

Application to amend the classification of work status

How-to guide

This guide will assist you in completing an application to amend the classification of work status

The form has several sections, in each section are questions which are identified by a number on the left-hand side of the form (for example, A1 is question 1 in section A). The information provided in the guide corresponds to these references in the application form.

To identify all the works listed on your water supply work approval, you will need to go to the [NSW Public Water Register](#) or check your statement of approval (SOA).

There may be further fees and charges if a meter was associated with this approval, and a meter read may be required to be submitted. If there is a government owned meter associated with this approval, please contact us on [1300 662 077](tel:1300662077) or email meter.maintenance@waternsw.com.au. You can also find more information on our [non-urban metering webpage](#).

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.

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.

Applicants are advised to read the instructions carefully before filling in the application form. The completed form must be signed by all approval holders. 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 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.

Fees & Charges

The [works classification](#) fee is payable for each approval you classify. You can pay the application fee by credit card, cheque or money order. **This is currently free of charge until 1 July 2026.**

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.

Section A: Water supply work approval holder/s details

In this section, you must provide the details of ALL the registered holder/s that appear on the water supply work approval and all holders must sign the application form.

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 the holder of the water supply work approval to which the application relates.

A5-6 Insert the Australian Company Number (ACN) if the application is for a company or Australian Business Number (ABN) if there is no ACN.

A7 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.

A8-14 Insert the postal address and contact details of the applicant. For companies or corporations, insert the address details of the registered office.

There can be more than one holder of a water supply work approval. The form makes provision for two holders. If there are more than two holders photocopy/print multiple copies of the blank Section A, complete it and attach it to the form.

Section B: Nominated contact person

B1-11 Insert the name and contact details of the nominated 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 holder on the form is the nominated contact person and contact that person, if necessary, prior to the determination of the application. If a third party is acting on behalf of the water supply work approval holders and they are to be considered as the nominated contact, their details must be provided.

Section C: Payment of application

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

Section D: 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 E: Land ownership of the works site

Please provide all relevant information about your ownership or lawful occupation of the land where the works are located. 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 amending the classification of your works on your 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:
 - An easement
 - A statutory power (e.g. rights under legislation)
 - 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.

Section F: Classification of works

You must classify all works on your approval into the below categories. To identify all works, check your statement of Approval (SOA) or go to the NSW Public Water Register to see the details to complete this section

F1 Approval Number

- **Work ID** this work id is the individual identifier for each work; you can locate this on the NSW public water register or on your statement of approval (SOA).
- **Work type** this is the type of work, bywash dam, bore, pump etc,
- **Current classification** this is classification of each work
 - Not constructed
 - Constructed and only used to take water for basic landholder rights
 - Constructed and takes water from a water source
 - Constructed and not capable of taking water from a water source

- Constructed and I declare it is not being used to take water from a water source
- Decommissioned

See the [works classification factsheet](#) for definitions of each classification.

Section G: Declaration of approval holder(s)

Each holder must provide their name, sign the completed form and write the date when it was signed.

If the applicant is a company, the application may be signed:

- by two company directors, a director and a company secretary, or a sole director/secretary, or
- by a duly authorised officer.

If the applicant is a company, insert the name of the company, select the position of the signatory and ensure the application is signed by the relevant signatory or signatories.

Privacy statement and offences and penalties

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the [WaterNSW Privacy Policy](#).

It is an offence under Clause 344 of the *Water Management Act 2000* to provide false or misleading information with any application.

Need help?

If you need further assistance, please contact our Customer Service Centre on **1300 662 077**, Monday to Friday between 8am-5pm or email Customer.Helpdesk@waternsw.com.au

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