

Application to surrender a water supply work approval

Please refer to the accompanying [guide](#) to the application to surrender a water supply work approval under [Section 108 of the Water Management Act 2000](#) (WMA).

What you need to do

Before filling in this form, applicants are advised to read the [guide](#) for an for an application to surrender a water supply work approval, which has step-by-step instructions on each section.

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

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



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit waternsw.com.au/licensing

Section A: Water supply work approval to be surrendered

Complete this section with the details of the water supply work approval to be surrendered and the date of surrender (must be the date the application is submitted or a future date). An example of a type of work can be a bore, dam or a pump.

A1 Water supply work approval number	A2 Date to be surrendered
A3 Type of work to be surrendered	
A4 Reason for surrender	

Section B: Water supply work approval holder/s details

List ALL holders of the water supply work approval that is to be surrendered and all holders must sign the declaration (Section F). See the [guide](#) for further information. If there are more than four holders, photocopy/print additional copies of Section B complete it and attach it to this form. Please note that applications submitted via email must include the email addresses of all listed applicants.

Holder

B1 Title (Mr, Mrs, Ms)		B2 Surname	
B3 Given name(s)			
B4 Company/corporation name (if applicable)			
B5 ACN (if applicable)		B6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B7 Position held (if applicable)			
B8 Name of company representative (if applicable)			
B9 Postal address			
B10 Suburb		B11 State	B12 Postcode
B13 Phone		B14 Mobile phone	
B15 Email			

Additional holder (if applicable)

B16 Title (Mr, Mrs, Ms)		B17 Surname	
B18 Given name(s)			
B19 Company/corporation name (if applicable)			
B20 ACN (if applicable)		B21 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B22 Position held (if applicable)			
B23 Name of company representative (if applicable)			
B24 Postal address			
B25 Suburb		B26 State	B27 Postcode
B28 Phone		B29 Mobile phone	
B30 Email			

Additional holder (if applicable)

B31 Title (Mr, Mrs, Ms)	B32 Surname	
B33 Given name(s)		
B34 Company/corporation name (if applicable)		
B35 ACN (if applicable)	B36 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B37 Position held (if applicable)		
B38 Name of company representative (if applicable)		
B39 Postal address		
B40 Suburb	B41 State	B42 Postcode
B43 Phone	B44 Mobile phone	
B45 Email		

Additional holder (if applicable)

B46 Title (Mr, Mrs, Ms)	B47 Surname	
B48 Given name(s)		
B49 Company/corporation name (if applicable)		
B50 ACN (if applicable)	B51 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
B52 Position held (if applicable)		
B53 Name of company representative (if applicable)		
B54 Postal address		
B55 Suburb	B56 State	B57 Postcode
B58 Phone	B59 Mobile phone	
B60 Email		
B61 If more than four holders, specify total number of applicants and please provide these details on an additional page and attach it to this form.		

Section C: Nominated contact person

Note: If there is only one holder, you do not need to complete this section. If there are multiple holders and this section has not been completed, WaterNSW will assume the first holder listed on the form is the nominated contact person.

If a third party is acting on behalf of the water supply work approval holders and they are to be considered the nominated contact, their details must be provided below.

c1 Title (Mr, Mrs, Ms)		c2 Surname	
c3 Given name(s)			
c4 Company/corporation name (if applicable)			
c5 ACN (if applicable)		c6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
c7 Position held (if applicable)			
c8 Name of company representative (if applicable)			
c9 Postal address			
c10 Suburb		c11 State	c12 Postcode
c13 Phone		c14 Mobile phone	
c15 Email			

Listing a nominated contact person assists us in processing your application where there are multiple holders. We may need to contact the nominated contact person to discuss the details contained in your application. In addition, any request for additional information about your application will be sent to the nominated contact person. Any information provided by the nominated contact person will be relied upon by WaterNSW in considering this application. A delay in responding to any such request may result in your application being further delayed or refused.

The rights and liabilities arising in relation to this application is shared by all applicants and not limited to the nominated contact person. Any changes to any details of an application for a surrender (except for minor changes to contact details of an applicant) or withdrawal of the application must be in writing and signed and dated by all holders. Further, the Notice of decision issued in relation to your application will be sent to all applicants.

Section D: Nominated water access licence

Provide details below of any water access licences attached to this water supply work approval. If there is a nominated water access licence and you wish to continue to take water using this water access licence, another water supply work will need to be nominated. To nominate a new water supply work approval, use either the [groundwater](#) or [surface water](#) forms.

Nominated water access licence

d1 Nominated water access licence number

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](#). Refer to the [guide](#) for surrender an approval for information on the action to be taken for decommissioning different types of works.

For bores

All constructed bores have been approved for decommissioning (where required under the water sharing plan (WSP), or relevant information provided. All bores are to be decommissioned in line with the minimum construction requirement for water bores in Australia.

Note: A Bore construction report (previously known as a 'Form A') is to be lodged for all decommissioned bores.

I/We, the applicant/s, understand and acknowledge that:

Please tick which is applicable.

- Bore has not been constructed
- Bore unable to be located on property and statutory declaration provided
- Bore has been constructed and decommissioned in line with the requirements outlined in the guide to the application and a Bore construction report (Form A) has been submitted by the Driller

Other works

For all other constructed water supply work approvals including pumps, pipes and dam, the work has been decommissioned unless exempt. Please tick which is applicable.

- Work/s have not been constructed
- Constructed work/s have been decommissioned
- Constructed works are exempt from requiring an approval

What specific exemption are you claiming? (Please provide justification for the works in their current shape/form/capacity or advise of any proposed modifications).

Section F: Declaration of approval holder(s)



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

Section F must be fully completed and signed by each holder of the water supply work approval that is being surrendered. If it is not fully completed, WaterNSW will return the application to the applicant/s as an invalid application. Please refer to the accompanying guide for surrendering a water supply work approval.

If there are multiple holders, please ensure that you retain signed copies of the completed application form for your records. 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.

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

1. that I/we apply to surrender the water supply work approval as described in this application and all works included on the approval have been decommissioned unless exempt.
2. 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.
3. that the authorised contact person (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 authorised contact person in its consideration of this application.
4. that the authorised contact person (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 authorised contact person in its consideration of this application.
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information.
6. that I/we have read and understood the information contained in the WaterNSW privacy statement (below).
7. that by entering a mobile phone number and/or email address, you consent to WaterNSW communicating with you electronically in relation to this application. Unless you indicate otherwise, all correspondence will be sent via email or SMS.
8. that WaterNSW may collect, use, and disclose my personal information as outlined in the WaterNSW privacy statement (below) and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement.
9. that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time.
10. that the State 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.
11. that details about any approval arising out of this application will be recorded in the publicly available Water Register pursuant to the *Water Management Act 2000*.
12. that if this application is incomplete, it will not be accepted; and 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
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

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 to 5pm or email Customer.Helpdesk@waternsw.com.au

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