

New water access licence pursuant to a right acquired following a controlled allocation order

This guide is provided to assist you in completing the application for a new water access licence pursuant to a right acquired following a controlled allocation order.

The application form must be completed in order to obtain a new water access licence pursuant to a right acquired following a controlled allocation order.

This guide provides detailed explanations of each section and questions to help you fill in the application form. We recommend you read this carefully before completing the application form. However, if you require further assistance, email waterlicensing.servicedesk@dpie.nsw.gov.au.

How to use this guide

Use this guide to assist you in completing the application form for a *New water access licence pursuant to a right acquired following a controlled allocation order*.

1. The application form has several sections labelled A to F. In each section the questions are identified by a 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.
2. Ensure that you provide all the information requested in this application form. If your application form is incomplete, the application may not be accepted. Note, we may contact you to request further information in relation to your application.
3. Where the applicant is a WaterNSW customer, this application will be transferred to and assessed by WaterNSW. In these circumstances, references to the Department of Planning and Environment (the department) in this form are to be read as references to WaterNSW.

General instructions

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

Use BLOCK letters as they are easier to read.

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 the application form (include a reference to the attachment in the application form).

4. 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 required information is not provided.

5. Do not write credit card details on this form – we will contact you for payment.

Other authorisation requirements

A water access licence does not permit the use of water for a particular purpose nor does it permit the holder to construct or use a water supply work. Those rights are conferred by a water use approval and a water supply work approval, respectively.

If a water access licence is granted a water supply work or extraction point must be nominated on the licence through a dealing with WaterNSW. Further approvals may also need to be obtained before accessing and using the water.

For information about how compliance with water management laws applies to you, visit www.nrar.nsw.gov.au.

Register a dealing with NSW Land Registry Services

If the Minister grants consent to this dealing it does not take effect until it has been registered in the Water Access Licence Register which is administered by NSW Land Registry Services (Land Registry).

The department will provide a set of documents, including a Notice of Determination and a Notification form, to the applicant. The applicant is responsible for taking these documents to the Land Registry and registering the dealing.

The WAL Certificate and the consents of any security interest holders must also be provided to Land Registry for registration. The applicant must lodge the forms within six months of the date when the department granted consent, otherwise the consent to the dealing will be revoked.

The Land Registry charges fees to register Water Access Licence dealings on the WAL Register.

Go to <https://www.nswlrs.com.au/Public-Register/WAL-Register> for more information on registering a dealing.

More information

Find out more about water access licences pursuant to a right acquired following a controlled allocation order at www.dpie.nsw.gov.au/water/licensing-and-trade > Licences > How to apply for a water access licence.