

Request for flood work pre-application meeting

Before you submit your application for a flood work approval complete this form to have a pre-application meeting with a Water Regulation Officer.

To schedule the meeting, indicate your preferred date/s below and we will contact you to confirm. Alternatively, you can book a meeting online at waternsw.com.au/licensing by choosing the 'flood work' option and indicate you have done so below.

SECTION A – APPLICANT DETAILS

Title (Mr, Mrs, Ms)	
Full name/s	
Postal address	
Phone	Email
Property where work/s will be located	
I have booked a meeting online	Yes No
If yes, please indicate the date and meeting time you have booked below	
If no, please provide two preferred dates and times for your meeting	
<small>*Note meetings are scheduled for 30-minutes Monday to Friday, between 9am – 2pm. Available timeslots may vary between each WaterNSW office for more information please visit waternsw.com.au/licensing</small>	

SECTION B – INFORMATION REQUIREMENTS – PROVIDE IN ADVANCE

Please assist us to prepare for the meeting by providing the information requested below **at least seven days in advance**. If we cannot appropriately prepare for the meeting, rescheduling will be necessary.

We require a detailed plan of the work that includes:

- heights above ground level for all work (in metres to decimal places – e.g., 1.50m/0.30m etc.), or indicate if the work is entirely below ground
- clear symbology – provide a map showing location of the work. Note: If a mapping tool is required, please use the [WaterNSW mapping tool](#) and the [Guide](#) for further assistance
- lot/DP and lot boundaries.

Submit your completed form to Customer.Helpdesk@waternsw.com.au. A reply will be emailed to you informing you that your form has been received and forwarded to the relevant WaterNSW team member.

