



### Application for Transfer of Water Entitlement OR Transfer of Water Licence

Application for transfer of water entitlement/licence under Schedule 1, Clause 29  
of the *Rights in Water and Irrigation Act 1914*

**Please note:**

- Applications can now be submitted on line through an online portal at <https://online.water.wa.gov.au/>
- Credit card payments can only be made by submitting your application through the online portal (preferred).
- Paper forms will still be accepted however payments can only be made by cheque or money order payments.
- All fields applicable to your application type must be completed and are to be written clearly in block letters.
- 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 8 and sign Part 9 only.
- Stamp duty is payable on the value paid for the water entitlement.

#### Part 1: Application and Licence holder details

##### Application to transfer entitlement/licence under Schedule 1, Clause 29

**Transfer of Licence**

A transfer of an existing licence that usually takes place when a property is sold or changes to the name of licensee on the licence is called a licence "transfer".

Transfer of an existing licence to take water

Transfer of an existing licensed entitlement

**Transfer of Water Entitlement**

If part of an existing licensed entitlement to take water is to be transferred to another property and/or to another licence, please select the "entitlement" option.

Current licence number:

Current licence allocation:

Name of individual/  
company:

Is the water included  
as part of a property  
sale price?

Yes If no, please specify the  
amount paid for the licence

No or entitlement:

**Please Note:** List all relevant third parties and security interests and attach their written consent to their transfer. If stamp duty has been paid or is exempt please attach the documentation from Office of State Revenue.

#### Part 2: Transferee(s) details

Transferee(s) full name

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.

Contact name (if different from above)

ABN / ACN  
(if applicable)

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Company name

Provide the legal name registered under the ABN or ACN.

Postal address  
(PO Box if applicable)

Provide house and lot number details where applicable

Property address  
(if different from above)

Provide at a minimum your primary contact number.

Telephone

Facsimile

Mobile

Email

Please indicate whether the transfer is due to sale of ALL the land related to the licence to the transferee by selecting one out of the three adjacent options.

Is the transfer due to the  
sale of All the land?

No (proceed to part 3)

Yes (if changes are required to licence proceed to part 3) or

Yes (if changes are **not** required, complete part 4 and go to part 7)

**Part 3: Transferee 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 description (lot number, street and suburb/locality)

Total area of property (if known)  ha

GPS Coordinates Easting  Northing  Zone

OR

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

Mine name

Mining tenement number(s)

Mining field

**Part 4: Transferee Legal Access**

This field is required to be completed by the transferee(s) and relevant legal access information must be provided.

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 the lease)

OR

- 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: Transferee Details of water use**

Transferrer(s) (Part 9) and Transferee(s) 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'.

Transferee 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.....

Area (for garden / lawn or other use)  ha

1 acre is equal to 0.4 ha

1 kL = 1000 litres

**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
<b>Total</b>				

**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
<b>Total</b>			

**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
<b>Total</b>			

**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

**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

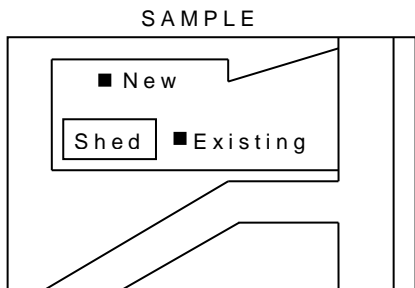
**Part 6: Transferee Resources**

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: Transferee 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.

**Attached**

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**Transferrer 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 (i.e. carrots, apples)	Planting density (per ha) if applicable	Irrigation method	Usage area (ha)	Estimated annual quantity (kL) if known
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Aquaculture type (e.g. yabbies, marron, fish etc).

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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
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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?**     Yes     No

**All persons eligible for the licence must provide their signature.**

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

**We hereby request that approval be given to the transfer of ..... Kilotres in accordance with the information provided**

**Signature of Transferrer**

**Signature of Transferee**

\_\_\_\_\_  
Signature of applicant or person duly authorised to  
on behalf of the applicant

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

\_\_\_\_\_  
Signature of applicant or person duly authorised to  
on behalf of the applicant

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

Date: \_\_\_\_\_ (dd/mm/yyyy)

Date: \_\_\_\_\_ (dd/mm/yyyy)

**OR**

**OR**

\_\_\_\_\_  
Common seal or company seal

\_\_\_\_\_  
Common seal or company seal

was hereby affixed in the presence of

was hereby affixed in the presence of

\_\_\_\_\_  
(Authority to sign)

\_\_\_\_\_  
(Authority to sign)

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Position Title

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 10: Fees**

Complete the \$200 application fee to the Department of Water and Environmental Regulation via one of the payment options below.

Payment Options:

- Applications can now be submitted on line through an online portal at <https://online.water.wa.gov.au/>
- If you wish to pay by credit card please submit your application through the online portal.
- Cheque and money order payments will only be accepted for paper forms.

**OFFICE USE ONLY** (To be completed before payment can be processed in Finance)

Application ID No: \_\_\_\_\_

Date sent to Financial Services Section: \_\_\_\_\_

Amount (\$): \_\_\_\_\_

Authorised Licensing Officer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Important Information**

- An application for a licence will not be accepted by the Department of Water and Environmental Regulation unless all applicable information in this form has been completed. Please use the attached checklist to ensure you meet this requirement.
- As of July 1<sup>st</sup> 2011 documentation from the Office of State Revenue must be provided stating that stamp duty has been paid on the licence or entitlement transfer not included in the property sale prior to the Department granting a licence.

**Checklist**

**Part 1: Application and Transferrer(s) details**

- At least one of the two boxes in Part 1 of the form must be ticked, and transferrer's name and existing licence number provided.  Check
- The amount paid for the entitlement or licence must be provided if the licence or entitlement is not included as part of the property sale.  Check
- Documentation from the Office of State Revenue must be provided stating that stamp duty has been paid (or is exempt) on the transfer of the licence or entitlement. Alternatively, the value of the licence or entitlement is included in the value of land recorded on the land transfer documents in the sale of the property.  Check

**Part 2: Transferee details**

- Name of individual, company or water service provider must be indicated  Check
- If a company/association, the ABN or ACN and contact person must be supplied.  Check
- Postal address must be completed.  Check
- One out of the three options in relation to the sale of ALL the land in association with the licence must be selected.  Check

**Part 3: Property from which water is to be taken**

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

**Part 4: Legal access**

- Must be completed by the transferee(s) in relation to the property under application. A copy of the contract of sale or lease must be provided with the application if the transferee does not currently own the land.  Check

**Part 5: Transferee 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 transferee(s) on the property.  Check

**Part 6: Location Plan**

- A detailed location plan as described on the form must be drawn in the box provided or attached.  Check  
For mining tenements, a map showing tenements numbers must be provided.

**Part 7: Transferrer details of water use**

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

**Part 8: Signature of seal of applicant**

- The applicant's name and signature or signature of person duly authorised to act on behalf of the  Check  
Applicant is mandatory OR Common Seal or Company Seal accompanied by signature of an authorised person.

**Part 9: Fees**

- If submitting a hard copy form ensure cheque or money order is attached  Check
- If you wish to pay by credit card use your water online account  Check

**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](mailto:licence.enquiry@dwer.wa.gov.au)**

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