

# Water Order Application Form Multiple Licences

In accordance with the Water Management Act 2000 and Water Act 1912



## Part 1 - Water order Type

New Water Order <input type="checkbox"/>	Amend existing order <input type="checkbox"/>	Cancel existing order <input type="checkbox"/>
Meter Reading Only <input type="checkbox"/>	Date original order submitted <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

## Part 2 - Combined Approval or Works Approval Details

CA or WA Number : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	eg. 50CA000001 or 60WA000001 or 70WA000001
Extraction Site : <input type="text"/>	eg. ESID or meter number or pump description

## Part 3 and 4 - Licence and Extraction Details

Please enter licence holder name, licence numbers and category in the table columns (e.g. General or High Security, Stock and Domestic, Supplementary etc) Enter the date required and the quantity (in megalitres each day) under the appropriate licence.

Licence Holder Name			
Licence Category			
Licence No:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Part 5 - Current Meter Reading(s)

Date	Pump Description	Reading
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## Part 6 - Authorisation declaration (Mandatory)

I am/we are authorised to make this application on behalf of the holder(s) of this licence.

Name(s):

Signature:  Application Date:   /   /

Phone:           Fax:

## How to submit this form

Fax: 1300871447 Email: [North.Orders@statewater.com.au](mailto:North.Orders@statewater.com.au) - Gwydir, Namoi, Borders Rivers  
[Central.Orders@statewater.com.au](mailto:Central.Orders@statewater.com.au) - Macquarie, Lachlan, Hunter, Coastal  
[South.Orders@statewater.com.au](mailto:South.Orders@statewater.com.au) - Murray\Lower Darling, Murrumbidgee

Please keep a copy of completed form for your record

**Taking of water without submitting a valid water order is an offence.**

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## HOW TO COMPLETE A WATER ORDER APPLICATION FORM

The Lodgement of water order application forms is essential for State Water Corporation to accurately manage customers water allocation accounts in accordance with current legislative requirements. It is also important in ensuring that State Water delivers the right amount of water to the right place at the right time for all customers.

Penalties will apply to customers who fail to lodge valid water orders prior to extracting water from regulated streams.

Please take the time to check all required details have been entered and the form is correct.

Customers should supply the following information when completing a water order application form:

### Part 1 - Water Order Request

Please indicate if the water order being lodged is a new order, an amendment to an existing order, the cancellation of an existing order or if you are only submitting a meter reading. Water orders can be amended, with approval, up to the time of extraction. Customers are encouraged to always provide updated information if their requirements change. If you are just providing a meter reading please make sure you fill in the details in sections 2 and 5.

### Part 2 - Combined Approval or Works Approval Details

You must enter either your Combined Approval Number (eg 50CA000001 or 60CA000001) or Works Approval Number (50WA000001 or 60WA000001).

In addition to your approval number, please include a description of the works (eg pump) site. Many approvals include multiple pump sites. A description is therefore required to identify the nominated works.

Customers are required to correctly identify their Combined/Works Approval details on the form. If you do not know your approval number please contact DWE's licensing staff.

### Part 3 & 4 - Water Access Licence and Extraction Details

You must enter the name of the Water Licence holder, the water licence category (e.g General Security, High Security, Stock and Domestic etc.) and the Water Licence Reference Number in the columns provided. Enter the dates you wish to extract water and the daily volumes you intend to take. Enter the volumes in the column under the licence you wish the water to be debited from.

Customers are required to correctly identify their licence numbers on the form. If you are unsure of your DWE licence number or WAL number please contact DWE's licensing staff.

### Part 5 - Meter Reading

A valid Meter Reading must be entered. Please include the date the meter was read and a pump description. A description of the pump is necessary to ensure that usage is recorded against the correct meter.

Customers are encouraged to provide regular meter readings so that Water Allocation Account balances can be kept up to date throughout the season.

In the event of Supplementary and Uncontrolled flows, meter readings at both the start and finish of the event are required to qualify for this type of extraction.

**No access to Supplementary and/or Uncontrolled Flow water will be granted unless meter readings are supplied at both the start and finish of the event including the provision of an approved water order.**

### Part 6 - Authorisation

Water order forms must be signed by either the Water Access Licence Holder or an authorised representative.

The Application date refers to the date you will submit the water order.

Please ensure that your contact details are included so that State Water can contact you if there are any issues regarding the form. In some cases (subject to State Water's discretion), incorrect or incomplete Water Orders will be returned to the customer. Customers will be given a specified period to return the corrected application. Corrected water orders received after this time will not be accepted and the order will not be processed. A new order will then need to be submitted.

## Submitting Water Order Application Forms

Water Orders can be faxed or emailed to the contact details located on the Water Order Application Form.

Water Order Application Forms can be downloaded from State Water's Webpage at:

<http://www.statewater.com.au>

Alternatively, you can collect extra copies of the forms from your local Customer Field Officer.

### Important Information for Customers

**Customers who extract water without an approved water order may face compliance action by State Water Corporation. Under the Water Management Act 2000, extraction of water without a water order is considered an unlawful activity. The Water Management Act 2000 permits volumetric penalties of five (5) times the volume and/or a fine equivalent to five (5) times the usage fee of water extracted unlawfully. Penalties applied by State Water to customers will be in proportion to the volume of water extracted without a water order and will become more severe with repeat offences.**