

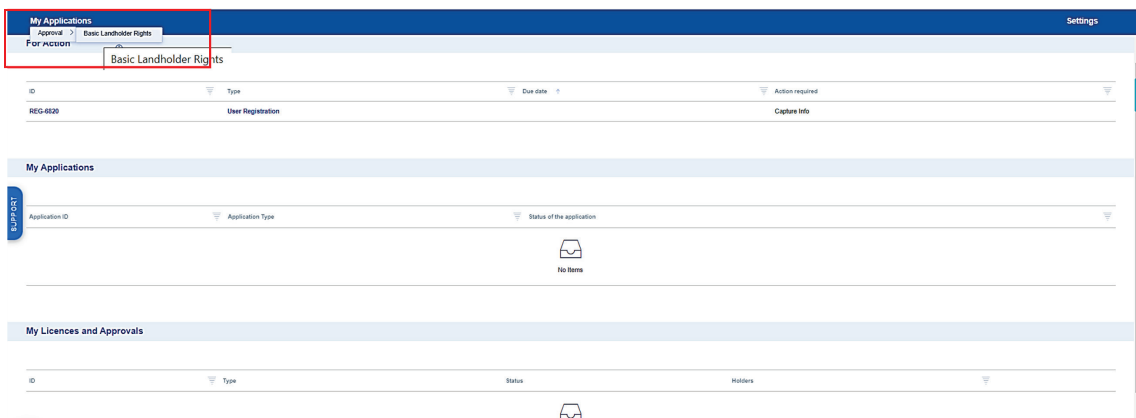
How to lodge a BLR application

How-to-guide

This guide is for registered customers to apply for a Basic Landholder Rights (BLR) bore through the Customer Portal .

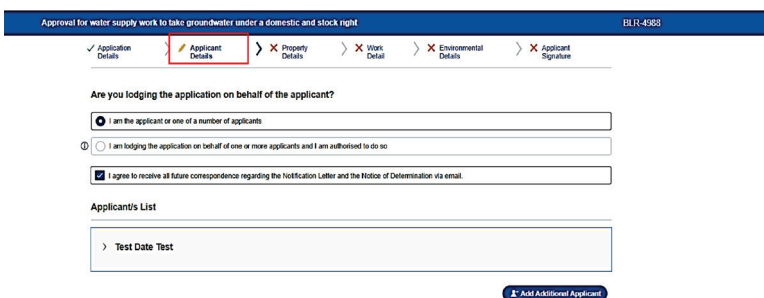
Start application

1. Click 'My Application', my approval and then Basic Landholder Rights.



Application details tab

2. Tick YES if you are the landowner wanting to construct a bore, well, spearpoint or excavation.
3. Tick YES if bore/well/spearpoint or excavation is for domestic and/or stock purposes.
4. Select the purpose of the application.
5. Select YES if you have a driller or NO if you do not have a driller – this is optional.
6. Click continue.
7. Select whether you are the applicant or lodging on behalf of one or more applicants.
8. If there is more than one applicant or you are lodging on behalf of another person click on 'Add Additional Applicant', if you are the sole applicant proceed to number 13.



How to lodge a BLR application

How-to-guide

9. To add a new applicant, tick YES if they are already registered or NO if they are new to the system.
10. Click Person, add email, title and the full name including middle name (please note, the name should match the name on the property title and your identification).
11. Ensure to tick who you wish to be the primary contact during the application and for all future contact.
12. Click Confirm.

test test Delete Applicant

Do you want to select an existing registered customer as an applicant?*

Yes No

Please select customer type*

Person Business

Email*

testing@gmail.com

Title

Select...

Please use your full legal name (including middle name if applicable) as per the proof of identification documents e.g. Driver's License, Passport or Birth Certificate. The land title must match the full legal name. If there are any variances, there may be delays in processing any applications.

