

Attach additional pages to back of form, if required.

# Application for approval for water supply works, and/or water use

## Application for Minister's consent under section 92 of the *Water Management Act 2000*

Applicants are advised to read the instructions carefully before filling in this form. Step-by-step instructions on each section are included in the Guide to the application for approval for water supply works and/or new water.

Please complete the form with a black/blue ink pen and use BLOCK letters.

### Part 1 Applicant Details

#### Section A

#### Applicant details

(attach/ photocopy extra page if more than 2 holders)

##### First applicant (or company applicant)

(correspondence in relation to this application will be directed to the person given below)

A1 Title \_\_\_\_\_ A2 Surname \_\_\_\_\_  
(Mr, Mrs, Ms)

A3 Given name(s) \_\_\_\_\_

A4 Company name \_\_\_\_\_ A5 ACN \_\_\_\_\_  
(if applicable)

A6 Position held \_\_\_\_\_  
(if applicable)

Name of company representative \_\_\_\_\_  
(if applicable)

A7 Address \_\_\_\_\_ A8 Town \_\_\_\_\_

A9 State \_\_\_\_\_ A10 Postcode \_\_\_\_\_ A11 Country \_\_\_\_\_

A12 Phone no. \_\_\_\_\_ A13 Alternative phone no. \_\_\_\_\_

A14 Fax no. \_\_\_\_\_

A15 E-mail \_\_\_\_\_

##### Second Applicant

(if applicable)

A16 Title \_\_\_\_\_ A17 Surname \_\_\_\_\_  
(Mr, Mrs, Ms)

A18 Given name(s) \_\_\_\_\_

A19 Address \_\_\_\_\_ A20 Town \_\_\_\_\_

A21 State \_\_\_\_\_ A22 Postcode \_\_\_\_\_ A23 Country \_\_\_\_\_

A24 If more than 2 applicants, specify total number of applicants \_\_\_\_\_  
(attach extra page to list additional applicants)

<b>Office use only</b>	Fee paid: \$ _____	Customer receipt number: _____	<b>Office Stamp</b>
	Officer signature: _____	Date: _____	
	Application number: _____	Acceptance date: _____	

**Section B****Applicant's or agent's contact details**

(Only fill in this section if a different person from the first applicant in section A will be dealing with the application)

B1 Title \_\_\_\_\_ B2 Position \_\_\_\_\_  
(Mr, Mrs, Ms)

B3 Surname) \_\_\_\_\_ B4 Given name \_\_\_\_\_

B5 Postal address \_\_\_\_\_

B6 State \_\_\_\_\_ B7 Postcode \_\_\_\_\_ B8 Country \_\_\_\_\_

B9 Preferred phone no. \_\_\_\_\_ B10 Alternative phone no. \_\_\_\_\_

B11 E-mail \_\_\_\_\_

**Section C****Land ownership of the works site**

(Tick appropriate boxes) - relates to applicants listed in Section A)

Is your application made as the:

C1 Owner of the land  C2 Lawful occupier of the land

(attach documentary evidence of lawful occupation such as a lease or court order)

C3 Other (please specify) \_\_\_\_\_

**Section D****Other approvals**

(Please tick appropriate boxes)

D1 Does your proposal (including water use and water supply works) require development consent from your local council? Yes  No

D2 If yes, has development consent been granted? Yes  No

D3 If yes, provide consent number \_\_\_\_\_

D4 If your proposal involves water use, does it also require consent to clear native vegetation (incl. grassland)? Yes  No

D5 If yes, has consent been granted? Yes  No

D6 If yes, provide consent number \_\_\_\_\_

**Section E****Maps**

Attach a topographic map, aerial photo and/or a farm plan of A3 or A4 size outlining the following information:

- location of property (identifiable from a landmark and with North arrow included);
- property boundary;
- location(s) of all **existing works** as well as **works proposed in this application**. Include pumps, diversion works, bores, storages, channels etc.; and
- watercourses and wetlands (including dry river beds and temporary wetlands).

**Section F****Pre-application discussion**

(Please tick appropriate boxes)

Has a pre-application discussion taken place in respect of this application?

