



# Department of Natural Resources and Mines

ABN 59 020 847 551

## Application for licence to take water

Water Act 2000

<b>Purpose of the form</b>				
To apply for a water licence to take and use the water on a parcel or contiguous parcels of land owned by the applicant. Refer to the guidelines when completing this form.				
<b>Part A Licence information</b>				
Is this application to amend or replace an existing licence? <input type="checkbox"/> No <input type="checkbox"/> Yes				
If yes supply licence reference:				
<b>Part B Applicant details</b>				
Specify the full name of the individual or corporation making this application:				
If the applicant is a corporation, please supply the ACN:				
Attention (Optional) (e.g. Principal, Secretary, Managing Director, etc.)				
Street address:				
Mailing address:				
<b>Contact details</b>				
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify)				
Full name:				
Preferred phone:	Alternative phone:	Facsimile:		
Email:				
<b>Part C Description of land</b>				
Specify the Lot and Plan numbers for the land on which the water is to be used. This is the land to which the proposed licence would attach.				
Lot	Plan	Lot	Plan	
<p><b>Privacy statement:</b> The information being collected in this form will be used by this department for the purpose of processing your application for licence to take water under the authority of Chapter 2, Part 3 of the <i>Water Act 2000</i>. Your personal details will be accessed only by authorised officers within this department and will not be disclosed to any other third party without your consent except where required by law. The information collected will be retained as required by the <i>Public Records Act 2002</i> and may be stored in a departmental database. More information on the department's privacy commitment can be found on the department's website at <a href="http://www.dnrm.qld.gov.au">www.dnrm.qld.gov.au</a>.</p>				
<b>OFFICE USE ONLY</b>	Application ref.	Fee received \$		Office Stamp Only
	Client ref.	Receipt no.		
	Authorisation ref.	Registration date    /    /    Initials		

**Part D Location of taking the water**

Specify the type of water and the location from which water is to be taken:

**Source of water**

Water in a watercourse, lake or spring

Underground water

Overland flow water

	Target depth		metres	
	Target depth		metres	

**Location of water**

Describe the parcels on or adjoining the place from which the water is to be taken. If water is to be taken from a point on land within the bed and banks of a watercourse which cannot be properly described in terms of a Lot on Plan, enter the property description of the nearest adjacent land and tick the 'Adjacent to' ( P ) box.

Lot	Plan	Adjacent to (✓)	Property description
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Sketch a plan showing the source and location where the water is proposed to be taken and used. Include property boundaries, Lot/Plan descriptions, existing water facilities (e.g. pump, bore), and location of any watercourse, lake or spring.

This sketch should be made in black ink so that it is suitable for electronic scanning. Alternatively, the location of where the water is taken and used can be shown on A4 size property map and attached to this application.



**Part E Water use**

Specify which of the purposes below apply to the proposed taking of water.

- |  |   |
|--|---|
| <input type="checkbox"/> Domestic<br><input type="checkbox"/> Stock harvesting<br><input type="checkbox"/> Water harvesting<br><input type="checkbox"/> Aquaculture (attach proposal)<br><input type="checkbox"/> Industrial (attach proposal) | <input type="checkbox"/> Irrigation (complete the 'irrigation requirements' table in Part F)<br><input type="checkbox"/> Stock intensive (e.g. feedlot, piggery, dairy etc.)<br>Stock type:<br>No. of stock:<br><input type="checkbox"/> Other (specify): |
|--|---|

**Part F Water requirement**

Irrigation requirements (complete only if "irrigation" was ticked in water use).

	Crop type	Proposed area (hectares)	Maximum weekly application (mm)	Maximum monthly volume (ML)	Time of the year required (months)
Crop 1					
Crop 2					
Crop 3					

Water requirement (for all other purpose):  
 megalitres per (tick appropriate box)  day  week  month

**Part G Amount of water**

Max. annual volume of water required:          megalitres

Max. rate at which water is to be taken:          litres per second

Max. area to be irrigated:          hectares

**Part H Comments**

Provide any further comments or information that may be of assistance in assessing this application. If insufficient space, provide additional information as an attachment.

