

# Application for a new approval for a flood work

## How-to guide

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This guide will assist you in completing an [Application for a new flood work approval](#).

Complete the [application form](#) to apply for a new approval to construct and use a flood work under Section 92 of the *Water Management Act 2000*. Note that a new approval is required to amend an existing flood work.

Exemptions apply for the need to obtain an approval for:

- flood work important for the protection of life or certain property or infrastructure; or
- certain minor flood work with low impact.

For more information on exemptions, please view our [Exemption from flood work approval fact sheet](#) or contact our Customer Service Centre at [1300 662 077](tel:1300662077) or via email at [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

You can also visit our website for further information on [flood work approvals](#) or to [make an appointment](#) to discuss your flood work enquiries.

**Note:** not all questions in the application form are referred to in this guide.

The Natural Resources Access Regulator (NRAR) oversees the enforcement of water management laws in NSW. Find out how this applies to you at [nrar.nsw.gov.au](http://nrar.nsw.gov.au).

This guide provides detailed explanations of each section and question, to help you complete the application form. Applicants are advised to read the instructions carefully before filling 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.

## What you need to do

### 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.

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](mailto:Customer.Helpdesk@waternsw.com.au), and a reply will be emailed to you informing you that your email has been received and forwarded to the relevant WaterNSW Assessments and Approvals team member.
- post to WaterNSW, PO Box 398, Parramatta NSW 2124

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

### Application fee

Information about fees is available on [our website](#). Application fees are exempt from GST and can be paid after you have submitted your application by:

- Providing your credit card details by calling our Customer Service Centre at 1300 662 077
- Enclosing a cheque or money order when posting the application form.

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. You will receive an acknowledgement letter providing an application reference number and a receipt for the application fee.

The application will be delayed if it is incomplete or incorrect. WaterNSW will notify you of any delay or if further information is required. If this information is not received within the specified time, WaterNSW will make the application invalid.

## About these guidelines

The [application for a new flood work approval](#) form, has several parts.

The application form has a number of sections. In each section are questions identified by a number on the left-hand side of the form (for example, B4 is question 4 in section B). The information provided in the guide corresponds to these numbers in the application form.

## Section A: Application details

If this application is made by the owner/s of the land where the work is to be located then each owner listed on the Land Title Certificate must be listed in Section A and sign the form. If the application is made by the lawful occupier/s of the land then each occupier must be listed in Section A and sign the form. In this situation it is not necessary for the owners to be listed as applicants.

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

**A1-2** The name can be a person's name or the name of a legal entity, such as a company or corporation, this is either the owner or legal occupier of the land to which the application relates.

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

**A6-7** If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN and a copy of your certificate of incorporation.

**A8** Insert the position of the person/s who are completing the application on behalf of the company or corporation. If the applicant is a company this would be either a company director or secretary. If the applicant is a corporation this would be the duly authorised officer.

**A9-12** Insert the address of the applicant. For companies or corporations, insert the address details of the registered office.

**A14-15** Insert the contact details for the applicant.

**A16-32** 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.

**A56** This is the total number of applicants listed on the application form and includes applicants listed on any additional pages.

Provide the contact details of the applicant's representative. If a corporation is applying for an approval, you should fill in the details of the contact person to whom all correspondence will be sent.

## Section B: Person to contact prior to determination of this application

**Note:** If there is only one applicant you do not need to complete this section.

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

If there is more than one applicant, and this section has not been completed, WaterNSW 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, floodplain consultant or water broker.

## Section C: Ownership of land where flood work is/will be located

Specify whether the application is made by the owners of the land or the lawful occupiers of the land. Either all owners listed on the Land Title Certificate, or all lawful occupiers of the land, must be listed in Section A and must sign the application form. If you do not own the land, but anticipate that you will own the land within a reasonable period of time of the date of application, attach an explanation of anticipated ownership together with documentary evidence. If the application is made by the lawful occupier/s of the land on which the work is to be located attach documentary evidence of lawful occupation such as a lease agreement or court order.

If you want to construct a work/s on land you own, as well as a work/s on land where you are the lawful occupier, then you will need to tick both boxes C1 and C2.

