

Version E: 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 areas to comply with requirements to record specified information in a logbook:

- Water Sharing Plan for the Clarence River Unregulated and Alluvial Water Sources 2016
- Water Sharing Plan for the Clyde River Unregulated and Alluvial Water Sources 2016
- Water Sharing Plan for the Deua River Unregulated and Alluvial Water Sources 2016

Check which information you need to record

Some types of access licences or water supply work approvals in these water sharing plan areas 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

Time of confirmation

Flow rate or water level at the reference point in the water source

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

Name of person who recorded information

Important: Logbook records must be kept for 5 years from the date to which the recorded information relates and you must have not less than 3 consecutive year logbooks on hand.

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.