

Application for a new or amended water supply work and use approval – Groundwater

How-to guide

This guide will assist you in completing an application for a new or amended water supply work and use approval – Groundwater. A water supply work approval authorises a holder to construct a specific work to extract water, these may be water bores, spearpoints, wells and excavations.

The [Application for a new or amended water supply work and use approval – Groundwater](#) must be completed in order to obtain or amend a groundwater water supply works approval under Section 92 of the *Water Management Act 2000* (WMA).

A water supply works approval allows you to install and operate a particular work at a specific location. It does not authorise you to take water unless a water access licence (WAL) is linked to the work, or an exemption applies.

Note: If you wish to apply for an approval for any of the below categories, you may be required to complete a separate application form for the following work types:

- **Stock and domestic (basic landholder right bores)** – Allows you to take water from a bore for the purpose of domestic consumption or stock watering only.
- **Water use** – The use of water lawfully extracted from a water supply work and applied to the land for a specific purpose i.e. irrigation.
- **Surface water work** – Allows you to construct and use a work which takes surface water from a river, lake and estuary i.e. pump, dam, surface water excavation.
- **Flood work** – Allows you to construct and use a work that is situated in or near a river, estuary or lake, or within a floodplain, and is likely to have an effect on the flow of water to or from a river, estuary or lake, or the distribution or flow of floodwater i.e. levee, embankment.
- **Construction dewatering** – Allows for the removal of groundwater which ensures construction work can occur safely and protects the ongoing integrity of the structure and surrounding area.

To enquire about availability of water in the market, contact a water broker, a local stock and station agent or someone in your locality who may be able to assist. Please also refer to the [Managing your licence webpage](#) for more information on water dealings.

Submitting your application

What you need to do

Applicants are advised to read the instructions carefully before filling in the application form.

Completing your application

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

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

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

Application fee

The [new or amended works approvals - groundwater assessment required](#) fee is payable for each application. 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. You will receive an acknowledgement letter providing an application reference number and a receipt for the application fee.

The application will be delayed if it is incomplete or incorrect. WaterNSW will notify you of any delay or if further information is required. If this information is not received within the specified time, WaterNSW will make the application invalid.

About these guidelines

The [Application for a new or amended water supply work and use approval - Groundwater](#), has several parts (relating to the type of work).

The questions are identified by a number on the left-hand side of the page, for example, B4, which is question four in section B.

This guide provides detailed explanations of each section and some questions, to help you complete the application form. We recommend you read this carefully before completing the application form. If you require further assistance, we encourage customers to book an appointment with us. Visit waternsw.com.au/licensing to book a meeting or contact [1300 662 077](tel:1300662077) to speak with a WaterNSW team member.

Part 1

Section A: Application details

Provide the details of the applicant/s for the approval. This is either the owner or legal occupier of the land to which the application relates.

A1-4 The name can be a person's name or the name of a legal entity, such as a company or corporation.

A5 Insert the Australian Company Number (ACN) or Australian Business Number (ABN) if the application is being made by a company.

A6-A7 Insert the name and position of the person who will be the company representative.

A8-14 Insert the address of the applicant. If a corporation is applying, you should fill in the details of the contact person to whom all correspondence will be sent.

A15-28 More than one person can hold an approval. This form makes provision for 2 applicants. If there are more than two applicants, please attach additional pages.

A29 This is the total number of applicants to be listed on the approval and includes applicants listed on any additional pages. All owners or legal occupiers of the land must be included in the application.

Section B: Contact person

Provide the contact details of the applicant's representative. If a corporation is applying for an approval, you should fill in the details of the contact person to whom all correspondence will be sent.

Section C: Payment of application fee

C1 Specify how you would like to make the payment. If paying by credit card, please ensure the contact details are completed, and we will call you to process the payment. WaterNSW will contact the person listed at C2 to process credit card payment over the phone.

C2-C3 Contact number for WaterNSW to call the person you have listed in C2.

Section D: Pre-application discussion

All applicants are welcome to book a pre-application discussion with a WaterNSW team member where you can discuss the proposed activity, any likely impacts of the proposed activity, the application process, and any additional information you will be required to provide to WaterNSW.

A pre-application discussion can be carried out over the phone or face to face at one of our listed locations. Pre-application discussions can save you time by preventing delays in information gathering. To arrange for a pre-application discussion, visit waternsw.com.au/licensing to schedule a meeting.

D1-D3 Indicate if a pre-application discussion has taken place and provide the details of the WaterNSW team member and date.

Section E: Summary

Provide details of your proposed water use and associated supply infrastructure or detail the changes to be made to the existing approval. If the proposal includes a change to a use approval or the use part of a combined approval, you will be required to complete an [Application for a new or amended water use approval](#).

Section F: Property location

F1-F5 Insert all relevant information regarding the property location.

F6 Provide details for the local council and include the name of the nearest river/s adjacent to or within the property boundaries.

Section G: Land ownership of the work site

Please provide all relevant information about your ownership or lawful occupation of the land where the works will be carried out. If you are not the owner, you must also attach supporting documents that demonstrate your legal authority to occupy or use the land.

If you are applying for an approval where you are the owner of part of the land and the lawful occupier of the remainder then you will need to tick more than one of these boxes.

You will need to tick the box (or boxes) that best describe your situation:

- **Owner of the land** – You hold freehold title to the land.
- **Lawful occupier** – You have legal permission to occupy the land through one of the following:
 - o An easement
 - o A statutory power (e.g. rights under legislation)
 - o A legal agreement or permission from the owner (e.g. lease, permissive occupancy, or enclosure permit)

You must attach documentary evidence of this arrangement, such as:

- a letter from the owner authorising your occupation of the land to which the approval would apply
- evidence of an easement, a power arising under legislation or an agreement or other legally binding permission with the owner (e.g. lease, a permissive occupancy or enclosure permit).
- **Will become owner within a reasonable time** – If settlement is pending, provide a copy of the contract of sale as evidence.
- **Crown land, road reserve, easement, or national park** – You must have the appropriate authority to construct on this land. Attach evidence of this authority.