F1  No F2  Yes, it took place on \_\_\_\_\_ with the assistance of

F3 \_\_\_\_\_ from the \_\_\_\_\_ NOW

## Part 2 Water use approval

(You may be requested to provide further information to support your application)

NB. In order to begin irrigation, you must ensure that you have a valid **water access licence** and a valid **water use approval**. Contact your local NOW office for further details.

You do not require a water use approval for a development that has been granted development consent under Part 4 of the *Environmental Planning and Assessment Act 1979*.

### Section G

#### Water Use only

(Please tick appropriate boxes)

- I wish to apply for: G1  a new water use approval
- G2  an amended water use approval specifying changed water use (ie to amend or change the details of an existing water use approval)

If you ticked the second box (G2) please complete the following questions G3 and G4:

- G3 Existing approval number to be amended \_\_\_\_\_
- G4 Briefly describe the changes you wish to make (e.g. increase the size of irrigated area etc.) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Section H

#### Purpose

Please nominate the purpose you are seeking approval for:

(Please tick appropriate boxes)

- H1  Irrigation  Town water  Other

H2 If 'other', please specify \_\_\_\_\_

H3 Do you have a current and relevant water access licence? Yes  No

H4 If yes, what is the number of the licence/s to be associated with this application? \_\_\_\_\_

H5 If no, when do you intend to secure a water access licence? \_\_\_\_\_

### Section I

#### Location of land where water will be used

I1 Property name \_\_\_\_\_

I2 Property address \_\_\_\_\_

I3 Town \_\_\_\_\_ I4 Postcode \_\_\_\_\_

I5 Area of property \_\_\_\_\_(ha) I6 Area of property proposed for the use \_\_\_\_\_(ha)

I7

Lot	DP	Parish/Portion	County

I8 Local council \_\_\_\_\_

I9 Name of nearest river/s adjacent to or within the property boundaries \_\_\_\_\_

\_\_\_\_\_

**Section J**

**Water use proposal**

For irrigation please specify:

Crop Type (please specify)	Area to be irrigated (ha)	Irrigation System / Method

For other purposes, please provide details of proposal. \_\_\_\_\_

(attach photocopy extra page if more space is required)

\_\_\_\_\_

\_\_\_\_\_

**Section K**

**Information maps**

On the map described in Section E mark the following information relating to your proposed use of water:

- area(s) to be affected
- location(s) of all works supplying water to your proposed use area including any flood protection works
- drainage and/or recycling system proposals
- soil types such as sandy/light soils, clay, clay loam, loam areas within the proposed use area
- any native vegetation on the property (including native grasses)
- any known high watertable areas on the property
- any known Aboriginal or European cultural heritage features on the property
- any areas covered by an Irrigation Drainage Management Plan
- areas of wetlands

**Section L**

**Soils**

(Please tick appropriate boxes)

Identify the soil texture in the proposed use area (tick one or more boxes)

L1 Sandy  Loamy  Clay Loam  Clay  Other (please specify) \_\_\_\_\_

Identify the soil colour in the proposed irrigation area (tick box)

L2 Red/red brown  Yellowish brown  Grey  Black  Other (please specify) \_\_\_\_\_

L3 Describe the soil category in the proposed use area (tick one or more)

Type	Description	Tick
Alluvial soils	extremely variable, layered profile with sand, clay etc	<input type="checkbox"/>
Cracking clays	deep uniform clays with seasonal cracking when dry	<input type="checkbox"/>
Sandy soils	deep, uniform, coarse or fine textured sandy soil	<input type="checkbox"/>
Earthy soils	gradual texture change – increase in clay content	<input type="checkbox"/>
Duplex soils	texture contrast between surface soil and sub soil – loam (over clay)	<input type="checkbox"/>

Other \_\_\_\_\_  
(please specify)

In the case of irrigation, what is the slope of the area to be irrigated? (tick box)

L4  Flat (less than 2%)  Gentle slope (2–5%)  Undulating  Steep slope (more than 5%)

## Section M

### Environmental issues

(Please tick appropriate boxes)

M1 Does your property have any of the following features/characteristics?