First name* Middle name Last name*

test

Primary Contact for:

During application All future correspondence

Save Continue

Property Details Tab

13. Enter your address or Lot and DP (it is recommended to enter Lot/DP).
14. If you are the owner select 'the applicant/s' are the landowner on which the work is/will be located.
15. If you are the lawful occupier or leasing the property select 'the applicant/s' is/are the lawful occupier/lessee on which the work is/will be located and upload evidence.
16. If the work is to be crown land, select option 3 and upload evidence.
17. Click 'Proceed with the title search'; (if there is an error that appears, please re-check details and try again).
18. Click Confirm.

Approval for water supply work to take groundwater under a domestic and stock right BLR-4988

Application Details Applicant Details **Property Details** Work Detail Environmental Details Applicant Signature

Property Details

Enter the Lot / DP or address of the location where the work will be located. (Refer your council notice for Lot/DP details)

Search Property By

Address Lot/Section/DP

Enter one of the lot/DP, if the property includes multiple lot/DPs

Lot* Section DP*

Ownership of land where work is/will be located

Please select the land ownership that best fit this application*

The applicant(s) is/are the land owner on which the work is/will be located

The applicant(s) is/are the lawful occupier / lessee on which the work is/will be located

The land on which the work will be located is a Crown Land or Local Council gazetted roads

Proceed with title search Clear

Save Continue

How to lodge a BLR application

How-to-guide

Work Details Tab

19. Confirm YES or NO if the proposed work is in a high-density residential area.
20. Confirm YES or NO if the property is connected to town sewerage.
21. Confirm YES or NO if there are any contamination sites, septic tank or other on-site sewage system on your property or neighbouring properties.
22. If YES, you must click 'Add Contamination Site', if NO proceed to the next question.

The screenshot shows the 'Work Details' tab of the BLR application system. The breadcrumb trail at the top indicates the current step: Application Details > Applicant Details > Property Details > Work Detail > Environmental Details > Applicant Signature. The main heading is 'Work Details'. The first question is 'Is the proposed work/s in a high density (block size 1 acre or less) residential area or part of a new or existing subdivision project (lifestyle block)?'. The 'No' radio button is selected. The second question is 'Is the property connected to the Town/Municipality Sewerage System?'. The 'No' radio button is selected. The third question is 'Are there any known Contamination Sites in and around the property? This includes any septic tank or other on-site Sewage system on your property or neighboring property?'. The 'Yes' radio button is selected. Below this, there is a section for 'Contamination Sites' with a text box containing the instruction 'Please click on "Add Contamination Sites" button to add a new contamination site record.' and a '+ Add Contamination Site' button. At the bottom right, there are 'Save' and 'Continue' buttons.

Property Details Tab

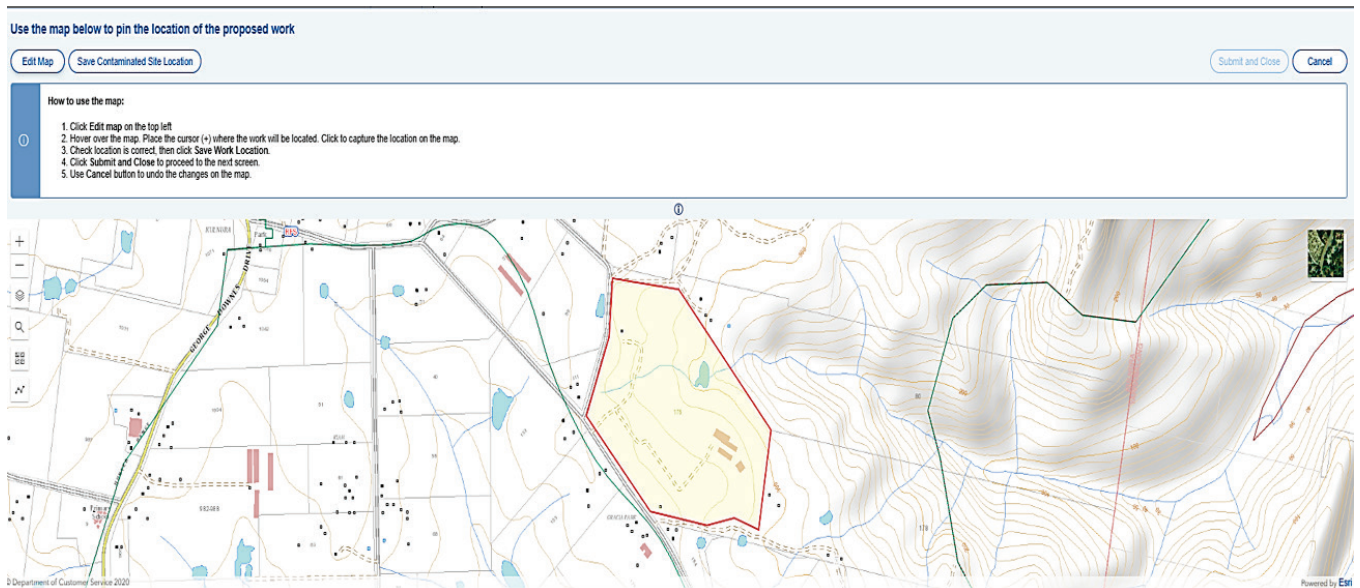
23. After selecting 'Add Contaminated Site', select the appropriate type of contamination on the site.
24. Select 'Specify Site Location on a Map'.

