

Request for flood work pre-application meeting

Before you submit your application for a flood work approval complete this form to have a pre-application meeting with a Water Regulation Officer.

To schedule the meeting, indicate your preferred date/s below and we will contact you to confirm. Alternatively, you can book a meeting online at waternsw.com.au/licensing by choosing the 'flood work' option and indicate you have done so below.

SECTION A – APPLICANT DETAILS

Title (Mr, Mrs, Ms)		
Full name/s		
Postal address		
Phone	Email	
Property where work/s will be located		
I have booked a meeting online	Yes	No
If yes, please indicate the date and meeting time you have booked below		
If no, please provide two preferred dates and times for your meeting		
<small>*Note meetings are scheduled for 30-minutes Monday to Friday, between 9am – 2pm. Available timeslots may vary between each WaterNSW office for more information please visit waternsw.com.au/licensing</small>		

SECTION B – INFORMATION REQUIREMENTS – PROVIDE IN ADVANCE

Please assist us to prepare for the meeting by providing the information requested below **at least seven days in advance**. If we cannot appropriately prepare for the meeting, rescheduling will be necessary.

We require a detailed plan of the work that includes:

- heights above ground level for all work (in metres to decimal places – e.g., 1.50m/0.30m etc.), or indicate if the work is entirely below ground
- clear symbology – provide a map showing location of the work. Note: If a mapping tool is required, please use the [WaterNSW mapping tool](#) and the [Guide](#) for further assistance
- lot/DP and lot boundaries.

Submit your completed form to Customer.Helpdesk@waternsw.com.au. A reply will be emailed to you informing you that your form has been received and forwarded to the relevant WaterNSW team member.

SECTION C – FULL SCHEDULE OF THE WORK

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

DISCLAIMER

Whilst WaterNSW may provide you with general information about the planning process, and that may include referring you to legislation, planning instruments and other planning policies, we cannot give you advice about how you should, or can, develop your land, and cannot give you an indication whether any proposal will be granted development consent. You may wish to seek further advice from an appropriately qualified and experienced professional.

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 waternsw.com.au