

## Department of Primary Industries, Parks, Water and Environment

### Application to Register, Amend or Remove an Interest in a Water Licence

Use this form to register an interest over a water licence or to amend or remove an interest that has already been registered.

A water licence is a valuable asset and may be used as security against a mortgage or loan. That is, a bank or lending institution may wish to register an interest over a water licence that you hold as security against a loan. This means that the water licence cannot be transferred or surrendered without the consent of the registered interest holder.

There are extensive details on water licensing on the Department's web site: <http://dPIPWE.tas.gov.au/water/> and if you have any questions it is recommended you contact a Regional Water Management Officer at your local DPIPWE office.

If the interest is to be registered in the name of a company then details of the company should be included using the company details form <http://dPIPWE.tas.gov.au/Documents/CompanyDetailsForm>.

If the interest is to be registered in the name of a partnership/joint venture then details of the partnership or joint venture must be provided using the form <http://dPIPWE.tas.gov.au/Documents/PartnershipDetailsForm>.

If the application is being made by the Licence holder then the form must be signed by the licence holder but doesn't need to be signed by the interest holder.

If the application is being made by the interest holder then the form should be signed by the licence holder as well as by the interest holder. However, if the interest holder provides sufficient information to the Minister to satisfy them that they do hold an interest in the licence then the licensee's signature is not required.

At the end of the process the Minister will provide a notice of their decision in writing to the licence holder and the interest holder as well as to any persons acting on behalf of either.

#### **Steps to Completing this Form**

- 1. Tick the Box for the Relevant Process.** The options are to reregister a new interest, to remove an exiting interest or to amend an existing interest.
- 2. Complete the Person/Solicitor making application details.** These are the details of the person making this application. In many cases this is done by a legal firm acting on behalf of the licence holder or the lending institution. The Department needs contact details in order to send copies of the final correspondence or the contact if additional information is required. If the Application is being made by a company or a partnership then all members of the partnership/joint venture must complete a membership details form and attach it to this application as outlined above.
- 3. Complete the Details of the Water Licence Holder.** These are the details of the owner of the water licence that is to have the interest registered against it as well as the number of the particular water licence. This is on the top right hand corner of the water licence. The licence holder or their authorised signatory should sign the form.
- 4. Complete the details of the Interest Holder.** Here you identify the name of the person or institution that will be registered as holding an interest over the water licence. If this is a company or a partnership/joint venture then you must complete the relevant form providing full details of the company or partnership as set out above and this form should be signed by an authorised signatory of the company or partnership.
- 5. Submit the completed and signed Application**

There are two options for submitting the completed application;

  - Post the completed form with the prescribed fee in the form of a cheque or money order (payable to DPIPWE) to:  
DPIPWE, Water Management & Assessment Branch, PO Box 44, Hobart TAS 7001  
or
  - Lodge the completed application, with the prescribed fee, at any Service Tasmania outlet.

Item Code 8923025069	Water Mgt Application Fees
STAS Code 931 8923025069	Water Mgt Application Fees



**Water Management Act 1999**

**APPLICATION TO REGISTER, AMEND OR REMOVE A FINANCIAL INTEREST ON A WATER LICENCE or WATER ALLOCATION (Section 61)**

(Please note: This application form is effective from 1 July 2018 to 30 June 2019)

(please tick required action)

**Register a Financial Interest**

**Amend a Financial Interest**

**Remove a Financial Interest**

**DETAILS OF PERSON / SOLICITOR MAKING APPLICATION**

Full Name: .....	Legal Firm: .....
Address:.....	
Phone: .....	Email: .....

**DETAILS OF WATER LICENCE HOLDER**

Name of Licence Holder:.....	Water Licence No.....
Address:.....	
Phone: .....	Email: .....
Signature Licence Holder(s) : .....	Date:.....
(Signature of Licence Holder(s) is <b>not</b> required if removing a financial interest)	

**DETAILS OF PERSON / COMPANY REGISTERING/AMENDING OR REMOVING AN INTEREST**

Full Name: .....	
Full Name of Contact person:.....	
Address: .....	
Phone: .....	Email: .....
<b>Signature of Financial Interest Holder :</b> .....	<b>Date:</b> .....

<b>If amending an interest please describe briefly below:</b>
.....
.....
.....

**I enclose payment of the fee below with a copy of the charge over the water licence (if applicable) and declare that the above particulars are true in every respect.**

**\$85.32** – Register an Interest                      **\$42.66** – Amend an Interest                      **\$42.66** – Remove an Interest

**Please forward this application to :**

Department of Primary Industries, Parks, Water & Environment Water Management & Assessment Branch  
GPO Box 44  
HOBART TAS 7001