



Application for a 5C licence to take groundwater

Application for a licence under Section 5C of the *Rights in Water and Irrigation Act 1914*

Please note:

- All information is to be written clearly in block letters.
- If there is insufficient room please use a separate piece of paper.
- Submission of this form is an application only and is subject to assessment by a licensing officer.
- Incomplete applications will be returned.

We respect your privacy - DWER collects and uses the personal information you provide to process your request or form, in line with the [PRIS Act 2024 \(WA\)](#) and the [DWER Collection notice](https://www.wa.gov.au/government/publications/privacy-collection-notice) located on <https://www.wa.gov.au/government/publications/privacy-collection-notice>.

Part 1: Application

Renewals

A renewal of an existing licence is where there are no changes to allocation, usage, properties or conditions.

Amendment

If changes are required to the existing usage, allocation, properties or conditions select the 'amend an existing licence' option.

Application to take groundwater under Section 5C

- ☐ New licence to take groundwater
☐ Amend an existing licence to take groundwater
☐ Renew an existing licence to take groundwater

Existing licence number

GWL

Part 2: Applicant(s) Details

The applicant's full name is the name that will appear on the licence. Do not use initials unless they form part of the legal entity's name.

An application may be made by a person or an organisation. If this application has multiple applicants, all the applicants' names must be provided.

Provide the legal name registered under the ABN, ARN or ACN.

A water service provider is any person providing water, sewerage, drainage or irrigation services in Western Australia. You only need to complete this section if you are a water service provider.

Applicant(s) full name

Contact name

(if different from above)

ABN/ACN/ARN (if applicable)

Postal address
(PO Box if applicable)

Property address

(if different from above)

Telephone

Mobile

Email

Are you a water service provider?

yes ☐

no ☐

If yes, provide the licence number

Water service provider name

Part 3: Application details

Which of the following categories match your application:

☐ Well

☐ Soak

☐ Excavation

☐ Open pump

☐ Spear

☐ Other (please specify)

For new applications only fill out details below:

Is the well, soak, excavation, open pump, spear or other:

☐ Existing (please attach bore log)

☐ New (Form 1 is required)

If new, please provide Form 1 or 26D licence number (if known):

CAW

If new, has a form 2 bore log been submitted?

Yes ☐ No ☐

5C licences associated with mining (including extraction, petroleum, geothermal energy or GHG operations; or pipeline licences) and public water supply purposes are subject to fees.

Is this application related to mining or public water supply? ☐ Yes ☐ No

If yes, provide details of petroleum, geothermal or GHG titles (if applicable)

If yes, provide details of pipeline licence number(s) (if applicable)

Part 4: Property from which water is to be taken

Applications to amend an existing Section 5C licence are only required to complete this section if the property details have changed.

Legal land description(s) for properties should be provided as they appear on the Certificate of Title (e.g. Lot 75 on plan 14797).

OR

Legal land descriptions for mining tenements should be provided as they appear on TENGGRAPH.

Property description
(lot number, street and suburb/locality)

Total area of property
(if known)

GPS coordinates

Mine name

Mining tenement numbers

Mine field

Property description
(lot number, street and suburb/locality)

Total area of property
(if known)

GPS coordinates

Mine name

Mining tenement numbers

Mining field

	ha
Easting/Northing/ Zone	
OR	
Easting/Northing/ Zone	
OR	

If the property where the water is to be used is different from above, please provide detail:

Part 5: Legal access

What is the nature of your access to the land on which the water is located?

- ☐ Own the land
 ☐ Mining tenement
 ☐ Lease the land from the Crown
 ☐ Approval of landholder to use land (attach copy landholder's written approval and the term of lease)

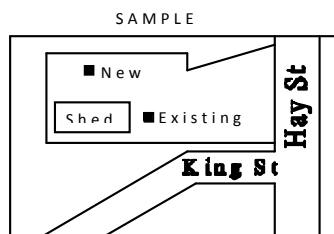
- ☐ Negotiating to purchase or lease the land (provide copy of contract of sale / lease or owner's name and anticipated date of completion of sale / lease)

Name

Date

- ☐ Other (please specify)

Part 6: Location plan



In the adjacent box, please complete a sketch of the property including the following features;

- location of all wetlands/watercourses etc
- any major improvements (house, sheds etc)
- proposed and existing crop areas/areas of irrigation

For mining leases, please include a tenement map showing location within W.A. and MGA co-ordinates of drawpoints

Part 7: Details of water use

Please note: Complete only those sections relevant to your application. Applications for a 5C renewal are not required to complete this section. Applicants applying to amend a Section 5C licence are only required to complete this section where the usage details on the existing licence have changed. If your application is for urban dewatering activities only, you will also need to complete Appendix 1 at the back of this form.

Where is the water to be used?

Tick all that apply

- ☐ House
☐ Industrial
☐ Mining
☐ Other
- ☐ Garden/lawn
☐ Horticultural
☐ Aquaculture
- ☐ Fire fighting
☐ Stock watering

1 acre is equal to 0.4 ha

1 kL = 1000 litres

Area (for garden / lawn or other use)

ha

Irrigation use:
Planting density (number of plants per hectare e.g. for orchards, tree farms etc.)