- Salinity       Acid Sulphate Soils       Sodic Soils       Waterlogging  
 Erosion       High Watertables       Land Subsidence       Contaminated Land

Other \_\_\_\_\_

Any other comments (include the occurrence any of the above features/characteristics on neighbouring properties, if known) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section N

### Drainage management

(For irrigation only – please tick appropriate boxes)

N1 Have you prepared an Irrigation and Drainage Management Plan?    Yes     No   
If yes, supply a copy with this application.

N2 If you intend to recycle your irrigation drainage on-farm, provide details of your proposed recycling setup including collection, storage and re-use proposals.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N3 If you are not recycling your drainage, how do you propose to dispose of any irrigation tailwater?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N4 Does your proposal also require consent from the Department of Environment, Climate Change and Water      Yes     No

N5 If yes, have you got this consent?      Yes     No

N6 If yes, please provide consent number. \_\_\_\_\_

## Part 3 Water supply works approval

## Section O

### Pump(s) – surface water only

(If you are seeking approval for more than one of these works, please photocopy this page, complete it and attach it to this application. Mark each work on a copy of the topographical map, aerial photo and/or farm plan. Please tick appropriate boxes)

I wish to apply for

- O1  A new water supply work approval      O2  An amended water supply works approval specifying a changed or new water supply work (ie to amend or change the details of an existing water supply works approval)

If you ticked the second box (O2) please complete the following questions O3 and O4.

O3 Existing approval number to be amended. \_\_\_\_\_

O4 Briefly describe the changes you wish to make (eg. change in the size of pump, location, etc).

\_\_\_\_\_  
\_\_\_\_\_

- O5 Do you have a current and relevant water access licence? Yes  No
- O6 If yes, what is the number of the water access licence/s to be associated with this application? \_\_\_\_\_
- O7 If no when do you intend to secure a water access licence? \_\_\_\_\_

**Location of works**

- O8 Lot number \_\_\_\_\_ DP number \_\_\_\_\_ County \_\_\_\_\_ Parish \_\_\_\_\_
- O9 River \_\_\_\_\_
- O10 Type \_\_\_\_\_ Size \_\_\_\_\_ (mm) Capacity \_\_\_\_\_ (litres/sec)

Description \_\_\_\_\_  
(e.g. centrifugal)

- O11 Do you intend to excavate to install your pump? Yes  No
- O12 Do you intend to clear any native vegetation to construct the works? Yes  No
- O13 If yes, area of ground to be cleared \_\_\_\_\_ (m<sup>2</sup>)

**Section P**

**Channel(s) for diverting or conveying water, regulator(s) or pipes**

*(If you are seeking approval for more than one of these works, photocopy this page and attach the completed extra page(s). Mark each work on a copy of the topographical map, aerial photo and/or farm plan of A3 or A4 size. Please tick appropriate boxes)*

I wish to apply for

- P1  A new water supply work approval
- P2  An amended water supply works approval specifying a changed or new water supply work (ie to amend or change the details of an existing water supply works approval)

If you ticked the second box (P2), please complete the following questions P3 and P4.

- P3 Existing approval number to be amended. \_\_\_\_\_
- P4 Briefly describe the change(s) you wish to make. \_\_\_\_\_

- P5 Do you have a current and relevant water access licence? Yes  No
- P6 If yes, what is the number of the licence/s that is/are to be associated with this application? \_\_\_\_\_
- P7 If no, when do you intend to secure a water access licence? \_\_\_\_\_

- P8 Type of Work  Channel  Regulator  Pipe  Other \_\_\_\_\_

**Location of the work**

- P9 Lot number \_\_\_\_\_ DP number \_\_\_\_\_ County \_\_\_\_\_ Parish \_\_\_\_\_
- P10 Name of nearest river \_\_\_\_\_ Distance from nearest river \_\_\_\_\_ (m or km)

- P11 **Size and dimensions of the work**
- Length \_\_\_\_\_ (m or km)
- Depth (average) \_\_\_\_\_ (m)
- Width (average) \_\_\_\_\_ (m)
- Height above surrounding ground level \_\_\_\_\_ (m)
- If a pipe, diameter of pipe \_\_\_\_\_ (m)

