

# Completion report

## Construction dewatering



This fact sheet provides information about the [completion report](#) which is an essential aspect to finalise all dewatering work. For more information about dewatering, see the [dewatering information for councils and applicants fact sheet](#).

### Interim report

If an interim report is required during the dewatering process, the same information is to be included as the completion report.

To legally take water off a site, one or more approvals under the *Water Management Act 2000* (WMA) may be required. As part of any of these approvals, WaterNSW generally requires the submission of a completion report at the conclusion of the dewatering activity. The contents and requirements of are described below.

It is essential for all approval holders to be aware of the requirements of a completion report before dewatering starts, as data is required for the report which must be gathered at the commencement of works and during the dewatering activity. The completion report demonstrates that the work has been carried out within the conditions imposed by the approval/s.

### Why is a completion report required?

A completion report is a condition of the approval(s).

To grant an approval(s), WaterNSW must be satisfied that minimal harm will be incurred to the water source and its dependant ecosystems. This includes limiting the amount of water extracted. The completion report is required to support that decision, document the actual amount of water dewatered, and to demonstrate compliance with the approval(s) conditions.

WaterNSW requires the approval(s) to be surrendered after completing the dewatering activity.

**Occupancy certificate** - WaterNSW requires the completion report to be submitted to WaterNSW before the consent authority (usually council) can issue an occupancy certificate.

### How do I submit the completion report?

Providing a completion report is a condition of the approval and a copy of the completed form **must** be supplied **when or before you surrender the approval** to finalise the dewatering activity. You cannot surrender the approval without it.

A new format has been developed to make it easier to provide the required information. Download the [completion report](#) form from our website. You will need to keep detailed records of water take from the commencement of works and during the dewatering activity.

The new completion report requires the following details:

- Details of the approval held
- Duration & groundwater source
- Person taking water
- Activity description & location
- Water access licence number (if applicable)
- Summary of water taken
- Record of metered volumes – new format to record volumes
- Summary levels from monitoring bores
- Water testing

A meter must be used to measure volumes. Excel (electronic) copies of measurement data may also be required. All records of water take must be retained for 5 years.

### Completing a project under a Water Access Licence (WAL) Exemption

If the project is being completed under a Water Access Licence Exemption, please refer to the [exemption aquifer interference activities taking 3ML or less](#) and [exemption for excavation dewatering taking greater than 3ML](#), it is a requirement to record groundwater take. You will need to complete and submit a separate form for each authorised project and each groundwater source that you take water from every water year (1 July – 30 June,) that you take water. Use the [record of groundwater take form](#) to record water take.

### More information

If you wish to discuss your completion report, including the report requirements, please contact our Customer Service Centre on [1300 662 077](tel:1300662077) or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

#### Disclaimer:

*This fact sheet is provided for general information purposes only and may not cover the precise circumstances of your development. It is only relevant to the particular matters identified in this fact sheet. There may be other processes and relevant fact sheets that are also relevant to your development. Links to all fact sheets related to construction dewatering may be found on our website. This fact sheet is not legal advice and should not be relied upon as such. Interested persons should obtain their own advice. This fact sheet does not represent the views of any council or the Department of Planning and Environment or Natural Resources Access Regulator. This fact sheet represents an interim position and may be updated at any time. Please check the WaterNSW website for the current version. WaterNSW is not liable for consequences of actions taken in reliance of information provided or omitted from this document.*

### What cannot wait?

Some of the information required for the completion report needs to confirm that the amount of water take is consistent with:

- the maximum approved level, and/or
- the estimated amount in the documents supporting the approval (for example, the volume estimated in a dewatering management plan (DMP) which is often required by a dewatering approval(s)).

**If it emerges that the volume of groundwater take during dewatering will exceed the volume permitted under the approval, the approval holder must contact WaterNSW immediately! If this situation arises please call [1300 662 077](tel:1300662077).**

Note: no exemptions apply

### Our partnership with the Natural Resource Access Regulator (NRAR)

While WaterNSW manages the approval process for dewatering on construction projects, NRAR's role is to ensure effective, efficient, transparent and accountable compliance and enforcement measures for the natural resources' management legislation.

This includes the *Water Management Act 2000*, under which the approval(s) is granted.

If a completion report is not received in accordance with the approval, WaterNSW may refer the issue to NRAR.