

Version F: 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 North Coast Coastal Sands Groundwater Sources 2016*

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	
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

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.