- P12 Do you intend to clear any native vegetation to construct the works? Yes  No
- P13 If yes, area of ground to be cleared \_\_\_\_\_ (m<sup>2</sup>)

**Groundwater works**

(If you are seeking approval for more than one of these works, please photocopy this page and attach the completed extra page(s). Mark each work on a copy of the topographical map, aerial photo and/or farm plan of A3 or A4 size. Please tick appropriate boxes)

I wish to apply for

- Q1  A new water supply work approval      Q2  A amended water supply works approval specifying a changed or new water supply work (ie to amend or change the details of an existing water supply works approval)

If you ticked the second box (Q2), please complete the following questions Q3 and Q4.

- Q3 Existing approval number to be amended. \_\_\_\_\_
- Q4 Briefly describe the change(s) you wish to make. \_\_\_\_\_

Q5 Is the work existing or proposed? \_\_\_\_\_

Q6 Do you have a current and relevant water access licence?    Yes     No

Q7 What is the number of the licence/s to be associated with this application? \_\_\_\_\_

Q8 Type of Work

Bore     Well     Excavation     Spearpoint     Test Bore     Artesian Well

Q9 Purpose of Work \_\_\_\_\_

Q10 Lot number \_\_\_\_\_ DP number \_\_\_\_\_ County \_\_\_\_\_ Parish \_\_\_\_\_

Q11 Will the proposed works be within 40m of a creek, stream, river, lake, wetland, swamp, marsh or the coast line?    Yes     No

Q12 If Yes, what is the name of this water body \_\_\_\_\_

Q13 Distance of proposed work from this water body \_\_\_\_\_ (m)

Q14 Distance from property boundary \_\_\_\_\_ (m or Km)

Q15 Proposed depth of bore \_\_\_\_\_ (m)

Q16 Are the proposed works within 100m of any septic, sewerage, stormwater or other waste water storage or conveyancing works, or any other waste repository (such as a landfill, dump, burial area), or known site of contamination (such as a sheep or cattle dip site, or petrol station) that has or may have the potential to contaminate the groundwater into which the bore will be constructed? (If yes, indicate type and distance in each case.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Q17 Do you intend to clear and native vegetation to construct the works?    Yes     No

Q18 If yes, area of ground to be cleared \_\_\_\_\_ (m<sup>2</sup>)

Q19 Will your proposed work impact on an area of known Aboriginal cultural significance?    Yes     No

Q20 Are you in an underground mining area?    Yes     No

Q21 Please supply details of proposed bore driller.

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**Section R**

**Storage works – off-river and runoff harvesting storages only  
(eg. on-farm dams, turkey’s nest dams)**

*(If you are seeking approval for more than one of these works, photocopy this page and attach the completed extra page(s). Mark each work on a copy of the topographical map, aerial photo and/or farm plan of A3 or A4 size. Please tick appropriate boxes)*

I wish to apply for

R1  A new water supply work approval

R2  A replacement water supply works approval specifying a changed or new water supply work (ie to amend or change the details of an existing water supply works approval)

If you ticked the second box (R2) please complete the following questions R3 and R4.

R3 Existing approval number to be replaced. \_\_\_\_\_

R4 Briefly describe the change/s you wish to make.

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R5 Is the work existing or proposed? \_\_\_\_\_

R6 Do you have a current and relevant water access licence? Yes  No

R7 If yes, what is the number of the licence/s to be associated with this application? \_\_\_\_\_

R8 If no, when do you intend to secure a water access licence? \_\_\_\_\_

R9 Type of work \_\_\_\_\_ R10 Purpose \_\_\_\_\_

Location of the work

R11 Lot number \_\_\_\_\_ DP number \_\_\_\_\_ County \_\_\_\_\_ Parish \_\_\_\_\_

R12 Is the work proposed to be on a floodplain? Yes  No

If Yes, you may be required to lodge a separate application under the *Water Act 1912*.

