

Version E: Logbook template for recording information

Who should use this logbook template version?

This is a **logbook template** to assist access licence holders and water supply work approval holders in the following water sharing plan areas to comply with requirements to record specified information in a logbook:

- Water Sharing Plan for the Clarence River Unregulated and Alluvial Water Sources 2016
- Water Sharing Plan for the Clyde River Unregulated and Alluvial Water Sources 2016
- Water Sharing Plan for the Deua River Unregulated and Alluvial Water Sources 2016

Check which information you need to record

Some types of access licences or water supply work approvals in these water sharing plan areas do not need to record all of the information specified in this logbook template. You may wish to check the information you are required to record in a logbook under the conditions which apply to your access licence or approval.

More information

For more information on using a logbook template, see the factsheet *Keeping a logbook about water take*.

Logbook record – when you take water

Each time you take water, record the following information:

Date	
Authorisation	
	Access licence number under which water is taken
	Approval number under which water is taken
Confirmation water may be taken	
	Confirmation that cease to take conditions do not apply and water may be taken
	Method of confirmation e.g. visual inspection, internet search
	Time of confirmation
	Flow rate or water level at the reference point in the water source
Details of water take	
	Meter reading before water is taken (only if a water meter is installed)
	Start time when water is taken
	End time when water is taken
Volume	
	Volume of water taken
	Volume of water taken for domestic consumption and/or stock watering
	Pump capacity per unit of time
Purpose	
	Purpose/s for which water is taken
	Type of crop
	Area cropped
	Dates of planting and harvesting
Name of person who recorded information	

Important: Logbook records must be kept for 5 years from the date to which the recorded information relates.

Logbook record - annual

At the end of each water year (30 June), record the following information:

Date	
Authorisation	
Access licence number under which water is taken	
Take of water – yearly reporting	
Year (1 July to June 30)	
Volume of water taken during year	
Maximum volume of water permitted to be taken during year	
Name of person who recorded information	

Important: Logbook records must be kept for 5 years from the date to which the recorded information relates and you must have not less than 3 consecutive year logbooks on hand.

The logbook templates are an interim solution to assist access licence holders and approval holders to comply with logbook conditions until new metering requirements and other reporting requirements apply.