



Application to enter into an agreement to take water under an existing licence for a limited time

Application to take water under an existing licence under Schedule 1, Clause 30 (1) of the
Rights in Water and Irrigation Act 1914

Please note:

- This is a paper application. Alternatively, applications can be completed and submitted online at <https://online.water.wa.gov.au>
- A fee is payable for this application.
- All fields applicable to your application type must be completed and are 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.
- Refer to the checklist located at the rear of the form when completing the application.
- The licence holder is to fill out Part 1, Part 9 and sign Part 10 only.
- If more than one name is on the agreement, each person must sign this and future forms.

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 and licence holder details

Application to enter into an agreement for the taking of water under an existing licence under Schedule 1, Clause 30 for a limited time.

Agreement to take water

The holder of a valid licence may enter into an agreement with another person ("third party") relating to the taking of water under the licence by the third party for a limited period of time.

- ☐ Agreement for part of an entitlement
☐ Agreement for all of an entitlement

Current licence number

Current licence allocation

An agreement may be for all or part of a water entitlement.

Name of individual/
company

List all relevant third parties and security interests and attach their written consent to the agreement for which approval is sought. Attach a copy of the agreement with the third party seeking approval to take water

Part 2: Details of third party seeking approval to take water

The third party'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. Include all names to appear on licence.

Thirty Party(s) full name

Contact name

(if different from above)

ABN/ACN (if applicable)

Provide the legal name registered under the ABN or ACN.

Postal address
(PO Box if applicable)

Property address

Provide house and lot number details where applicable

(if different from above)

Telephone

Fax

Provide at a minimum your primary contact number.

Mobile

Email

Part 3: Third Party Property from which water is to be taken

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

Property

Area of property

ha

GPS Coordinates

Easting	Northing	Zone

OR

Mine name

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

Mining tenement
number(s)

Mining field

Part 3: Continued

If the property where the water is used is different from above please provide detail.

OR

Property
Area of property
GPS Coordinates
Mine name
Mining tenement numbers
Mining field

		ha
Easting	Northing	Zone

Part 4: Third party legal access

This field is required to be completed by the third party and relevant legal access information must be provided.

Please note: An application for a 5C licence must satisfy the requirements of Schedule 1 Clause 3 of the *Rights in Water and Irrigation Act 1914* to satisfy the legal access requirements to the land.

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 of landholder's written approval and the term of the lease)
- ☐ Negotiating to purchase or lease the land
 (provide copy of contract of sale/lease or owner's name)

Name Date

- ☐ Other (please specify)

Part 5: Third Party Details of Water Use

Licence holder and third party are required to complete the relevant water usage details as applicable in relation to the existing 5c licence, including current and proposed areas of irrigation, crop types and any other water uses. Please note upon submission of this application an officer from the Regional Office may contact you to undertake a compliance inspection of the property in accordance with 'Operational Policy No. 5.13 – Water entitlement transactions for Western Australia'.

Third Party to complete below information where applicable:

Where is the water to be used?

Tick all that apply

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

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 reserves, non-mining dewatering.

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

Mining or industrial use:
Specify each water usage
e.g. processing, dewatering, dust suppression, camp purposes, rehabilitation, care and maintenance.

Mining or industrial use - water usage	Estimated annual quantity (kL) if known	Salinity per use (TDS)

If dewatering, will water be discharged to the environment?

☐ No
☐ Yes

Part 6: Third party resources

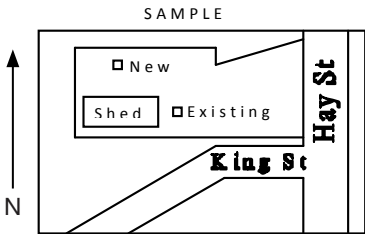
Do you have the resources (including financial) to undertake the proposed activities in relation to the licence?

☐ Yes ☐ No

If no, what steps are you taking to undertake the activities?

Please indicate timeframe:

Part 7: Third party 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

Attached ☐

Part 8: Third party payment details

Amount paid for agreement (consideration) (\$) (inc. GST)

Part 9: Licence Holder Details of Water Use

Licence Holder to complete below information where applicable:

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 (i.e. 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 reserves, non-mining dewatering.