R13 Size and dimensions of the work

Length \_\_\_\_\_ (m or km)

Depth (average) \_\_\_\_\_ (m)

Width (average) \_\_\_\_\_ (m)

Height above surrounding ground level \_\_\_\_\_ (m)

Proposed capacity \_\_\_\_\_ (ml)

R14 Do you intend to clear and native vegetation to construct the works? Yes  No

R15 If yes, area of ground to be cleared \_\_\_\_\_ (m<sup>2</sup>)



## Storage works – in-river storage only (eg. weirs)

Note that most water sharing plans prohibit in-river dams. Check the guide for your area.

*(If you are seeking approval for more than one of these works, please photocopy this page and attach the completed extra page(s). Mark each work on a copy of the topographical map, aerial photo and/or farm plan of A3 or A4 size. Please tick appropriate boxes)*

I wish to apply for

- S1  A new water supply work approval      S2  A replacement water supply works approval specifying a changed or new water supply work (ie to amend or change the details of an existing water supply works approval)

If you ticked the second box (S2), please complete the following questions S3 and S4.

S3 Existing approval number to be replaced. \_\_\_\_\_

S4 Briefly describe the changes you wish to make.

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S5 Is the work existing or proposed? \_\_\_\_\_

S6 Do you have a current and relevant water access licence?      Yes       No

S7 If yes, what is the number of the licence/s to be associated with this application? \_\_\_\_\_

S8 If no when do you intend to secure a water access licence? \_\_\_\_\_

S9 Type of work \_\_\_\_\_ S10 Purpose \_\_\_\_\_  
(see list of works at the end of the Guide)

Location of the work

S11 Lot number \_\_\_\_\_ DP number \_\_\_\_\_ County \_\_\_\_\_ Parish \_\_\_\_\_

S12 Is the work proposed to be on a floodplain?      Yes       No

If Yes, you may be required to lodge a separate application under the *Water Act 1912*.

S13 Size and dimensions of the work

Length \_\_\_\_\_ (m or km)

Depth (average) \_\_\_\_\_ (m)

Width (average) \_\_\_\_\_ (m)

Height above surrounding ground level \_\_\_\_\_ (m)

Proposed capacity \_\_\_\_\_ (ML)

S14 Do you intend to clear and native vegetation to construct the works?      Yes       No

S15 If yes, area of ground to be cleared \_\_\_\_\_ (m<sup>2</sup>)

## Part 4 Declaration of approval holder(s)

(attach/ photocopy extra page if more than 2 holders)

### Section T

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:

T1 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

For approvals held by companies:

T2 Name of company \_\_\_\_\_ Position held \_\_\_\_\_

T3 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

of company representative

*Witnessed by*

T4 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that it is an offence to provide misleading or incorrect information. This approval (should it be granted) may be cancelled or suspended if you are convicted of an offence under the *Water Management Act 2000*.

Submit your completed form to your local NOW office. Enclose a cheque or money order for the application fee.

**Privacy Note:** The personal information you provide in this form will be treated in accordance with the *Privacy and Personal Information Protection Act 1998*, under which you have rights of access and correction. Your personal information will be used for assessing and processing your application and may be disclosed to public authorities and other parties as required.

NB The *Water Management Act 2000* requires that some details of your application appear in a public application register. Should your application be approved, details of the approval will also appear in a public approval register.

# Guide to the application for water supply works approval, and/or water use approval

## Application for Minister's consent under section 92 of the *Water Management Act 2000*

### Introduction

This guide is provided to assist you in completing the *Application for approval for water supply works, and/or water use*. This form must be completed in order to obtain a water use or water supply works approval under section 92 of the *Water Management Act 2000* (WMA) or to apply to change or remove a condition of an existing water use or water supply works approval.

A water supply works approval allows you to install and operate a particular pump, bore or other water management work at a particular location. A water use approval allows you to use water for a particular purpose at a particular location (fill out this form only if you want approval to use water for irrigation or town water supply). It is important to note that water use or water supply works approvals do not allow you to take water without a water access licence (WAL).

If you want to apply for approval for water supply works and water use on different properties, you will need to make separate applications.

You should also refer to information on *Dealings in water and Applying for a new water access licence* on the NOW website which provides more information on water dealings.

