

Amend approval for inactive or active works – Floodplain harvesting only

How-to guide

This guide is for the amendment of an approval for work/s to specify work/s as 'inactive' or to 'withdraw work/s from an inactive status'.

Why have an inactive work?

An approval holder may not be using an authorised work/s to take water for floodplain harvesting purposes. In this case, the approval holder may choose to apply to amend work/s as 'inactive', so they do not need to comply with any mandatory condition on the approval that metering equipment or a storage measurement device be installed, used and properly maintained.

Note: For floodplain harvesting customers, to find out how this will impact your bill, please visit our [fees and charges page](#).

The approval holder can apply to withdraw this 'inactive' status at any time.

If the work/s are no longer 'inactive' the approval holder will need to comply with any mandatory condition on the approval that metering equipment or a storage measurement device be installed, used and properly maintained.

Alternatively, approval holders who have permanently stopped using all authorised water supply work/s on their approval may choose to decommission the work and surrender the approval. Once the approval is surrendered it will be cancelled and cannot be re-activated.

How do I know I need a meter for a work/s?

For more information visit our [website](#), contact us on [1300 662 077](tel:1300662077) or email Customer.Helpdesk@waternsw.com.au

What does it mean if the work is 'inactive'?

If an approval specifies that an authorised work/s is inactive, the approval will include a condition prohibiting the work/s from being used to take floodplain harvesting water from these work/s.

It is an offence to use a water supply work to take water when it is prohibited by a condition of the approval.

What does it mean if the work is 'active'?

If the water supply work approval work is active, the approval holder must comply with any mandatory condition on the approval that metering equipment or a storage measurement device be installed, used and properly maintained.

How to submit the completed and signed application form

- Post your completed application to: **WaterNSW PO Box 398 Parramatta NSW 2124** with the enclosed cheque or money order for payment of the application fee.
- Scan and email to: Customer.Helpdesk@waterNSW.com.au

Section A: Applicant details

In this section provide the details of the applicant/s for the approval.

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 either the owner or legal occupier of the land to which the application relates.

A5 Insert the Australian Company Number (ACN) if the application is by a company.

A6-7 Insert the ABN and 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.

A8-12 Insert the address of the applicant. For companies or corporations, insert the address details of the registered office.

A13-15 Insert the contact details for the applicant.

A16-31 There can be more than one holder of an approval.

The form makes provision for two applicants to apply. If there are more than two applicants photocopy/print multiple copies of the blank Section A, complete it and attach it to the form.

Section B: Contact person

If there is only one applicant, you do not need to complete this section. If there is more than one applicant, and this section has not been completed, we will assume the first applicant on the form is the application contact and contact that person, if necessary, prior to the determination of the application. An application contact is not legally delegated by the applicant/s to act on their behalf. An application contact may be an applicant or a third party such as a solicitor, farm manager or water broker.

B1-11 Insert the name and contact details of the application contact. This will assist us if we need to contact someone to discuss the details of the application.

Section C: Payment of application fee

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. Do not write your credit card details in the application form or on any other written or emailed correspondence to WaterNSW.

Section D: Approval details

D1 Specify the approval number of the approval you wish to amend. You can find this number on your statement of approval. This number will contain the letters 'WA'.

D2 Specify the Registration of interest (ROI) number.

Section E: Amendment details

Select how you would like the approval to be amended. You can apply for the work/s to be specified as 'inactive', or you can apply to withdraw the inactive status from a work/s. The information to complete this section will be available from your statement of approval (SOA) or water infrastructure plan (WIP).

If your application is to withdraw the inactive status from a work, once this application is granted, you will need to comply with any mandatory condition on the approval that metering equipment or a storage measurement device be installed, used and properly maintained.

If your application is to make a work/s inactive, please complete the declaration.

Section F: Declaration of applicants

Ensure you understand your legal obligations before signing this document. You may need to obtain independent legal advice for this. Each applicant must provide their name, sign the completed form and write the date when it was signed.

If the applicant is a company, the application is to be signed for and on behalf of the applicant by two persons in accordance with section 127 of the *Corporations Act 2001* (Cth). Select the position of the signatories which can be a company director or company secretary.

If the applicant is a corporation, insert the name of the corporation, select the position of the signatory, and ensure the application is signed by the duly authorised officer.

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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