and specify their contact details.

IMPORTANT: The address provided in this section will also be the recipient address for the WAL Certificate.

Section C: Declaration

Please ensure you understand your legal obligations before signing this document. If you require assistance, please contact WaterNSW.

- Each of the water access licence holders must fill in their name, followed by a signature and the date of signing.
- If the applicant is a corporation, insert the name of the corporation and the title or position of the corporation's signatory or representative.
- Insert the name of the corporation's signatory or representative.
- An independent witness is required to sign this section in order to verify that the position stated, is the position held by the signatory.

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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