

## Application for a new/amended approval for a water supply work to take groundwater under a domestic and stock right

### What you need to do

Before filling in this form, applicants are advised to read the [guide](#) for an “Application for a new/amended approval for a water supply work to take groundwater under a domestic and stock right”, which has step-by-step instructions on each section.

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

- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- email a scanned copy to **Customer.Helpdesk@waternsw.com.au**

If there is not enough space in the form, please attach additional pages to the back of the form.

#### Application fee

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.



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit [waternsw.com.au/licensing](http://waternsw.com.au/licensing)

Please ensure:

<input type="checkbox"/>	The applicant/s details provided in Section A must be either all owner/s listed on the Land Title Certificate, or all lawful occupiers of the land. Details –full name/s, address, email address, contact number – must be provided for all applicants.
<input type="checkbox"/>	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 nominated signatory.
<input type="checkbox"/>	Section B on the application form may be completed. The contact person for this application may be an applicant or a third party acting for the applicant.
<input type="checkbox"/>	If the new/proposed works are located on lands not owned by the applicant i.e. Crown Land, Local Council gazetted roads – a current Crown Licence or written permission to occupy must accompany any application.
<input type="checkbox"/>	Section D, E, F, G, H and I – must be fully completed.
<input type="checkbox"/>	A map clearly indicating the boundary of the property and of all Lot/DPs relating to the work/s is mandatory. Your application will be returned if a map is not attached. The map must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of property (identifiable from a landmark and with North arrow included)</li> <li><input type="checkbox"/> Location of habitat or vegetation that needs to be cleared or disturbed</li> <li><input type="checkbox"/> Location of the work/s proposed</li> <li><input type="checkbox"/> Location of existing on-site septic system(s), or proposed future dwelling and septic location</li> <li><input type="checkbox"/> Existing on-site 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.</li> </ul>
<input type="checkbox"/>	Section K must be signed by each applicant. If the applicant is a company, the application is to be signed for and on behalf of the applicant by person/s in accordance with Section 127 of the <i>Corporations Act 2001</i> (Cth). Select the position of the signatories which can be a company director or company secretary.
<input type="checkbox"/>	That this application form is scanned once signed by all applicants and <ul style="list-style-type: none"> <li>• posted to <b>WaterNSW PO Box 398, Parramatta, NSW 2124</b></li> <li>• or emailed to <b>Customer.Helpdesk@waternsw.com.au</b></li> </ul> Please note that electronically submitted applications must copy in the email addresses of all applicants.

### Payment of application fee

Specify method of payment for application fee

Credit card     Cheque     Money order

(If you select credit card, WaterNSW will contact you on the number below to arrange payment. Please do not provide your credit card details here.)

### Contact for payment

Contact name

Contact number

## Section A: Applicant details

Either ALL owners listed on the Land Title Certificate, or ALL lawful occupiers of the land, must be listed as applicant/s below, and must sign the declaration (Section K). See the [guide](#) for further information. If there are more than four applicants, photocopy/print additional copies of Section A, complete it, and attach it to this form.

Please note that applications submitted via email **must** include the email addresses of all listed applicants.

### Applicant

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Full legal name/s (including middle 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.)	
A7 Position held (if applicable)			
A8 Postal address			
A9 Suburb		A10 State	A11 Postcode
A12 Phone		A13 Mobile phone	
A14 Email			

**Note:** By entering a mobile phone number and/or email address, you consent to WaterNSW communicating with you electronically in relation to this application, unless you indicate otherwise, all correspondence will be sent via email or SMS.

### Additional applicant (if applicable)

A15 Title (Mr, Mrs, Ms)		A16 Surname	
A17 Full legal name/s (including middle name/s)			
A18 Company/corporation name (if applicable)			
A19 ACN (if applicable)		A20 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A21 Position held (if applicable)			
A22 Postal address			
A23 Suburb		A24 State	A25 Postcode
A26 Phone		A27 Mobile phone	
A28 Email			

**Additional applicant (if applicable)**

A29 Title (Mr, Mrs, Ms)		A30 Surname	
A31 Full legal name/s (including middle name/s)			
A32 Company/corporation name (if applicable)			
A33 ACN (if applicable)		A34 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A35 Position held (if applicable)			
A36 Postal address			
A37 Suburb		A38 State	A39 Postcode
A40 Phone		A41 Mobile phone	
A42 Email			

**Additional applicant (if applicable)**

A43 Title (Mr, Mrs, Ms)		A44 Surname	
A45 Full legal name/s (including middle name/s)			
A46 Company/corporation name (if applicable)			
A47 ACN (if applicable)		A48 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A49 Position held (if applicable)			
A50 Postal address			
A51 Suburb		A52 State	A53 Postcode
A54 Phone		A55 Mobile phone	
A56 Email			

## Section B: Authorised contact person

**Note:** If there is only one applicant, you do not need to complete this section. If there are multiple applicants and this section has not been completed, WaterNSW will assume the first applicant listed on the form is the authorised contact person.

