



Water use assessment report

Purpose of the form

This form is used to record water use for a metered entitlement where the existing water meter is non-operational or where the user has reported a fault with their meter under section 110A of the Water Regulation 2016 and is continuing to use water within the 60 day exemption period.

The completed form must be supplied to the department when the meter has been repaired or replaced and a new validation certificate has been obtained.

Please refer to the attached guideline when completing this form.

Part A Client details

Specify the full names(s) of all holders of the water entitlement that this assessment will be recorded against:

If the applicant is a corporation, please supply the ACN:

Attention (Optional) (e.g. Principal, Secretary, Managing Director, etc.)

Street address:

Mailing address:

Contact details

Title: [] Mr [] Mrs [] Ms [] Miss [] Other (specify)

Full name:

Preferred phone: Alternative phone: Facsimile:

Email:

[] Ticking this box is your consent to receive emails from the department including any notice, formal information or document required or permitted to be given under the Water Act 2000.

Part B Authorisation details

If there are more than two linked works, provide details in an attached list.

Water authorisation reference: Development permit reference: Linked works reference: Linked works reference: Water account (if known):

Privacy statement: Collection of information on this form is authorised by section 110A of the Water Regulation 2016 and will be used to record your water use. The information may be disclosed to the public as required by legislation.

OFFICE USE ONLY table with columns for Application ref., Client ref., Authorisation ref., Fee received \$, Receipt no., Registration Date, and Initials. Includes Office Stamp Only watermark.

Part C Works details			
Type:		Duty discharge:	
Outlet:		Duty head:	
Inlet:		Motor engine type:	
Extraction rate*:		kW-HP:	
*Refer to the attached guideline when calculating the extraction rate.			
Other works description:			
Part D Water meter details			
Complete if offtake is metered.			
*Refer to the attached guideline for information on providing water meter readings.			
Meter serial reference:		Brand:	
Type:		Size:	(mm)
Current reading:		Dials M*:	
Part E Water use purpose			
What is the purpose of water use?			
<input type="checkbox"/> Irrigation <input type="checkbox"/> Stock Intensive <input type="checkbox"/> Other (specify):			
Specify crop type(s) and area of each crop (ha)			

Record all water extractions in 'Part F Record of water extractions'.

Part G Declaration

All intended holders to complete and sign the declaration below. If more signature space is required, copy or print a blank copy of this page, complete and attach.

I/We understand that the completion of this application demonstrates acceptance of the conditions of the water licence and that the information contained in this application is true and correct.

Individual

Name:	Name:
Signature:	Signature:
Position/Title: (if applicable)	Position/Title: (if applicable)
Date: / /	Date: / /

Name:	Name:
Signature:	Signature:
Position/Title: (if applicable)	Position/Title: (if applicable)
Date: / /	Date: / /

Corporation Executed for and on behalf of

Organisation name:	
ACN:	
By (name):	By (name):
Position:	Position:
Signature:	Signature:
Date: / /	Date: / /
Witnessed by:	Witnessed by:
Witness signature:	Witness signature:
Date: / /	Date: / /

Purpose of form

This form is used to record use for a metered entitlement where the existing water meter is non-operational or where the user has reported a fault with their meter under section 110A of the Water Regulation 2016 and is continuing to use water within the 60 day exemption period.

Water use information is to be supplied to the department:

- when meter repairs have been completed
or
- in accordance with meter reading schedules stated in relevant water sharing rules.

Information about assessed water use can be used in determining usage against the annual entitlement and for calculation of water use fees.

Part A Client details

When submitting a water use assessment you are required to provide the full name(s) of all the holders of the water entitlement that the assessment will be recorded against. These details can be taken from the water licence or water allocation. The client details must be completed as follows:

Name

For one individual, clearly write in upper case the client's full name as given names followed by surname.

For example: PAUL JOHN SMITH

For two individuals, clearly write the full name of all individuals as given names followed by surname, both persons separated by a semi-colon.

For example: PAUL JOHN SMITH; TINA ROSE JONES

For a number of individuals clearly write all the full names as given names followed by surname as a list, the full name of each person should be separated by a semi-colon.

For example: PAUL JOHN SMITH; TINA ROSE JONES; GWEN MARY SMITH;
PETER FREDRICK WATSON; PETER FREDERICK WATSON AS TRUSTEE

Where the client is a corporation, write the complete name of the incorporated body and the Australian Company Number (ACN).

For example: PAUL JOHN SMITH PTY LTD

For incorporated associations, use the authorising officer's name.

For example: PAUL AUSTIN ACTING UNDER THE AUTHORITY OF THE
BUNYA MOUNTAINS BRIDGE SOCIETY INC

For other legal entity names or bodies holding land under trust.

For example: THE STATE OF QUEENSLAND (REPRESENTED BY DEPARTMENT OF
EDUCATION AND TRAINING)

Attention (Optional)

If necessary, use this section to write the title of the position held by a person acting for the client. This information is usually only necessary for corporations or similar bodies.

