



This guide will assist you in completing an application to exit a co-held water access licence.

When applying to exit a co-held 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/blue pen.

The completed application form must be signed either by all holders of the water access licence that is being exited or by co-holders that hold a majority share of the total share amount.

### How to pay application fees

Information on fees is available on our website at [waternsw.com.au/applications](http://waternsw.com.au/applications). 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.

If an application has been accepted by WaterNSW, payment has been processed and a receipt has been issued, application fees will not be refunded.

### 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](mailto:Customer.Helpdesk@waternsw.com.au)

### Section A: Pre-application discussion

It is recommended that you hold a pre-application discussion with WaterNSW prior to submitting your form. If a meeting has not been held go to Section B.

**A1-3:** Insert the details of the pre-application meeting.

### Section B: Co-held water access licence to be exited

**B1:** Enter the number of the co-held water access licence to be exited. The water access licence number is found in the top right-hand 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.

### Section C: Co-holder/s details for the holding/s to exit for the water access licence

In this section provide the details of the holdings that are exiting from the water access licence and the registered co-holder/s for each of these holdings. Each of the exiting co-holders must sign the application form.

**C1:** Create a unique identifier for each holding that is exiting the WAL such as Holding A, Holding B, Holding C.

**C2:** Insert the number of co-holders for the holding identified in C1.

**C3-5:** 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.

**C6-8:** Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no ACN.

**C9:** 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.

**C10-13:** Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

**C14-16:** Insert the contact details for the applicant.

There can be more than one co-holder for each holding being exited from the water access licence. The form makes provision for 2 holdings and 2 co-

holders for each. If there are more than two holdings or two co-holders per holding photocopy/print multiple copies of the blank Section C, complete it and attach it to the form.

### Section D: Nominated contact person

If there is only one person/entity exiting, you do not need to complete this section.

**D1-14:** Insert the name and contact details of the nominated 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 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 E: Payment of application fee

Nominate your method of payment. If you have nominated to pay the application fee by credit card, WaterNSW will contact you on the details provided in the application form to process credit payment over the phone.

### Section F: Details of the holdings to exit

Section F captures the details of the new water access licence/s to be granted to replace each of the exited holdings specified in section C.

Only complete this section if more than one holding is exiting the water access licence.

Only complete the relevant sections for the number or combination of new water access licences requested.

**F1:** Tick if you require only one new water access licence to replace all the exited holdings, or

**F2:** Tick if you require one new water access licence to replace each of the exited holdings



#### Note

One or more holdings can be extinguished and replaced with a new water access licence.

**F3:** Complete where more than two holdings are exiting and a combination of F1 and F2 is required.

**F4:** The holding identifier specified in Section C.

- F5:** Complete if you require one licence to replace the holding in F4.
- F6:** If you require the holding in F1 to be combined with another holding include the other holding identifier specified in Section C.

For example

F4 Holding Identifier (as indicated in Section C)	F5 Convert to a single water access licence Tick box below	F6 If combined with another holding specify the Holding Identifier (Section C) to be combined with.
Holding A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Holding B	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Holding C		HOLDING D
Holding D		HOLDING C

## Section G: Entitlements to be distributed

### All co-holders consent

If all co-holders of the original access licence consent to this application, then all of Section F must be completed to request how the entitlements of the original water access licence are distributed between the original water access licence and the new water access licence/s or indicate the choice to have the water account balance split in proportion to the share holdings.

### Co-holder with a majority share in the original WAL consent

If co-holders with a majority share of the holdings in the original water access licence consent to this application which means the proportion of the co-holders' interest in the original access licence must be more than 50%, the entitlements of the original access licence must be distributed between the original access licence and the new water access licence/s in the same proportions as the holding/s to exit bears to the original access licence.

If co-holders with a majority share of the holdings in the original water access licence consent to this application only complete G1 and G2 providing the details of the proportions of the exiting holding held in the original water access licence.