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Address		
B5 Suburb	B6 State	B7 Postcode
B8 Phone	B9 Mobile phone	
B10 Email		
B11 <input type="checkbox"/> I am authorised to be the single contact on behalf of all applicants.		

Listing an authorised contact person assists us in processing your application where there are multiple applicants. We may need to contact the authorised contact person to discuss the details contained in your application. In addition, any request for additional information about your application will be sent to the authorised contact person. Any information provided by the authorised contact person will be relied upon by WaterNSW in considering this application. A delay in responding to any such request may result in your application being further delayed or refused.

The rights and liabilities arising in relation to this application is shared by all applicants and not limited to the authorised contact person. Any changes to any details of an application for an approval (except for minor changes to contact details of an applicant) or withdrawal of the application must be in writing and signed and dated by all applicants. Further, the Notice of Decision and any Statement of Approval issued in relation to your applicants will be sent to all applicants.

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

Complete this section if the property details are different from the postal address in Section A.

c1 Property name		
c2 Property address		
c3 Suburb	c4 State	c5 Postcode
c6 Local council area	c7 Local government area	

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

Please refer to local council rates notice, if unknown.

D1 Lot	Section	DP
D2 Co-ordinates of the work		

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

Is your application made as the: Tick the appropriate box (only one box may be selected).

<input type="checkbox"/>	E1 Owner/s of the land on which the work is/will be located?
<input type="checkbox"/>	E2 Lawful occupier/s of the land on which the work is to be located?

Attach documentary evidence of ownership or lawful occupation such as a certificate of title, lease agreement or court order.

## Section F: Purpose of water use

F1 What is the purpose for which water will be used? *Tick the appropriate box.*

- Domestic consumption     Stock watering     Domestic consumption and stock watering

Complete all of the following:

F2  Purpose of a basic landholder rights (BLR) bore

I/We, the applicant/s, understand and acknowledge that, if this application is successful:

- a. all water taken and used pursuant to my BLR water supply works approval will only be used for domestic consumption or, stock watering.
- b. domestic consumption and stock watering are defined in the *Water Management Act 2000 (NSW)* as;  
**domestic consumption**, in relation to land, means consumption for normal household purposes in domestic premises situated on the land.  
**stock watering**, in relation to land, means the watering of stock animals being raised on the land, but does not include the use of water in connection with the raising of stock animals on an intensive commercial basis that are housed or kept in feedlots or buildings for all (or a substantial part) of the period during which the stock animals are being raised.
- c. using water taken pursuant to a BLR for a purpose other than domestic consumption or stock watering will be in breach of the law which can result in legal action against me;
- d. in the event that I need to take and use water for a purpose other than domestic consumption or stock watering, I will need to obtain a water access licence and may need to amend any existing works approval that I hold for BLR water.

F3  Conversion of a BLR bore

I/We, the applicant/s, understand and acknowledge that, if this application is successful:

- a. in the event that I wish to use my basic landholder rights bore for a purpose other than basic landholder rights, I will need to obtain the relevant legal authorisations from WaterNSW (or other relevant approval bodies) at an additional cost.
- b. a basic landholder rights bore may not be capable of being converted to another type of bore
- c. structural construction differences between a basic landholder rights bore, and other bores may mean that significant amendments are required to the existing basic landholder rights bore for it to be capable of operating as another type of bore. If such amendments cannot be made, the basic landholder rights bore may not be capable of being converted to a different type of bore.
- d. water management plans may impose restrictions or requirements in relation to particular types of bores (including in relation to the location of the bore) which may impact any application I make to convert a basic landholder rights bore to another type of bore.