The screenshot shows the 'Property Details' tab of the BLR application system. The breadcrumb trail at the top indicates the current step: Application Details > Applicant Details > Property Details > Work Detail > Environmental Details > Applicant Signature. The main heading is 'Property Details'. The first question is 'Are there any known Contamination Sites in and around the property? This includes any septic tank or other on-site Sewage system on your property or neighboring property?'. The 'Yes' radio button is selected. Below this, there is a section for 'Contamination Sites'. Under 'Contamination Site 1', there is a dropdown menu for 'Contamination type' with 'Septic Tank' selected. A 'Specify Site Location on a Map' button is visible. Below the dropdown, there is a 'Work' section with a text box containing the instruction 'Please click on "Add Work" button to add a new work record.' and an '+ Add Work' button. At the bottom right, there are 'Save' and 'Continue' buttons.

How to lodge a BLR application

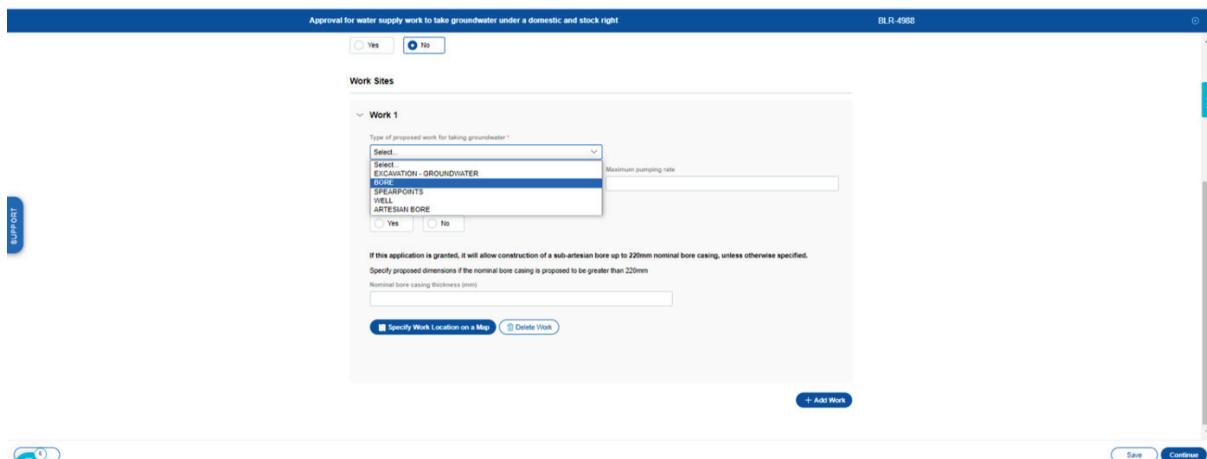
How-to-guide

25. Select imagery on the righthand corner and follow the instructions on the map, as marked in red below.



Property Details Tab

26. Select 'Add Work'.
27. Select from the drop down the work you wish to add.
28. Enter the proposed depth and maximum pumping rate.
29. Confirm if close to a watercourse.
30. Enter proposed casing thickness.



