

Amend approval for inactive or active works

How-to guide

This guide is for the amendment of a work for an approval to specify a work as 'inactive' or to 'withdraw the work from an inactive status'.

Why have an inactive work?

An approval holder may not be using an authorised work/s to take water for a number of reasons, including:

- They have stopped (either permanently or temporarily) carrying out the activity which required water supplies.
- They are taking water from a different water supply work.

In this case, the approval holder may choose to apply to amend their work as 'inactive', so they do not need to comply with any mandatory condition on the approval that metering equipment be installed, used and properly maintained.

Note: For unregulated and groundwater customers, the **one-part tariff** charge rate will apply. To learn more about the **one-part tariff** charge rate and how this will impact your bill, please visit our [fees and charges webpage](#).

The approval holder can apply to withdraw this 'inactive' status at any time.

If the work is no longer 'inactive' the approval holder will need to comply with any mandatory condition on the approval that metering equipment be installed, used and properly maintained.

Alternatively, approval holders who have permanently stopped using an authorised water supply work to take water may choose to decommission the work and surrender the approval. Once the approval is surrendered it will be cancelled and cannot be re-activated.

Note: A work that has not been constructed does not need to be made inactive.

How do I know I need a meter for an approval?

Mandatory metering requirements introduced in the NSW non-urban metering framework provide metering thresholds. For more information, please visit our [non-urban metering webpage](#).

What does it mean if the work is 'inactive'?

An approval may specify that the authorised work is 'inactive' if:

- the work was constructed to take water from a water source, such as a river, bore or lake, and
- the work is not capable of taking water.

If a licence/approval specifies that the authorised work is inactive, the approval will include a condition prohibiting the work from being used to take water.

It is an offence to use a water supply work to take water when it is prohibited by a condition of the licence/approval.

What does it mean if the work is 'active'?

If the water supply work approval work is active, the approval holder must comply with any mandatory condition on the approval that metering equipment be installed, used and properly maintained.

Section A: Applicant details

In this section provide the details of the applicant/s for the approval.

A1-4 The name can be a person's name or the name of a legal entity, such as a company or corporation, that is either the owner or legal occupier of the land to which the application relates.

A5 Insert the Australian Company Number (ACN) if the application is by a company.

A6-7 Insert the ABN and position of the person/s who is/are making the application for and on behalf of the company or corporation. If the applicant is a company this would be either a company director or company secretary. If the applicant is a corporation this would be the duly authorised officer.

A8-12 Insert the address of the applicant. For companies or corporations, insert the address details of the registered office.

A13-15 Insert the contact details for the applicant.

A16-31 There can be more than one holder of an approval.

The form makes provision for two applicants to apply. If there are more than two applicants photocopy/print multiple copies of the blank Section A, complete it and attach it to the form.

Section B: Contact person

If there is only one applicant, you do not need to complete this section. If there is more than one applicant, and this section has not been completed, we will assume the first applicant on the form is the application contact and contact that person, if necessary, prior to the determination of the application. An application contact is not legally delegated by the applicant/s to act on their behalf. An application contact may be an applicant or a third party such as a solicitor, farm manager or water broker.

B1-11 Insert the name and contact details of the application contact. This will assist us if we need to contact someone to discuss the details of the application.

Section C: Payment of application fee

Specify how you would like to make the payment. If paying by credit card, please ensure the contact details are completed and we will call you to process the payment. Do not write your credit card details in the application form or on any other written or emailed correspondence to WaterNSW.

Section D: Approval details

D1 Specify the approval number of the approval you wish to amend. You can find this number on your Statement of Approval. This number will contain the letters 'WA' or 'CA'.

D2 Specify whether the approval authorises one water supply work only, or more than one work. You can find the number of water supply works which are authorised by the approval in Schedule 2 of the Statement of Approval.

D3 Does this application relate to all of the works authorised by the approval, or only some of the works? For example, if the approval authorises two works, and your application is for these two works to be specified as inactive, then answer “all works authorised by the approval”. On the other hand, if the approval authorises two works, and your application is for only one of these works to be specified as inactive, answer “some works authorised by the approval”.

D4 If this application only relates to some of the works authorised by the approval, you need to identify which work/s the application relates to. Identify the work/s by specifying the work number as listed in Schedule 2 of the Statement of Approval. For example, if the approval authorises two works, and your application is for the second work to be specified as inactive, answer “Work 2”.

Section E: Amendment details

Select how you would like the approval to be amended. You can apply for the work to be specified as ‘inactive’, or you can apply to withdraw the inactive status from a work. To make a work active, you will need to provide evidence that your work is metered in accordance with the regulatory requirements, including that the meter is pattern approved and was installed by a Duly Qualified Person. Once your application to withdraw the inactive status from a work is granted, you will need to comply with any mandatory condition on the approval that metering equipment be installed, used and properly maintained.

Section F: Declaration of applicants

Ensure you understand your legal obligations before signing this document. You may need to obtain independent legal advice for this. Each applicant must provide their name, sign the completed form and write the date when it was signed.

If the applicant is a company, the application is to be signed for and on behalf of the applicant by two persons in accordance with section 127 of the *Corporations Act 2001* (Cth). Select the position of the signatories which can be a company director or company secretary.

If the applicant is a corporation, insert the name of the corporation, select the position of the signatory, and ensure the application is signed by the duly authorised officer.

Need help?

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

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