

# Guide for an application for a new or amended approval for a water supply work to take groundwater under a domestic and stock right

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## General instructions

Use this guide to assist you in completing the *Application for a new or amended approval for a water supply work to take groundwater under a domestic and stock right*.

## How to answer questions in the application form

The application form has a number of sections. In each section are questions which are identified by a number on the left hand side of the form (for example, B4 is question 4 in section B). The information provided in the guide corresponds to these references in the application form.

Ensure that you provide all the information requested in this application form. If your application form is incomplete it may not be accepted.

WaterNSW may contact you to request further information in relation to your application.

## How to complete the application form

There are two options for completing your application – you can either:

- Complete a 'fillable' Word application form or
- Print the Word application form and fill it out by hand in capital letters with a black/blue pen.

The completed application form must be signed by all applicants. If you are completing the fillable Word, you will need to print the completed application form for it to be signed.

## How to pay application fees

Information on fees is available at: [www.waternsw.com.au](http://www.waternsw.com.au) > Customer Services > Water licensing > Applications and fees. You can pay the application fee by providing your **credit card** details:

- at the end of the form, or
- when you phone your local WaterNSW office.

You can also pay the application fee by enclosing a **cheque** or **money order** for the application fee made out to WaterNSW when posting the hard copy application form.

Application fees are exempt from GST.

## How to submit the completed and signed application form

Post the completed and signed application form to your local WaterNSW.

## Compliance with NSW water management laws, regulated activities, offences and penalties

Find out how compliance with water management laws applies to you at: [www.waternsw.com.au](http://www.waternsw.com.au).

## Information specific to an application for a new or amended approval for a water supply work to take groundwater under a domestic and stock right

Complete the application form if you want to apply for approval to construct a bore, well, spear point, excavation, artesian bore or collector system to take groundwater for domestic and stock purposes under a basic landholder right of the *Water Management Act 2000*.

You can also use this form to amend an existing approval for a water supply work to take groundwater under a domestic and stock right.

All landholders across NSW wanting to construct a bore to take water under a domestic and stock right must obtain a water supply work approval before constructing a bore.

When taking water under your basic landholder right (eg. for domestic and stock purposes) you do not need a water use approval.

Domestic consumption means consumption for normal household purposes in domestic premises situated on the land. Stock watering means the watering of stock animals 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.

Landholders must engage a driller with a NSW driller's licence of the correct class to construct the bore. Drillers must sight either the landholder's current work approval or bore licence before drilling a bore and must comply with any relevant conditions.

After the bore has been constructed, the driller must complete the *Form A – Particulars of completed works* providing details of the construction and location of the bore. The landholder must send the completed *Form A* to WaterNSW, together with any further information required in the water supply work approval, within two months of completion of the bore.

## SECTION A: Applicant details

If this application is made by the owner/s of the land on which the work is to be located then each owner listed on the Land Title Certificate must be listed in Section A and must sign the application form.

If the application is made by the lawful occupier/s of the land then each occupier must be listed in Section A and must sign the application form. In this situation it is not necessary for the owners to be listed as applicants.

In this section provide the details of the applicant/s for the approval.

- A1-4** The name can be a person's name or the name of a legal entity, such as a company or corporation, that is either the owner or legal occupier of the land to which the application relates.
- A5** Insert the Australian Company Number (ACN) if the application is by a company. Note that an ABN (Australian Business Number) is not permitted.
- A6** Insert the position of the person/s who is/are making the application for and on behalf of the company or corporation. If the applicant is a company this would be either a company director or company secretary. If the applicant is a corporation this would be the duly authorised officer.
- A7-11** Insert the address of the applicant. For companies or corporations, insert the address details of the registered office.
- A12-15** Insert the contact details for the applicant.
- A16-30** There can be more than one holder of an approval. The form makes provision for two applicants to apply. If there are more than two applicants photocopy/print multiple copies of the blank Section A, complete it and attach it to the form.
- A31:** This is the total number of applicants listed on the application form and includes applicants listed on any additional pages.

