This fact sheet is intended to provide information about the completion report which is an essential aspect to finalise all dewatering work. For more information about dewatering, see the Dewatering information for councils and applicants fact sheet.

**Why is a completion report required?**

A completion report is likely to be a condition of the approval(s).

To grant an approval(s), WaterNSW must be satisfied that minimal harm will be incurred to the water source and its dependant ecosystems. This includes limiting the amount of water extracted. The completion report is required to support that decision, document the actual amount of water dewatered, and to demonstrate compliance with the approval(s) conditions.

WaterNSW will generally require the completion report to be submitted to WaterNSW before the consent authority (usually council) can issue an occupancy certificate for the development.

WaterNSW will generally require the approval(s) to be surrendered after completing the dewatering activity.

**What does a completion report cover?**

A completion report demonstrates that the work has been carried out within the conditions imposed by the approval(s). The report must include all of the following items as listed below:

- records and analysis of the groundwater levels beneath and around the site, as measured by all monitoring bores
- records and analysis of the rates and actual volumes of groundwater pumped or extracted
- records and analysis of any water quality testing undertaken
- location and construction of groundwater extraction works that are no longer being used, and method of decommissioning, where applicable
- location and construction detail of all monitoring bores.

To legally take water off a site, one or more approvals under the Water Management Act 2000 (WMA) may be required. As part of any of these approvals, WaterNSW generally requires the submission of a completion report at the conclusion of the dewatering activity. The contents and requirements of are described below.

It is essential for all approval holders to be aware of the requirements of a completion report before dewatering starts, as data is likely to be required for the report which must be gathered at the commencement of works and during the dewatering activity.

**Interim report**

If an interim report is required during the dewatering process, the same information is to be included as the completion report.
Completion report
Construction dewatering

What cannot wait? ⚠

Some of the information required for the completion report needs to confirm that the amount of water take is consistent with:

- the maximum approved level, and/or
- the estimated amount in the documents supporting the approval (for example, the volume estimated in a dewatering management plan (DMP) which is often required by a dewatering approval(s)).

If it emerges that the volume of groundwater take during dewatering will exceed the volume permitted under the approval, the approval holder must contact WaterNSW immediately! If this situation arises please call 1300 662 077.

Note: no exemptions apply

Our partnership with the Natural Resource Access Regulator (NRAR)

While WaterNSW manages the approval process for dewatering on construction projects, NRAR’s role is to ensure effective, efficient, transparent and accountable compliance and enforcement measures for the natural resources’ management legislation.

This includes the Water Management Act 2000, under which the approval(s) is granted.

If a completion report is not received in accordance with the approval, WaterNSW may refer the issue to NRAR.

Further information and advice

If you wish to discuss your completion report, including the report requirements, please contact one of our Customer Service Officers on 1300 662 077 or email Customer.Helpdesk@waternsw.com.au

Disclaimer:

This fact sheet is provided for general information purposes only and may not cover the precise circumstances of your development. It is only relevant to the particular matters identified in this fact sheet. There may be other processes and relevant fact sheets that are also relevant to your development. Links to all fact sheets related to construction dewatering may be found at waternsw.com.au/dewatering. This fact sheet is not legal advice and should not be relied upon as such. Interested persons should obtain their own advice. This fact sheet does not represent the views of any council or the Department of Planning, Industry and Environment or Natural Resources Access Regulator. This fact sheet represents an interim position and may be updated at any time. Please check the WaterNSW website for the current version. WaterNSW is not liable for consequences of actions taken in reliance of information provided or omitted from this document.