

Application for a new or amended water supply work approval – Surface water

This is an application for Minister's approval under section 92 of the *Water Management Act 2000* and the amendment of a water supply work approval under section 107 of the *Water Management Act 2000*.

A water supply work approval (surface water) allows you to construct and use a work which takes water from a surface water source together with ancillary works like channels, pipelines, and storage dams. Examples of water supply works (surface water) are pumps, storage dams, and irrigation channels.

Water cannot be legally extracted from a water source unless you have a valid water access licence with an adequate volume linked to the approval, or an exemption exists.

Please note that mandatory metering requirements may affect surface water works, and you may be required to meter all take from the water source. Please refer to our [online metering tool](#) to assist in determining if you will be required to meter the work.

What you need to do

Applicants are advised to read the instructions carefully before filling in this form. Step-by-step instructions on each section are included in the [guide](#) to the Application for a new or amended water supply work approval – Surface water.

Completing your application

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

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

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

Application fee

The [Surface water – new or amended works approvals](#) fee is payable for each application. 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

Company extract



If the application is being made by a company, a current copy of the company extract must be attached to this application.

Part 1

Section A: Applicant details

First applicant

A1 Title (Mr, Mrs, Ms)	A2 Surname	
A3 Given names(s)		
A4 Company/corporation name <i>(if applicable)</i>		
A5 ABN/ACN (please attach a copy of the company extract)		
A6 Position held <i>(if applicable)</i>		
A7 Name of company representative <i>(if applicable)</i>		
A8 Postal address		
A9 Town/Suburb	A10 State	A11 Postcode
A12 Phone	A13 Mobile phone	
A14 Email		

Second applicant (if applicable)

A15 Title (Mr, Mrs, Ms)	A16 Surname	
A17 Given names(s)		
A18 Company/corporation name <i>(if applicable)</i>		
A19 ABN/ACN (please attach a copy of the company extract)		
A20 Position held <i>(if applicable)</i>		
A21 Name of company representative <i>(if applicable)</i>		
A22 Postal address		
A23 Town/Suburb	A24 State	A25 Postcode
A26 Phone	A27 Mobile phone	
A28 Email		
A29 If more than two applicants, please specify total number of applicants. For additional applicants, please duplicate and complete Section A and attach it to this form.		

Section B: Contact person

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Postal address		
B5 Town/Suburb	B6 State	B7 Postcode
B8 Phone	B9 Mobile phone	
B10 Email		
B11 Relationship to applicant		

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.)

Contact for payment

c2 Contact name
c3 Contact number

Section D: Pre-application discussion

It is recommended you discuss your application with WaterNSW. Tick the appropriate box.

D1 Have you had a pre-application discussion with WaterNSW? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please complete the following:	
D2 Name of WaterNSW officer	D3 Date

Section E: Summary

E1 Please provide a summary of the proposed surface water work(s) and associated supply infrastructure or detail the changes to be made to the existing approval.



Note – If the proposal includes a change to a use approval or the use part of a combined approval, you will be required to complete an [Application for a new or amended water use approval](#).

Section F: Property location

F1 Property name		
F2 Property address		
F3 Town/Suburb	F4 NSW	F5 Post code
F6 Local council		
F7 Name of nearest river/s adjacent to or within the property boundaries		

Section G: Land ownership of the works site

This application is made as the:	
G1 <input type="checkbox"/>	Owner of the land
G2 <input type="checkbox"/>	Lawful occupier of the land (attach documentary evidence of occupation such as a lease or court order)

Part 2



Prior to completing this application, applicants are advised to carefully read the [guide](#) to the Application for a new or amended water supply work approval – Surface water as this includes detailed instructions on how to complete this form.

Section H: Purpose

H1 Please nominate the purpose you are seeking approval for:

- Irrigation Other (please specify)



Note – If the proposal includes water use or an amendment of an existing use approval, you will be required to complete the [Application for a new or amended water use approval](#).

Section I: New/Amend approval

I1 I wish to apply for:

a new water supply work approval (surface water) – please proceed to Section K.

amend or change the details of an existing water supply works approval.

I2 Existing approval number to be amended

Section J: Surface water works

If you are seeking approval for more than one of these works, please photocopy this section and attach the completed extra page(s).

J1 Is the work existing or proposed?		
J2 Location of work		
Lot number	Section number	DP number
J3 River/creek name		
J4 Pump type eg: centrifugal	J4 Pump size (outlet diameter) (mm)	
J5 Pump capacity	(Litres per second)	
J6 Do you intend to excavate to install your pump?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide construction plans together with details of how you will control sediment and erosion. You may be required to provide a sediment and erosion control plan.		
J7 Do you intend to clear any native vegetation (including grasslands) to construct the works?		<input type="checkbox"/> Yes <input type="checkbox"/> No
J8 If yes, area of ground to be cleared	(m ²)	

J9 Describe pump installation e.g.: pump shed, temporary pump on trailer, concrete slab
J10 Power source/electric/diesel/solar
J11 Distance of the works from property boundary (m or km)

Section K: Channel(s) for diverting or conveying water, regulator(s) or pipes

If you are seeking approval for more than one of these works, please photocopy this page and attach the completed extra page(s).