31. Select 'Specify Work Location on a Map'
32. Select imagery on the righthand corner and follow the instructions on the map, as marked in red below.
33. Click on Continue.

How to lodge a BLR application

How-to-guide

Use the map below to pin the location of the proposed work

Edit Map Save Work Location Submit and Close Cancel

How to use the map:

1. Click Edit map on the top left
2. Hover over the map. Place the cursor (+) where the work will be located. Click to capture the location on the map.
3. Check location is correct, then click Save Work Location
4. Click Submit and Close to proceed to the next screen
5. Use Cancel button to undo the changes on the map.

Environmental Details Tab

34. Select whether you intend to clear or disturb any native vegetation to construct the work/s.
35. Select whether any recovery plans or threat abatement apply.
36. Add any additional comments that may be relevant to your application .
37. Click on Continue.

Application Signature Tab

38. Complete the application consent agreement, ensure to read the declaration, the terms and conditions and by ticking the declaration this will be a form of an electronic signature.
39. Click on Finish.

Approval for water supply work to take groundwater under a domestic and stock right BLR-4988

Applicant Consent Agreement

Declaration and Consent

It is an offence, under section 344 of the **Water Management Act 2000**, to make a statement that you know to be false or misleading in, or in connection with, this application.

I, the undersigned applicants, acknowledge and agree:

1. that I/We apply for an application for a new/amended approval for a work as described in this application;
2. that this application will be determined in accordance with the **Water Management Act 2000** and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions;
3. that the authorised contact person (where applicable) has my permission to act for and on my behalf in relation to any aspect of this application unless otherwise notified by us, and that Water NSW will rely on information provided by the authorised contact person in its consideration of this application;
4. that the Crown in right of the State of New South Wales, including Water NSW and its officers, employees, agents and successors (the State), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law;
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information;
6. that I/we have read and understood the information contained in the Water NSW privacy statement (below);
7. that Water NSW may collect, use and disclose my personal information as outlined in the Water NSW privacy statement (below) and I consent to Water NSW collecting, using and disclosing my personal information in accordance with the Water NSW privacy statement;
8. that I/we consent to Water NSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time;
9. that the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently;
10. that details about any approval arising out of this application will be recorded in the publicly available Register of Water Approvals pursuant to the **Water Management Act 2000**;
11. that if this application is incomplete it will not be accepted, and
12. that more information may be requested if it is considered that it would be relevant to the consideration of this application;
13. that I/we acknowledge and consent to WaterNSW's employees or agents entering the land subject to this application for the purposes of conducting investigations necessary for the assessment of this applications. WaterNSW will endeavour to provide written notice at least 24 hours prior to entering the land, upon which you agree to provide reasonable and safe access to WaterNSW's employees or agents to the subject land.

I have read and agree with the declaration

I have read and agree with the [Terms and Conditions](#)

By Ticking this box, I declare that:

1. I acknowledge that I have electronically signed this form in accordance with section 9 of the Electronic Transactions Act 2000 (NSW) and that it is my intention for this electronic signature to be binding, and
2. that all information contained in this form is accurate, true and complete in every detail

Save Finish

How to lodge a BLR application

How-to-guide

40. Enter your credit card details and 'Pay Now' – you will be directed back to the portal and will be issued an application number.

Payment for

Total Application Fee - Approval for water supply work to take groundwater under a domestic and stock right
WaterNSW

Payment options



Credit and debit cards accepted



A merchant fee (0.44% to 1.76%) applies for using credit and debit cards i

Card number

Expiry date

/

CVN ⓘ

Validate card

Payment summary

Amount	\$1,004.93
Merchant fee including GST i	--
Total amount	\$1,004.93

Cancel

Pay now

Important information required to complete your BLR application

Prior to starting your application, please ensure that you have the information of where you want the bore or bores (or other work types) placed on your property, your septic location and neighbouring property septic's location.