

Application for a new approval for a flood work within the Murrumbidgee Valley Floodplain Management Plan (FMP)

How-to guide

This guide will assist you in completing an [Application for a new flood work approval within the Murrumbidgee Valley Floodplain Management Plan \(FMP\)](#) within the Murrumbidgee Valley Floodplain Management Plan (FMP).

Complete the application form to apply for a new approval.

WaterNSW recommends you [book a pre-application meeting](#) with us to discuss your application prior to lodgement. Visit waternsw.com.au/licensing

The [Rule Summary Sheet for the Murrumbidgee Valley Floodplain](#) provides a summary of the rules and assessment criteria.

Exemptions apply for the need to obtain an approval for:

- flood work important for the protection of life or certain property or infrastructure; or
- certain minor flood work with low impact.

For more information on exemptions, please view our [Exemption from flood work approval fact sheet](#).

This guide provides detailed explanations of each section and question, to help you complete the application form. Applicants are advised to read the instructions carefully before filling in the application form.

If you require further assistance, we encourage customers to book an appointment with us. Visit our website to [book a meeting](#) or contact [1300 662 077](tel:1300662077) to speak with a WaterNSW team member.

What you need to do

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.

The completed form must be signed by all applicants.

Ensure you provide all the information requested in this application form. If your application form is incomplete, it will not be accepted. WaterNSW may contact you to request further information in relation to your application.

Submit your application form

- Email the scanned copy to **Customer.Helpdesk@waterNSW.com.au**, and a reply will be emailed to you informing you that your email has been received and forwarded to the relevant WaterNSW Assessments and Approvals team member.
- 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

Information about fees is available on [our website](#). Application fees are exempt from GST and can be paid after you have submitted your application by:

- Providing your credit card details by calling our Customer Service Centre at 1300 662 077
- Enclosing a cheque or money order when posting the application form.

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.

About these guidelines

The [application for a new flood work approval within the Murrumbidgee Valley Floodplain Management Plan \(FMP\)](#) form, has several parts.

The application form has a number of sections. In each section are questions 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 numbers in the application form.

Section A: Application details

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

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

A1-2 The name can be a person's name or the name of a legal entity, such as a company or corporation, this is either the owner or legal occupier of the land to which the application relates.

A5 Insert the Australian Company Name (ACN) if the application is by a company.

A6-7 If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation.

A8 Insert the position of the person/s who are completing the application on behalf of the company or corporation. If the applicant is a company this would be either a company director or secretary. If the applicant is a corporation this would be the duly authorised officer.

A9-12 Insert the address of the applicant. For companies or corporations, insert the address details of the registered office.

A14-15 Insert the contact details for the applicant.

A16-32 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.

A56 This is the total number of applicants listed on the application form and includes applicants listed on any additional pages.

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 B: Contact person for application

Note: If there is only one applicant you do not need to complete this section.

B1-11 Insert the name and contact details of the application contact. This will assist WaterNSW if we need to contact someone to discuss the details of the application.

If there is more than one applicant, and this section has not been completed, WaterNSW will assume the first applicant on the form is the application contact and contact that person.

An application contact is not legally delegated by the applicant/s to act on their behalf. An application contact may be an applicant or a third party such as a solicitor, farm manager, floodplain consultant or water broker.

Section C: Ownership of land where flood work is/will be located

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.

Section D: Property address and/or property name

D1 Advise the address of the property under application and/or property name (if relevant).

Section E: Pre-application discussion

A pre-application discussion with a Water Regulation Officer from WaterNSW will assist you to complete the application form. To find out more information about a pre-application meeting please visit [our website](#).

Section F: Development consent

F1-2 Check if you require development consent from your local council.

Section G: Flood work

G1 The information you provide in this table will allow WaterNSW to understand and assess your flood work/s. You should provide as much information as possible about the type of flood work, its location, height, area and construction date.

Works may include but not limited to:

Standard access road	Primary access road
Supply channel (above and below ground)	Stock refuge
Infrastructure protection work	Ecological enhancement work
Levee	

Section H: Maps, plans and evidence required

- Attach a topographic map, aerial photo and/or a farm plan of A3 or A4 size for the property. Clearly label the following information, if applicable:
 - *location of property (with north arrow included)*
 - *cadastral identifiers (i.e. Lot/DP number/s)*
 - *property boundary*
 - *location of all work/s relevant to the application*
- Attach a detailed plan of the work/s showing the dimensions (including height and width) of the full length of the work/s.
- Spatial platforms that may also assist you include Landsat, NSW Spatial Portal, SEED Portal.

- For works constructed prior to 1 July 2025 in Management Zone A and prior to 3 December 1999 in Management Zone B, applicants will need to provide evidence of construction date.

Section I: Information required for assessment of application

There are two types of assessment criteria for the application: standard assessment criteria and hydraulic assessment criteria. Hydraulic assessment criteria would generally require hydraulic modelling to demonstrate that the criteria has been met.

Standard assessment criteria may include:

Theme	Criteria
Impacts to ecological assets, Aboriginal cultural values or heritage sites	Maintain adequate flood connectivity under a range of flood scenarios, including the large and small design flood, to floodplain ecosystems, ecological assets, Aboriginal cultural values, heritage sites and facilitate fish passage. Not disturb the ground surface or cause erosion to an Aboriginal cultural value or heritage site.
Drainage impacts	Maintain adequate drainage in areas on the property, including neighbouring properties, that may be affected by the flood work.
Cumulative impacts	Consider the cumulative impact of the flood work and other existing works located on the property to adjacent properties, and the floodplain environment. For applications that are required to be assessed against the hydraulic assessment criteria, this criterion will not apply. Instead, the hydraulic assessment criteria includes redistribution of flood flow criteria that address cumulative impacts.

Hydraulic assessment criteria may include:

Theme	Criteria
Redistribution of flood flow	<p>Maximum 5% re-distribution of peak flood flow on neighbouring properties that may be affected by the flood work (compared to peak flood flow under existing development conditions for a range of flood scenarios including the large design flood).</p>
Change in flood levels	<p>Maximum 10cm increase in flood levels on neighbouring properties that may be affected by the flood work (compared to peak flood flow under existing development conditions for a range of flood scenarios including the large design flood).</p> <p>Not increase flood levels that would result in impacts to high value infrastructure (compared to flood levels under pre-development and existing development conditions for a range of flood scenarios including the large design flood).</p>
Change in flood flow velocity	<p>Maximum 50% increase in flood flow velocity on the property and neighbouring properties that may be affected by the flood work (compared to flood flow velocity under pre-development and existing development conditions for a range of flood scenarios including the large design flood) unless:-</p> <ul style="list-style-type: none"> Increases greater than 50% are isolated on the property, and average impact across the property is less than 50%, and Increases are not greater than 50% at the property boundary <p>Not increase flood flow velocity that would result in more than minimal soil erosion on the property and neighbouring properties that may be affected by the floodwork, taking into account the ground cover on those properties.</p>

Redistribution of flood flow (cumulative impact)	<p>Maximum 5% redistribution of peak flood flow at any of the peak discharge locations shown on the peak flow distribution map (compared to redistribution under existing development conditions).</p> <p>Maximum 5% redistribution of peak flood flow at any location and under any flood scenario considered relevant by the Minister.</p>
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If hydraulic modelling is required, WaterNSW will require this report at the time of lodgement of an application.

Section J: Declaration of applicant/s

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

Each applicant must provide their name, sign and date the completed form. If the applicant is a company, the application is to be signed on behalf of the applicant by two people in accordance with section 127 of *The Corporations Act 2001* (Cth), ensure that the positions of the signatories are indicated. 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.

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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