

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

How to guide

This guide will assist you in completing an application for a new or amended approval for a water supply work to take groundwater under a domestic and stock right.

Complete the [Application for a new/amended approval for a water supply work to take groundwater under a domestic and stock right form](#) to apply for approval to construct a bore, well, spear point, excavation, artesian bore or collector system to take groundwater for domestic and stock purposes under a basic landholder right of the *Water Management Act 2000*.

You can also use this form to amend an existing approval for a water supply work to take groundwater under a domestic and stock right.

All landholders across NSW wanting to construct a bore to take water under a domestic and stock right must obtain a water supply work approval before constructing a bore.

When taking water under your basic landholder right (e.g. for domestic and stock purposes) you do not need a water use approval. The [Understanding domestic and stock rights fact sheet](#) assists landowners or occupiers to understand domestic and stock rights

Landholders must engage a driller with a NSW driller's licence of the correct class to construct the bore. Drillers must sight either the landholder's current work approval or bore licence before drilling a bore and must comply with any relevant conditions. Your Statement of Approval must be provided to the driller.

After the bore has been constructed, the driller must submit a Bore Construction Report (BCR) into the [Drillers Portal](#).

The form has several sections, in each section are questions which are identified by a number on the left-hand side of the form (for example, A1 is question 1 in section A). The information provided in the guide corresponds to these references in the application form.

If you require further assistance, we encourage customers to book an appointment with us. Visit our website to [book a meeting](#) or contact [1300 662 077](tel:1300662077) to speak with a WaterNSW team member.

Note: For more information in relation to using water for domestic and/or stock watering purposes, please read the [Understanding domestic and stock rights fact sheet](#).

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.

Applicants are advised to read the instructions carefully before filling in the application form. The completed form must be signed by all approval holders.

Ensure you provide all the information requested in this application form. If your application form is incomplete it will not be accepted. WaterNSW may contact you to request further information in relation to your application.

Submit your application form

- Email the scanned copy to Customer.Helpdesk@waternsw.com.au, and a reply will be emailed to you informing you that your email has been received and forwarded to the relevant WaterNSW Assessments and Approvals team member.
- 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

Information regarding fees are available on [our website](#). Application fees are exempt from GST and can be paid after you have submitted your application by:

- Providing your credit card details by calling our Customer Service Centre at [1300 662 077](tel:1300662077).
- Enclosing a cheque or money order when posting the application form.

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.

Section A: Applicant details

If this application is made by the owner/s of the land on which the work is to be located, then each owner listed on the Land Title Certificate must be listed in Section A and must sign the application form.

If the application is made by the lawful occupier/s of the land, then each occupier must be listed in Section A and must sign the application form. In this situation, it is not necessary for the owners to be listed as applicants.

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.

A5-6 Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no CAN.

A7 Insert the position of the person/s who is 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.

A8-11 Insert the postal address of the applicant. For companies or corporations, insert the address details of the registered office.

A12-14 Insert the contact details for the applicant.

There can be more than one holder of an approval. The form makes provision for four applicants to apply. If there are more than four applicants, photocopy/print multiple copies of the blank Section A, complete it and attach it to the form.

Section B: Authorised contact person

B1-11 Insert the name and contact details of the authorised contact person. This will assist WaterNSW if it needs to contact someone to discuss the details of the application. If this section has not been completed, we will assume the first applicant on the form is the authorised contact person and contact that person, if necessary, prior to the determination of the application.

Section C: Property details where work is/will be located

You need to complete section C if the address of the property where the proposed water supply work will be located is different from the postal address in Section A.

Section D: Lot/DP where work is/will be located

You must complete Section D, co-ordinates can be generated using the [Property Mapping Tool](#) – outlined in Section J.

Section E: Ownership of land where work is/will be located

In this section, specify whether the application is made by the owners of the land or the lawful occupiers of the land.

Either all owners listed on the Land Title Certificate, or all lawful occupiers of the land, must be listed in Section A and must sign the application form.

If you do not own the land but anticipate that you will own the land within a reasonable period of time of the date of application, attach an explanation of anticipated ownership together with documentary evidence.

If the application is made by the lawful occupier/s of the land on which the work is to be located attach documentary evidence of lawful occupation such as a lease agreement or court order.

Section F: Purpose of water use

You must specify how you intend to use the groundwater taken by the proposed work, i.e. for domestic consumption, stock watering or both. You must sign to agree to conditions that may affect any future application to convert a basic landholder rights bore to another class of bore.

Section G: Work for taking groundwater

G1 -2 Specify if this is an application for a new approval for a water supply work or to amend an existing approval for a water supply work.

G5 If you ticked G1, you need to indicate if the bore is a replacement for an existing bore.

G7 For the purpose of this application, an excavation is a minor work constructed for the purpose of taking groundwater under a domestic and stock right. If you propose to construct an excavation for a different purpose then you will need to apply for a different type of approval. For information on constructing an excavation for the purpose of taking groundwater under a domestic and stock right, contact our Customer Service Centre on [1300 662 077](tel:1300662077).

G9-10 Indicate the proposed depth of the bore and maximum pumping rate in litres/second. Provide the maximum pumping rate of the proposed work for taking groundwater, even if you do not plan to operate the work at its maximum rate.

G12 -13 Indicate if the proposed work is an excavation within 40 metres of a watercourse, as you may need to apply for a controlled activity approval.

Section H: Environmental considerations

The information you provide will assist WaterNSW to undertake an assessment of likely impacts of the water supply work/s during and after construction of the work/s. You must seek advice from a suitably qualified person to provide this information if your property is in a sensitive environment.

Section I: Septic system or other onsite sewage disposal system

Some water sharing plans specify that you must not locate a work for taking groundwater within 250m of any site where there may be possible contamination of the groundwater source. If you propose to construct the work/s near a contaminated site, the risk to the groundwater source and the risk to human health must be minimised.

Please note: applications within 250m of septic systems, other on-site sewage disposal systems or potential sites of contamination (subject to other circumstances), may need to be referred to the NSW Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW) for a hydrogeological assessment, and time delays may be experienced. WaterNSW will reject any application for proposed work/s within 50m of a septic system, and applications for proposed work/s within 50m – 250m of a septic system will take additional time to assess. Read this [FAQs on Drilling a Bore](#) for more information.

Section J: Maps and plans

A map is mandatory with all applications. You can produce a map digitally by using the [property mapping tool](#). You can also attach a topographic map, aerial photo or farm plan but you must be able to indicate:

- Location of property and property boundary (identifiable from a landmark and with north arrow and coordinates included).
- Location of habitat or vegetation that needs to be cleared or disturbed.
- Location of all existing works as well as the work/s proposed in this application.
- Location of existing septic system(s) or proposed future dwelling and septic location.

- Existing septic system(s) on neighbouring properties (location and type of system) and approximate distance from your proposed work site. If this information is not available, it will be assumed that the distance to the septic system is the distance to the neighbouring residence.

Section K: Declaration of applicants

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.

Privacy Statement and offences and penalties

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the [WaterNSW Privacy Policy](#).

It is an offence under Clause 344 of the *Water Management Act 2000* to provide false or misleading information with any 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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