**Part I Declaration****All parties to complete and sign the declaration below.**

If more signature space is required, copy or print a blank copy of this page, complete and attach.

Being the owners of all the land referred to in Part B of this application, I/we do hereby apply for a licence to take water and declare that the information contained in this application is true and correct. I/We also acknowledge that materials submitted in support of this application are part of the application and can be copied and made available to the public as required under section 112(4) of the *Water Act 2000*. I/We hereby provide consent for any supplied information considered to be commercial-in-confidence or copyright to be copied and made available only for the purposes of the licence application, including notification to and consultation with the public and other relevant government agencies.

**Individual**

Name:	Name:
Signature:	Signature:
Position/Title: (if applicable)	Position/Title: (if applicable)
Date:     /     /	Date:     /     /

**Corporation Executed for and on behalf of**

Organisation name:	
ACN:	
By (name):	By (name):
Position:	Position:
Signature:	Signature:
Date:     /     /	Date:     /     /
Witnessed by:	Witnessed by:
Witness signature:	Witness signature:
Date:     /     /	Date:     /     /

**Guidelines for  
Application for licence to take water**

*Water Act 2000*

**Purpose of form**

The application form is a document approved for use within the state of Queensland under the provisions of the *Water Act 2000* (Water Act). Under this legislation, this department's chief executive may grant water licences for taking water and interfering with the flow of water.

This form is used where the applicant wishes to take and use water from either a watercourse, lake or spring on or adjoining land; or from an aquifer under any land; or (in certain defined areas) water which flows across any land. For example, before commencing any activity which would result in water being taken for the first time, or would increase the amount of water currently authorised to be taken, the owner of the land should make prior application by completing and lodging this form.

A person who is already a licensee under the Water Act or holds a licence issued under previous legislation (for instance a licence for works issued under *Water Resources Act 1989*) can also use this form to apply to amend the existing licence.

The form is not used where the activity will solely result in interference with the flow of water in a watercourse or interference with the flow of water across land, for example a weir or off-stream water storage. Interference of this nature water will usually require a water licence, but application is made on a different approved form.

Unless otherwise indicated, all parts of the form should be completed. The department may require the applicant to give additional information and you will be contacted if this is the case.

Approval of this application does not authorise construction or installation of new works or any associated development. Where an application for a development permit is required under the *Sustainable Planning Act 2009* this must be made through the Department of State Development, Infrastructure and Planning as the single lodgement point for all development applications at [www.dsdip.qld.gov.au](http://www.dsdip.qld.gov.au).

**Part A Licence information**

If the application is to replace an existing water licence, tick 'Yes' and provide the licence reference.

**Part B Applicant details**

The applicant must be the owner(s) of the parcels of land entered in Part B of the form. An 'owner' of land is defined by section 104 of the Water Act.

If you are not an owner of the land, you are not able to apply.

**Part B Applicant details (continued)**

Applicant details must be completed as follows:

**Name**

For one individual, clearly write in upper case the applicant's full name as given names followed by surname.

For example: PAUL JOHN SMITH

For two individuals, clearly write the full name of all individuals as given names followed by surname, both persons separated by a semi-colon.

For example: PAUL JOHN SMITH; TINA ROSE JONES

For a number of individuals clearly write all the full names as given names followed by surname as a list, the full name of each person should be separated by a semi-colon.

For example: PAUL JOHN SMITH; TINA ROSE JONES; GWEN MARY SMITH;  
PETER FREDRICK WATSON; PETER FREDERICK WATSON AS TRUSTEE

Where the applicant is a corporation, write the complete name of the incorporated body and the Australian Company Number (ACN).