K1 Type of work		
<input type="checkbox"/> Bankless Channel	<input type="checkbox"/> Above ground channel	<input type="checkbox"/> Pipe
<input type="checkbox"/> Other (please specify)		
K2 Location of work		
Lot number	Section number	DP number
K3 Name of the nearest river or creek		
K4 Distance from nearest river or creek		(m or km)
Size and dimensions of the work		
K5 Length	(m or km)	K6 Depth (average) (m)
K7 Width (average)	(m)	If a pipe, diameter of pipe (mm)
K8 Height of channel walls (above ground)		(m)
K9 Do you intend to clear any native vegetation (including grasslands) to construct the works?		<input type="checkbox"/> Yes <input type="checkbox"/> No
K10 If yes, area of ground to be cleared		(m ²)

Section L: Storage works – Off-river storage/Catchment dam



If you are completing this section, you may be required to provide additional supporting information and documents. Applicants are advised to carefully read the [Guide](#) to the Application for a new or amended water supply work approval – Surface water as this includes further detailed instructions.

If you are seeking approval for more than one of these works, photocopy this section and attach the completed extra page(s).

L1 Type of work

L2 Purpose of work		
L3 Location of work		
Lot number	Section number	DP number
L4 How much water does the dam hold?		(ML)
Size and dimensions of the work		
L5 Length	(m or km)	L6 Depth (average) (m)
L7 Width (average)	(m)	L8 Height above surrounding ground level (m)

Part 3

Section M: Other approvals

Please tick appropriate boxes.

M1 Is the property known to have a population or distribution of a threatened species/ecological community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
M2 Have you undertaken a Test of Significance in relation to the identified threatened species? If yes, please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
M3 Does your proposal require development consent from your local council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
M4 If yes, has development consent been granted? If yes, provide the consent number and attach a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
M5 Does the proposal require consent to clear native vegetation (incl. grassland)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
M6 If yes, has consent been granted? If yes, provide the consent number and attach a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
M7 Does the proposal impact a site of Aboriginal significance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
M8 If yes, have you obtained an Aboriginal Heritage Impact Permit? If yes, provide the permit number and attach a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section N: Environmental issues

N1 Does your property have any of the following features or characteristics?			
<input type="checkbox"/> Salinity	<input type="checkbox"/> Acid sulphate soils	<input type="checkbox"/> Sodic soils	<input type="checkbox"/> Waterlogging
<input type="checkbox"/> Erosion	<input type="checkbox"/> High water tables	<input type="checkbox"/> Land subsidence	
Please ensure that any features are identified in the map at Section O.			

N2 Are the proposed works within 250m of any contamination sites (i.e. on-site septic systems, chemical storage areas and sheep dips).	<input type="checkbox"/> Yes <input type="checkbox"/> No
N3 Any other comments (include the occurrence any of the above features/characteristics on neighbouring properties, if known).	

Section O: Maps



WaterNSW has a [property mapping tool](#) to assist in preparing a property map to support your application. The [property mapping tool user guide](#) will assist you in completing an application for a new or amended approval for a water supply work form. You can also access [the digital property mapping tool user guide](#) here.

You must attach a topographic map or aerial photo of A3 or A4 size outlining the following information:

01 Location(s) of all existing works as well as works proposed in this application. This should include pumps, diversion works, bores, storages, channels etc. (Please provide coordinates where possible)	<input type="checkbox"/> Yes
02 Property boundary.	<input type="checkbox"/> Yes
03 Watercourses and wetlands (including dry riverbeds and temporary wetlands).	<input type="checkbox"/> Yes
04 Contamination sites (i.e. on-site septic systems, chemical storage areas and sheep dips).	<input type="checkbox"/> Yes
05 Replacement works.	<input type="checkbox"/> Yes
06 Any areas of clearing required to construct and maintain the works. Please include any access tracks or internal roads that may need to be constructed.	<input type="checkbox"/> Yes

Section P: Declaration of approval holder(s)



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

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

- that I/we apply for an application for a new/amended approval for work as described in this application;
- 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;
- 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;
- 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;

- e. 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;
- f. 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;
- g. 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*;
- h. that if this application is incomplete it will not be accepted; and
- i. 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"/> duly authorised officer	<input type="checkbox"/> sole director <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

Witnessed by:

Name	Signature	Date
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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 between 8am-5pm or email Customer.Helpdesk@waternsw.com.au

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