

Application to surrender a water access licence



This guide will assist you in completing an application to surrender a water access licence.

Read the information in this guide before completing the application form.

Please be aware that if there is an allocation on the water access licence that is being surrendered, you may want to consider permanently selling that water. This can be done via the [Assign share components between water access licences \(71Q\) form](#). If you are unsure, please contact WaterNSW on 1300 662 077 to discuss further.

The application form has several sections, in each section are questions identified by a small letter and 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 by all holders of the water access licence that is being surrendered.

How to submit the completed and signed application form

The completed application form can be scanned and emailed to:

Customer.Helpdesk@waternsw.com.au
or posted to

WaterNSW, PO Box 398, Parramatta, NSW 2124.

The original water access licence certificate needs to be posted to

WaterNSW, PO Box 398, Parramatta NSW 2124.

Section A: Water access licence to be surrendered

- A1:** Enter the number of the water access licence that is being surrendered. The number of the water access licence 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.
- A2:** Enter the date the water access licence is to be surrendered. The date will need to be a future date and a minimum of 3 weeks in advance to allow for processing times. If the application doesn't adhere to this requirement, WaterNSW can request the customer to amend the surrender date.
- A3:** Advise either yes or no if the certificate is attached to the application and if no, explain why you cannot provide the certificate. This information may be requested by [NSW Land Registry Services](#) upon surrender. If the information is inadequate, NSW Land Registry Services can refuse to accept the surrender application. If the certificate isn't attached to the application, you must provide a Water Access Licence Title Search via NSW Land Registry Services and attach to this application upon submission. The Water Access Licence Title Search will need to be completed within the last 30 days. If the Water Access Licence Title Search is outside of the 30 days, WaterNSW can request a new search which may impact processing times.
- A4:** If a Water Access Licence Title Search is required, please advise either yes or no if it is attached to the application.
- A5:** Please advise if there are any security interests and/or caveats registered on the water access licence. If there is, you are required to provide documentary evidence the interest holder/s consent to the surrender of the water access licence otherwise you will need to discharge before submitting the application. Further information on security interests can be found at waternsw.com.au/licences

Section B: Details of the water access licence holder/s

In this section provide the details of the registered holder/s that appear on the water access licence and all holders must sign the application form.

- B1-5:** 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.
- B6-7:** Insert the Australian Company Number (ACN) if the application is for a company or Australian Business Number (ABN) if there is no ACN.
- B8:** 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.
- B9-12:** Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.
- B13-15:** Insert the contact details for the applicant.
- B16:** Insert total number of licence holders listed on the water access licence (include all licence holders listed on copies of the form).

There can be more than one holder of a water access licence. The form makes provision for four holders. If there are more than four holders photocopy/print multiple copies of the blank Section B, complete it and attach it to the form.

Section C: Nominated contact person

- C1-15:** 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 as the nominated contact, their details must be provided.

Section D: Nominated water supply work approval

If the customer would like to continue to take water, applicants can nominate another water access licence to be linked to the water supply work approval/s. Otherwise, you will need to apply for a new water access licence to take and use water. Completing the form [Application to surrender a water access licence](#) does not automatically surrender any water supply works approvals.

If the water supply work approval is no longer required, this can be surrendered using the form [Application to surrender a water supply work approval](#). This could also include decommissioning works. If you are unsure, please book a pre-application meeting or call us to discuss.

D1: Insert the water supply work/s approval number/s for the work/s that is associated with this water access licence that is being surrendered.

Section E: 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, 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 F and G: Privacy statement and Offences under the WMA

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the WaterNSW privacy policy found at 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.



Need help?

Schedule a meeting at waternsw.com.au/licensing to discuss your application.

More information

Contact our Customer Service Centre on [1300 662 077](tel:1300662077) or email 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.