

Application for a new or amended water use approval (including the use component of a combined approval)

How-to guide

This guide will assist you in completing an [Application for a new or amended water use approval \(including the use component of a combined approval\)](#) which enables the use of water for a **specific purpose at a specific location**.

The [Application for a new or amended water use approval \(including the use component of a combined approval\)](#) must be completed to obtain or amend a water use approval under Section 92 of the *Water Management Act 2000 (WMA)*.

A water use approval allows you to use water for a specific purpose (e.g. irrigation) at a specific location.

If the proposed water use is authorised by a development consent, a water use approval may not be required. You should contact WaterNSW for further information.

In most circumstances, a water access licence (WAL) 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.

Note: You may be required to complete a separate application form for the following work types:

- **Stock and domestic (basic landholder right bores)** – Allows you to take water from a bore for the purpose of domestic consumption or stock watering only.
- **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.

If you wish to apply for approval for water supply, you will need to make a separate application.

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 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 [new or amended works and/or use 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 use approval \(including the use component of a combined approval\)](#), has several parts.

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 to book a meeting or contact [1300 662 077](tel:1300662077) to speak with a WaterNSW team member.

Part 1

Section A: Application details

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

Provide 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-C3 Contact number for WaterNSW to call 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 phone or face to face 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 to schedule a meeting.

D1-D3 Indicate if a pre-application discussion has taken place and provide the details of the WaterNSW team member and date.

Section E: Summary

Provide details of your proposed water use and associated supply infrastructure or detail the changes to be made to the existing approval. If the proposal includes a change to a water supply work part of a combined approval, you will be required to complete an Application for a new or amended water supply work approval ([groundwater](#) or [surface water](#)) in relation to that part.

Section F: Property location

F1-F5 Insert all relevant information regarding the property location.

F6 Provide details for 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

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 letter from the owner authorising your occupation of the land to which the approval would apply
- 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 Nominate the purpose of the water use.

If the proposal includes a change to a water supply work approval part of a combined approval, you will be required to complete an Application for a new or amended water supply work approval ([groundwater](#) or [surface water](#)) in relation to that part.

Section I: New/amend approval

I1-2 Indicate if you are applying for a new water use approval or to amend/change the details of an existing water use approval. If you are amending a current approval, please provide the approval number.

Section J: Location of land where water will be used

This section relates to the land to which water will be applied and allows WaterNSW to consider all relevant planning policies that apply to the area.

If the proposal will be located on more than one property or there is more than one use area, 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.

Section K: Water use proposal

This section relates to the purpose of the water use and allows an assessment of the suitability of the activity on the surrounding environment.

If the proposed water use is authorised by a development consent, a water use approval may not be required. You should contact WaterNSW for further information.

Part 3

Section L: 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 use 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*); or
- Any other additional information about your proposal as required by WaterNSW.

Section M: Environmental Issues

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

Section N: 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 use approval. All information in this section should be marked on the application map.

Section O: Declaration of approval holder/s

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

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

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