

Application to amend a flood work approval

How to guide

This guide is provided to assist you in completing the Application to amend an approval for a flood work. Not all questions in the application form are referred to in this guide.

Complete the application form if you want to apply to amend an approval to construct and use a specified flood work at a specified location under Section 92 of the *Water Management Act 2000* (WMA).

A flood work means a work (such as a barrage, causeway, cutting or embankment) that is:

- situated in or in the vicinity of a river, estuary or lake, or within a floodplain, and is
- of such a size or configuration that (regardless of the purpose for which it is constructed or used), it is likely to left-hand the flow of water to or from a river, estuary or lake, or the distribution or flow of floodwater in times of flood.

Flood works can include all associated pipes, valves, metering equipment and other equipment, but do not include works declared by the regulations not to be a flood work.

Exemptions apply to the requirements for an approval to construct and use:

- flood works which are important for the protection of life or certain property or infrastructure; or
- certain minor flood works (such as earthworks) with low impact.

If the proposed flood work is exempt from the requirement to hold a flood work approval you do not need to apply to amend an approval for a flood work.

Introduction

This guide provides explanations of terms and requirements to help you complete the application.

The application form comprises sections which are divided into a series of questions. The questions are identified by a number on the left-hand side of the form (for example, B4 is question 4 in section B). The following information corresponds to these references in the application form.

WaterNSW may need to contact you to request further information in relation to your application. A schedule of fees is available on our [website](#).



Ensure you provide all the information requested in this application form. If your application form is incomplete, it will not be accepted.

Completing an application

There are two options for completing your application form. You can choose to complete the form electronically before printing, or by hand after printing.

1. Electronic

- Download and complete the pdf application form.
- Print the completed form.
- All applicants must sign the completed form.

2. By hand

- Download and print the application form.
- Complete the printed application form by hand in capital letters with a blue/black pen.
- All applicants must sign the completed form.

If you have nominated to pay the application fee by credit card, WaterNSW will contact you on the details provided in the application form to process credit payment over the phone.

Submitting your application

- 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

If the application is complete and correct, it will be registered on the WaterNSW database, and the fee will be processed.

Section A: Applicant details

If this application is made by the owner/s of the land on which the work is to be located then each owner listed on the Land Title Certificate must be listed in Section A and must sign the application form.

If the application is made by the lawful occupier/s of the land then each occupier must be listed in Section A and must sign the application 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.

A1-4 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. Trading names are not permitted.

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

A6 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.

A7 Insert the 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.

A17-29 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.

A30 This is the total number of applicants listed on the application form and includes applicants listed on any additional pages.

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 us if it needs to contact someone to discuss the details of the application.

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.

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 located attach documentary evidence of lawful occupation such as a lease agreement or court order.

If you want to amend a work/s on land you own, as well as amend 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 discussions

A pre-application discussion with a Water Regulation Officer from WaterNSW may assist you to complete the [application form](#).

Section E: Does other legislation apply?

E1-3 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 fully understand and assess your existing flood work/s and the amendments you wish to make to the approval. You should provide as much information as possible to reduce the likelihood of us needing to request further information from you.

If your proposed amendments result in the flood work being substantially different to the work covered by the existing approval, then the amendments may be assessed as if they are an application for a new approval. Depending on the scope of the works, an application to amend an approval may need to be advertised.

F4 Provide sufficient details of the existing flood work for WaterNSW to understand what work is in place.

F5 In this question you need to describe in detail the amendments you wish to make. It is important that you provide as much information as possible. For example, if you want to increase the height of a levee you should state the height increase and the result this will have on the levee, such as the change in shape and width. You should also describe the new material used and where it came from, if the full length of the levee will be affected, what construction work will be needed plus any other relevant information.

F6 Provide details of the location of the existing flood work which may be on more than one lot/ DP and/or on more than one property.

Section G: Environmental issues

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

G2-5 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.

G7-12 Further information about threatened species can be found at the Office of Environment and Heritage [website](#).

Section H: Maps and plans

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 to amend an approval and the existing flood work does not comply with your floodplain management plan, or is outside a floodplain management plan area, you may be requested to provide one or more of the following with the application form:

1. An assessment of likely impacts. See below for details.
2. A hydraulic modelling report. See below for details.

Assessment of likely impacts (ALI)

An ALI 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)
 - construction materials
- details of monitoring and contingency measures 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 works in the area and their ecological impacts, including cumulative impacts
- any impacts on water quality
- any environmental impact on the community
- any transformation of a locality
- any reduction of the aesthetic, recreational, scientific or other environmental quality or value of a 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

Hydraulic modelling report

A hydraulic modelling report may be requested if you want to apply to amend:

- a non-compliant flood work, or
- a flood work in a zone which does not permit such a work, or
- a flood work outside a floodplain management plan area but still within a floodplain

If a hydraulic modelling report is required it must be prepared by a suitably qualified person and address the following:

- potential impacts of flood works 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
 - 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 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 more information, 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

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