STAGE 1: Applying for a licence or permit. The applicant completes the relevant application form and provides all supporting information using the checklist on the application form. The department returns the STAGE 2: Validating an application. The department validates the application to the applicant as it application. is deemed incomplete. (Note: The department administers water licences on a first in, first served The department returns the basis. If the application is deemed incomplete, it will be returned to the application to the applicant as it applicant to provide the necessary information. Only when the is not required. department receives a completed application, will it be placed in the The applicant may be required to STAGE 3: Assessing an application. The department assesses the publicly advertise the application application in accordance with legislation, policy, plans, standards and within a specified timeframe. quidelines. The applicant is required to provide more information to support assessment of the application within The department notifies any The department may be required to consult a specified timeframe. with other relevant government agencies security interests. In some and/or Native Title claimants to ensure all circumstances a security elements required to be considered by the interest may have department in the assessment process are opportunity to make a written satisfied and that department's obligations submission to the DoW within under other legislation are satisfied. a specified timeframe. STAGE 4: Making a recommendation. The department makes a The department notifies the recommendation. The recommendation could be to: applicant of its recommendation if 1. Issue a licence consistent with the application. recommendation is 3 or 4. The 2. Provide a written expression of undertaking that the department will applicant may make a written issue a licence upon proof of land purchase. submission within a specified 3. Issue a licence inconsistent with the application. timeframe to outline why the 4. Refuse a licence. department should not proceed with 5. Return the application if the requested information was not provided. the recommendation. The department STAGE 5: Making a decision. STAGE 5: Making a decision. informs any The department makes a The department considers person(s) that decision. any submissions and makes a made a submission decision. on an application to its decision. The department The **department** provides a written The department refuses a issues a licence expression of undertaking that the licence or issues the licence or returns the department will issue a licence upon proof of inconsistent with the application. application to the land purchase. applicant. The applicant has a right to have the department's decision under the RIWI Act reviewed by the State Administrative Tribunal.