

No-take notice (Licensed and/or basic landholder rights water)

To help water users meet their obligations under Clause 244 (2C) and/or 244A (3) of the *Water Management Regulation (General) 2018*, you must submit this form to let us know that you do not intend to take water through a licensed work, for a specified period during the water year (July to June). This will remove your requirement to report every month.



This form, once completed and submitted, is **valid for up to six months** only or until the end of the water year (30 June), whichever date comes first. You will need to submit an additional form after this expiry date if you wish to continue to pause your licensed and/or basic landholder rights (BLR) water take.

If you later decide to take water during this period, you must tell us and will need to report your usage each month until the end of the water year, even when the take is zero.

What you need to do

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**

Privacy statement

The personal information you provide on this form will be used and protected in accordance with the WaterNSW privacy policy. It is being collected by WaterNSW and will be used for purposes relating to your condition requirement to record and report your licensed water take in line with the applicable monitoring, recording, and reporting Water Management (General) Regulation 2018 clause(s).

WaterNSW will not disclose your personal information to anybody else unless authorised by law. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Monitoring, recording, and reporting conditions applicable to water licences require some personal information in compliance with the relevant legislation and to provide you with our services. If you choose not to provide the requested information in this form, required for compliance with your licence conditions and to provide you with our services, you may not be able to take water as your licence may be suspended or cancelled, and, more generally, you may be in breach of the *Water Management Act 2000*. 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.

Section A: Time period that you will not take water



This form, once completed and submitted, is **valid for up to six months** only or until the end of the water year (30 June), whichever date comes first. You will need to submit an additional form after this expiry date if you wish to continue to pause your licensed and/or BLR water take.

If you later decide to take water during this period, you must tell us and will need to report your usage each month until the end of the water year, even when the take is zero.

Please note: Usage must be submitted in megalitres. If you need assistance in converting different commonly used units of measurement to megalitres, please use the converter tool on our [website](#).

Time period that you will not take **licensed water**

A1 Starting month and year
A2 Ending month and year

Time period that you will not take **basic landholder rights (BLR) water**

A3 Starting month and year
A4 Ending month and year

Section B: Authority holder details

B1 Authority holder name
B2 Mobile phone
B3 Email
B4 Work approval number e.g. 50CA000001
B5 Water access licence number e.g. 50AL000001
B6 Meter site ID and extraction site ID (ESID)
B7 Water type e.g. Regulated, unregulated or groundwater

Section C: Signature of authority holder



The below must be signed by the authority holder who acknowledges that all information contained in this form is true and accurate.

Signature	Date
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Need help?

If you need further assistance, 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