For example: PAUL JOHN SMITH PTY LTD

For incorporated associations, use the authorising officer's name.

For example: PAUL AUSTIN ACTING UNDER THE AUTHORITY OF THE  
BUNYA MOUNTAINS BRIDGE SOCIETY INC

For other legal entity names or bodies holding land under trust.

For example: THE STATE OF QUEENSLAND (REPRESENTED BY DEPARTMENT OF  
EDUCATION AND TRAINING)

**Attention (Optional)**

If necessary, use this section to write the title of the position held by a person acting for the applicant. This information is usually only necessary for corporations or similar bodies.

For example: THE MANAGING DIRECTOR

**Street address**

Specify the street address of the applicant. Information provided within this section of the form will be used for the service of all official documents and any correspondence relating to the application, unless otherwise specified in the mailing address section.

For example: UNIT 3  
146 SHORE STREET  
ROCKHAMPTON QLD 4370

**Mailing address**

Information provided within these sections of the form will be used for the service of all official documents and any correspondence relating to the application. Enter the information as you would want it to appear on an envelope addressed to the applicant.

For example: PO BOX 25  
ROCKHAMPTON QLD 4370

**Contact person's details**

Applicants must use this section to provide the department with the details of one nominated contact person. The department will use the information provided for its records concerning the application and for personal or telephone contact about matters relevant to this notification.

## Part C Description of land

This part is used to describe the land on which the water is to be used. All the land parcels where the water is to be used should be included. Land is usually described as a lot on a plan and you will find these on the local government rates notice or a valuation notice. Separately list each parcel of land as lot and plan.

For example:

Lot	Plan
13	RP134507
158	W314657

Provide a separate attachment if more space is required.

To be able to make a proper application, the applicant must also be the owner or owners of the parcels of land entered here. An owner of land is defined above in Part B of these guidelines. The parcels listed must also be contiguous in nature.

## Part D Source and location of water

This part is used to specify what water is to be taken and to state the location from which water is to be taken.

### Source of water

Where water is to be taken from a watercourse, lake or spring, tick the first box and write the name of the watercourse where indicated.

Tick the appropriate box if underground water is to be taken. It will assist the department if you can provide the geological name of the aquifer(s) from which the underground water is to be taken. If this information is not known to you at this time, then indicate the target depth you wish to drill to.

In certain areas of Queensland the taking and/or interfering with water that flows across land other than in a watercourse may be subject to the making of an application for a water licence. Tick the 'Overland Flow' box if your application falls into this category.

### Location of water

The applicant must also complete the lot and plan boxes to describe the land where the water will be taken from. In the case of a watercourse, lake, spring or overland flow this will be the parcels of land owned by the applicant that are on or that adjoin the point from which the applicant wishes to take the water. In the case of underground water, this is the land directly above the aquifer, and may comprise more than one parcel of land.

The parcels of land should be described in the same manner as used in Part C above. Use the description of the nearest land parcel and tick the 'Adjacent to' box where it is not obvious that the place or point from which the water is to be taken cannot properly be described by a 'lot on plan' parcel description.

A valid application can be made where the applicant does not own one or all of the land parcels from which the water is to be taken. To allow the application to proceed, all the owners of land between the proposed point of taking the water and the applicant's land must agree in writing to give the applicant a registerable lease or easement over the owner's land for the purpose of taking the water and delivering it to the applicant's land. If 'Yes' is ticked indicating that intervening land is not owned by the applicant between the proposed point of taking the water and the land on which the water is to be used, the applicant will need to contact their local departmental business centre to determine if written agreements or additional details are required to be submitted with the application.

Applicants should, to the best of their ability, complete the sketch plan on the application, or alternately provide a cadastral map with the relevant features clearly marked.

## Part E Water use

Use the appropriate tick box to indicate which of the purposes listed will apply to the proposed taking of water. More than one box may be ticked.

