

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

## How-to guide

---

**This guide will assist you in completing the Application for a new or amended water supply work approval – Surface water. A water supply work approval authorises a holder to construct a specified water supply work.**

The [Application for a new or amended water supply work approval – Surface water](#) must be completed in order to obtain or amend a surface water supply work approval under Section 92 of the *Water Management Act 2000* (WMA).

A water supply work approval allows you to install and operate a particular pump or other water management work at a specific location.

It is not necessary to hold a water access licence to apply for a water supply work approval. In most circumstances, a water access licence is required to use the water in the manner approved through the use approval. To enquire about availability of water in the market, contact a water broker, a local stock and station agent or someone in your locality who may be able to assist. You should also refer to information on dealings in water and applying for a new water access licence on the WaterNSW website which provides more information on water dealings.

**If you wish to apply for an approval for any of the below categories, you will need to make a separate application form for the following types of works:**

- **Water use** – The use of water lawfully extracted from a water supply work and applied to the land for a specific purpose i.e. irrigation.
- **Groundwater work** – Allows you to construct and use a work which takes water from an aquifer i.e. water bores, spearpoints, wells and excavations.
- **Surface water work** – Allows you to construct and use a work which takes surface water from a river, lake and estuary i.e. pump, dam, surface water excavation.
- **Flood work** – Allows you to construct and use a work that is situated in or near a river, estuary or lake, or within a floodplain, and is likely to have an effect on the flow of water to or from a river, estuary or lake, or the distribution or flow of floodwater i.e. levee, embankment.
- **Construction dewatering** – Allows for the removal of groundwater which ensures construction work can occur safely and protects the ongoing integrity of the structure and surrounding area.

## Submitting your application

### What you need to do

Applicants are advised to read the instructions carefully before filling in the application form.

#### 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 and supporting documentation 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. You will receive a reference number to confirm receipt of email.

#### 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. You will receive an acknowledgement letter providing an application reference number and a receipt for the application fee.

The application will be delayed if it is incomplete or incorrect. WaterNSW will notify you of any delay or if further information is required. If this information is not received within the specified time, WaterNSW will make the application invalid.

### About these guidelines

The [Application for a new or amended water supply work approval – Surface water](#), has several parts (relating to the type of work).

The questions are identified by a number on the left-hand side of the page, for example, B4, which is question four in section B.

This guide provides detailed explanations of each section and question, to help you complete the application form. We recommend you read this carefully before completing the application form. If you require further assistance, we encourage customers to book an appointment with us. Visit [waternsw.com.au/licensing](http://waternsw.com.au/licensing) to book a meeting or contact [1300 662 077](tel:1300662077) to speak with a WaterNSW team member.

# Part 1

## Section A: Applicant details

In this section provide the details of the applicant/s for the approval. This is either the owner or legal occupier of the land to which the application relates.

**A1-4** The name can be a person's name or the name of a legal entity, such as a company or corporation.

**A5** Insert the Australian Company Number (ACN) or Australian Business Number (ABN) if the application is being made by a company.

**A6-A7** Insert the name and position of the person who will be the company representative.

**A8-14** Insert the address of the applicant. If a corporation is applying, you should fill in the details of the contact person to whom all correspondence will be sent.

**A15-28** More than one person can hold an approval. This form makes provision for 2 applicants. If there are more than two applicants, please attach additional pages.

**A29** This is the total number of applicants to be listed on the approval and includes applicants listed on any additional pages. All owners or legal occupiers of the land must be included in the application.

## Section B: Contact person

These are the contact details of the applicant's representative. If a corporation is applying for an approval, you should fill in the details of the contact person to whom all correspondence will be sent.

## Section C: Payment of application fee

**C1** 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. WaterNSW will contact the person listed at C2 to process credit card payment over the phone.

**C2-3** Insert contact number for WaterNSW to contact the person you have listed in C2.

## Section D: Pre-application discussion

All applicants are welcome to book a pre-application discussion with a WaterNSW team member where you can discuss the proposed activity, any likely impacts of the proposed activity, the application process, and any additional information you will be required to provide to WaterNSW.

A pre-application discussion can be carried out over the telephone or in person at one of our listed locations. Pre-application discussions can save you time by preventing delays in information gathering. To arrange for a pre-application discussion, visit [waternsw.com.au/licensing](http://waternsw.com.au/licensing) to schedule a meeting.

**D1-3** Indicate if a pre-application discussion has taken place and provide the details of the WaterNSW team member and date.

## Section E: Summary

In this section, detail your proposed water take and associated supply infrastructure or detail the changes to be made to the existing approval. 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-F5** Insert all relevant information regarding the property location.

**F6-F7** Insert the local council and include the name of the nearest river/s adjacent to or within the property boundaries.

## Section G: Land ownership of the work site/s

If you are applying for an approval where you are the owner of part of the land and the lawful occupier of the remainder then you will need to tick more than one of these boxes.

