

# Application for a new flood work approval

Use this application form to apply for a new or amended approval to construct and use a specified flood work at a specified location under Section 91D of the *Water Management Act 2000*. Please refer to the [guide](#) for further information.

Before commencing any work, we recommend you view the [Flood work exemptions](#) factsheet or contact WaterNSW to determine if your proposed flood work is exempt or prohibited work. If you intend to **take water** you must use a different form to apply for a water supply work approval, visit [waternsw.com.au/approvals](http://waternsw.com.au/approvals) for further information. Please note WaterNSW may contact you to for further information in relation to this application.

## Steps to apply for a new flood work approval

- 1. Complete the application form using the associated guide and checklist.** Applicants are advised to read the [guide](#) to the application. The guide provides information to assist answering each question, paying application fees and submitting the application.

There are two options for completing your application – you can either: complete a ‘fillable’ PDF application form or print the application form and fill it out by hand in capital letters with a black/blue pen.

- 2. Submit the completed and signed application form**

There are two options for submitting your completed and signed application form – you can either:

- email the completed and signed application form to [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au) 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 the completed and signed application form to WaterNSW, PO Box 398, Parramatta NSW 2124.

- 3. Pay application fee**

This form will not be processed until the [application fee](#) is paid. If an application has been accepted by WaterNSW, payment has been processed and a receipt has been issued, application fees will not be refunded.

<b>OFFICE USE ONLY</b>	Fee paid: \$	Customer receipt number:	<b>Office stamp</b>
	Officer signature:	Date:	
	Application number:	Acceptance date:	

**WaterNSW** ABN 21 147 934 787

169 Macquarie Street Parramatta NSW 2150

PO Box 398, Parramatta NSW 2124

T 1300 662 077 E [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

[waternsw.com.au](http://waternsw.com.au)

# Flood work application checklist

Please ensure that the following items have been addressed in the respective sections of your flood work application form:

<p><b>Section A: Applicant details</b></p> <p>All details of listed owners on land title certificate provided; or</p> <p>All details of lawful occupiers of the land provided</p> <p>Multiple copies of applicant details page attached to application (if required)</p>
<p><b>Section B: Person to contact prior to determination of this application</b></p> <p>All details for person to contact prior to determination provided</p>
<p><b>Section C: Ownership of land where flood work is/will be located. *One box must be ticked in relation to the applicant</b></p> <p>Owner of the land on which the work is to be located</p> <p>Lawful occupier of the land on which the work is to be located</p>
<p><b>Section D: Pre-application discussion</b></p> <p>Details of pre-application discussion with WaterNSW provided</p>
<p><b>Section E: Does other legislation apply?</b></p> <p>Notice of Determination from Council provided (if required)</p>
<p><b>Section F: Flood work</b></p> <p>New/existing worktable completed</p>
<p><b>Section G: Environmental issues</b></p> <p>All environmental questions have been answered</p>
<p><b>Section H: Maps, plans and reports</b></p> <p>Attach a detailed plan of the work/s showing the height of the full length above surrounding ground level.</p> <p>Topographic map of each property attached</p> <p>Location of property labelled</p> <p>Location of all existing works labelled</p> <p>Rivers and wetlands labelled</p>
<p><b>Section I: Information required for assessment of application</b></p> <p>'Likely Impacts' assessment provided (if required)</p> <p>Hydraulic modelling report provided (if required)</p>
<p><b>Section J: Declaration of applicant/s</b></p> <p>All applicants have signed this section</p> <p>Photocopied and completed Section A to I if there are more than 3 applicants.</p>

## SECTION A – APPLICANT DETAILS

All owners listed on the Land Title Certificate, or all lawful occupiers of the land, must be listed here and must sign Section J of the application form. See the guide for further information.