Irrigation method (e.g. sprinkler, trickle, butterfly sprinkler).

Irrigation use - specify each crop type (ie carrots, apples)	Planting density (per ha) if applicable	Irrigation method	Usage area (ha)	Estimated annual quantity (kL) if known
Total				

Stock use:
Stock type (e.g. sheep, horses)
Describe operation (e.g. meat production, breeders, agistment).
Intensive means conditions in which the cattle or stock are confined to an area smaller than that required for grazing under normal conditions and are usually fed by hand or by mechanical means.

Specify each stock type & description of operation (e.g. sheep, cattle, feedlot meat production)	Average No of stock (Yr)	Intensive operation (Y/N)	Estimated annual quantity (kL) if known
Total			

Aquaculture use:
Aquaculture type (e.g. yabbies, marron, fish etc).

Details of pond dimensions, holding facilities, evaporation, seepage and discharge must be supplied.

Aquaculture use – specify each type of operation	Plan of operation details attached (Y/N)	No of times ponds emptied per year	Estimated annual quantity (kL) if known
Total			

Other water use:
Other water usages include firefighting, road verge watering, bottling, public water supply, road construction, ablutions, public open spaces, recreations

Other water usage – specify individual usage	Usage area (ha)	Estimated annual quantity (kL) if known

Part 8: Resources

Do you have the resources (including financial) to undertake the proposed activities to which the licence relates?

☐ No
☐ Yes

If no, what steps are you taking to address this?

Please indicate time frame

Part 9: Other approvals

Have you applied or do you intend to apply for approvals under the *Environmental Protection Act 1986*?

☐ No
☐ Yes

This includes:

Registration of premises, Works approval,
Licence to discharge to the environment,
Permit to clear native vegetation or
A Part IV referral to the EPA

Please give details:

Part 10: Signature or seal of applicant

All persons to be named on the licence must provide their signature.

By signing this form you are declaring that the statements on this form are true and correct

Date _____

I _____ (name of applicant/s in block letters)

apply for a licence under the *Rights in Water and Irrigation Act 1914*.

OR

Signature of applicant or person duly authorised to sign on behalf of the applicant

Common seal or company seal
was hereby affixed in the presence of

Name

Signature of applicant or person duly authorised to sign on behalf of the applicant

Position/title

Please retain a copy of this form for your records

Important information

An application for a licence will not be accepted unless all applicable information in this form has been completed. Please use the attached checklists to ensure you meet this requirement. This includes signatures of all persons to be named on the licence.

Delays caused by the return of an applications may result in water not being available when the completed application is re-submitted.

Checklist

Part 1: Application

At least one of the three boxes at the top of the form must be ticked.

☐

Part 2: Applicant details

Name of individual(s), company or water service provider must be indicated.

☐

If a company/association, the ABN, ARN or ACN number and contact person must be supplied.

☐

Postal address must be completed. If a company/association, the address of the principle place of business or registered address must be supplied.

☐

Part 3: Application details

☐

Categories that match your application (at least one box must be ticked).

Part 4: Property from where water is to be taken

☐

Property details or mining tenement details where water is to be taken, must be supplied.

Part 5: Legal access

☐

Must be completed if property details are different from Part 2. See over page for details of required attachments.

Part 6: Location Plan

☐

A detailed location plan as described on the form, must be drawn in the box provided or attached.

☐

For mining tenements a map showing tenement numbers must be provided.

Part 7: Location Plan

☐

All non-commercial use, commercial use, mining/industrial use and other water uses must be described with as much detail as possible.

☐

At least one of the water use options must be completed for 5C licence applications

☐

If water use is for urban dewatering the Appendix 1 for dewatering must be completed.

Part 8: Resources

☐

At least one of the boxes in Part 8 must be ticked.

☐

If the answer is 'No', outline the steps which are being taken to address this.

Part 9: Other approvals

☐

One of the boxes in Part 9 must be ticked.

Part 10: Signature or seal of applicant

☐

The name(s) and signature(s) of each applicant, or signature of a person duly authorised to act on behalf of each applicant is mandatory.

OR

☐

Common Seal or Company Seal accompanied by the signature of an authorised person.

Attachments to support application

Demonstrate legal access to the land where water is to be taken

Applicant owns the land

In the instance when an applicant owns the land the Department of Water and Environmental Regulation will confirm your Title to the land.

Applicant does not own the land (e.g. crown land, road reserve, mining tenement)

- **Applicant leases land from the Crown**
Copy of lease document registered under Transfer of Land Act where the crown land has been leased (e.g. pastoral lease) must be attached.

☐

- **Applicant uses reserved crown land**

☐

A crown reserve register extract

OR

A copy of management order.

Please note: it must be clear from each of these two documents that the reserve has been vested in the agency that is applying for a licence and that the purpose of the reserve is compatible with a licence, e.g. a reserve for conservation is not compatible with an application for irrigation on the reserve.

