

Notify WaterNSW of completion of flood work

Use this form to notify WaterNSW that you have completed construction related to your flood work. You must submit this form within two months of the completion of the construction for new work or within two months of receiving your flood work approval if the work were existing and you have been given approval to amend them.

What you need to do

Steps to notify WaterNSW of completion of flood work

Complete the following form

- Ensure you have added the date of completion or if unsure an estimated date to the best of your knowledge.
- Please complete the form with a black/blue ink pen and use BLOCK letters. You can also type directly in this form. Once completed, please print and sign the form.
- The completed form must be signed by all approval holders.

Submit your application form

- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- email a scanned copy to **Customer.Helpdesk@waternsw.com.au**

If there is not enough space in the form, please attach additional pages to the back of the form.

Application fee

You can pay the application fee by credit card, cheque or money order.

If paying by credit card, please do not provide your credit card details in writing to WaterNSW. Once the application is submitted, we will contact you to process payment over the phone for all credit card payments.

Cheques and money orders to be made payable to WaterNSW and posted to the above address.

Note: If an application has been accepted by WaterNSW, payment has been processed and a receipt has been issued, application fees will not be refunded.



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit [waternsw.com.au/licensing](https://www.waternsw.com.au/licensing)

Section A: Work completion details

A1 The (estimated) date of completion was
A2 Please provide any other relevant details of the completed work

Section B: Approval holder details

All approval holders must check their details are correct and sign this form. Please add further details if applicable/available.

Applicant details

B1 Title (Mr, Mrs, Ms)	B2 Surname		
B3 Given name(s)			
B4 Company/corporation name (if applicable)			
B5 ACN (if applicable)	B6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)		
B7 Position held (if applicable)			
B8 Name of company representative (if applicable)			
B9 Postal address			
B10 Suburb	B11 State	B12 Postcode	B13 Country
B14 Phone		B15 Mobile phone	
B16 Email			

Additional approval holder details (If applicable):

B17 Title (Mr, Mrs, Ms)		B18 Surname	
B19 Given name(s)			
B20 Company/corporation name (if applicable)			
B21 ACN (if applicable)		B22 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B23 Position held (if applicable)			
B24 Name of company representative (if applicable)			
B25 Postal address			
B26 Suburb	B27 State	B28 Postcode	B29 Country
B30 Phone		B31 Mobile phone	
B32 Email			

Additional approval holder details (If applicable):

B33 Title (Mr, Mrs, Ms)		B34 Surname	
B35 Given name(s)			
B36 Company/corporation name (if applicable)			
B37 ACN (if applicable)		B38 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B39 Position held (if applicable)			
B40 Name of company representative (if applicable)			
B41 Postal address			
B42 Suburb	B43 State	B44 Postcode	B45 Country
B46 Phone		B47 Mobile phone	
B48 Email			

Additional approval holder details (If applicable):

B49 Title (Mr, Mrs, Ms)		B50 Surname	
B51 Given name(s)			
B52 Company/corporation name (if applicable)			
B53 ACN (if applicable)		B54 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B55 Position held (if applicable)			
B56 Name of company representative (if applicable)			
B57 Postal address			
B58 Suburb	B59 State	B60 Postcode	B61 Country
B62 Phone		B63 Mobile phone	
B64 Email			

If there are more than four approval holders, photocopy/print multiple copies of this page.

B65 Have extra copies of this page been attached? <input type="checkbox"/> No <input type="checkbox"/> Yes - Specify number

Section C: Declaration of a completed flood work

Each applicant listed in Section B must agree to the declaration below and sign the form. If there are more applicants than spaces provided on the following pages, attach extra copies as required.

I/We, the undersigned applicants, acknowledge and agree:

- a. that the flood work(s) have been completed in accordance with the conditions of the approval and the approved plan. This will include:
 - that any structures that are part of the flood work (for example culverts) have been installed in the correct locations and to the authorised alignments; and
 - that any height limits on the work have been complied with.
- b. That the Crown in right of the State of New South Wales, including WaterNSW, Department of Industry and its officers, employees, agents and successors ("the state"), accepts no liability in relation to any action, proceedings, 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;
- c. That all information contained in this form is accurate, true and complete and that the Crown in right of the State of New South Wales, including WaterNSW, Department of Industry and its officers, employees, agents and successors ("the State") will rely on such information.

Please complete the following section:

c1 Name of signatory	c2 Signature	c3 Date
c4 Name of corporation (if applicable)		
c5 Position of signatory		

Additional approval holder (If applicable):

c6 Name of signatory	c7 Signature	c8 Date
c9 Name of corporation (if applicable)		
c10 Position of signatory		

Additional approval holder (If applicable):

c11 Name of signatory	c12 Signature	c13 Date
c14 Name of corporation (if applicable)		
c15 Position of signatory		

Additional approval holder (If applicable):

c16 Name of signatory	c17 Signature	c18 Date
c19 Name of corporation (if applicable)		
c20 Position of signatory		
c21 Have extra copies of this page been attached? <input type="checkbox"/> No <input type="checkbox"/> Yes - Specify number		

Privacy statement

The personal information you provide on this form will be used and protected in accordance with WaterNSW Privacy policy. It is being collected by WaterNSW and will be used for purposes related to assessing and processing your application, or in connection with the operation of any approval granted, or for research-related purposes such as customer surveys. It may be used from time to time to contact you about services WaterNSW provides.

WaterNSW will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary. However, if you choose not to provide the requested information we will not be able to process your application. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Further information regarding privacy can be obtained from our website at waternsw.com.au

If an approval is granted, the *Water Management Act 2000* requires that various details relating to the approval are to be recorded in the Register of Water Approvals kept by the Minister. Information recorded in the register is publicly available.

Offences and penalties

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.

A corporation found guilty of an offence against section 344 is liable to a penalty not exceeding \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An access licence or approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the licence or approval is convicted of an offence under that Act.

Need help?

If you need further assistance, please contact our Customer Service Centre on **1300 662 077**, Monday to Friday from 8am to 5pm or email Customer.Helpdesk@waternsw.com.au

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