

CHECKLIST FOR AN APPLICATION TO AMEND A WATER LICENCE

To ensure that your application to amend a water licence is complete, please check off the following list.

Please note that if the following information is not provided your application will not be accepted.

- Full name, address and phone number
- Applicable file number and licence number for amendment
- Name of source(s)
- Legal land description, proof of ownership, i.e. certificate of title or assessment notice
- Other lands to which this licence is appurtenant
- Application for Transfer of Appurtenancy** legal description of transferees's (person to whom you are transferring licence) land together with proof of ownership
- Application for Apportionment** state quantity of water presently used on applicant's land
- Detailed **drawing**, to a high standard, showing applicant's land and location of works
- Change of Works** please show clearly on plan the works to be abandoned and provide a detailed plan where the new works are to be constructed
- If any new works cross or otherwise affect private or **Crown land** and if so give legal description
- If joint works are proposed, a **Joint Use Agreement** is advised; however, it is **not mandatory** at this time. Should your amendment be approved, you may be directed to obtain an agreement.
- For a amendment to **Change of Purpose** please state the new purpose, quantity and period of use required.