## SECTION B: Authorised contact person

- B1-12** Insert the name and contact details of the authorised contact person. This will assist WaterNSW if it needs to contact someone to discuss the details of the application. If this section has not been completed we will assume the first applicant on the form is the authorised contact person and contact that person, if necessary, prior to the determination of the application.

## SECTION C: Property details (where work is/will be located)

You need to complete this section if the address of the property where the proposed water supply work will be located is different from the postal address in Section A.

## **SECTION D: Ownership of land where work is/will be located**

In this section, specify whether the application is made by the owners of the land or the lawful occupiers of the land.

Either all owners listed on the Land Title Certificate, or all lawful occupiers of the land, must be listed in Section A and must sign the application form.

If you do not own the land, but anticipate that you will own the land within a reasonable period of time of the date of application, attach an explanation of anticipated ownership together with documentary evidence.

If the application is made by the lawful occupier/s of the land on which the work is to be located attach documentary evidence of lawful occupation such as a lease agreement or court order.

If you want to construct a work/s on land you own, as well as a work/s on land where you are the lawful occupier, then you will need to tick both boxes D1 and D2.

## **SECTION E: Purpose of water use**

You must specify how you intend to use the groundwater taken by the proposed work, ie for domestic consumption, stock watering or both.

## **SECTION F: Work for taking groundwater**

- F1** Specify if this is an application for a new approval for a bore to replace an existing bore which may have been constructed many years ago.
- F8** For the purpose of this application an excavation is a minor work constructed for the purpose of taking groundwater under a domestic and stock right. If you propose to construct an excavation for a different purpose then you will need to apply for a different type of approval.  
  
For information on constructing an excavation for the purpose of taking groundwater under a domestic and stock right contact your local Water Regulation Officer.
- F11** Provide the maximum pumping rate of the proposed work for taking groundwater, even if you do not plan to operate the work at its maximum rate.
- F15** If the proposed excavation is not considered to be minor you may need to apply for a different type of approval.
- F16** This is important if the proposed work is an excavation within waterfront land as you may need to apply for a controlled activity approval.
- F18** If a bore is constructed near another bore it could have an impact on the existing bore, ie. it may affect the level of the watertable.
- F19** Some water sharing plans specify that you must not locate a work for taking groundwater within 250 metres of any site of possible contamination which could contaminate the groundwater source. If you propose to construct the work/s near a contaminated site the risk to the groundwater source and the risk to human health must be minimised.

Please refer to the relevant water sharing plan, or check with WaterNSW to confirm if this applies to you.

## SECTION G: Environmental issues

**G2-10** The information you provide will assist WaterNSW to undertake an assessment of likely impacts of the water supply work/s during and after construction of the work/s. You may have to seek advice from a suitably qualified person to provide this information if your property is located in a sensitive environment.

## SECTION H: Maps and plans

A photocopy of a topographic map with hand-drawn property boundaries and features is acceptable.

## SECTION I: Declaration of applicant/s

Ensure you understand your legal obligations before signing this document. You may need to obtain independent legal advice for this.

Each applicant must provide their name, sign the completed form and write the date when it was signed. If the applicant is a company, the application is to be signed for and on behalf of the applicant by two persons in accordance with section 127 of the *Corporations Act 2001* (Cth). Select the position of the signatories which can be a company director or company secretary.

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 duly authorised officer.

## SECTION J: Payment of application fee

Complete this section if you want to pay your application fee by credit card.

You can also provide your credit card details by phone if you phone your local WaterNSW Office.

### More information

Phone: 1300 662 077

Email: [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

[www.waternsw.com.au](http://www.waternsw.com.au) for information about water licencing and compliance.

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (October 2017). However users are reminded of the need to ensure that the information upon which they rely on is up to date and to check currency with WaterNSW or with the user's independent adviser.

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