

## Completion report for dewatering work

Providing a completion report is a condition of the approval and a copy of the completed form **must** be supplied **when or before you surrender the approval** to finalise the dewatering activity. You cannot surrender the approval without it.

All the information to be supplied is specified within this form.



**To complete the form, you will be required to gather data at the commencement of works and during the dewatering activity.**

### What you need to do

Use this form to record and report groundwater taken by aquifer interference activities.<sup>1</sup>

#### **Section A to E:**

These sections require information on the following:

Approval held, dewatering duration/groundwater source, details of person taking water, activity description and location.

#### **Section F to I:**

For these sections you will be required to gather data at the commencement of works and during the dewatering activity.

Information to enter includes:

Summary of total water taken, record of metered volumes taken, summary of water level measurements from monitoring bores and water testing undertaken.

#### **Note:**

- Information must be supplied in accordance with approval held, refer to approval.
- To measure volumes, a meter must be used<sup>7</sup>.
- Excel soft copies of measurement data may also be required. Please ensure these are provided in accordance with the instructions shown in that section.

#### **Section J:**

Complete form declaration.

#### **Refer to the end of the form for information on:**

- Returning completed forms and any attachments
- Where to get help
- Privacy statement
- Notes section

### Section A: Approval held

Report submission date
Dewatering approval number
Approval expiry date

### Section B: Dewatering duration / groundwater source

Dewatering duration	Days/Weeks/Months/Years
Dewatering start date	
Dewatering end date	
Groundwater source <sup>2</sup>	

### Section C: Details of person taking water<sup>3</sup>

Full name		
Company/organisation (including ACN/ABN)		
Postal address		
Suburb	State	Postcode
Phone		
Email		

### Section D: Activity description

Project name
Describe the activity/s resulting in groundwater being taken <sup>4</sup>
Describe the means by which the groundwater is being taken <sup>5</sup>
Is your dewatering activity exempt from obtaining a water access licence under the Water Management (General) Regulation 2018 <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide your water access licence number

### Section E: Activity location

Address		
Suburb	State	Postcode
or		
Lot / Deposited Plan / Section		
or		
GPS coordinates <sup>6</sup> (for example, 32.25316 S 148.60022 E)		

### Section F: Summary of total water taken

Provide the below in accordance to approval held. **Important:** a meter must be used to measure volumes<sup>7</sup>.

1. Duration of dewatering (pumping) <sup>8</sup> either a) or b):		
a) <input type="checkbox"/> for water year	1 July	to 30 June
b) <input type="checkbox"/> during dewatering period	From	to
2. Total volume pumped in either a), b) or c) units <sup>9</sup>		
a) <input type="checkbox"/> in Litres		L
b) <input type="checkbox"/> in Kilolitres		kL
c) <input type="checkbox"/> in Megalitres		ML

## Section G: Record of metered volumes taken

Complete this section to record **metered** volumes taken. Either **daily** or **weekly** readings are required.

Refer to the conditions of your approval and the exemption (if applicable) to determine the reading frequency you need to provide.

### Notes:

- A meter must be used to measure volumes<sup>7</sup>.
- Please update the table required.
- If entries are longer than 5 lines, provide an Excel spreadsheet soft copy with the data. If a soft copy is provided - use the same headings and naming conventions as per the required daily or weekly table following.

### Daily

Are any attachments included? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
If yes, provide attachment name/s

<b>Meter brand type</b>	<b>Meter serial number</b>
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Start date and time	Start meter reading	End date and time	End meter reading	Volume taken	Units (L, kL, ML)	Date and time record made

**Weekly**

If entries are longer than 5 lines, provide an Excel spreadsheet soft copy with the data. If provided in soft copy - use the same headings and naming conventions as per the table below.

Are any attachments included? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
If yes, provide attachment name/s

<b>Meter brand type</b>	<b>Meter serial number</b>
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Week ending	Start date and time	Start meter reading	End date and time	End meter reading	Volume taken	Units (L, kL, ML)	Date and time record made

**Section H: Summary of water level measurements from monitoring bores**

Refer to the approval you hold to determine if required. If required, enter information in the table below and provide all measurement data separately in an Excel spreadsheet (soft copy).

If automatic loggers are used, the default Excel output soft copy, will be accepted provided it includes all the relevant measurement data and units.

