

APPLICATION TO SURRENDER

Licence to Take and Use water and to operate works

*This application combines the requirements for:
Surrender of registration licence (Section 51A Water Act 1989)
Surrender of licence (Section 61 Water Act 1989)*

Privacy collection statement:

The information from this form is collected under the *Water Act 1989* in order to process this transaction in the Victorian Water Register. The information is collected and used in line with *the Information Privacy Principles in the Privacy and Data Protection Act 2014* for the purpose of maintaining the Register and for providing statistical water market information. Most of the information in the Water Register is available to the public.

BEFORE SUBMITTING THIS APPLICATION PLEASE ENSURE:

- ☐ All necessary signatures have been obtained.
- ☐ Account balance has been settled
- ☐ All supporting documentation is attached if required (i.e. Death certificate, copy of probate)

ONCE APPLICATION HAS BEEN COMPLETED:

Post or email application form and supporting documents to the contact details below.

Applications that do not meet the checklist requirements will be rejected at submission with no further action taken.

Licence Details	
BEE	We will automatically surrender any associated works licence unless otherwise requested. ☐ Do not surrender my works licence
WLE	

All licence holders to read and confirm
☐ I/we understand that when this licence is surrendered, I/we will no longer be permitted to take and use water
☐ I/we understand that if i/we wish to start pumping in the future, we will need to submit a new application (including current fees at that time)
☐ I/we have been advised of all options for transfer (temporary and permanent) for this licence volume and have decided not to pursue these options (see notes)
☐ I/we understand that any outstanding debt in connection with this licence will continue to be billed to me/us.
☐ I/we understand that any water meters used in connection with this licence must be disconnected and returned to Southern Rural Water

Surface water only
☐ I/we confirm that I/we no longer take and use water from the waterway and all works have been disconnected (except where a private right applies - see notes)

Ground water only (Select one)
☐ I/we confirm that any bore or bores associated with our groundwater licence will now be used for domestic and stock purposes only.
☐ I/we confirm that any bore or bores associated with our groundwater licence will no longer be used.
☐ I/we confirm that any bore or bores associated with our groundwater licence have been or will be decommissioned.
☐ I/we confirm that any bore or bores associated with our groundwater licence are now used in connection with another Take and Use licence.

Notes
Notes to assist you to complete this application form. - We suggest that you speak to one of our assessment officers if you have any questions while completing this application form. - If anyone signs on behalf of the licensee, documentation showing their authority to sign in this capacity is required. (Power of Attorney, Copy of Will or Probate etc) - Depending on your location, you may be able to transfer all or part of your licence entitlement to another person in the same water basin or catchment. Entitlement transfers may be either temporary or permanent. Please call us if you like more information about this. - Section 8 Water Act 1989 tells us that a person has a private right to take and use water. You can find out more about this by downloading the fact sheet 'Your right to domestic and stock water' from our web site www.srw.com.au - If you are unsure whether you have a private right to domestic and stock water, please contact us. - Meters supplied by us will be reclaimed if a licence is surrendered. - Upon confirmation of the surrender of a licence, authorisation to take and use water will cease. Should you want to take and use water after this time, you must submit an application which will be processed considering all policies and guidelines at that time.

Land owner / applicants declaration and signature

I/we the undersigned certify that the information provided in this application is true and correct. I/we understand that this information may be referred to other organisations and/or advertised as part of the application and assessment process. Application details may also be released if reasonably required by government business, requested by lawful orders, or in the public interest; particularly in regard to open disclosure of generally collected water entitlements.

Individual applicant(s)

First Name:	Surname:
First Name:	Surname:
Postal Address:	
Phone:	Email:
Phone:	Email:
Signature:	Date:
Signature:	Date:

If the applicant is a company

Company Name:		ABN:
First Name:	Surname:	Position:
First Name:	Surname:	Position
Postal Address:		
Phone:	Email:	
Signature:	Date:	
Signature:	Date:	

Note that the person(s) who signs on behalf of a company must be authorised to do so, for example, a company secretary or director. We will not accept liability if this form is signed by a person who is not authorised to do so.

If additional signatures are required, please complete **Annexure 1 – Additional signatories**
All applicants and land holders must sign the declaration

Southern Rural Water's Privacy Statement

Southern Rural Water (SRW) is a Victorian Government Rural Water Corporation. SRW values and protects the personal information it collects from customer water entitlement or related applicants in line with our business responsibilities, and has always demonstrated a strong culture of protecting the confidentiality of personal information. SRW only collects the information necessary to conduct our business or provide a service to the customer, and essential personal information such as a customer name, address or telephone number is not released outside SRW without customer consent unless reasonably required for related government business such as council rate processes or requested by lawful orders. Our responsibilities demand sustainable management of water resources and nurturing of the businesses, communities and environments that support and depend on them. In this regard, SRW adopts a transparent approach to the management of water resources and entitlements that balance the open disclosure of generally collected customer related water entitlements (such as usage types, waterway, area and volume details) with the non-disclosure of personal information. SRW will take all reasonable steps to ensure that the management of personal information collected and disclosed complies with the Water Act 1989 requirements and privacy principles. Any individual is able to gain access to their 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.

Last reviewed January 2026