- **Applicant uses road reserves on crown land**

☐

The applicant must provide both of the following:

Letter granting access to road reserve for the purposes of the licence.

and

Letter from local government authority granting access to road reserve for the purposes of the licence.

Please note: Permission from Department of Planning Lands and Heritage should refer to the road reserve number and the plan on which the road reserve is drawn. Where the road reserve is very long and only a specific portion is relevant to the licence, this portion should be described by reference to the land adjacent to that section of the road reserve.

- **Applicant has the approval of the land holder to use the land to which the licence relates**

☐

A lease contract or the land owner's written agreement to land use arrangement or other relevant documentation.

The lease contract or agreement must:

- include permission to be on land.
- include permission to do the things authorised by the licence.
- be likely to have effect for a sufficient period to enable the licence concerned to operate

Other documentation required if applicable

A detailed development timetable must be attached for commercial developments.

☐

Submission of a Form 1 may be required if a new well is being constructed.

☐

Submission of a Form 2 bore log is required for new 5C applications (required 1 month after completion of a well).

☐

For commercial aquaculture operations, details of pond dimensions, holding facilities, evaporation, see page and discharge details must be attached if insufficient room on form.

☐

For mining leases, a tenement map showing the location within Western Australia and the MGA co-ordinates must be attached.

☐

For mining applications involving dewatering and discharging water to the environment, a copy of environmental protection approval must be attached.

☐

Dewatering management plan (if application is for urban dewatering only)

☐

Details continued on separate sheets must be attached.

☐

Proof of agents authority (if applicable).

☐

Where and how to submit this form

This form can be submitted by post, email or in person to the appropriate Department of Water and Environmental Regulation regional office. For assistance in completing this form please contact our Business Support Unit on 1800 508 885 or licence.enquiry@dwer.wa.gov.au

For Water licensing enquiries please contact your regional office.

Swan Avon region

Victoria Park regional office

7 Ellam Street
Victoria Park WA 6100
Ph: 08 6250 8000

Email: ellamreception@dwer.wa.gov.au

Geographe Capes district office

Suite 1A/72 Duchess Street
Busselton WA 6280
PO Box 269
Busselton WA 6280
Ph: 08 9781 0111

Email:
busselton.admin@dwer.wa.gov.au

North West region

Karratha regional office

The Quarter
Level 2, 20 Sharpe Avenue Karratha
WA 6714

Locked Bag 10
Joondalup WA 6919
Ph: 08 9144 0200

Email:
northwest.water@dwer.wa.gov.au

Kwinana Peel region

Kwinana Peel regional office

107 Breakwater Parade
Mandurah Ocean Marina
PO Box 332
Mandurah WA 6210
Ph: 08 9550 4222

Email: peel@dwer.wa.gov.au

Mid West Gascoyne region

Geraldton regional office

20 Gregory Street
Geraldton WA 6530
PO Box 73
Geraldton WA 6531
Ph: 08 9965 7400 Fax: 08 9964 5983

Email:
midwestgascoyne@dwer.wa.gov.au

Kununurra regional office

27 Victoria Highway
Kununurra WA 6743
PO Box 625
Kununurra WA 6743
Ph: 08 9166 4100

Email:
northwest.water@dwer.wa.gov.au

South West region

Bunbury regional office

71 McCombe Road
Bunbury WA 6230
PO Box 261
Bunbury WA 6231
Ph: 08 9726 4111

Email: bunbury.admin@dwer.wa.gov.au

Carnarvon regional office

211 Robinson Street
Carnarvon WA 6701
PO Box 81
Carnarvon WA 6701
Ph: 08 9941 6100

Email:
midwestgascoyne@dwer.wa.gov.au

South Coast region

Albany regional office

5 Bevan Street
Albany WA 6330
PO Box 525
Albany WA 6331
Ph: 08 9841 0100

Email: southcoast@dwer.wa.gov.au

When is dewatering scheduled to commence? (dd/mm/yyyy)

What is the duration of pumping?

Proposed pumping rates, frequency of pumping and total quantity/volume of water to be pumped

How was the above information derived?

What is the purpose of dewatering (e.g. sewer installation, pump station etc.)?

Who is the dewatering contractor?

Proposed dewatering method (e.g. spears/well point systems, open pumping)

Additional techniques (e.g. horizontal boring, sheet piling etc.)

Will water be discharged to the environment?

Maximum depth of excavation (e.g. maximum sewer invert levels etc.)

Maximum depth of dewatering (depth water table is to be lowered to)

Have any acid sulphate soils been identified at the site? If Yes, has an acid sulphate soils management plan been submitted?

Dewatering effluent treatment (e.g. nil, lime neutralisation, sediment filtration/settlement, contaminant removal)

Discharge point (e.g. infiltration/recharge to local aquifer, dust suppression/irrigation, sewer, aquatic ecosystem/surface water)

Identify any potentially sensitive receptors (e.g. wetlands, water bodies, other users)