### About these guidelines

The Application for approval for water supply works, and/or water use has several parts (relating to the type of approval sought) and sections, which are divided into a series of questions. The questions are identified by a number on the left hand side of the page, for example, B4, which is question 4 in section B. This guide provides detailed explanations of each section and question to help you fill in the application form. We recommend you read this carefully before completing the application form. However, if you require further assistance, please contact your local NOW office.

### General Instructions

To make sure that your application is processed efficiently, please note these general instructions:

- use BLOCK letters as they are easier to read;
- if there is not enough space on the form for all your information complete the answer on a separate sheet of paper and attach it to application form (remember to include this page when numbering your pages);
- ensure that you fully complete the form as all the information is necessary to verify and process your application – it may be rejected if all the information is not available for the assessment; and
- include the appropriate fee with your application – your local NOW office will be able to advise you on the current fee.

### Section A: Applicant details

These are the details of either the applicant(s) that will appear on your approval.

- A1-4. The name can be a person's name or the name of a legal entity, such as a corporation, that is either the owner or legal occupier of the land to which the application relates. The application for an approval must be by an individual (or individuals), a company, body corporate or public authority, but not a partnership or joint venture. If the approval is to be registered under the names of more than one person, provide the names in the spaces provided, or if more than two owners, provide the additional names on a separate sheet of paper and attach it to application form.
- A5: Insert your Australian Company Number (ACN) if it is a company application. Note that an ABN (Australian Business Number) is not permitted.
- A6: Insert the position of the person who will represent the company as the holder the approval, should it be granted.
- A7-11: Insert the usual address of the applicant. If a corporation is applying, you should fill

in the details of the contact person to whom all correspondence will be sent.

A16-23: More than one person can hold one approval. This form makes provision for 2 applicants. If there are more than 2 applicants, please attach additional pages.

A24: This is the total number of applicants to be listed on the approval and includes applicants listed on any additional pages.

## Section B: Applicant's (or agent's) contact details

These are 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 C: Land ownership

If you are applying for a water use or a water supply works approval where you are the owner of part of the land and the lawful occupier of the remainder then you will need to tick more than one of these boxes.

C1 An **owner of land** is any person with freehold title to land.

C2: To permit you to carry out the activities to be authorised by the approval, the term **lawful occupation** includes:

- a) an easement;
- b) a power arising under legislation; or,
- c) an agreement or other legally binding permission with the owner (eg. a lease, a permissive occupancy or enclosure permit)

The agreement may be a specific authorisation or an appropriate clause in a general authority such as a lease. You must attach a copy of the relevant documentation, which includes:

- a) a letter from the owner authorising your occupation of the land to which the approval would apply;
- b) evidence of an easement, a power arising under legislation or an agreement or other legally binding permission with the owner (eg. lease, a permissive occupancy or enclosure permit).

C3 Other – This could be if you are applying as a major utility, irrigation corporation, private irrigation board, private drainage board or private water trust, or as permissive occupancy. All owners of the land or lawful occupiers, or their legal representative, must sign this application form.

## Section D: Other approvals

D1-D3: If your proposal has been granted consent from your local council, please provide the consent number in D3.

D4-D6: You may require a separate approval or a property vegetation plan under the *Native Vegetation Act 2003* if your proposal is for water use and involves clearing. If native vegetation clearing consent has also been granted, please provide the consent number. You do not need to fill in D4–D6 if your proposal only involves works.

## Section E: Maps

A photocopy of a topographic map with hand-drawn property boundaries and features is acceptable.

## Section F: Pre-application discussion

For complex proposals, we recommend that you have a pre-application discussion with a PUY officer where you discuss the proposed activity, any likely impacts of the proposed activity, the application process, and what information you will be required to provide to PUY. A pre-application discussion could be carried out over the telephone.

Pre-application discussions can save you time by preventing delays in information gathering. To arrange for a pre-application discussion, ring your local PUY office.

## Section H: Purpose

H1: You should only fill out Part 2 if you want approval to use water for irrigation or town water supply. If you have any other purpose, contact your local office for advice.

H3-H5: It is not necessary to hold a water access licence in order to apply for a water use approval. However, it is recommended that you check with PUY about water availability before making an application if you are in doubt.

