

Renewing your water licence

Your licence is due to be renewed. Without renewal, you won't be able to take and use water.

Water Act 1989 sections 58 and 72 allow for a licence holder to apply to renew their licence before it expires.

Around March of each year, we will send you information on what you need to do to renew your licence.

Below is a list of some frequently asked questions:

Why do I have to renew my licence?

Your licence to take and use water and to operate works is valid for a fixed term (usually for several years, ending on 30 June in the year of expiry). If you wish to keep the licence, the Water Act 1989 states that you must apply to renew it before it expires.

Why haven't I had to renew my licence before when I have had it for so long?

All licences are reviewed toward the end of their term. It could be that your licence was issued 15 years ago and this is the first time it has been due for renewal.

How do I renew my licence?

You need to:

- review the information SRW provides you
- advise us of any changes, and
- pay the required fee.

Why is there a fee to renew my licence?

The fee covers the cost to assess your renewal application, as per our obligations under the Water Act 1989. The fee only applies for this renewal - it is separate to the annual fee you receive in October of each year.

Why is there a fee to renew my licence?

The fee covers the cost to assess your renewal application, as per our obligations under the Water Act 1989.

The fee only applies for this renewal - it is separate to the annual fee you receive in October of each year.

When does my licence expire?

Your licence expires on 30 June – the actual year it expires will be outlined on your licence.

If you want to continue to take and use water and to operate your works, you must submit an application to renew before the expiry date of your licence.

If you do not lodge your application with us before the expiry date, you will no longer have authorisation to take and use water.

How long will my licence be renewed for?

Our aim is to renew your licence for 15 years, however, we may consider a lesser time in situations where the impacts of taking water are uncertain.

What happens to my renewal after I make payment?

1. You will be issued with a receipt. Please retain for your records.

2. After your renewal has been processed, we will advise you in writing of the outcome. In most cases, licences will be renewed without fuss. However, we must consider the requirements of the Water Act 1989 in known problem areas during the process. In some cases, we may introduce new conditions on licences in these areas to protect other water users, yourself and/or the environment.

3. Due to large numbers of licences being renewed, it may take some time to have all applications assessed. If we expect delays, we will tell you.

What if I no longer need my licence?

If you don't need or want your licence any more, talk to us about your options:

- you may be able to trade your licence on a temporary or permanent basis
- you can surrender your licence. Any outstanding fees must be settled before a licence can be cancelled.

What if the licence is not in my name or the licence owners have changed?

Water licences are 'owned' by the people named on the licence.

If the name on a licence has changed, you will be asked to complete a 'transfer of ownership' application form.

All those people listed on the licence must agree and sign the "transfer of ownership" application form.

What if the named licence holders have died?

In this instance, a licence can usually be updated if one of the surviving licence holders provides us with a death certificate, will or probate information.

If all named licence holders are deceased, the executors of the estate will need to submit a 'transfer of ownership' application to us.

We would also require a copy of the will to verify that the new licensees are the people named in the will.

What if I have sold the land but not the licence - can I still renew for 15 years?

No. If the land noted on a licence has been sold to another person (and not replaced) you cannot renew for 15 years. However, to allow you enough time to transfer the licence, the licence may be renewed for a maximum period of 12 months.

We recommend you contact us if you are in this situation.

More information

For more information, application forms or fact sheets, phone SRW on 1300 139 510 or visit our website www.srw.com.au