## Section D: Pre-application discussion

A pre-application discussion with a Water Regulation Officer from WaterNSW may assist you to complete the application form. To find out more information about a pre-application meeting please visit [our website](#).

## Section E: Development consent

**E1-2** Check if you require development consent from your local council.

## Section F: Flood work

The information you provide in this section will allow WaterNSW to understand and assess your new or existing flood work. You should provide as much information as possible about the design, construction material and intended use.

**F5** Provide details of the location of the new/existing flood work which may be on more than one Lot/DP and/or property.

## Section G: Environmental issues

The information you provide will assist WaterNSW to undertake an assessment of likely impacts of the flood work during and after construction. You may need to seek advice from a suitably qualified person to provide this information if your property is located in a sensitive environment.

**G1-4** Clearing of vegetation can be by excavation, inundation or another method of destruction, If you are in doubt please contact your Local Land Services office or your local WaterNSW office.

## Section H: Maps, plans and reports

Show the location of the property on a 1:50, 000 topographic map.

On a separate map draw the boundary of the property and show the accurate location of the work in sufficient detail. This map may be either a satellite image (e.g. Google Earth) or a topographic map.

## Section I: Information required for assessment of application

If you want to apply for a flood work which does not comply with your [floodplain management plan](#), or is outside a floodplain management plan area, you may be requested to provide additional information. You will be contacted after an initial assessment of your application if you need to provide 'An assessment of likely impacts' or 'A hydraulic modelling report'.

An **assessment for likely impacts** must be prepared by a suitably qualified person and address the following:

- full details of the proposal including: specifications of the dimensions of the work/s, design of the work/s and construction materials
- details of monitoring and contingency measure to minimise impacts of the activity
- any environmental impacts on water sources, floodplains and dependent ecosystems (including groundwater and wetlands)
- potential land degradation, including soil erosion (during construction and for the life of the work), compaction, geomorphic instability, contamination, acidity, waterlogging, decline of native vegetation or, where appropriate, salinity
- identification of the ecological benefits of flooding in the area, with particular regard to wetlands and other floodplain ecosystems and groundwater recharge
- identification of existing flood work in the area and their ecological impacts, including cumulative impacts
- any impacts on water quality
- any environmental impact on the community
- any transformation of locality
- any reduction of the aesthetic, recreational, scientific or other environmental quality or value of locality
- any effect on a locality, place or building having aesthetic, anthropological, archaeological, architectural, cultural, historical, scientific, or social significance or other special value for present or future generations
- any impact on the habitat of protected fauna (within the meaning of the *National Parks and Wildlife Act 1974*)
- any endangering of any species of animal, plant or other form of life, whether living on land, in water or in the air
- any long-term effects on the environment
- any degradation of the quality of the environment
- any risk to the safety of the environment
- any reduction in the range of beneficial uses of the environment

- any pollution of the environment
- any environmental problems associated with the disposal of waste
- any increased demands on resources (natural or otherwise) that are, or are likely to become, in short supply
- any cumulative environmental effect with other existing or likely future activities.

**A hydraulic modelling report** must be prepared by a suitably qualified person and address the following:

- potential impacts of flood work on other landholders
- analysis of existing and future risk to human life and property arising from proposed work
- identification of the existing and natural flooding regimes in the area, in terms of the frequency, duration, nature and extent of flooding
- risk to life and property from the effects of flooding
- potential impacts or changes on:
  - the flow of water to or from a river, estuary or lake,
  - the passage, flow and distribution of floodwater,
  - existing dominant floodways and exits from floodways,
  - rates of flow, floodwater levels and duration of inundation,
  - downstream water flows, or
  - natural flood regimes, including spatial and temporal variability.

### Section J: Declaration of applicant/s

Ensure you understand your legal obligations before signing this document. You may need to obtain independent legal advice.

Each applicant must provide their name, sign and date the completed form. If the applicant is a company, the application is to be signed on behalf of the applicant by two people in accordance with section 127 of *The Corporations Act 2001*(Cth), ensure that the positions of the signatories are indicated. 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](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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