

Application to get a copy of your licence



Privacy collection statement:

The information from this form is collected under the **Water Act 1989** in order to process this transaction. The information is used to maintain the State Water Register and to provide statistical water market information. Most of the information in the water register is available to the public either on line or through formal Freedom of Information requests.

Who this application form is for:

Anyone who needs to get a copy of their water / operating licence(s) from us.

What to do:

- Check you have filled everything in correctly. Missing information can delay your application.
We will return illegible or incomplete applications.
- Send the form to Southern Rural Water, PO Box 153, Maffra, VIC, 3860 together with:
 1. A cheque or money order (Ask us for the rate, or visit <http://waterregister.vic.gov.au>) &
 2. **A copy of land title**, if your licence has not been updated within the last year.

Alternatively:

Go to <http://waterregister.vic.gov.au>. You may be able to download a copy of your water licence

If you have any questions or concerns about your application, please phone us on 1300 139 510

Please tell us:

Take and use or Water licence number:	BEE / WEE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Or Licence number
Operating or Water Use licence number:	WLE / WUL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Or Licence number

Your name _____	
Residential Address _____	Postal Address _____ <small>(If different from residential)</small>
Post Code _____	Post Code _____
Your signature _____	Contact Phone Number () _____

If your licence was issued to you more than 1 year ago, we need you to provide a recently obtained copy of land title indicating where your water is used. This will allow us to update your land details before a licence copy can be issued.

Have you included a copy of you land title? Yes The land title should provide land details where the water is used.

Southern Rural Water's Privacy Statement

Southern Rural Water (SRW) values and protects the personal and private information we collect from customers or applicants as part of our business activities and responsibilities. We have always demonstrated a strong culture of protecting the confidentiality of this information. Our policy is to collect only the information we need to conduct our business or to provide a service to customers. Essential personal information such as a customer's name, address or telephone number is only released outside SRW with the customer's consent or if reasonably required for related government business, such as the processing of council rates or if requested by lawful orders. As our responsibilities demand sustainable management of water resources and the nurturing of the businesses, communities and environments that support and depend on them, SRW adopts an open, transparent approach to the management of water resources and entitlements. We balance the disclosure of customer related water entitlements with the non-disclosure of personal information. SRW takes all reasonable steps to ensure that the management of all personal information collected and disclosed complies with the *Water Act 1989* requirements and privacy principles. All customers can access their own information.

Privacy Complaints

If you consider that your privacy has been breached or interfered with, you should contact the SRW Privacy Officer at PO Box 153, Maffra Vic 3860, or phone SRW on **1300 139 510**.