

## Record of groundwater take under exemption

### For groundwater taken under a water access licence exemption for certain aquifer interference activities

Use this form to record and report groundwater taken by aquifer interference activities<sup>1</sup> when claiming water taken under an exemption.

#### What you need to do

**You will need to complete and submit a separate form for each authorised project and each groundwater source that you take water from every water year (1 July – 30 June) that you take water.**

To claim the **exemption**, a meter must be used to record the take but telemetry is not required.

To claim either of the exemptions, you must meet the conditions of the relevant exemption, including record-keeping and reporting requirements set out in the Water Management (General) Regulation 2025 and in this form. These requirements are in addition to any record-making and reporting requirements of any related approvals or authorisations you hold for your project.

Please read the **additional information** contained in the notes on pages 8 to 10. If there is insufficient room in any field, please provide the information as an attachment.

Ensure you complete Sections A-E and H, and Section F or G as applicable.

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

#### Submit your application form

**You must submit a copy of the completed form no later than 28 days after the end of the water year in which the water was taken (that is by 29th July) or earlier if requested<sup>20</sup>.** Please return your completed form/s and any attachments

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

## Section A: Summary of water taken under exemption

Identify the water year that applies to this record and the total volume of groundwater that was taken under the exemption in that water year.

A1 <b>Water year</b> (1 July - 30 June 20xx)	A2 <b>Total recorded volume<sup>4</sup> taken</b> within the water year (in megalitres <b>or</b> litres)		ML
			L
A3 Groundwater source <sup>5</sup>			
A4 Reference number <sup>6</sup>			

## Section B: Project authorisation<sup>7</sup>

B1 <input type="checkbox"/> Complying development <sup>8</sup> <input type="checkbox"/> Exemption applies <b>or</b> If your project is <b>not</b> a complying development or exempt from authorisation please provide details of the approval, consent, licence, permit or other <b>form of authorisation for your project</b> .	
B2 Authorisation number/s	B3 Determining authority

If claiming the **exemption**, please provide the annual water extraction limit stated on your water supply work approval<sup>9</sup>.

B4 Annual extraction limit (ML)	
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## Section C: Details of person taking water<sup>10</sup>

C1 Name		
C2 Company/organisation (including ACN)		
C3 Postal address		
C4 Suburb	C5 State	C6 Postcode
C7 Phone	C8 Mobile phone	
C9 Email		

## Section D: Activity description

D1 Project name
D2 Describe the activity/s resulting in groundwater being taken <sup>11</sup>
D3 Describe the means by which the groundwater is being taken <sup>12</sup>

## Section E: Activity location

E1 Provide relevant groundwater work numbers<sup>13</sup> if known

Please complete **either** E2 **or** E3.

E2 Locality or suburb<sup>14</sup> (for explorers/large linear infrastructure only)

E3 For all other activities please complete one of the following:

Address

Suburb

State

Postcode

**or**

Lot/Deposited Plan/Section

**or**

GPS coordinates<sup>15</sup> (For example, 32.25316 S 148.60022 E)

## Section F: Record of metered volumes taken

F1 Meter brand and type

F2 Meter serial number

F3

Week ending (only complete column for the >3 ML excavation exemption)	Start date and time	Start meter reading	End date and time	End meter reading	Volume taken	Units (L, ML)	Date and time record made


## Section G: Record of non-metered volumes taken

G1 Describe the method used to **measure** the volume of groundwater taken<sup>19</sup>

G2

Start date of take	End date of take	Volume taken	Units (L, ML)	Date record made

[illegible]

## Section H: Declaration

I declare all information contained in this record is accurate, true and complete.

H1 Signature	H2 Date
H3 Name/Company officeholder	

H4 Position		
H5 Address		
H6 Suburb	H7 State	H8 Postcode
H9 Email		

## Privacy statement

The personal information that is provided in this form will be managed by WaterNSW in accordance with its [Privacy Procedure](#), or other such Policy document as updated from time to time. The information provided in this form is being collected and used for purposes relating to the Water Access Licence Exemptions described in this form pursuant to the *Water Management Act 2000 (NSW)*. The information provided in this form may be disclosed to public authorities and other authorised parties as required.

If you choose not to provide the requested information in this form, you may not be able to take water under the relevant water licence exemption and you may be in breach of the *Water Management Act 2000*. You have the right to request access to, and correct details of, your personal information held by the NSW Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW). Further information regarding privacy can be obtained from NSW DCCEEW's [website](#).

## Offences

Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900*. It is an offence under section 91J of the *Water Management Act 2000* for a person to make a statement or furnish information in or in connection with a metering record required to be kept that the person knows to be false or misleading in a material particular.