For more information in relation to using water for domestic and/or stock watering purposes, please read the [Understanding domestic and stock rights](#), or email WaterNSW at [Customer.Helpdesk@waterNSW.com.au](mailto:Customer.Helpdesk@waterNSW.com.au) or call the Customer Service Centre on 1300 662 077

## Section G: Work for taking groundwater

Tick the appropriate box. I would like to:

<input type="checkbox"/>	G1 Apply for a new approval for a water supply work to take groundwater under a domestic and stock right.
<input type="checkbox"/>	G2 Apply to amend an approval for a water supply work to take groundwater under a domestic and stock right (i.e. change the details of an existing water supply work approval).

If you ticked the second box (G2) you only need to answer questions G3 and G4.

G3 Existing approval number to be amended:
G4 Briefly describe the changes you wish to make:

If you ticked the first box (G1) you only need to answer questions G5 - G13.

G5 Is this an application to replace an existing bore? <input type="checkbox"/> Yes <input type="checkbox"/> No
G6 How many works are you seeking approval for? If there is more than 1 work, please photocopy/print additional copies of Section G, complete and attach it to this form.
G7 Type of proposed work for taking groundwater under a domestic and stock right. <i>Tick the appropriate boxes.</i> <input type="checkbox"/> bore <input type="checkbox"/> spear point <input type="checkbox"/> well <input type="checkbox"/> excavation <input type="checkbox"/> artesian bore
G8 If you are applying for an excavation what is the proposed: length (m)   width (m)   depth (m)
G9 Proposed depth of bore (m)   G10 Maximum pumping rate (litres/sec) of proposed work
G11 If this application is granted, it will allow construction of a sub-artesian bore up to 220mm nominal bore casing, unless otherwise specified. Specify proposed dimensions if the nominal bore casing is proposed to be greater than 220mm (mm)
G12 Is the work/s proposed to be located within 40 m of a watercourse? <input type="checkbox"/> Yes <input type="checkbox"/> No
G13 If yes, what is the name of the watercourse referred to in G12?

## Section H: Environmental considerations

**H1 Information to assess likely impact on threatened species, populations or ecological communities.**  
Tick the appropriate boxes.

Do you intend to clear or disturb any native vegetation to construct the work/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any recovery plans or threat abatement plans apply?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section I: Septic system or other onsite sewage disposal system

11 Is the proposed work/s within 250m of a septic system or other on-site sewage disposal system – on your property or a neighbouring property? (Note that 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify distance from septic system or other on-site sewage disposal system:	metres
If yes, does the applicant have the space to move the proposed work/s outside of the 250m from the septic system or other on-site sewage disposal system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12 Is the proposed work/s in a high density (block size 1 acre or less) residential area or part of a new or existing subdivision project (lifestyle block)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13 Is the property connected to the Town/Municipal sewerage system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14 Is the property connected to the Town water supply?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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 for a hydrogeological assessment, and time delays may be experienced. Applications made within 50m will be rejected.

## Section J: Maps and plans

A map is mandatory and must be provided with all applications. Attach a topographic map, aerial photo, farm plan of your property boundary with the following information included:

- 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.

Access the property mapping tool at [waternsw.com.au/blr](http://waternsw.com.au/blr) to produce a map digitally, otherwise you can attach a map.



## Section K: Declaration of applicants



- Each applicant should sign Section K.
- If there are more than four applicants, photocopy/print multiple copies of the entire form after Sections A to J have been completed (before anyone signs Section K).
- If there are multiple applicants, please ensure that you retain unsigned copies of the completed application form for your records.
- 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/amended approval for a water supply work to take groundwater under a domestic and stock right for further information.

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.

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

1. that I/we apply for an application for a new/amended approval for a work as described in this application
2. 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
3. that the authorised contact person (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 authorised contact person in its consideration of this application
4. 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
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information
6. that I/we have read and understood the information contained in the WaterNSW privacy statement
7. that WaterNSW may collect, use and disclose my personal information as outlined in the WaterNSW privacy statement and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement
8. that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time
9. 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

10. 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*
11. 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**

Where signing is undertaken by an agent on an applicant's behalf, please attach the authorisation for that agent to undertake signing this application form.

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
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 its duly authorised officer (for other types of corporations).

Where signing is undertaken by a duly authorised officer, please attach the authorisation for that duly authorised officer to this application form.

Name of corporation		
ACN (if applicable)	ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date

## Privacy statement

The personal information you provide on this form will be used and protected in accordance with WaterNSW Privacy policy. 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 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](http://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.

### Need help?

If you need further assistance, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday from 8am to 5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)