### Applicant

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Given name/s		A4 D.O.B	
A5 Company/corporation name <i>(if applicable)</i>			
A6 ACN <i>(if applicable)</i>		A7 ABN <i>(If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation).</i>	
A8 Position held <i>(if applicable)</i>			
A9 Postal address			
A10 Town	A11 State	A12 Postcode	A13 Country
A14 Phone		A15 Mobile phone	
A16 Email			

### Additional applicant (if applicable)

A17 Title (Mr, Mrs, Ms)		A18 Surname	
A19 Given name/s		A20 D.O.B	
A21 Company/corporation name <i>(if applicable)</i>			
A22 ACN <i>(if applicable)</i>		A23 ABN <i>(If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation).</i>	
A24 Position held <i>(if applicable)</i>			
A25 Postal address			
A26 Town	A27 State	A28 Postcode	A29 Country
A30 Phone		A31 Mobile phone	
A32 Email			

**Additional applicant (if applicable)**

A33 Title (Mr, Mrs, Ms)		A34 Surname	
A35 Given name/s		A36 D.O.B	
A37 Company/corporation name <i>(if applicable)</i>			
A38 ACN <i>(if applicable)</i>		A39 ABN <i>(If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation).</i>	
A40 Position held <i>(if applicable)</i>			
A41 Postal address			
A42 Town	A43 State	A44 Postcode	A45 Country
A46 Phone		A47 Mobile phone	
A48 Email			

**Additional applicant (if applicable)**

A49 Title (Mr, Mrs, Ms)		A50 Surname	
A51 Given name/s		A52 D.O.B	
A53 Company/corporation name <i>(if applicable)</i>			
A54 ACN <i>(if applicable)</i>		A55 ABN <i>(If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation).</i>	
A56 Position held <i>(if applicable)</i>			
A57 Postal address			
A58 Town	A59 State	A60 Postcode	A61 Country
A62 Phone		A63 Mobile phone	
A64 Email			

If there are more than four approval holders, photocopy/print multiple copies of this page.

A33 Have extra copies of this page been attached?      No                      Yes – Specify number

## SECTION B – PERSON TO CONTACT PRIOR TO DETERMINATION OF THIS APPLICATION

Note: If there is only one applicant you do not need to complete this section. If this section is not completed WaterNSW will assume the first applicant listed is the application contact.

Listing a contact assists WaterNSW in processing your application. We may need to contact the application contact to discuss the details of the application or request additional information. A delay in responding may result in your application being delayed or refused. Information provided by the application contact will be relied upon by WaterNSW in considering this application. Changes to any details must be submitted in writing, signed and dated by all applicants.

B1 Title (Mr, Mrs, Ms)		B2 Surname	
B3 Given name/s		B4 D.O.B	
B5 Postal address			
B6 Town	B7 State	B8 Postcode	B9 Country
B10 Phone		B11 Mobile phone	
B12 Email			

## SECTION C – OWNERSHIP OF LAND WHERE FLOOD WORK IS/WILL BE LOCATED

Tick the appropriate boxes – relates to applicants listed in Section A. Is your application made as the:

- c1 Owner of the land on which the work is to be located
- c2 Lawful occupier of the land on which the work is to be located

*\*Both boxes can be ticked.*

## SECTION D – PRE-APPLICATION DISCUSSION

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

Have you had a pre-application discussion with WaterNSW?

- D1 NO
- D2 YES

If yes, please complete the following:

D3 Date:	D4 Officer name:	D4 Office Location:
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## SECTION E – DEVELOPMENT CONSENT

Tick the appropriate box/es

Does your proposal require development consent from your local council? If no, go to Section F.

- E1 YES
- E2 NO

Has development consent been granted? If yes, provide a copy of the Notice of Determination from council.

- E3 YES
- E4 NO

**SECTION F – FLOOD WORK**

Amended approval applications must complete sections F2-F4 before continuing to the 'New/existing works' table. New approvals can skip to the 'New/existing works' table after completing F1.

