

## Application for a search for water-related interests

Use this application form to request a search for water-related interests held under the *Water Act 1912* and/or the *Water Management Act 2000* (WMA) associated with specific parcels of land which may be included in the sale of the land and therefore may be transferred on settlement.

### What you need to do

Before filling in this form, applicants are advised to read about searches for water-related interests on the [WaterNSW website](#). This information will assist in completing the form, paying application fees, and submitting the application.

Please complete the hardcopy form with a black/blue ink pen and use BLOCK letters. You can also type directly into this digital form. Once completed, please print and sign the form.

#### Submit your application form

- by post to **Water Search WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- or email a scanned copy to [Water.Search@waternsw.com.au](mailto:Water.Search@waternsw.com.au)

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

#### Application fee

This form will not be processed until the application fee has been received by WaterNSW. Application fees vary depending on the processing timeframe you require. If an application has been accepted by WaterNSW, payment has been processed and a receipt has been issued, application fees will not be refunded.

#### Select processing timeframe

Tick the appropriate box to specify the processing timeframe you require:

- Normal processing       Urgent processing

If you require urgent processing, the application must be emailed and paid by credit card by phoning [1300 662 077](tel:1300662077).

#### Water search results

- If you email your application form, the results of the search, a copy of your original application and payment receipt will be emailed to your email address.
- If you post your application and provide an email address in your application the results of the search, a copy of your original application and payment receipt will be emailed to the email address. If not, a hard copy will be mailed to the address provided in the application.

## Section A: Applicant details

A1 Applicant's reference		
A2 Title	A3 Surname	
A4 Given name(s)		
A5 Company/corporation name (if applicable)		
A6 Postal address		
A7 Suburb	A8 State	A9 Postcode
A10 Phone	A11 Mobile phone	
A12 Email		

## Section B: Vendor/Proprietor details

B1 Applicant's reference		
B2 Title	B3 Surname	
B4 Given name(s)		
B5 Company/corporation name (if applicable)		
B6 Postal address		
B7 Suburb	B8 State	B9 Postcode
B10 Phone	B11 Mobile phone	
B12 Email		
B13 If more than one applicant, specify total number of applicants and please provide these details on an additional page and attach it to the form.		
B13 Have extra copies of this page been attached? <input type="checkbox"/> No <input type="checkbox"/> Yes – specify number		

### Section C: Payment of application fee

c1 Specify method of payment for application fee

Credit card    Cheque    Money order

(If you select credit card, WaterNSW will contact you on the number below to arrange payment. Please **do not** provide your credit card details here.)

#### Contact for credit card payment

c2 Contact name

c3 Contact number

### Section D: Purchaser details

d1 Applicant's reference

d2 Title

d3 Surname

d4 Given name(s)

d5 Company/corporation name (if applicable)

d6 Postal address

d7 Suburb

d8 State

d9 Postcode

d10 Phone

d11 Mobile phone

d12 Email

### Section E: Property details

e1 Property name

e2 Property address

e3 Suburb

e4 State

e5 Postcode

- Provide the Lot, Section (if relevant) and Deposit Plan (DP) or Strata Plan (SP) of the specific parcels of land for which you are requesting a water-related search.
- If you are requesting a search on more than 20 lots, please provide land descriptors electronically in an MS Excel spreadsheet or in the additional table on page 4.
- Do not provide auto-consol folios.
- If a plan was registered within the last month show prior Lot / Section / DP or SP details.

Lot / Section / DP or SP			
Lot/DP e.g. 1/45678			

**Section F: Signature of applicant**



The application for a search for water-related interests must be signed by the applicant who acknowledges that all information contained in this form is accurate, true, and complete.

Name	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](http://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.

**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.

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

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