

## Record monthly water take where no meter is required and confirm that cease to take conditions do not apply

To comply with clause 250 of the *Water Management (General) Regulation 2018*, this form is to be completed by all water users whose work(s) don't require a meter to record monthly licensed and basic landholder rights (BLR) water taken by a licensed work, and to confirm that cease to take conditions do not apply. You are required to record your usage even when it is zero.

Please complete separate forms for each work approval

### Keeping records to satisfy recording condition

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.

To satisfy your recording conditions, pages 2-4 need to be completed as per the instructions on each page but do not need to be returned to us. You **must keep a copy for your records for up to five years** and have it available to show to an Authorised Officer from the Natural Resources Access Regulator (NRAR) on request.

If you have any questions, contact our Customer Service Centre on [1300 662 077](tel:1300662077).

### 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 [watensw.com.au](http://watensw.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.

### Section A: Record monthly licensed water take

A1 Month	A2 Year
A3 Work approval number	

Complete this page for each month of the year. You do not need to return it to us, but you **must keep a copy for your records for up to five years** and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Date water taken	Name of person recording	Start time when water taken	End time when water taken	Total volume in ML of licensed water taken	Method to estimate the volume taken. Please choose: 1. Pump hours 2. Power usage 3. Fuel usage 4. Crop type and area being irrigated 5. Other – please specify
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30					
31					
Record total volume of licensed water taken even if zero water has been taken for the month					ML

**Section B: Record monthly water take for basic landholder rights (BLR)**

B1 Month	B2 Year
B3 Work approval number	

Complete this page for each month of the year. If you have not taken any water for BLR, mark zero for total volume. You do not need to return it to us, but you **must keep a copy for your records for up to five years** and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Date water taken	Name of person recording	Start time when water taken	End time when water taken	Total volume in ML of BLR take	Method to estimate the volume taken. Please choose: 1. Pump hours 2. Power usage 3. Fuel usage 4. Crop type and area being irrigated 5. Other – please specify
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31					

Record total volume of water taken for BLR even if zero water has been taken for the month	ML
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### Section C: Record that cease to take conditions do not apply

Use this form if you have a cease to take condition on your approval or access licence to confirm that cease to take conditions **do not apply** and water may be taken.

Complete this form each time before you take water. You do not need to return it to us, but you **must keep a copy for your records for up to five years** and have it available to show to an authorised officer from the Natural Resources Access Regulator (NRAR) on request.

Not sure if a cease to take condition applies? Check your work approval to view your details and conditions on the NSW Water Register at [waterregister.watersw.com.au](http://waterregister.watersw.com.au)

c1 Date water taken
c2 Time of confirmation
c3 Do you confirm that cease to take conditions <u>do not apply</u> and water may be taken?
c4 Method of confirmation e.g. visual observation at location of take or add flow rate or water level. If possible, keep records of supporting documentation e.g. photos or screenshots of website.
c5 Record confirmation of any other specified matters before water is taken if required by the conditions on your approval or access licence: