

## Application to amend approval for inactive or active works

This application is for the amendment of an approval for work/s:

- to specify the work is inactive for metering purposes, or
- to withdraw the work/s inactive status (make a work/s active)

under section 229 and 232 of the Water Management (General) Regulation 2018.



**Note:** A work that has not been constructed does not need to be made inactive. 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 [Applications and fees webpage](#).

### What you need to do

Prior to completing this application, please read the [guide](#) for an “Application to amend approval for inactive and active works” and check if you meet an exemption under section 230 and 231 of the Water Management (General) Regulation 2018.

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.

#### 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](mailto: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

The amend approval - administrative fee is payable for each approval. 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 an appointment](#) with to discuss your water licensing enquiries.

## Section A: Applicant details

### First applicant.

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Given name(s)			
A4 Company/corporation name (if applicable)			
A5 ACN (if applicable)		A6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A7 Position held (if applicable)			
A8 Name of company representative (if applicable)			
A9 Postal address			
A10 Suburb		A11 State	A12 Postcode
A13 Phone		A14 Mobile phone	
A15 Email			

### Second applicant (if applicable)

A16 Title (Mr, Mrs, Ms)		A17 Surname	
A18 Given name(s)			
A19 Company/corporation name (if applicable)			
A20 ACN (if applicable)		A21 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A22 Position held (if applicable)			
A23 Name of company representative (if applicable)			
A24 Postal address			
A25 Suburb		A26 State	A27 Postcode
A28 Phone		A29 Mobile phone	
A30 Email			
A31 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.			

## Section B: Contact person

Please refer to the accompanying [guide](#) to the "Application to amend approval for inactive and active works".

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Address		
B5 Suburb	B6 State	B7 Postcode
B8 Phone	B9 Mobile phone	
B10 Email		
B11 <input type="checkbox"/> I am authorised to be the single contact on behalf of all applicants.		

## Section C: Payment of application fee

c1 Specify method of payment for application fee <input type="checkbox"/> Credit card <input type="checkbox"/> Cheque <input type="checkbox"/> Money order (If you select credit card, WaterNSW will contact you on the number below to arrange payment. Please do not provide your credit card details here.)
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### Contact for payment

c2 Contact name
c3 Contact number

## Section D: Approval details

D1 Approval number
D2 How many water supply works does the approval authorise? <input type="checkbox"/> One work – go to section E <input type="checkbox"/> More than one work – go to next question
D3 Which works does this application relate to? <input type="checkbox"/> All works authorised by the approval - go to Section E <input type="checkbox"/> Some works authorised by the approval - go to next question
D4 Identify which works this application relates to by specifying the work number listed on the approval (e.g. Work 1, Work 2)

## Section E: Amendment details

Questions marked \* are mandatory.

E1 <input type="checkbox"/> <b>Make a work inactive</b>
E1.1 Is there a meter attached to this work?*
<input type="checkbox"/> Yes - complete the questions below
<input type="checkbox"/> No - go to Section F
If yes:
Enter the last meter read
Enter the date of the last meter read
Enter meter number/meter serial number
Enter the meter brand/type
E1.2 Is this a government owned meter?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
E2 <input type="checkbox"/> <b>Make an inactive work, now active</b> - go to Section F



**Please note: when you make a work inactive, you are still the holder of the approval and will continue to receive a bill for your approval.**

## Section F: Declaration of applicant(s)



- Each applicant should sign Section F.
- If there are more than two applicants, photocopy/print multiple copies of the entire form after Sections A to E have been completed (before anyone signs Section F).

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

1. that I/we apply for an application for a new/amended approval for 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 application contact (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 WaterNSW will rely on information provided by the application contact in its consideration of this application;

4. that WaterNSW and its officers, employees, agents and successors, 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 WaterNSW in connection with this application and I/we hereby agree to release and indemnify WaterNSW 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 and that WaterNSW and its officers, employees, agents and successors will rely on such information;
6. that WaterNSW 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;
7. 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*;
8. that if this application is incomplete it will not be accepted; and
9. that more information may be requested if it is considered that it would be relevant to the consideration of this application.

I/We, the undersigned, apply for an approval described above for the nature and purpose specified in the application.

I/We state that the information provided for the purpose of this application is accurate and true.

**For applications made by individuals**

Name	Signature	Date
Name	Signature	Date

**For applications made by a corporation**

Executed for and on behalf of the applicant in accordance with section 127 of the *Corporations Act 2001 (Cth)*(if a company) or by its duly authorised officer (for other types of corporations):

Name of corporation		
ACN (if applicable)	ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director	<input type="checkbox"/> sole director
	<input type="checkbox"/> duly authorised officer	<input type="checkbox"/> company secretary

Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date

### 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](http://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](tel:1300662077), Monday to Friday between 8am to 5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)