### Supreme Court Order

If there is a Supreme Court Order in place you only need to complete G1 and G2 below. The distribution shown below must be in line with the Order and a copy of the Order is to be attached.

- G1:** Holding Identifier as specified in Section C.

- G2:** The distribution of the Share components between the original access licence and the new water access licence/s are to be specified by units or megalitres (ML). The distribution is to reflect the type of consent nominated or the Supreme Court order.
- G3:** The distribution of the extraction component between the original access licence and the new water access licence/s are to be specified.
- G4:** The distribution of the water allocation account balance between the original access licence and the new water access licence/s are to be specified.
- G5:** The distribution of the carryover water allocation balance between the original access licence and the new water access licence/s are to be specified.



#### Note

If more than two holdings are to exit from the original water access licence, attach extra copies of this page and use the holding identifiers created for each holding in Section C.

## Section H: Declaration of co-holders of the original access licence

Each co-holder of the water access licence that is being exited must provide their name, sign the completed form, and write the date when it was signed. Each co-holder needs to indicate if they are an applicant and exiting the original water access licence or whether they are providing consent only.

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 J: Final checklist before submitting



WaterNSW cannot accept this application if there is any money owing on the original licence or if the original licence is held by co-holders as joint tenants.

If you wish to surrender part of a co-held water access licence, you need to exit the co-held water access licence and then surrender the new water access licence.

<input type="checkbox"/>	<b>Section A</b> – Complete if you have held a pre-application meeting with WaterNSW.
<input type="checkbox"/>	<b>Section B</b> – The water access licence number must be provided
<input type="checkbox"/>	<b>Section C</b> – The applicant/s details provided in this section must be all holders who are exiting the access licence. Details –full name/s, address, email address, contact number – must be provided for all applicants.
<input type="checkbox"/>	<b>Section D</b> – Must be completed with the details of the contact person for this application may be an applicant or a third party acting for the applicant.
<input type="checkbox"/>	<b>Section E</b> – Complete the payment method.
<input type="checkbox"/>	<b>Section F</b> – Is only completed if more than 1 holding is exiting the water access licence. Where more than 1 holding is exiting it captures the details of the water access licences to be created for the exited holdings.

<input type="checkbox"/>	<p><b>Section G</b> – Captures</p> <ul style="list-style-type: none"> <li>• Distribution of the water account balances in the original water access licence</li> <li>• Distribution of the water account balances for the new water access licence</li> </ul> <p><b>Note:</b> Carryover water allocation are limited to those water access licences in water sources that have water allocation accounts with separate accounting for allocations and carryover (applicable in some regulated rivers only). You must specify the division as a percentage.</p>
<input type="checkbox"/>	<p><b>Section H</b> – Signed by each co-holder or the majority of the original water access licence. If the applicant is a company, the application is to be signed for and on behalf of the applicant by two company directors, a director and a company secretary, a sole director/secretary or a duly authorised officer.</p>
<input type="checkbox"/>	<p>That this application form is scanned once signed by all applicants and posted to:</p> <ul style="list-style-type: none"> <li>• WaterNSW PO Box 398, Parramatta, NSW 2124</li> <li>• or emailed to <a href="mailto:Customer.Helpdesk@waternsw.com.au">Customer.Helpdesk@waternsw.com.au</a>.</li> </ul> <p>Please note that electronically submitted applications must copy in the email addresses of all applicants.</p>
<input type="checkbox"/>	<p>If the dealing is granted, it does not take effect until the transaction has been registered in the Water Access Licence Register which is administered by NSW Land Registry Service. The applicant is responsible for registering a dealing with NSW Land Registry Service. Refer to the guide for further information.</p>

### Section I & J: Privacy statement and offences under the Water Management Act 2000

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the WaterNSW Privacy policy which can be found at [waternsw.com.au/privacy](http://waternsw.com.au/privacy)

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

### More information

Contact our Customer Service Centre on [1300 662 077](tel:1300662077) or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)  
We take your privacy seriously. Please have your approval, licence, customer or tax invoice number ready when you call so we can quickly access your details.