



# Notification – licensee no longer eligible to hold a licence

*Rights in Water and Irrigation Act 1914, regulation 25*

## Part 1: Licensee details

Licence number	
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Licensee(s)					
Title	Mr	Mrs	Ms	Miss	Other
Surname or family name					
Given or first names					

OR

Company name					
ABN/ACN (if applicable)					
Postal address					
Street					
Suburb or town		Postcode			

Contact details

Email address	
Phone number	

Licensed properties (attach list if more than one)	
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## Part 2 Notification of change in eligibility to hold a licence

To be eligible to hold a licence, a licensee must have legal access to the property. When a property with an associated water licence is sold, the licensee no longer has legal access to the property from the date of settlement, unless authorised by the new owner. If you do not have written authority from the new owner to continue to access the property, you must notify the department within 30 days of access ceasing that you are no longer eligible to hold a licence.

Please complete the statement below:

I/we hereby provide notification that as of _____ (DD/MM/YYYY), I/we believe that I/we may have ceased to be eligible to hold a licence.
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Once a licensee is no longer eligible to hold a licence, the licence will be terminated unless the licensee(s) requests a delay in termination within 30 days of ceasing to be eligible.

Do you wish to request to delay termination of the licence?	Yes	Complete Part 3
	No	Complete Part 4

## Part 3: Request to delay termination

Termination of the licence can be delayed for **up to six months** from the date this form is received by the Department of Water and Environmental Regulation.

I/we request to delay the termination of the licence to be delayed until _____ (DD/MM/YYYY).								
During this period I/we intend to:								
<table border="1"><tr><td><input type="checkbox"/></td><td>Transfer the licence to the new proprietor.</td></tr><tr><td><input type="checkbox"/></td><td>Trade the entitlement to another person in the same subarea.</td></tr><tr><td><input type="checkbox"/></td><td>Amend the property address on the licence to another property I/we I hold or will acquire in the same subarea.</td></tr><tr><td><input type="checkbox"/></td><td>Surrender the licence.</td></tr></table>	<input type="checkbox"/>	Transfer the licence to the new proprietor.	<input type="checkbox"/>	Trade the entitlement to another person in the same subarea.	<input type="checkbox"/>	Amend the property address on the licence to another property I/we I hold or will acquire in the same subarea.	<input type="checkbox"/>	Surrender the licence.
<input type="checkbox"/>	Transfer the licence to the new proprietor.							
<input type="checkbox"/>	Trade the entitlement to another person in the same subarea.							
<input type="checkbox"/>	Amend the property address on the licence to another property I/we I hold or will acquire in the same subarea.							
<input type="checkbox"/>	Surrender the licence.							



## Part 4: Signature or seal of applicant

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

Date	(dd/mm/yyyy)
Signature of licensee(s) or person duly authorised to sign for and on behalf of the licence holder.	Signature of licensee(s) or person duly authorised to sign for and on behalf of the licence holder.

OR

Date	(dd/mm/yyyy)
Common seal or company seal	was hereby affixed in the presence of
Authority to sign	
Name	Position/title
Please note: if you are signing on behalf of another person, proof of your authority in writing <b>must</b> be provided.	

### Important information

#### Regulation 25. Licensee no longer eligible to hold licence to inform the department.

1. A licensee who ceases, or who has reason to suspect that he or she may have ceased, to be eligible in terms stated in Schedule 1 clause 3 of the Act to hold a licence is to inform the department in writing of that fact within 30 days of the licensee ceasing to be eligible. Penalty: \$1000.
2. On receiving notice under subregulation (1), the department is to inform the licensee in writing of the time when the licence will be terminated.
3. At the request of a licensee referred to in subregulation (1), the Department may agree in writing that the licence is to be terminated at the end of a period, not exceeding 6 months from the time the department received notice under subregulation (1).

## Where and how to submit this form

This form can be submitted by fax, post, email or in person to the appropriate Department of Water and Environmental Regulation regional office. For assistance in completing this form, contact your regional office.

### Swan Avon region

#### ► Victoria Park regional office

7 Ellam Street  
Victoria Park WA 6100

Ph: 08 6250 8000  
Fax: 08 6250 8050  
Email: [ellamreception@dwer.wa.gov.au](mailto:ellamreception@dwer.wa.gov.au)

### Kwinana Peel region

#### ► Kwinana Peel regional office

107 Breakwater Parade  
Mandurah Ocean Marina

PO Box 332  
Mandurah WA 6210

Ph: 08 9550 4222  
Fax: 08 9581 4560  
Email: [peel@dwer.wa.gov.au](mailto:peel@dwer.wa.gov.au)

### South West region

#### ► Bunbury regional office

35-39 McCombe Road  
Bunbury WA 6230

PO Box 261  
Bunbury WA 6231

Ph: 08 9726 4111  
Fax: 08 9726 4100  
Email: [bunbury.admin@dwer.wa.gov.au](mailto:bunbury.admin@dwer.wa.gov.au)

#### ► Geopraphe Capes district office

Suite 1A/72 Duchess Street Busselton WA 6280

PO Box 269  
Busselton WA 6280

Ph: 08 9781 0111  
Fax: 08 9751 2348  
Email: [busselton.admin@dwer.wa.gov.au](mailto:busselton.admin@dwer.wa.gov.au)

#### ► Warren Blackwood district office

Brain Street  
Manjimup WA 6258

WA PO Box 261  
Bunbury WA 6231

Ph: 08 9726 4111  
Fax: 08 9726 4100  
Email: [bunbury.admin@dwer.wa.gov.au](mailto:bunbury.admin@dwer.wa.gov.au)

### Mid West Gascoyne region

#### ► Geraldton regional office

20 Gregory Street  
Geraldton WA 6530

PO Box 73  
Geraldton WA 6531

Ph: 08 9965 7400  
Fax: 08 9964 5983  
Email: [midwest@dwer.wa.gov.au](mailto:midwest@dwer.wa.gov.au)

#### ► Carnarvon regional office

211 Robinson Street  
Carnarvon WA 6701

PO Box 81  
Carnarvon WA 6701

Ph: 08 9941 6100  
Fax: 08 9941 4931  
Email: [gascoyne@dwer.wa.gov.au](mailto:gascoyne@dwer.wa.gov.au)

### North West region

#### ► Karratha regional office

The Quarter  
Level 2, 20 Sharpe Avenue  
Karratha WA 6714

Locked Bag 10  
Joondalup DC  
Joondalup WA 6919

Ph: 08 9144 0200  
Email: [northwest@dwer.wa.gov.au](mailto:northwest@dwer.wa.gov.au)

#### ► Kununurra regional office

27 Victoria Highway

PO Box 625  
Kununurra WA 6743

Ph: 08 9166 4100  
Fax: 08 9168 3174  
Email: [kunadmin@dwer.wa.gov.au](mailto:kunadmin@dwer.wa.gov.au)

### South Coast region

#### ► Albany regional office

5 Bevan Street  
Albany WA 6330

PO Box 525  
Albany WA 6331

Ph: 08 9841 0100  
Fax: 08 9842 1204  
Email: [southcoast@dwer.wa.gov.au](mailto:southcoast@dwer.wa.gov.au)