

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://nre.tas.gov.au/water/> and if you have any questions it is recommended you contact the Water Licensing section of the Water Management and Assessment Branch of NRE Tas on 6165 3010

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://nre.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 provided using the form <http://nre.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 NRE Tas) to:
    - NRE Tas, Water Management & Assessment Branch, PO Box 44, Hobart TAS 7001
  - or
  - Lodge the completed application, with the prescribed fee, at any Service Tasmania outlet.

Personal information will be collected from you for the purpose of managing Tasmania's water resource and will be used by NRE Tas for purposes permitted by the Water Management Act 1999 and regulations made under this Act. Under the Water Management Act 1999, a person must not furnish information to the Minister, a water entity or an authorised officer that is false or misleading in a material particular. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of NRE Tas, law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary, for the efficient storage and use of the information. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to NRE Tas.

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 2023 to 30 June 2024)

(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>
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.....
.....

I enclose payment of the fee below with a copy of the charge over the water licence (if applicable) and declare I have read and understand the NRE Tas Personal Information and Privacy Statement and declare that the above particulars are true in every respect.

**\$96.12** – Register an Interest

**\$48.06** – Amend an Interest

**\$48.06** – Remove an Interest

**Please forward this application to :**

Department of Natural Resources and Environment Tasmania  
 Water Management & Assessment Branch  
 GPO Box 44  
 HOBART TAS 7001