

Application for a new or amended approval for a water supply work



This guide will assist you in completing an application for a new or amended approval for a water supply work to take groundwater under a domestic and stock right.

Complete the application form to apply for approval to construct a bore, well, spear point, excavation, artesian bore or collector system to take groundwater for domestic and stock purposes under a basic landholder right of the *Water Management Act 2000*.

You can also use this form to amend an existing approval for a water supply work to take groundwater under a domestic and stock right.

All landholders across NSW wanting to construct a bore to take water under a domestic and stock right must obtain a water supply work approval before constructing a bore.

When taking water under your basic landholder right (eg. for domestic and stock purposes) you do not need a water use approval. The [understanding domestic and stock rights fact sheet](#) assists landowners or occupiers to understand domestic and stock rights

Landholders must engage a driller with a NSW driller's licence of the correct class to construct the bore. Drillers must sight either the landholder's current work approval or bore licence before drilling a bore and must comply with any relevant conditions. Your Statement of Approval must be provided to the Driller.

After the bore has been constructed, the driller must submit a Bore Construction Report (BCR) into the Drillers Portal at driller.watersw.com.au.

The application form has several sections, in each section are questions which are 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 references in the application form.

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

WaterNSW may contact you to request further information in relation to your application.

How to complete the application form

You can complete the [application form](#) digitally and print the completed form to be signed by each applicant. You can also print the application form and fill it out by hand in capital letters with a black/blue pen.

The completed application form must be signed by all applicants.

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How to pay application fees

Information on fees are available on our website at waternsw.com.au/applications. You can select to pay by credit card on the form – WaterNSW will contact you for credit card details. You can also pay the application fee by enclosing a cheque or money order made out to WaterNSW when posting the hard copy application form.

Application fees are exempt from GST.

How to submit the completed and signed application form

This completed application form can be posted to WaterNSW PO box 398, Parramatta, NSW 2124 or scanned and emailed to Customer.Helpdesk@waternsw.com.au

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.

A1-5: 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.

A6-7: Insert the Australian Company Number (ACN) if the application is by a company or Australian Business Number (ABN) if there is no ACN

A8: Insert the position of the person/s who 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.

A9-12: Insert the postal 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.

There can be more than one holder of an approval. The form makes provision for four applicants to apply. If there are more than four applicants photocopy/print multiple copies of the blank Section A, complete it and attach it to the form.

Section B: Authorised contact person

B1-11: Insert the name and contact details of the authorised contact person. This will assist WaterNSW if it needs to contact someone to discuss the details of the application. If this section has not been completed, we will assume the first applicant on the form is the authorised contact person and contact that person, if necessary, prior to the determination of the application.

Section C/D: Property details (where work is /will be located)

You need to complete section C if the address of the property where the proposed water supply work will be located is different from the postal address in Section A.

You must complete Section D, co-ordinates can be generated using the [Property Mapping Tool](#) – outlined in Section J.

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Section E: Ownership of land where work is /will be located

In this section, 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.

Section F: Purpose of water use

You must specify how you intend to use the groundwater taken by the proposed work, ie for domestic consumption, stock watering or both. You must sign to agree to conditions that may affect any future application to convert a basic landholder rights bore to another class of bore.

Section G: Work for taking groundwater

G1 -2: Specify if this is an application for a new approval for a water supply work or to amend an existing approval for a water supply work.

G5: If you ticked G1, you need to indicate if the bore is a replacement for an existing bore.

G7: For the purpose of this application, an excavation is a minor work constructed for the purpose of taking groundwater under a domestic and stock right. If you propose to construct an excavation for a different purpose then you will need to apply for a different type of approval. For information on constructing an excavation for the purpose of taking groundwater under a domestic and stock right, contact our Customer Service Centre on [1300 662 077](tel:1300662077).

G9-10: Indicate the proposed depth of the bore and maximum pumping rate in litres/second. Provide the maximum pumping rate of the proposed work for taking groundwater, even if you do not plan to operate the work at its maximum rate.

G12 -13: Indicate if the proposed work is an excavation within 40 m of a watercourse, as you may need to apply for a controlled activity approval.

Section H: Environmental considerations

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

Section I: Septic System / Other Onsite Sewage System

Some water sharing plans specify that you must not locate a work for taking groundwater within 250 metres of any site where there may be possible contamination of the groundwater source. If you propose to construct the work/s near a contaminated site, the risk to the groundwater source and the risk to human health must be minimised.

Please note: applications within 250M of septic systems, other on-site sewage disposal systems or potential sites of contamination (subject to other circumstances), may need to be referred to the Department of Planning Industry and Environment - Water for a hydrogeological assessment, and time delays may be experienced. WaterNSW will reject any application for proposed work/s within 50m of a septic system, and applications for proposed work/s within 50m - 250M of a septic system will take additional time to assess. Read this [FAQs on Drilling a Bore](#) for more information.

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Section J: Maps and plans

A map is mandatory with all applications. You can produce a map digitally by using the property mapping tool at waternsw.com.au/stockanddomestic

You can also attach a topographic map, aerial photo or farm plan but you must be able to indicate:

- Location of property and property boundary (identifiable from a landmark and with North arrow and coordinates included).
- Location of habitat or vegetation that needs to be cleared or disturbed.
- Location of all existing works as well as the work/s proposed in this application.
- Location of existing septic system(s) or proposed future dwelling and septic location.
- Existing septic system(s) on neighboring properties (location and type of system) and approximate distance from your proposed work site. If this information is not available, it will be assumed that the distance to the septic system is the distance to the neighboring residence.

Section K: Declaration of applicant/s

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.

Section L & M: Privacy Statement and Offences under the WMA

It is your responsibility to understand the steps WaterNSW follows to comply with its obligations under the WaterNSW Privacy Policy which can be found at waternsw.com.au/privacy

It is an offence under Clause 344 of the *Water Management Act 2000* to provide false or misleading information with any application.

More information

If you have any questions, please contact one of our friendly Customer Service Centre on 1300 662 077 or email Customer.Helpdesk@waternsw.com.au