F1 Is this application for a new or amended approval?	
New Approval	Amended Approval
F2 What is the approval number to be amended?	
F3 Are you applying to subdivide or consolidate an approval?	
Yes	No
F4 Provide subdivision or consolidation details:	

F5 New or existing works table

Lot	DP	Type of work	Height above ground	New/existing work? (If existing list date of construction)

## SECTION G – ENVIRONMENTAL ISSUES

Please specify Information to assess likely impact on threatened species, populations, or ecological communities by completing the following questions:

61 Do you intend to clear or disturb any native vegetation to construct the work/s?

Yes

No

62 Does your proposal require consent to clear native vegetation (Including grassland)?

Yes

No

63 If yes, has consent been granted to clear native vegetation?

Yes

No

64 If yes, provide the consent number:

## SECTION H – MAPS, PLANS AND REPORTS

- Attach a topographic map, aerial photo and/or a farm plan of A3 or A4 size for each property that the work is located on, or one that shows all relevant properties. Clearly label the following information, if applicable:
  - *location of property (with North arrow included)*
  - *property boundary*
  - *location of all existing works and location of proposed works. Include pumps, diversion works, flood protection works, bores, storages, channels etc.*
  - *rivers and wetlands (including dry riverbeds and temporary wetlands)*
- Attach a detailed plan of the work/s showing the height of the full length of the work/s above surrounding ground level
- You may be asked to provide georeferenced shapefiles for the location of the works
- You may be asked to provide a detailed survey plan using Australian Height Datum (AHD) showing reduced levels relevant to the new/existing work/s.

## SECTION I – INFORMATION REQUIRED FOR ASSESSMENT OF APPLICATION

You may be requested to provide one or more of the following with the application:

1. An assessment of likely impacts. See the guide for further information.
2. A hydraulic modelling report. See the guide for further information.

For further information contact WaterNSW on [1300 662 077](tel:1300662077). Pre-application meetings can be booked online at [waternsw.com.au/licensing](http://waternsw.com.au/licensing) or by completing the pre-application form and emailing to [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

## SECTION J – DECLARATION OF APPLICANT/S

Section J must be fully completed and signed by each applicant. If it is not fully completed, WaterNSW will return the application to the applicant as an invalid application. Please refer to the accompanying Guide to the Application for a New Flood Work Approval for further information.

If there are multiple applicants, please ensure that you retain unsigned copies of the completed application form for your records.

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

- a) that I/We apply for a new approval for a flood work as described in this application;
- b) 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;
- c) 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;
- d) that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State'), 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 the State in connection with this application and I/we hereby agree to release and indemnify the State 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 in every detail and that the State will rely on such information;
- f) that I/we have read and understood the information contained in the WaterNSW privacy statement (below);
- g) that WaterNSW may collect, use and disclose my personal information as outlined in the WaterNSW privacy statement (below) and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement;
- h) that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time;
- i) that the State 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;
- j) 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*;
- k) that if this application is incomplete, it will not be accepted; and that more information may be requested if it is considered that it would be relevant to the consideration of this application.



**For applications made by individuals:**

J1 Name	Signature	Date
J2 Name	Signature	Date
J3 Name	Signature	Date
J4 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 a duly authorised officer (for other types of corporations).

J4 Name of company/corporation			
J5 Position of signatory officer	company director	company secretary	duly authorised
J6 Name of signatory	Signature	Date	
J7 Position of signatory officer	company director	company secretary	duly authorised
J8 Name of signatory	Signature	Date	

## PRIVACY STATEMENT

The personal information you provide on this form will be used and protected in accordance with the WaterNSW Privacy Policy. The information 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.

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.

WaterNSW will not disclose your personal information 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 the WaterNSW website at

[www.watersw.com.au](http://www.watersw.com.au)

## OFFENCES AND SUSPENSION OR CANCELLATION

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 of \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500, 500. An approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the approval is convicted of an offence under that Act.