

Assign share components between water access licences (710)

Guide

This guide will assist you in completing an application to assign share components between water access licences.

When assigning share components between access licences the [fact sheet](#) provides important information specific to an Application to assign share components between water access licences. You must read this information prior to completing the application form.

The guide will then assist you to complete the application.

The 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, 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 whose water access licences are either being reduced or increased.

How to pay application fees

Information on fees is available on our website at waternsw.com.au/applications. You can select to pay by credit card on the form – WaterNSW will contact you for credit card details. You can also pay the application fee by enclosing a cheque or money order made out to WaterNSW when posting the hard copy application form.

Application fees are exempt from GST.

How to submit the completed and signed application form

This completed application form can be:

- posted to **WaterNSW PO box 398, Parramatta, NSW 2124**
- or scanned and emailed to **Customer.Helpdesk@waternsw.com.au**

Section A: Water access licence – share component to be reduced

A1: Enter the number of the water access licence whose share component will be reduced. 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: Insert the current share component of the water access licence. The share component is expressed in units.

A3: Enter the number of shares you want to assign. This will be the number of shares that will be deducted from the share component in the water access licence specified at A1.

A4: Enter the price to be paid per unit assigned, this is a mandatory requirement.

A5: Indicate if you are assigning your entire share component.

A6: Indicate if you will be surrendering your water access licence at the completion of the share assignment. If you surrender your water access licence, you will need to also complete the [Surrender a water access licence application form](#).

Section B: Water access licence – share component to be increased

B1: Enter the number of the water access licence whose share component will be increased. The number of the water access licence is found in the top right-hand corner of the water access licence certificate or at the top of the water access licence statement of conditions. It is a number preceded by the letters WAL.

B2: Insert the current share component of the water access licence. The share component is expressed in units.

B3: Enter the number of shares that have been assigned to this water access licence. This will be the number of shares that will be added to the share component of the water access licence specified at A1.

Section C: Details of the water access licence holder/s – share to be reduced

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

C1-4: 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.

C5-6: Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no ACN.

C7: Insert the position of the person/s who 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.

C8-12: Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

C13-15: Insert the contact details for the applicant.

C16: Insert the 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 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 C, complete it and attach it to the form.

Section D: Details of the water access licence holder/s – share to be increased

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: 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.

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.

There can be more than one holder of 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 D, complete it and attach it to the form.

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. The form is to be submitted within 28 days of the signature date.

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 G & H: 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 which can be 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?

If you need more information, please contact our Customer Service Centre on 1300 662 077, Monday to Friday between 8am-5pm or email Customer.Helpdesk@waternsw.com.au