Part 2

Section H: New/amend approval

H1-2 Indicate if you are applying for a new water use approval (groundwater) or to amend/change the details of an existing water supply works approval. If you are amending a current approval, please provide the approval number.

Section I: Replacement of groundwater works

This section identifies criteria for a 'replacement work' as defined by the water sharing plans. If you are replacing an existing approved work outside of the identified criteria it is necessary to complete this section.

I1-3 You will need to identify the work you intend to replace by providing the correct work ID/ESID. You can identify your Work ID/ESID by visiting the [NSW Public Water Register](#) and searching 'A particular water licence or approval' and entering the approval information. If you are replacing an existing approved work, a Work Plan to decommission a groundwater work must also be completed. For further information about the requirements for decommissioning of an approved work can be found [here](#).

I4-5 Provide the location of the replacement work to allow references to relevant planning policies. It will also be necessary to confirm the internal diameter of the replace work in (mm).

Section J: Groundwater work/s

This section relates to the groundwater work(s) that will be used to extract water from an aquifer underlying the land. If you are seeking approval for more than one of these works, please photocopy this section and attach with the completed additional pages.

J1-J2 If you are applying to authorise a constructed work, advise whether the already constructed work has the ability to take water from a water source.

J5 When completing this section, it is important to note that if you do not nominate a volume to be extracted, the hydrogeologist study will be modelled on the lowest volume possible. Additionally, if there is more than one work, you will need to nominate the expected take per work under application.

If the proposal involves more than one work and/or more than one property, please mark them all clearly on a map and provide property details such as lot number etc. for each.

The proposed work must be carried out by a licensed bore driller. Contact [WaterNSW](#) to check whether a driller is licensed if you are in doubt.

Section K: Channel(s) for diverting or conveying water, regulator(s) or pipes

This section relates to the associated supply infrastructure from the proposed groundwater work to the point of water use. If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as the Lot/DP number for each. Please note that to be considered on the same application, the properties must be contiguous.

If you wish to apply for approval for water use, you will need to make a separate application.

Section L: Storage works – off-river storages only (turkey's nest dams)

This section relates to the storage of groundwater taken by an approved water supply work. If the proposal involves more than one work and/or more than one property, please mark them all clearly on a map and provide property details such as the Lot/DP number for each.

It is recommended that a qualified surveyor or other suitably qualified person (e.g. earthworks contractor competent with survey equipment and dam design) prepare construction and design plans including capacity, surface area, extent of water storage, site suitability and dam design considerations.

If the proposed work is to be on a floodplain, it may cause the redistribution of flood flows, which may have adverse environmental impacts and adversely affect surrounding landholders. WaterNSW is required to assess these aspects and may require you to redesign your proposal to mitigate any potential impacts and a separate application may be required.

Section M: Purpose/use

This section relates to the purpose you are seeking approval for. An explanation of the intended use of the water is required, so that WaterNSW can determine whether we are the authorised agents to complete this assessment.

If the proposal includes a change to a use approval, or the use part of a combined approval, you will be required to complete an [Application for a new or amended water use approval](#).

Part 3

Section N: Other approvals

Note: An approval issued by WaterNSW does not preclude other approvals that may be required to be issued by other agencies pursuant to other State or Federal legislation.

This section helps to identify known environmental matters that may affect or impact the assessments of the proposed works under application.

If your proposal has been granted consent from your local council, please provide the consent number.

You may require a separate approval or a property vegetation plan under the *Local Land Services Act 2013* if your proposal involves clearing. If native vegetation clearing consent has also been granted, please provide the consent number.

An Aboriginal Heritage Information Management System report and a Threatened Species Assessment report will be completed internally by WaterNSW and the Office of Environment and Heritage as a part of your application. If you intend to install works within an area or an item of significance, it will be necessary to provide an Aboriginal Heritage Impact Permit (AHIP).

Depending on the size of your proposal and its potential impacts, you may also be required to provide:

- A Species Impact Statement (if your proposal has potential impacts on threatened species under the *Biodiversity Conservation Act 2016*);
- A surveyed plan showing the proposed layout, dimensions and construction details of the work/s; or
- Any other additional information about your proposal as required by WaterNSW.

Section O: Environmental issues

This section will help identify any environmental issues that may impact groundwater. WaterNSW must ensure that your proposed work will not extract from a river, damage a wetland, interfere with a neighbouring bore or extract contaminated groundwater.

Section P: Maps

WaterNSW has a [Property mapping tool](#) to assist in preparing a property map to support your application. The [Property mapping tool user guide](#) will help you in completing an application for a new or amended approval for a water supply work. You can access the digital property mapping tool user guide [here](#). All information in this section should be marked on the application map.

Section Q: Declaration of approval holder/s

Each applicant should sign Section Q. If there are more than two applicants, photocopy/print multiple copies of the entire form after Sections A to P have been completed (before anyone signs Section Q).

Please ensure you understand your legal obligations before signing this document. If you require assistance, please contact WaterNSW to discuss. Each of the approval applicants must fill in their name, followed by a signature and the date of signing.

If the applicant is a company, insert the name of the company, the title or position stated and the position held by the signatory.

If the application is being made by a company, a current copy of the Company Extract must be attached to this application.

Need help?

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

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