## Part 2: Water Use Approval

If you are applying for a **Water Use Approval only**, fill in Part 2, leave Part 3 blank and go on to Part 4.

## Section I: Location of water use

I1-I7: Provide the location of the water use approval and the river location to allow references to relevant planning policies that apply to the area. If the proposal will be located on more than one property, please mark them all clearly on a map and provide property details such as lot number etc. for each.

## Section K: Information maps

Attach maps to the application.

## Section L: Soils

L1-L4: For complex or potentially high impact proposals, you may be required to provide a soil survey to PUY. If you are in doubt, contact your local office.  
www.nsw.gov.au

## Section N: Drainage management

N4-N6: Some activities such as applying pesticides also require consent from the Department of Environment and Conservation.

### Part 3: Water Supply Works

#### Sections O to S: Water supply works approval

If you are applying for a **Water Supply Works Approval only**, fill in the relevant sections O to S then go to the end of the form (Part 4) and sign the declaration.

If you are applying for approval for multiple works, you only need to fill in the relevant section for each individual work.

If you are applying for more than one work of the same category (eg. Groundwater works), you will need additional copies of the relevant section of the application. These copies should be attached to the application before it is submitted to NOW.

An Aboriginal Heritage Information Management System report and a Threatened Species Assessment report will be completed internally by NOW and the Department of Environment, Climate Change and Water as a part of your application.

Depending on the size of your proposal and its potential impacts, you may also be required to provide:

- a Species Impact Statement (if your proposal has potential impacts on threatened species under the *Threatened Species Conservation Act 1995*);
- a surveyed plan showing the proposed layout, dimensions and construction details of the work/s; or
- any other additional information about your proposal as required by NOW.

If your proposed activity is a **water supply work** and it involves clearing of native vegetation, you do not have to get separate approval under the *Native Vegetation Act 2003*. You may, however, require a separate approval or a property vegetation plan under the *Native Vegetation Act 2003* if your proposed activity is water use and it involves clearing at the proposed site of the water use.

In some of the sections below, there are questions relating to rivers. 'River' is defined in the *Water Management Act 2000* to include:

- a) any water source, whether perennial or intermittent and whether comprising a natural channel or a natural channel artificially improved, and
- b) any tributary, branch or other water course into or from which a water course referred to in paragraph (a) flows, and
- c) anything declared by the regulations to be a river.

For the practical purposes of this application, NOW defines 'river' as any blue line on the largest topographical map of that area (ie. at least 1:25,000).

#### Section O: Pumps(s) – surface water only

- O5-O7: It is not necessary to hold a water access licence in order to apply for a works approval. However, it is recommended that you check with NOW about water availability before making an application if you are in doubt.
- O8: If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as lot number etc. for each.
- O12 For type of work, see list of works at the end of this guide.

#### Section P: Channel(s)

- P5-P7: It is not necessary to hold a water access licence in order to apply for a works approval. However, it is recommended that you check with NOW about water availability before making an application if you are in doubt.
- P8: See list of works at the end of this guide.
- P9: If the proposal will be located on more than one property, or there is more than one work, please mark them all clearly on a map and provide property details such as lot number etc. for each.

#### Section Q: Extraction works – groundwater only

- Q8: See list of works at the end of this guide.
- Q10: If the proposal involves more than one work and/or more than one property, please mark them all clearly on a map and provide property details such as lot number etc. for each.
- Q11-13: NOW needs to check that your proposed work will not extract from a river, damage a wetland, interfere with a neighbour's bore or extract contaminated groundwater.
- Q21: The proposed work must be carried out by a licensed bore driller. Contact NOW to check whether a driller is licensed if you are in doubt.

#### Section R: Storage works – off river

- R6-R8: It is not necessary to hold a water access licence in order to apply for a works approval. However, it is recommended that you check with NOW about water availability before making an application if you are in doubt.
- R7: See list of works at the end of this guide.
- R11: If the proposal will be located on more than one property, or there are more than one work, please mark them all clearly on a map and

provide property details such as lot number etc. for each.

