

# Version C: Logbook template for recording information

## Who should use this logbook template version?

This is a **logbook template** to assist access licence holders and water supply work approval holders in the following water sharing plan area to comply with requirements to record specified information in a logbook:

- *Water Sharing Plan for the Greater Metropolitan Region Unregulated River Water Sources 2011*

### Check which information you need to record

Some types of access licences or water supply work approvals in this water sharing plan area do not need to record all of the information specified in this logbook template. You may wish to check the information you are required to record in a logbook under the conditions which apply to your access licence or approval.

### More information

For more information on using a logbook template, see the factsheet *Keeping a logbook about water take*.

## Logbook record – when you take water

Each time you take water, record the following information:

### Date

### Authorisation

Access licence number under which water is taken

Approval number under which water is taken

### Confirmation water may be taken

Confirmation that cease to take conditions do not apply and water may be taken

#### Method of confirmation

e.g. visual inspection, internet search

### Details of water take

Meter reading before water is taken (only if a water meter is installed)

Start time when water is taken

End time when water is taken

### Volume

Volume of water taken

Volume of water taken for domestic consumption and/or stock watering

Pump capacity per unit of time

### Purpose

Purpose/s for which water is taken

Type of crop

Area cropped

Dates of planting and harvesting

### Name of person who recorded information

*Important: Logbook records must be kept for 5 years from the date to which the recorded information relates.*

## Logbook record - annual

At the end of each water year (30 June), record the following information:

### Date

### Authorisation

Access licence number under which water is taken

### Take of water – yearly reporting

Year (1 July to June 30)

Volume of water taken during year

Maximum volume of water permitted to be taken during year

### Take of water – reporting for last 3 consecutive years

Last 3 consecutive years

Volume of water taken during last 3 consecutive years

Maximum volume of water permitted to be taken during last 3 consecutive years

### Name of person who recorded information

*Important: Logbook records must be kept for 5 years from the date to which the recorded information relates.*

***The logbook templates are an interim solution to assist access licence holders and approval holders to comply with logbook conditions until new metering requirements and other reporting requirements apply.***