

Application for a new flood work approval

Use this application form to apply for a new or amended approval to construct and use a specified flood work at a specified location under Section 91D of the *Water Management Act 2000*. Please refer to the [guide](#) for further information.

Before commencing any work, we recommend you view the [Flood work exemptions factsheet](#) or contact WaterNSW to determine if your proposed flood work is exempt or prohibited work. If you intend to take water you must use a different form to apply for a water supply work approval, visit waternsw.com.au/approvals for further information. Please note WaterNSW may contact you for further information in relation to this application.

What you need to do

Before filling in this form, applicants are advised to read the [guide](#) for an "Application for a new flood work approval", which has step-by-step instructions on each section.

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.

Submit your application form

- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- email a scanned copy to **Customer.Helpdesk@waternsw.com.au**

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

Application fee

You can pay the application fee by credit card, cheque or money order.

If paying by credit card, please do not provide your credit card details in writing to WaterNSW. Once the application is submitted, we will contact you to process payment over the phone for all credit card payments.

Cheques and money orders to be made payable to WaterNSW and posted to the above address.

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.



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit waternsw.com.au/licensing

Checklist

Please ensure that the following items have been addressed in the respective sections of your flood work application form:

<p>Section A: Applicant details</p> <ul style="list-style-type: none"><input type="checkbox"/> All details of listed owners on land title certificate provided; or<input type="checkbox"/> All details of lawful occupiers of the land provided.<input type="checkbox"/> Multiple copies of applicant details page attached to application (if required)
<p>Section B: Person to contact prior to determination of this application</p> <ul style="list-style-type: none"><input type="checkbox"/> All details for person to contact prior to determination provided.
<p>Section C: Ownership of land where flood work is/will be located. *One box must be ticked in relation to the applicant</p> <ul style="list-style-type: none"><input type="checkbox"/> Owner of the land on which the work is to be located<input type="checkbox"/> Lawful occupier of the land on which the work is to be located.
<p>Section D: Pre-application discussion</p> <ul style="list-style-type: none"><input type="checkbox"/> Details of pre-application discussion with WaterNSW provided.
<p>Section E: Does other legislation apply?</p> <ul style="list-style-type: none"><input type="checkbox"/> Notice of Determination from Council provided (if required).
<p>Section F: Flood work</p> <ul style="list-style-type: none"><input type="checkbox"/> New/existing worktable completed.
<p>Section G: Environmental issues</p> <ul style="list-style-type: none"><input type="checkbox"/> All environmental questions have been answered.
<p>Section H: Maps, plans and reports</p> <ul style="list-style-type: none"><input type="checkbox"/> Attach a detailed plan of the work/s showing the height of the full length above surrounding ground level.<input type="checkbox"/> Topographic map of each property attached.<input type="checkbox"/> Location of property labelled.<input type="checkbox"/> Location of all existing works labelled.<input type="checkbox"/> Rivers and wetlands labelled.
<p>Section I: Information required for assessment of application</p> <ul style="list-style-type: none"><input type="checkbox"/> 'Likely Impacts' assessment provided (if required).<input type="checkbox"/> Hydraulic modelling report provided (if required).
<p>Section J: Declaration of applicant/s</p> <ul style="list-style-type: none"><input type="checkbox"/> All applicants have signed this section.<input type="checkbox"/> Photocopied and completed Section A to I if there are more than 4 applicants.

Section A: Applicant details

Applicant

A1 Title (Mr, Mrs, Ms)		A2 Surname	
A3 Given name(s)			
A4 Company/corporation name (if applicable)			
A5 ACN (if applicable)		A6 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A7 Position held (if applicable)			
A8 Name of company representative (if applicable)			
A9 Postal address			
A10 Suburb		A11 State	A12 Postcode
A13 Phone		A14 Mobile phone	
A15 Email			

Additional applicant (if applicable)

A16 Title (Mr, Mrs, Ms)		A17 Surname	
A18 Given name(s)			
A19 Company/corporation name (if applicable)			
A20 ACN (if applicable)		A21 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A22 Position held (if applicable)			
A23 Name of company representative (if applicable)			
A24 Postal address			
A25 Suburb		A26 State	A27 Postcode
A28 Phone		A29 Mobile phone	
A30 Email			

Additional applicant (if applicable)

A31 Title (Mr, Mrs, Ms)		A32 Surname	
A33 Given name(s)			
A34 Company/corporation name (if applicable)			
A35 ACN (if applicable)		A36 ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
A37 Position held (if applicable)			
A38 Name of company representative (if applicable)			
A39 Postal address			
A40 Suburb		A41 State	A42 Postcode
A43 Phone		A44 Mobile phone	
A45 Email			

Additional applicant (if applicable)

A46 Title (Mr, Mrs, Ms)		A47 Surname	
A48 Given name(s)			
A49 Postal address			
A50 Suburb		A51 State	A52 Postcode
A53 Phone		A54 Mobile phone	
A55 Email			
A56 If more than two applicants, specify total number of applicants and please provide these details on an additional page and attach it to this form.			

If there are more than four approval holders, photocopy/print multiple copies of this page.

B65 Have extra copies of this page been attached? <input type="checkbox"/> No <input type="checkbox"/> Yes - Specify number

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. If this section is not completed WaterNSW will assume the first applicant listed is the application contact.

Listing a contact assists WaterNSW in processing your application. We may need to contact the application contact to discuss the details of the application or request additional information. A delay in responding may result in your application being delayed or refused. Information provided by the application contact will be relied upon by WaterNSW in considering this application. Changes to any details must be submitted in writing, signed and dated by all applicants.

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Address		
B5 Suburb	B6 State	B7 Postcode
B8 Phone	B9 Mobile phone	
B10 Email		
B11 <input type="checkbox"/> I am authorised to be the single contact on behalf of all Applicants.		

