



APPLICATION FOR A LICENCE TO TAKE WATER

This application for a Licence to Take Water is made under section 29 of the *Water Resources Act 2007*. For further information or assistance, please contact Environment and Dangerous Substances Licensing on 13 22 81.

A Licence to Take Water determines the location from which water can be taken and how the water can be used. You will need to apply for a Licence to Take Water before you can take any water. If you are not currently taking the water, you do not need to have a Licence to Take Water.

A Licence to Take Water cannot be issued unless the applicant holds a Water Access Entitlement (WAE), a Surviving Allocation, or is exempt from requiring a WAE under the Water Resources Regulation 2007.

A WAE or Surviving Allocation provides a right (specified as a share) to an amount of surface water or groundwater within a specified water management area.

Licences are subject to the [Water Resources \(Fees\) Determination](#). Payment of the licence application fee is required before issue of a licence.

All licences granted under the *Water Resources Act 2007* are included on the Water Resources Register and hence are public documents.

A. DETAILS OF APPLICANT

1. Is the Licence to be held in the name of: ☐ An individual(s) ☐ A business/company

2. Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____

Full name(s):

OR

Business/company name:	
	ABN:
Contact person:	ACN:

3. Home/business address:

	State:	Postcode:
Postal address:		
	State:	Postcode:
Email address:		Facsimile:
Home phone:	Business phone:	Mobile:

B. BASIS OF LEGAL ACCESS TO THE SITE

You must be able to demonstrate that you have legal access to the site. Please tick which of the following applies and attach relevant documentation to the completed application form.

- ☐ I am the leaseholder/land manager
- ☐ Evidence of legal access from the leaseholder/land manager
- ☐ Other (please specify): _____

C. PROPOSED WATER USAGE

What will you use the water for?

1. Proposed use(s) of water (tick all that apply):

- ☐ Domestic water supply (where not connected to mains water)
- ☐ Irrigation of parklands, sportsgrounds and urban open spaces
- ☐ Residential garden
- ☐ Road works, earthworks or construction
- ☐ Landscaping
- ☐ Commercial/industrial
- ☐ Agricultural irrigation
- ☐ Horticultural irrigation
- ☐ Stock watering
- ☐ Other _____

2. Water source: (tick all that apply)

- ☐ Groundwater Volume requested: _____ megalitres/year
- ☐ Surface water Volume requested: _____ megalitres/year

3. Duration of water use:

- ☐ Ongoing **OR** Start date (month/year): ____/____ End date (month/year): ____/____

4. Do you have a Water Access Entitlement or Surviving Allocation:

- ☐ Yes, number(s): _____ **OR** ☐ No

Note: The volume of water requested will be compared to the [Water Resources \(Amounts of water reasonable for uses guidelines\) Determination 2007](#) to determine the amount of water that is reasonable for each particular use.

D. LOCATION OF WATER EXTRACTION POINT(S)

Where will you extract the water from?

Water can only be taken from areas listed on your Licence. Please provide additional pages if there are multiple properties.

Property name:	
Property address:	
Name of water body (if applicable) or description:	
Block:	Division:
Section:	District:
☐ Groundwater OR ☐ Surface water	

E. LOCATION OF WATER APPLICATION AREA(S)

Where will you use the water?

Water can only be applied to areas listed on your Licence. Please provide additional pages if there are multiple properties.

Property name:	
Property address:	
Block:	Division:
Section:	District:
☐ Groundwater OR ☐ Surface water	

F. IRRIGATION PLAN

You are required to provide a sketch or locality plan showing:

- ☐ The location of waterways, roads, and major structures such as houses
- ☐ The location of water extraction points, including the location of pumps, bores, diversion points etc.
- ☐ The location of water application areas, identified by block and sections where possible

Note: A Waterway Work Licence is required for any of the following:

- (a) The construction or alteration of a water retention structure with a capacity of 2 megalitres or more (regardless of whether it is located in or on a waterway);
- (b) The construction or alteration of a water structure located in or on a waterway (regardless of capacity); or
- (c) Other work located in or on a waterway.

A waterway can include permanent or intermittent rivers, streams, ponds, dams, lakes, wetlands and stormwater systems.

A Bore Work Licence is required for drilling a bore or doing other work on a bore.

G. SIGNATURE OF APPLICANT IF AN INDIVIDUAL

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

H. SIGNATURE OF APPLICANT IF A BUSINESS/COMPANY

Name: _____ Position: _____

Signature: _____ Date: _____

Name: _____ Position: _____

Signature: _____ Date: _____

I. PAYMENT OF APPLICATION FEE OF \$222.42

When the application is received an invoice will be generated and emailed to the applicant for payment.

Return application form to:

By post: The Office of the Environment Protection Authority
GPO Box 158
Canberra ACT 2601

Email: environment.protection@act.gov.au

Phone: Access Canberra 13 22 81
Access Canberra ABN: 68 367 113 536

For further information or assistance, please contact The Office of Environment Protection Authority on 13 22 81, email environment.protection@act.gov.au.

The personal details collected on this form are required to process the Licence to Take Water. Your personal information will be held by the ACT Government to the extent necessary to achieve this purpose. Details of your payment information may be released to you or your financial institution if this transaction is queried. Disclosure to third-parties will not be made except in accordance with the *Privacy Act 1988* (Cth).