If automatic loggers are not used, the Excel output soft copy must include as a minimum the following:

- Bore ID
- Date
- Time
- Water level measurement (m below MP)
- Measuring point description
- Measuring point RL (m AHD)
- Comments.

Are any attachments included? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
If yes, provide attachment name/s

Bore ID	Measuring point RL (m AHD)	Depth to water before dewatering (m)	Depth to water during dewatering (m)	Depth to water after dewatering (m)	File name of measurements spreadsheet attached
For Example: MB1	1.000	0.5	4.0	0.6	MB1.xlsx

**Section I: Water testing undertaken**

Information supporting these entries must be captured and supplied as an attachment in Excel soft copy form.

Are any attachments included? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
If yes, provide attachment name/s

a) Range in pH measured	
b) Range in electrical conductivity (Salinity) in (µS/cm)	
c) Any other exceedance of water quality criteria?	<input type="checkbox"/> Yes (specify on the next page) <input type="checkbox"/> No



## Section J: Declaration

I declare all information contained in this record is accurate, true and complete.

Signature	Date	
Name/Company officeholder		
Position	Phone	
Address		
Suburb	State	Postcode
Email		

Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900*. It is an offence under section 91J of the *Water Management Act 2000* for a person to make a statement or furnish information in or in connection with a metering record required to be kept that the person knows to be false or misleading in a material particular.

## Privacy statement

The personal information that is provided in this form will be managed by WaterNSW in accordance with its Privacy Procedure, or other such Policy document as updated from time to time. The information provided in this form is being collected and used for purposes relating to the Record confirmation of specified matters before water is taken described in this form to the *Water Management Act 2000* (NSW). The information provided in this form may be disclosed to public authorities and other authorised parties as required.

If you choose not to provide the requested information in this form, you may not be able to take water and you may be in breach of the *Water Management Act 2000*. 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 [waternsw.com.au/privacy](http://waternsw.com.au/privacy)

### Returning completed forms

Please return your completed form/s and any attachments to:

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

In the subject line: Dewatering completion report - Approval (Approval reference number)

or by post to: **WaterNSW, PO Box 398, Parramatta NSW 2124**

### Where to get help

Further information is available at [waternsw.com.au/dewatering](http://waternsw.com.au/dewatering). If you need further assistance, please contact our Customer Service Centre on **1300 662 077**, Monday to Friday between 8am to 5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)



## Notes

1. **Aquifer interference activity** has the same meaning as set out in the Dictionary to the *Water Management Act 2000* which is an activity involving any of the following:
  - a. the penetration of an aquifer,
  - b. the interference with water in an aquifer,
  - c. the obstruction of the flow of water in an aquifer,
  - d. the taking of water from an aquifer in the course of carrying out mining, or any other activity prescribed by the regulations,
  - e. the disposal of water taken from an aquifer as referred to in paragraph d).
2. Refer to your approval for the **groundwater source** you are taking water from.
3. For infrastructure or construction projects this may be the **applicant's representative** for example a contractor.
4. **Describe the activity/s taking groundwater** while conducting the aquifer interference activity, and the number of works involved. For example:
  - extraction using a battery of 15 spear points to dewater a building construction site
  - groundwater extracted from a permanent sump in a building basement
  - groundwater extracted from a trench or excavation
5. Examples of the **means by which the groundwater is taken** include surface pump, airlift, downhole/submersible pump, bailer, water removed with ground materials, water freely draining from a cutting, pit seepage / inflow, evaporation from artificial lake that has filled from groundwater. Where several means of take are involved please identify the number and type of each.
6. Please provide GPS coordinates as longitude and latitude in decimal degrees.
7. Metering equipment must be used to measure volumes. Metering equipment consists of a meter and a data logger. **Telemetry is not required.** However, other metering equipment and standards may be specified by a condition of the water supply work approval. In the **event metering equipment becomes faulty**, you must report within 24 hours to WaterNSW at [waternsw.com.au/s91i](http://waternsw.com.au/s91i). An offence applies under section 911A of the *Water Management Act 2000* for failing to report faulty metering equipment within 24 hours.
8. For Section F - I: Duration of dewatering (pumping) is elapsed time between the start and end dates for a period of continuous take. If the period of take extends over more than one water year, annual reporting may be required. This record must be retained for five years.
9. Record the **total volume of groundwater taken** in the water year/s for the groundwater source in either litres (L), kilolitres (kL) or megalitres (ML).