Industrial users, or other applicants who may need to have special factors considered as part of the application, should attach specific details of the proposal (such as a project plan) which will be used to assist the department in assessing the application.

Applicants are advised that under the legislation, the chief executive must, amongst other things, consider:

- existing water entitlements and authorities to take or interfere with water
- any information about the effects of taking, or interfering with water on natural ecosystems
- any information about the effects of taking, or interfering with, water on the physical integrity of watercourses, lakes, springs or aquifers
- policies developed in consultation with local communities for the sustainable management of local water
- the sustainable resource management strategies and policies for the catchment, including, any relevant coastal zone
- the public interest.

In order to properly meet these provisions, the department may require the applicant to provide additional information about the application.

## Part F Water requirement

The information provided in this part is used to generally assess the impact of the proposed scheme.

Irrigators should describe the water requirement of the crop(s) which is to be provided by taking the water required under this application. Other water users should provide the volume and frequency (per day, week, or year) at which the water required under this application is proposed to be taken. As mentioned specific details of the proposal (such as a project plan) may be required to assist the department in assessing the application.

## Part G Amount of water

The information provided in this part is also used to assess the impact of the proposed scheme, and if granted, will assist the department to arrive at an appropriate level of annual entitlement.

Irrigators should estimate the annual water requirement of the crops listed in Part F, the rate at which it is anticipated the water will be taken from the location described in Part D to meet this requirement, and the total area to be irrigated.

Other water users should provide the annual water requirement for the scheme and the rate at which it is anticipated the water will be taken from the location described in Part D to meet this requirement.

## Part H Comments

This part is used where the applicant wishes to provide any further comments or information that may be of assistance in assessing this application. Refer to a separate attachment if insufficient space has been provided.



## Part I Declaration

Parties to the application listed in Part B, must complete and sign the declaration. This means that all the owners should sign where the land described in Part C is held by a number of registered proprietors or lessee.

All persons signing on behalf of a corporation must sign before a witness and provide their Australian Company Number (ACN).

Materials submitted in support of this application are part of the application and can be copied and made available to the public as required under section 112(4) of the Water Act. By signing the declaration, all parties provide consent for any supplied information considered to be commercial-in-confidence or copyright to be copied and made available only for the purposes of the licence application, including notification to and consultation with the public and other relevant government agencies.

## Use of this information (privacy statement)

The information being collected in this form will be used by this department for the purpose of processing your application to interfere with flow by impounding water under the authority of Chapter 2, Part 3 of the Water Act.

This application will be publicly viewable in the period in which people may make submissions. The instrument of the water authority will be placed on a publicly searchable register under section 1009 of the Water Act. If a submitter chooses to apply for an internal review of the department's decision on this application, your name and address will be provided to them, so that they may provide you with notice of their application for internal review.

Your personal details will be accessed only by authorised officers within this department and will not be disclosed to any other third party without your consent except where required by law. The information collected will be retained as required by the *Public Records Act 2002* and may be stored in a departmental database. Information on the department's privacy commitment can be found on the department's website at [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

## Fees and charges

The prescribed fee payable at the time of application is changed each year with the consumer price index (CPI) and takes effect from 1 July each year. Prior to submitting an application immediately following 1 July contact your nearest departmental office to obtain details of the current fees.

## Checklist

The following checklist has been provided to assist you in completing this application. Ensuring that you have satisfied all of the following requirements will help avoid delays in the processing of your application.

- All parts of the form are completed (including the sketch plan)
- All parts of the form relating to lot and plan contain the correct real property descriptions. Failure to supply accurate details may render a subsequent licence invalid.
- The application form is signed by all parties
- A copy of an Agreement from all intervening land owners to enter into a Registered Lease or Easement is attached where the application is for taking or supplying water with respect to land that is not owned by the applicant.
- The prescribed fee is enclosed.

## Lodgement

Mail/deliver the application form, the fee and attachments to your local departmental business centre. Contact details are available on the department's website at [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).