

Application to surrender a water supply work approval

How-to guide

This guide will assist you in completing an application to surrender a water supply work approval.

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.

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**

Please also post the original water access licence certificate with your application to **WaterNSW, PO Box 398, Parramatta NSW 2124**.



If you wish to schedule a meeting, [visit our website](#) and complete the pre-application meeting form for your area.

Section A: Water supply work approval to be surrendered

A1 Enter the number of the water supply work approval that is being surrendered. This can be found on the Statement of approval on the first line 'Approval number'. The first digits relate to the location, 'WA' means 'Work Approval' and the digits that follow are the unique identifier for the approval. All together this is your 'Approval number'.

A2 Enter the date the water supply work approval is to be surrendered. The date will need to be the date of application being submitted or a future date.

A3 Enter details of the type of water supply work approval that is being surrendered. This could be a bore, pump or dam.

A4 Provide details on why the approval is being surrendered. This information will assist in the assessment process. If this is not provided this could impact processing times and Water NSW may refuse to accept the application.

Section B: 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.

B1-4 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.

B5-6 Insert the Australian Company Number (ACN) if the application is for a company or Australian Business Number (ABN) if there is no ACN.

B7 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.

B8-15 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 four holders. If there are more than four holders photocopy/print multiple copies of the blank Section B, complete it and attach it to the form.

Section C: Nominated contact person

C1-15 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 D: Nominated water access licence

Applicants can request another water supply work approval to be nominated against a water access licence (WAL) if the customer would like to continue to take water. Otherwise, you will need to apply for a new water supply work approval to take and use water.

Completing the [Application to surrender a water supply work approval form](#) does not automatically surrender any water access licences.

If the WAL is no longer required, this can be surrendered using the [Application to surrender a water access licence form](#).

If you are unsure, please book a [pre-application meeting](#) or call us on [1300 662 077](#) to discuss.

D1 Insert the WAL that is associated with this water supply work approval that is being surrendered.

Section E: Decommission of water supply works

To surrender a water supply work approval the work/s must be unable to be used to take water unless it is exempt.

For further information on exemptions, visit our [Approvals webpage](#) and scroll down to the section on exceptions.

An application to surrender a water supply work approval requires that works have been decommissioned or will be decommissioned, unless exempt.

For information on how to decommission certain work types, please contact WaterNSW on 1300 662 077. Alternatively, if your surrender involves a bore and you haven't proceeded with the decommissioning bore application, please read the [Decommission a water bore fact sheet](#) on what you need to do.

The applicant will need to tick the boxes that apply to this application.

For bores, tick one of the following on the application form:

- Bore has not been constructed. If the bore was not constructed within the specified timeframe, please tick this box.
- Bore is unable to be located on the property and a statutory declaration is provided. If the details of the bore cannot be located the applicant is required to provide a statutory declaration to support this.
- Bore has been constructed and decommissioned in line with the requirements outlined in the guide to this application and a bore construction report (previously known as a 'Form A') has been submitted by the Driller

If you are unsure of the bore decommissioning process, or have not completed the process, please refer to the [Decommission a water bore fact sheet](#). If the decommissioning activities have not been finalised, there may be a delay with processing your surrender request.

For other works tick one of the following on the application form:

- Works have not been constructed. If the works were never constructed, please tick this box.

- Constructed work/s has/have been decommissioned or a plan has been developed outlining the actions to be undertaken to decommission the works associated with the approval/s. The applicant will need to provide information around what activities were done to decommission, this could include attaching documents.

If the work is still to be decommissioned, then a plan will need to be attached on how the decommissioning will be done.

Section F: 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](tel:1300662077), Monday to Friday between 8am–5pm or email Customer.Helpdesk@waternsw.com.au

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