

Amend approval for inactive or active works

This application form is for the amendment of an approval for work/s to:

- specify the work is inactive
- withdraw the work/s inactive status (make a work/s active).

A work that is marked as 'inactive' on the approval will not need a meter provided that:

- the work is marked as inactive on the approval
- the approval contains a condition that prohibit the work from being used to take water and from being capable of taking water from a water source
- all conditions applying to the inactive work are complied with.

An approval may specify a surface water work/s is 'inactive' if:

1. the work was constructed to take water from a water source, such as a river or bore
2. the work is not capable of taking water from the water source.

Why have an 'inactive' work?

If a approval specifies that the work authorised is 'inactive', the holder is not required to comply with a mandatory condition on the approval that metering equipment be installed, used and properly maintained. Approval holders who are not using their work/s to take water may wish to amend their approval to specify that their work is 'inactive' so they do not need to comply with the metering requirements. For Unregulated customers, the One Part Tariff charge rate will apply.

Who can apply?

An approval holder can apply for the amendment of their approval to specify that the work is 'inactive', or to withdraw that specification to make a work 'active'.

Make a work 'active'

The 'inactive' status can also be withdrawn by amending the approval to become an active work. A approval holder can only make a work/s active if the work/s are listed as 'inactive' on the approval.

To make a work active, you will need to provide evidence that your work is metered in accordance with the regulatory requirements - the meter is pattern approved and was installed by a Duly Qualified Person.

Once the approval work/s are made active for a work/s, the holder/s must comply with any mandatory condition on the approval that metering equipment be installed, used and properly maintained. **Application**

fee

The Amend Approval - administrative fee payable for each approval. If an application has been accepted by WaterNSW, payment has been processed and a receipt has been issued, application fees will not be refunded.

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

SECTION A – FIRST APPLICANT DETAILS

Applicant

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Given name/s			
A4 Company/corporation name (if applicable)			
A5 ACN (if applicable)		A6 ABN (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.)	
A7 Position held (if applicable)			
A8 Postal address			
A9 Town		A10 State	A11 Postcode
A12 Phone		A13 Mobile phone	
A14 Fax		A15 Email	

Second applicant (if applicable)

A16 Title (Mr, Mrs, Ms)		A17 Surname	
A18 Given name/s			
A19 Company/corporation name (if applicable)			
A20 ACN (if applicable)		A21 ABN (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.)	
A22 Position held (if applicable)			
A23 Postal address			
A24 Town		A25 State	A26 Postcode
A27 Phone		A28 Mobile phone	
A29 Fax		A30 Email	
A31 If more than two applicants, specify total number of applicants			

SECTION B – CONTACT PERSON

Please refer to the accompanying Guide to the “Application to amend approval for Inactive and Active works”.

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Address		
B5 Town	B6 State	B7 Postcode
B8 Phone		B9 Mobile phone
B10 Fax	B11 Email	

SECTION C - PAYMENT DETAILS

C1 Specify method of payment for application fee (<i>Tick the box</i>) <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque
C2 Payee name
C3 Payee contact number

SECTION D – APPROVAL DETAILS

D1 Approval number
D2 How many water supply works does the approval authorise? <input type="checkbox"/> 1 work – go to section E <input type="checkbox"/> More than 1 work – go to next question
D3 Which works does this application relate to? <input type="checkbox"/> All works authorised by the approval- go to Section E <input type="checkbox"/> Some works authorised by the approval - Go to next question
D4 Identify which works this application relates to by specifying the work number listed on the approval (e.g. Work 1, Work 2)

SECTION E Amendment Details

E1 Select which type of amendment you are applying for: (Tick the box) <input type="checkbox"/> Specify the work/s inactive – go to section F <input type="checkbox"/> Withdraw specification that the work/s is inactive - <i>evidence must be attached to confirm meter is pattern approved and was installed by a Duly Qualified Person, including a copy of the relevant certificate in the approved form – go to section G</i>

SECTION F – EVIDENCE THE WORK/S IS INCAPABLE OF TAKING WATER

F1 Describe the evidence you are providing with this application to demonstrate that the work/s is incapable of taking water from the water source (Refer to guide for examples of evidence)

SECTION G – DECLARATION OF APPLICANTS

Each applicant must sign Section G. Photocopy/print multiple copies of the entire form after Sections A to F have been completed (before anyone signs Section G) if there are more than two applicants.

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

- a) that I/We apply for an application to amend an approval as an inactive or active work/s 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 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
- i) that more information may be requested if it is considered that it would be relevant to the consideration of this application; and
- j) If the inactive work/s has been withdrawn and is now an active, I/We acknowledge that all holders must comply with any mandatory condition that metering equipment be installed, used and properly maintained.

For applications made by individuals

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

SECTION H – COMPANY DECLARATION

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 corporation):

Name of corporation		
Position of signatory <input type="checkbox"/> company director <input type="checkbox"/> company secretary <input type="checkbox"/> duly authorised officer (Tick the appropriate box)		
Name of signatory	Signature	Date
Position of signatory <input type="checkbox"/> company director <input type="checkbox"/> company secretary <input type="checkbox"/> duly authorised officer (Tick the appropriate box)		
Name of signatory	Signature	Date

PRIVACY STATEMENT

The personal information you provide on this form is subject to the *Privacy & Personal Information Protection Act 1998*. 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 licence/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.

SENDING YOUR APPLICATION FORM TO WATERNSW

For customer and general enquiries, please contact us on 1300 662 077. Send your application form via email to Customer.Helpdesk@waternsw.com.au

If posting your application form, please return to your nearest WaterNSW licensing office

Albury PO Box 829 Albury NSW 2640	Narrabri P O Box 890 NARRABRI NSW 2390
Buronga P O Box 363 BURONGA NSW 2739	Newcastle P O Box 2157 DANGAR NSW 2309
Deniliquin P O Box 453 DENILIKUIN NSW 2710	Nowra P O Box 309 NOWRA NSW 2541
Dubbo P O Box 1018 DUBBO NSW 2830	Parramatta P O Box 398 PARRAMATTA NSW 2124
Forbes P O Box 291 FORBES NSW 2871	Queanbeyan P O Box 189 QUEANBEYAN NSW 2620
Grafton Locked Bag 1400 GRAFTON NSW 2460	Tamworth P O Box 1251 TAMWORTH NSW 2340
Leeton P O Box 156 LEETON NSW 2705	Wagga P O Box 10 WAGGA WAGGA NSW 2650
Moree P O Box 486 MOREE NSW 2400	Wollongong P O Box 53 WOLLONGONG NSW 2520
Murwillumbah P O Box 796 MURWILLUMBAH NSW 2484	