**G1** An owner of land is any person with freehold title to land.

**G2** To permit you to carry out the activities to be authorised by the approval, the term lawful occupation includes:

- an easement
- a power arising under legislation
- an agreement or other legally binding permission with the owner (e.g. a lease, a permissive occupancy or enclosure permit).

The agreement may be a specific authorisation or an appropriate clause in a general authority such as a lease. You must attach a copy of the relevant documentation, which includes:

- a) a letter from the owner authorising your occupation of the land to which the approval would apply
- b) evidence of an easement, a power arising under legislation or an agreement or other legally binding permission with the owner (e.g. lease, a permissive occupancy or enclosure permit).

Insert all relevant information relating to the land ownership or your occupation of the land. Ensure that evidence of your legal right to occupy the land has been attached to the application.

# Part 2

## Section H: Purpose

**H1** You should detail the purpose of the water take.

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 I: New/Amend approval

**I1-2** Indicate if you wish to apply for a new water supply work approval (surface water) or to amend/change the details of an existing water supply works approval. If you are amending a current approval, please provide the approval number.

## Section J: Surface water works

This section relates to the work (i.e. pump) that will be used to remove water from a surface water source.

Please note that mandatory metering requirements may affect surface water works, and you may be required to meter some or all of your take from the water source. Please refer to our [online metering tool](http://waterNSW.com.au/metering) at [waterNSW.com.au/metering](http://waterNSW.com.au/metering) to assist in determining if you will be required to meter the work.

**J1-3** Provide the location of the water supply work and the river location to allow references to relevant planning policies that apply to the area. If the proposal will be located on more than one property, please mark them all clearly on a map and provide property details such as the Lot/DP number for each.

**J4-J11** Provide description of the type of pump, its capacity and details of its construction. This will allow WaterNSW to assess the impact of the works on the surrounding environment.

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

This section relates to any other associated water supply infrastructure, such as diversion channels, diversion pipes, or regulators from the water source.

If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as the Lot/DP number for each. Please note that to be considered on the same application, the properties must be contiguous.

**K1-4** Identify the type of work together with its location and its relationship to the river/creek/watercourse to allow references to relevant planning policies that apply to the area. If the proposal will be located on more than one property, please mark them all clearly on a map and provide property details such as the Lot/DP number for each.

**K5-8** Provide the construction information of the works including their anticipated dimensions.

**K9-10** Identify if you intend to clear any vegetation for the construction of this work.

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

It is recommended that a qualified surveyor or other suitably qualified person (e.g. earthworks contractor competent with survey equipment and dam design) prepare construction and design plans including capacity, surface area, extent of water storage, site suitability and dam design considerations. You may be required to provide additional information regarding the crest, levels of trickle pipes, spillways design and return, catchment yield of the structure and downstream impacts.

If the proposed work is to be on a floodplain, it may cause the redistribution of flood flows, which may have adverse environmental impacts and adversely affect surrounding landholders. WaterNSW is required to assess these aspects and may require you to redesign your proposal to mitigate any potential impacts and a separate application may be required.

## **Part 3**

### **Section M: Other approvals**

**NOTE:** An approval issued by WaterNSW does not preclude other approvals that may be required to be issued by other agencies pursuant to other State or Federal legislation.

This section helps to identify known environmental matters that may affect or impact the assessments of the proposed works under application.

If your proposal has been granted consent from your local council, please provide the consent number.

You may require a separate approval or a property vegetation plan under the *Local Land Services Act 2013* if your proposal involves clearing. If native vegetation clearing consent has also been granted, please provide the consent number.

An Aboriginal Heritage Information Management System report and a Threatened Species Assessment report will be completed internally by WaterNSW and the Office of Environment and Heritage as a part of your application. If you intend to install works within an area or an item of significance, it will be necessary to provide an Aboriginal Heritage Impact Permit (AHIP).

Depending on the size of your proposal and its potential impacts, you may also be required to provide:

- a Species Impact Statement (if your proposal has potential impacts on threatened species under the *Biodiversity Conservation Act 2016*)
- a surveyed plan showing the proposed layout, dimensions and construction details of the work/s or
- any other additional information about your proposal as required by WaterNSW.

## Section N: Environmental issues

This section will help identify any environmental issues that may affect or impact the assessments of the proposed works under application. WaterNSW must ensure that the proposed works minimise land degradation, including soil erosion, compaction, geomorphic instability, contamination, acidity, waterlogging, decline of native vegetation or, where appropriate, salinity.

## 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 help you in completing an application for a new or amended approval for a water supply work. You can access the digital property mapping tool user guide [here](#). All information in this section should be marked on the application map.

## 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).

Please ensure you understand your legal obligations before signing this document. If you require assistance, please contact WaterNSW to discuss. Each of the approval applicants must fill in their name, followed by a signature and the date of signing.

If the applicant is a company, insert the name of the company, the title or position stated and the position held by the signatory.

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

### Need help ?

If you need further assistance, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday between 8am-5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

255934/141124