

# Water access licence, Title / Certificate release

## Water Management Act 2000

Please read the explanatory notes at the end of this document carefully before filling in this form. You can complete this form by typing directly into the PDF or by printing it out and filling it in by hand using a black/blue ink pen and BLOCK capitals.

### SECTION A – Licence

Please complete a separate form for each water access licence (WAL)

Water access licence number	
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### SECTION B – Nominated contact

Title (Mr, Mrs, Ms)		Surname	
Given name/s			
Corporation name (if applicable)			
Address			
Town	State	Postcode	Country
Phone		Mobile phone	
Email			

### SECTION C – Declaration

Photocopy and attach extra pages if more than four holders. Please note that it is an offence to provide misleading or incorrect information.

It is a requirement that all holders, including security interest holders, of the water access licence agree to the release of this certificate to the person nominated in Section B. All holders, including security interest holders are required to sign this form.

I/We, the undersigned, seek release of the WAL Certificate as the holder(s) or secured interest holders of the water access licence specified in Section A of this form.

I/We state that the information provided for this purpose is accurate and true.

### In the case of WALs held or co-held by individuals

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

### In the case of WALs held or co-held by corporations

Name of corporation		
Position of signatory		
Name	Signature	Date
Name of corporation		
Position of signatory		
Name	Signature	Date

### Witnessed by

Name	Signature	Date
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### Privacy statement

The personal information you provide in this form will be treated in accordance with the Privacy and Personal Information *Protection Act 1998*, under which you have rights of access and correction. Your personal information will be used by the WaterNSW for assessing and processing your application and may be disclosed to State or Commonwealth public authorities and other parties: (i) for any of the above mentioned purposes; or (ii) for research related purposes; or (iii) as required by law. If a water access licence is granted, the *Water Management Act 2000* requires that various details relating to the water access licence are to be recorded in the Water Access Licence Register kept by the Minister. Information recorded in the Water Access Licence Register is publicly available.

### Explanatory notes

To assist licence holders, WaterNSW has developed a water access licence (WAL) Title/Certificate release application that is designed to initiate the release of WAL Certificates in instances where the licence holder wishes to undertake certain transactions, or dealings. This process only applies to licences where water sharing plans have already commenced. If you wish to obtain your WAL Title/Certificate, you will need to fill in this form. If you are not planning to sell, mortgage, or otherwise deal in your WAL, there is no need for the immediate issue of a WAL Title/Certificate. This will not affect your right to hold the WAL or to take water.

On receipt of an application to release a WAL Title/Certificate, an officer from WaterNSW will assess the application to determine whether additional information is required. In this event, this officer will contact the applicant. Further information may include finalising the Licence Verification process or resolving third

party, secured interests, in the WAL.

## General instructions

To make sure that your application is processed efficiently please note these general instructions:

- This PDF form can be filled in on screen using Adobe Acrobat Reader (Version 8 or above). If completing the form by hand, please use a black or blue ink pen and BLOCK LETTERS.
- If there is not enough space on the form for all your information, complete the answer on a separate sheet of paper and attach it to application form.
- Ensure that you fully complete the form as all the information is necessary to verify and process your application – it may be rejected if all the information is not available for the assessment.

## Fees

There are not WaterNSW fees for this service.

## Section A: Licence

The WAL number used for licences under the Water Management Act 2000. If you cannot locate this number, please contact us.

## Section B: Contact details

These are the contact details of either the applicant or the applicant's representative. If a corporation is applying to release the WAL Title/Certificate under the *Water Management Act 2000*, you should fill in the details of the contact person to whom all correspondence will be sent. If more than one person is a co-holder of the WAL, nominate a single contact person and specify their contact details.

**IMPORTANT: The address provided in this section will also be the recipient address for the WAL Certificate.**

## Section C: Declaration

Please ensure you understand your legal obligations before signing this document. If you require assistance, please contact WaterNSW.

- Each of the water access licence holders must fill in their name, followed by a signature and the date of signing.
- If the applicant is a corporation, insert the name of the corporation and the title or position of the corporation's signatory or representative.
- Insert the name of the corporation's signatory or representative.
- An independent witness is required to sign this section in order to verify that the position stated, is the position held by the signatory.

## Submitting form

To submit your form, please select one of the following options:

**Email:** [Customer.Helpdesk@watnsw.com.au](mailto:Customer.Helpdesk@watnsw.com.au)

**Post:**

WaterNSW  
PO Box 398  
Parramatta, NSW, 2124