

Application to amend the classification of work status

Complete this form to add or amend the classification of your work status. Classifying the status of each work on your approval does not add or remove any works. The classification is used solely to identify whether each work is taking licensed water or whether it meets an exemption from metering under the non-urban metering reform. **Please complete one application form per approval.**

What you need to do

Before filling in this form, applicants are advised to read the [Classification of work status fact sheet](#) to learn what each status means. You must provide a classification for every work in your approval.

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 licensing@waternsw.com.au
- or 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 application is currently free of charge until the 30 June 2026. From the 1 July 2026, the 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.



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit waternsw.com.au/licensing

Company extract



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

Section A: Applicant details

First applicant.

A1 Title (Mr, Mrs, Ms)	A2 Surname	
A3 Given name(s)		
A4 Company/corporation name (if applicable)		
A5 ABN/ACN (please attach a copy of the company extract)		
A6 Position held (if applicable)		
A7 Name of company representative (if applicable)		
A8 Postal address		
A9 Suburb	A10 State	A11 Postcode
A12 Phone	A13 Mobile phone	
A14 Email		

Second applicant (if applicable)

A15 Title (Mr, Mrs, Ms)	A16 Surname	
A17 Given name(s)		
A18 Company/corporation name (if applicable)		
A19 ABN/ACN (please attach a copy of the company extract)		
A20 Position held (if applicable)		
A21 Postal address		
A22 Suburb	A23 State	A24 Postcode
A25 Phone	A26 Mobile phone	
A27 Email		
A28 If more than two applicants, specify total number of applicants. For additional applicants, please duplicate and complete Section A and attach it to this form.		

Section B: Contact person

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Postal 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.		

Section C: Payment of application fee (from 1 July 2026 only)

c1 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

c2 Contact name

c3 Contact number

Section D: Property location

D1 Property name

D2 Property address

D3 Suburb

D4 State

D5 Postcode

D6 Local council

Section E: Land ownership of the works site

This application is made as the:

E1 Owner of the land

E2 Lawful occupier of the land
(attach documentary evidence of occupation such as a lease or court order)

E3 Other? (please specify)

Section F: Classification of works

F1 Approval number (Please insert your approval number which can be found on your statement of approval and may appear as XXWAXXXXXX or XXCAXXXXXX)

Please list each work within the specified approval and provide the classification for each work

Work ID number	Work type (pump/bore)	My current work is
		<input type="checkbox"/> Not constructed <input type="checkbox"/> Constructed and only used to take water for basic landholder rights <input type="checkbox"/> Constructed and takes water from a water source <input type="checkbox"/> Constructed and not capable of taking water from a water source <input type="checkbox"/> Constructed and I declare it is not being used to take water from a water source <input type="checkbox"/> Decommissioned
		<input type="checkbox"/> Not constructed <input type="checkbox"/> Constructed and only used to take water for basic landholder rights <input type="checkbox"/> Constructed and takes water from a water source <input type="checkbox"/> Constructed and not capable of taking water from a water source <input type="checkbox"/> Constructed and I declare it is not being used to take water from a water source <input type="checkbox"/> Decommissioned
		<input type="checkbox"/> Not constructed <input type="checkbox"/> Constructed and only used to take water for basic landholder rights <input type="checkbox"/> Constructed and takes water from a water source <input type="checkbox"/> Constructed and not capable of taking water from a water source <input type="checkbox"/> Constructed and I declare it is not being used to take water from a water source <input type="checkbox"/> Decommissioned
		<input type="checkbox"/> Not constructed <input type="checkbox"/> Constructed and only used to take water for basic landholder rights <input type="checkbox"/> Constructed and takes water from a water source <input type="checkbox"/> Constructed and not capable of taking water from a water source <input type="checkbox"/> Constructed and I declare it is not being used to take water from a water source <input type="checkbox"/> Decommissioned

For additional works, please duplicate Section F, complete the additional work details and attach it to this form.

Section G: Declaration of approval holder(s)



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

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

1. that I/we are applying to classify all works on my approval 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 application contact (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 application contact in its consideration of this application;
4. that WaterNSW and its officers, employees, agents and successors, 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 WaterNSW in connection with this application and I/we hereby agree to release and indemnify WaterNSW 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 and that WaterNSW and its officers, employees, agents and successors will rely on such information;
6. that WaterNSW 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;
7. 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*;
8. that if this application is incomplete, it will not be accepted; and
9. that more information may be requested if it is considered that it would be relevant to the consideration of this application.

I/We, the undersigned, apply for an approval described above for the nature and purpose specified in the application.

I/We state that the information provided for the purpose of this application is accurate and true.

For applications made by individuals

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):

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

Witnessed by:

Name	Signature	Date
------	-----------	------

Company extract



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

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

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**, Monday to Friday between 8am to 5pm or email Customer.Helpdesk@waternsw.com.au

279643/261125