

Propose or withdraw an Interstate water supply work (71W)

How-to guide

This guide will assist you in completing an application to propose or withdraw a nomination for an interstate water supply work.

The [Propose or withdraw nomination for an interstate water supply work 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, A1 is question 1 in section A). The information provided in the guide corresponds to these references in the application form.

Note: The applicant must first submit their application to their state body and then submit a copy of the interstate application form with this application form.

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, 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
- 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: Water access licence to be added or removed from an interstate water supply work

In this section, provide the details of the water access licence and share components.

A1 Enter the water access licence number (WAL) that is to be added or removed from an interstate water supply work. The water access licence number is found in the top right-hand corner of the access licence certificate or at the top of the statement of conditions.

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

A3 Enter the extraction component daily flow shares

Section B: Add nominated interstate water supply works/groups

B1 Insert the relevant state reference number of the water supply works/group of water supply works to be **added** (e.g. in NSW the approval number).

Section C: Remove nominated interstate water supply works/groups

C1 Insert the relevant state reference number of the water supply works/group of water supply works to be **removed** (e.g. in NSW the approval number).

Section D: 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.

D1-4 The name can be a person's name or the name of a legal entity, such as a company or corporation, that is holder of the water access licence to which the application relates.

D5-6 Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no ACN.

D7-8 Insert the position and name 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.

D9-12 Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

D13-15 Insert the contact details for the applicant.

D16 If there are more than two applicants, enter the total number of licence holders.

Section E: Nominated contact person

E1-15 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 F: 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, the application is to be signed on behalf of the applicant by two people in accordance with section 127 of *The Corporations Act 2001*(Cth), ensure that the positions of the signatories are indicated. 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.

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

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