

## Application to amend approval to sub-divide water supply works and/or water use approval

This is an application for Minister's approval under section 107 of the *Water Management Act 2000* to amend a water supply work approval and/or water use approval. This application is to sub-divide one approval into two or more approvals, with no change to any authorised works or use.

For any groundwater approvals, this application may be subject to a groundwater assessment and a bore extraction limit may be placed on your water supply work approval(s). If the application involves an approval that authorises a dam, or works authorised for floodplain harvesting, we recommend you [book an appointment](#) to discuss your application prior to submitting.

If the water access licence(s)(WAL) are linked to the approval being sub-divided they will remain linked to that approval, the WAL holder may need to make an application to [Change a water access licence \(WAL\)](#).

### What you need to do

You will need to specify which works will be on each new approval by using the Work ID. You can find your Work ID on the [NSW Water Register](#) by searching your approval number.

#### 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.

#### Submit your application form

- 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)

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

#### Application fee

The [amended approval - administrative fee](#) is payable for each application. If a groundwater assessment is required, the [amended approval, administrative - groundwater assessment fee](#) is payable. 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 their water licensing enquiries.

## Section A: Applicant details

### First applicant

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Given name(s)			
A4 Company/corporation name (if applicable)			
A5 ACN (if applicable)		A6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A7 Position held (if applicable)			
A8 Name of company representative (if applicable)			
A9 Postal address			
A10 Suburb		A11 State	A12 Postcode
A13 Phone		A14 Mobile phone	
A15 Email			

### Second applicant (if applicable)

A16 Title (Mr, Mrs, Ms)		A17 Surname	
A18 Given name(s)			
A19 Company/corporation name (if applicable)			
A20 ACN (if applicable)		A21 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A22 Position held (if applicable)			
A23 Name of company representative (if applicable)			
A24 Postal address			
A25 Suburb		A26 State	A27 Postcode
A28 Phone		A29 Mobile phone	
A30 Email			
A31 If more than two applicants, specify total number of applicants and please provide these details on an additional page 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**

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: Approval details**

D1 Existing approval number to be amended to sub-divide?

D2 Briefly describe the changes requested?

D3 How many approvals do you propose to sub-divide your existing approval into?

D4 Sub-division of works – list the work ID’s proposed to be on each approval

Work ID to stay on existing approval	Work ID to move to new approval 1	Work ID to move to new approval 2 (if applicable)	Work ID to move to new approval 3 (if applicable)

D5 Sub-division of use – list the Lot/DP's proposed to be on each approval			
Lot/DP to stay on existing approval	Lot/DP to move to new approval 1	Lot/DP to move to new approval 2 (if applicable)	Lot/DP to move to new approval 3 (if applicable)

### Section E: Declaration of approval holder(s)



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

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

- a) that I/we apply for an application for an amended approval to sub-divide into one or more approvals as described in this application;
- b) 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;
- c) 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;
- d) 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;
- e) 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;
- f) 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;
- g) 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*;
- h) that if this application is incomplete, it will not be accepted; and

i) 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

## 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](http://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](tel:1300662077), Monday to Friday between 8am–5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

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