### Need help?

More information is available at [waternsw.com.au/dewatering](http://waternsw.com.au/dewatering). If you need further assistance, please contact our Customer Service Centre on **1300 662 077**, Monday to Friday from 8am - 5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

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## Notes

- 1 **Aquifer interference activity** has the same meaning as set out in the Dictionary to the *Water Management Act 2000* which is an activity involving any of the following:
  - a) the penetration of an aquifer,
  - b) the interference with water in an aquifer
  - c) the obstruction of the flow of water in an aquifer,
  - d) the taking of water from an aquifer in the course of carrying out mining, or any other activity prescribed by the regulations,
  - e) the disposal of water taken from an aquifer as referred to in paragraph d).
- 2 **Authorised project** is defined in clause 7(5) of Schedule 4 to the *Water Management (General) Regulation 2025*, being an activity –
  - a) that is the subject of a consent, approval or other lawful authority conferred by or under an Act, or
  - b) to which Division 5.1 of the *Environmental Planning and Assessment Act 1979* applies, or
  - c) that is exempt development under that Act.
- 3 Record the **total volume of groundwater** taken in the water year for the groundwater source in either megalitres (ML) or litres (L).
- 4 If you are unsure which groundwater source you are taking water from check at: <https://water.dpie.nsw.gov.au/our-work/plans-and-strategies/water-sharing-plans/status> or please contact WaterNSW or NRAR for assistance.

Note, if your project takes groundwater from more than one groundwater source, you will need to complete a form for each groundwater source from which you are taking water and claiming an exemption for.
- 5 As these exemptions commenced in December 2019 no **reference number** is available for the 2019/20 water year. In following years, provide the reference number that will be issued to you by WaterNSW or NRAR after submitting this record for a previous water year.
- 6 **Examples of authorisations** may include:
  - water supply work approvals granted under the *Water Management Act 2000*
  - water licences granted under the *Water Act 1912*
  - exploration licences or assessment leases granted under the *Mining Act 1992*
  - petroleum exploration licences and petroleum assessment leases granted under the *Petroleum (Onshore) Act 1991*
  - development consents granted under the *Environmental Planning and Assessment Act 1979*
- 7 **Complying development** is a combined planning and construction approval for straightforward development that can be determined through a fast-track assessment by a council or an accredited certifier.
- 8 It is a requirement of the **Coastal construction of infrastructure exemption** that the water supply work approval be subject to an annual extraction limit (as per clause 6(1)(a) of Schedule 4 to the *Water Management (General) Regulation 2025*).

- 9 For infrastructure or construction projects this may be the **proponent's representative** for example a contractor.
- 10 **Describe the activity/s taking groundwater** while conducting the aquifer interference activity, and the number of works involved.

For example:

- extraction using a battery of 15 spear points to dewater a building construction site
  - drilling 25 reverse circulation mineral exploration drillholes
  - groundwater extracted from a permanent sump in a building basement
  - pump-and-treat of contaminated groundwater from four extraction bores
  - evaporation from two artificial lakes that fill from groundwater
  - investigating a contaminated site
  - geotechnical or geoenvironmental investigation
  - groundwater extracted from a temporary trench or excavation
  - groundwater seepage from a cutting
  - water quality sampling from eight monitoring bores
  - conducting a pumping test on a bore
  - dewatering from six coal seam gas pilot production bores
  - groundwater extracted while drilling a ground source heating system
  - investigating groundwater resources
- 11 Examples of the **means by which the groundwater is taken** include surface pump, airlift, downhole/submersible pump, bailer, water removed with ground materials, water freely draining from a cutting, pit seepage / inflow, evaporation from artificial lake that has filled from groundwater. Where several means of take are involved please identify the number and type of each.
- 12 This is a departmental reference number 'GWxxxxxx'. For government owned monitoring bores this number is stamped on the bore headworks.
- 13 Provide name of locality or suburb that relates to the project.
- 14 Please provide GPS coordinates as longitude and latitude in decimal degrees.
- 15 It is a condition of the **Coastal construction of infrastructure exemption** that the **mandatory metering equipment condition is required to be complied with** in respect of a water supply work being used to take the groundwater, except for clause 4 (3) of Schedule 8 to the Water Management (General) Regulation 2025. For the purposes of this exemption, metering equipment consists of a meter and a data logger. **Telemetry is not required under this exemption.** However, other metering equipment and standards may be specified by a condition of the water supply work approval.
- In the **event metering equipment becomes faulty**, you must report within 24 hours to WaterNSW at [waternsw.com.au/s91i](http://waternsw.com.au/s91i). An offence applies under section 91IA of the *Water Management Act 2000* for failing to report faulty metering equipment within 24 hours.
- 16 For Section F (or Section G if using) you must make a new record for each period of take during your activity. The **period of take** is either the date groundwater was taken, or the start and end dates for a period of continuous take. This record must be retained for five years.



- 17** Examples of **non-metered methods used to measure** the volume of water taken include: v-notch weir or velocity times area; borehole, sump, bailer or bucket volume; evaporation or seepage calculation.
- 18** You may be required to give a copy of this form to the Minister or delegate earlier if requested (as per clauses 21(6), 230(5) and 231(6) of the Water Management (General) Regulation 2025).