- R12: If the proposed work is to be on a floodplain, it may cause the redistribution of flood flows, which may have adverse environmental impacts and adversely affect surrounding landholders. NOW is required to assess these aspects and may require you to redesign your proposal to mitigate any potential impacts and a separate application may be required under the *Water Act 1912*.
- R13: Refer to information on farm dams for a method of calculating storage capacity at [www.water.nsw.gov.au/Water-licensing/Basic-water-rights/Harvesting-runoff/Harvesting-runoff/default.aspx](http://www.water.nsw.gov.au/Water-licensing/Basic-water-rights/Harvesting-runoff/Harvesting-runoff/default.aspx)

### Section S: Storage works – in river

- S6-S8: It is not necessary to hold a water access licence in order to apply for a works approval. However, it is recommended that you check with NOW about water availability before making an application if you are in doubt.
- S7: See list of works at the end of this guide.
- S12: If the proposed work is to be on a floodplain, it may cause the redistribution of flood flows, which may have adverse environmental impacts and adversely affect surrounding landholders. NOW is required to assess these aspects and may require you to redesign your proposal to mitigate any potential impacts and a separate application may be required under the *Water Act 1912*.
- S13: Refer to information on farm dams for a method of calculating storage capacity at [www.water.nsw.gov.au/Water-licensing/Basic-water-rights/Harvesting-runoff/Harvesting-runoff/default.aspx](http://www.water.nsw.gov.au/Water-licensing/Basic-water-rights/Harvesting-runoff/Harvesting-runoff/default.aspx)  
NOW may refer the application to NSW Fisheries, who may require a separate approval.

### Section T: Declaration

Please ensure you understand your legal obligations before signing this document. If you require assistance, please ring your local NOW office.

- T1: Each of the approval applicants must fill in their name, followed by a signature and the date of signing.
- T2: If the applicant is a company, insert the name of the company and the title or position of the company's signatory/representative.
- T3: Insert the name of the company signatory/representative.
- T4: An independent witness is required to sign this section in order to verify that the position stated in T2, above, is the position held by the signatory in T3.

### Submitting your application

Submit your completed form to your local office of the Department Natural Resources enclosing your cheque or postal order.

If the application is complete and correct it will be registered on NOW's database and the fee processed. You will receive an acknowledgment letter providing an application reference number and a receipt for the fee. The application will be delayed if it is incomplete or incorrect. NOW will notify you of this. NOW may also notify you if further information is required. If this information is not received within the specified time, NOW will reject the application and return it with an explanation and the fee will be refunded.

### For more information

Contact the water licensing officer at your local NSW Office of Water (contact details are available on the website) or

free call: 1800 353 104

email: [information@water.nsw.gov.au](mailto:information@water.nsw.gov.au)

web: [www.water.nsw.gov.au](http://www.water.nsw.gov.au)

## List of works

In each of sections E to L, the application requires the 'Type of work' to be entered. Select from the 'type of work' listed under each of the work categories.

Type of work	Specific type	
Diversion work – pump	Axial flow	Centrifugal
	Mixed Flow	Force
	Piston	Mono
	Submersible	Pumping Plant
	Pumping Station	Stand by pump
	Helical rotor	Windmill
	Hydraulic ram	Spearpoints
Diversion work – other	Cutting	Channel
	Regulator	Water race
Extraction works – groundwater	Bore	Spearpoints
	Well	Excavation
	Artesian bore	Collector system
Conveying works	Channel – above ground	Channel – below ground
	Pipeline	
Storage Works – off river	Bywash dam	Bywash dam and cutting
	Earthen dam and pipe spillway	Recirculation storages
	Groundwater storages (eg. tank, dam)	
Storage works – in river	Block dam	Block dam and diversion pipe
	Block dam and regulator	Block dam with training walls
	Earth fill dam/ spillway/ radial gate and emergency spillway	Earthen dam and pipe spillway
	Overshot dam	Overshot dam and diversion pipe barrage
	Bywash dam	Bywash dam and cutting
	Block dam with bywash	Weir
Storage – runoff harvesting	Bywash dam	Block dam with training walls
	Excavated tank	