For example: THE MANAGING DIRECTOR

Part A Client details (continued)**Street address**

Specify the street address of the client. Information provided within this section of the form will be used for the service of all official documents and any correspondence relating to the application, unless otherwise specified in the mailing address section.

For example: UNIT 3
 146 SHORE STREET
 ROCKHAMPTON QLD 4370

Mailing address

Information provided within these sections of the form will be used for the service of all official documents and any correspondence relating to the report. Enter the information as you would want it to appear on an envelope addressed to the client.

For example: PO BOX 25
 ROCKHAMPTON QLD 4370

Contact person's details

Clients must use this section to provide the department with the details of one nominated contact person. The department will use the information provided for its records concerning the application and for personal or telephone contact about matters relevant to this notification.

Part B Authorisation details

To ensure that information is recorded against the appropriate water account, the following details are required :

- water authorisation reference—the reference (number) listed on the licence to take water or the water allocation held by the client as listed in Part A
- development permit reference
- linked works reference(s)—these references are listed on the development permit. If there are more than two linked works provide the details on an attached page
- water account reference (if known)—this reference appears on your water charge invoices.

Part C Works details

Specify the details of the works taking the water.

For a pump or a bore that will include:

- pump type (e.g. centrifugal, submersible)
- outlet (in millimetres)
- inlet (in millimetres)
- extraction rate (can be litres per second or megalitres per day)
- duty discharge
- duty head
- motor engine type (diesel, electric)
- kW or HP (kilowatt or horsepower)

For other works (e.g. a diversion channel) include as a minimum the extraction rate (can be litres per second or megalitres per day)

The extraction rate can be obtained from the pump performance curve. This information can be acquired from the pump manufacturer or place of purchase. Most pump performance curves will specify pump extraction rates in litres/second (l/s).

An alternative method of estimating pump extraction rates is to obtain the required operating output to drive irrigation equipment. Irrigation equipment requires a minimum pumping rate to operate.

Part D Water meter details

Only complete this section if the offtake is metered. Details include:

- meter serial reference (usually found on the meter casing)
- meter type (propeller, ultrasonic)
- brand (e.g. ABB, Davies Shepherd)
- size (in millimetres)
- current reading on the meter Note: Meter displays vary. All digits must be recorded as per the relevant display configuration below including leading and trailing zeros.
- Dials M. M = megalitres (record all water use in megalitres)
 - M33 = a 6 digit megalitre capsule with 3 digits before and 3 digits after the decimal point.
 - M42 = a 6 digit megalitre capsule with 4 digits before and 2 digits after the decimal point.
 - M16 = a 7 digit megalitre capsule with 1 digit before and 6 digits after the decimal point.

Part E Water use purpose

Specify the purpose the water was being used at the time of the assessment.

Where applicable, include crop types and the area (in hectares) of each crop at the time of watering.

This data will be used in the validation of the use assessment provided in Part G.

Part F Record of water extractions

Complete this section for every watering that occurs during the period of this assessment. Details include:

- date
- operating times—start and finish times for each watering
- electricity meter readings—start and finish readings for each watering
- volume calculation*
- comments
- signature

*Calculating estimated volume to be used

1. Obtain pump extraction rate (from Part C).
2. Convert extraction rate from l/s to ML/day:
 - e.g. Pump extraction rate = 69.5 l/s
 - $69.5/11.6$ (approx. 11.6 l/s = 1 ML/d) = 6 ML/d
3. Determine estimated volume using formula below:
 - Pump extraction rate/day x Duration of pumping (hrs) = Estimated volume (ML)
 - e.g. If pump duration is 18 hours at a pump extraction rate of 6 ML/d:
 $6 \text{ ML/d} \times 18 \text{ hr} = 4.25 \text{ ML}$
 24 hr
 Therefore the estimated volume of water taken over 18 hours is 4.25 ML
4. Area irrigated and crop type or purpose (from Part F)

Part G Declaration

Parties to the notice of works form must complete and sign the declaration.

All persons signing on behalf of a corporation must sign before a witness and provide their Australian Company Numbers (ACN).

Use of this information

The information being collected in this form will be used by this department for the purpose of processing your water use assessment report under the authority of section 27 of the Water Regulation 2016. Your personal details will be accessed only by authorised officers within this department and will not be disclosed to any other third party without your consent except where required by law. The information collected will be retained as required by the *Public Records Act 2002* and may be stored in a departmental database. Information on the department's privacy commitment can be found on the department's website at www.dnrm.qld.gov.au.

Checklist

The following checklist has been provided to assist you in completing this report.

- All parts of the report are completed
- The report form is signed.

Lodgement

Mail/deliver the water use assessment report to your nearest departmental office. Contact details are available on the department's website at www.business.qld.gov.au.