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

Part 9: Continued

Mining or industrial use:
Specify each water usage e.g. processing, dewatering, dust suppression, camp purposes, rehabilitation, care and maintenance.

Mining or industrial use - water usage	Estimated annual quantity (kL) if known	Salinity per use (TDS)

If dewatering, will water be discharged to the environment?

☐ Yes

☐ No

Part 10: Other approvals

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

☐ 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 11: Signature or seal licence holder and third party

All persons named on the licence and all third parties named on the agreement must provide their signature.

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

We hereby request approval of our agreement for the third party to take _____ kilolitres under the licence,

during the period from _____ to _____ in accordance with the information provided.

(Further approval must be sought if the agreement is to be extended, otherwise the licence will automatically be restored to the pre-agreement status.)

Signature of Licence Holder(s)

Signature of Third Party(s)

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

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

Name and position

Name and position

Date: (dd/mm/yyyy)

Date: (dd/mm/yyyy)

OR

OR

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

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

Name and position

Name and position

Date: (dd/mm/yyyy)

Date: (dd/mm/yyyy)

Please note: if you are signing on behalf of another person proof of your authority in writing must be provided.

Please retain a copy of this form for your records

Part 12: Fees

A \$200 application fee applies to this application.

Evidence of payment is required before your application can be accepted.

Attach payment, receipt or transaction record with your application, or record your receipt number here

Payment options:

Cheque/Money Order made payable to Department of Water and Environmental Regulation.

EFT/bank transfer to

BSB: 066040

Account No: 18300113

Name of Bank: Commonwealth Bank of Australia.

Please include in the description the full name of licence holder

Credit card payment (online) at www.dwer.wa.gov.au.

Select 'Make a payment' and follow the prompts (Biller Code 1568864)

Please include :

Full name (state the full name of the licence holder)

Description of Payment (state the licence number)

Contact phone No: (10 digits)

Office use only (to be completed before payment can be processed in Finance)

Application ID/ Instrument number :

Date sent to Financial Services Section:

Officer name and location:

Signature:

Important information

This application will not be accepted unless all required information in this form has been provided. Please use the attached checklists to ensure you have supplied all required documentation. This includes signatures of all persons named on the licence and all third parties named on the agreement.

Checklist

Part 1: Application and Licence Holder details

The licence holder's name and existing licence number must be provided.

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Part 2: Details of Third Party seeking approval to take water

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

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

Postal address must be completed.

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Part 3: Third Party Property from which water is to be taken

Property or mining description details must be provided where water is to be taken.

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Part 4: Third Party Legal access

Must be completed by the third party in relation to the property under application. A copy of the contract of sale or lease, or the landholder's written approval must be provided with the application if the third party does not currently own the land.

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Part 5: Third Party details of water use

Details of non-commercial/commercial/mining or industrial/other water uses must be described as accurately as possible in relation to the existing and proposed water usage for third party on the property.

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Part 6: Transferee resources

At least one of the boxes in Part 6 must be ticked.

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

☐☐

Part 7: 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.

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Part 8: Payment made between the Third Party and Licence Holder

The amount paid for the agreement to take water must be provided inclusive of GST.

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Part 9: Licence Holder details of Water Use

Details of non-commercial/commercial/mining or industrial/other water uses must be described as accurately as possible in relation to the existing and proposed water usage for the licence holder on the property.

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Part 10: Other approvals

One of the boxes in Part 10 must be ticked

☐

Part 11: Signature or seal of Licence Holder and Third Party

The licence holder and the third party's name and signature, or the signature of a person duly authorised to act on behalf of the licence holder or third party, is mandatory.

OR

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

☐☐

Part 12: Fees

Payment or evidence of payment must be included with the application.

☐

Where and how to submit this form

This form can be submitted by fax, post, email or in person to the

Department of Water and Environmental Regulation
Swan Avon Region: Victoria Park Regional Office, Business Support Unit.
7 Ellam Street Victoria Park WA 6100
Tel: 1800 508 885
Fax: 08 6250 8050
Email: licence.enquiry@dwer.wa.gov.au

For assistance in completing this form contact our Business Support Unit on 1800 508 885