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

Tick the appropriate boxes* – relates to applicants listed in Section A. Is your application made as the:

C1 <input type="checkbox"/> Owner of the land on which the work is to be located.
C2 <input type="checkbox"/> Lawful occupier of the land on which the work is to be located.

* Both can be ticked

Section D: Pre-application discussion

It is recommended you discuss your application with WaterNSW. Tick the appropriate box.

D1 Have you had a pre-application discussion with WaterNSW? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please complete the following:		
D2 Date	D3 Officer name	D4 Office location

Section E: Development consent

Tick the appropriate boxes.

E1 Does your proposal require development consent from your local council? If no, go to Section F	<input type="checkbox"/> Yes <input type="checkbox"/> No
E2 Has development consent been granted? If yes, provide a copy of the Notice of Determination from council.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section F: Flood work

Amended approval applications must complete sections F2-F4 before continuing to the 'New/existing works' table. New approvals can skip to the 'New/existing works' table after completing F1.

F1 Is this application for a new or amended approval? New approval Amended approval

F2 What is the approval number to be amended?

F3 Are you applying to subdivide or consolidate an approval? Yes No

F4 Provide subdivision or consolidation details:

F5 New or existing works table

Lot	DP	Type of work	Height above ground	New/existing work? (if existing list date of construction)

Section G: Environmental issues

Please specify Information to assess likely impact on threatened species, populations, or ecological communities by completing the following questions:

G1 Do you intend to clear or disturb any native vegetation to construct the work/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G2 Does your proposal require consent to clear native vegetation (Including grassland)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G3 If yes, has consent been granted to clear native vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G4 If yes, provide the consent number:	

Section H: Maps, plans and reports

- Attach a topographic map, aerial photo and/or a farm plan of A3 or A4 size for each property that the work is located on, or one that shows all relevant properties. Clearly label the following information, if applicable:
 - *location of property (with North arrow included)*
 - *property boundary*
 - *location of all existing works and location of proposed works. Include pumps, diversion works, flood protection works, bores, storages, channels etc.*
 - *rivers and wetlands (including dry riverbeds and temporary wetlands)*
- Attach a detailed plan of the work/s showing the height of the full length of the work/s above surrounding ground level
- You may be asked to provide georeferenced shapefiles for the location of the works
- You may be asked to provide a detailed survey plan using Australian Height Datum (AHD) showing reduced levels relevant to the new/existing work/s.

Section I: Information required for assessment of application

You may be requested to provide one or more of the following with the application:

1. An assessment of likely impacts. See the guide for further information.
2. A hydraulic modelling report. See the guide for further information.

For further information contact WaterNSW on [1300 662 077](tel:1300662077). Pre-application meetings can be booked online at waternsw.com.au/licensing or by completing the pre-application form and emailing to Customer.Helpdesk@waternsw.com.au

Section J: Declaration of applicants



- Each applicant should sign Section J.
- If it is not fully completed, WaterNSW will return the application to the applicant as an invalid application.
- Please refer to the accompanying [guide](#) to the Application for a New Flood Work Approval for further information.
- If there are multiple applicants, please ensure that you retain unsigned copies of the completed application form for your records.

I/We, the undersigned applicants, acknowledge and agree:

1. that I/we apply for a new approval for a flood work as described in this application;
2. that this application will be determined in accordance with the *Water Management Act 2000* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions;
3. that the application contact (where applicable) has my permission to act for and on my behalf in relation to any aspect of this application unless otherwise notified by us, and that WaterNSW will rely on information provided by the application contact in its consideration of this application;
4. that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State'), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law;
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information;
6. that I/we have read and understood the information contained in the WaterNSW privacy statement (below);
7. that WaterNSW may collect, use and disclose my personal information as outlined in the WaterNSW privacy statement (below) and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement;
8. that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State Owned Corporations from time to time;
9. that the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently;
10. that details about any approval arising out of this application will be recorded in the publicly available Register of Water Approvals pursuant to the *Water Management Act 2000*;
11. that if this application is incomplete, it will not be accepted; and that more information may be requested if it is considered that it would be relevant to the consideration of this application.

For applications made by individuals:

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

For applications made by a corporation:

Executed for and on behalf of the applicant in accordance with section 127 of the *Corporations Act 2001 (Cth)* (if a company) or by its duly authorised officer (for other types of corporations):

Name of corporation		
ACN (if applicable)	ABN (If you do not hold an ACN and are an organisation incorporated in NSW you must provide an ABN.)	
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date
Position of signatory (Tick the appropriate box)	<input type="checkbox"/> company director <input type="checkbox"/> duly authorised officer	<input type="checkbox"/> sole director <input type="checkbox"/> company secretary
Name of signatory	Signature	Date

Privacy statement

The personal information you provide on this form will be used and protected in accordance with WaterNSW Privacy policy. It is being collected by WaterNSW and will be used for purposes related to assessing and processing your application, or in connection with the operation of any approval granted, or for research-related purposes such as customer surveys. It may be used from time to time to contact you about services WaterNSW provides.

WaterNSW will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary. However, if you choose not to provide the requested information we will not be able to process your application. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Further information regarding privacy can be obtained from our website at waternsw.com.au

If an approval is granted, the *Water Management Act 2000* requires that various details relating to the approval are to be recorded in the Register of Water Approvals kept by the Minister. Information recorded in the register is publicly available.

Offences and penalties

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application.

A corporation found guilty of an offence against section 344 is liable to a penalty not exceeding \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An access licence or approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the licence or approval is convicted of an offence under that Act.

Need help?

If you need further assistance, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday from 8am to 5pm or email Customer.Helpdesk@waternsw.com.au