

Application to amend a flood work approval

Use this application form to apply to amend an approval to construct and use a specified flood work at a specified location under Section 92 of the *Water Management Act 2000* (WM Act). To amend an approval for a flood work means changing the details of an existing flood work approval.

Your application may be assessed in the same way as an application for a new approval for a flood work.

In certain circumstances a flood work may be exempt from the requirement to hold a flood work approval. Refer to the guide for further information.



Before commencing any work it is recommended you contact our Water Regulation team to determine if your proposed flood work is an exempt or prohibited work.

Bookings can be made on our website at waternsw.com.au/licensing or via the [Request for a flood work pre-application meeting form](#).

If you intend to **take water** you must use a different form to apply for a water supply work approval.

If the work exists but there is no flood work approval you will need to use the [Application for a new flood work approval form](#).

For further information on floodplain harvesting, contact a [Water Regulation Officer at a local WaterNSW office](#). WaterNSW may contact you to request further information in relation to this application.

What you need to do

Complete the application form using the associated guide

Applicants are advised to read the [guide](#) to the Application to amend a flood work approval. The guide provides information to assist answering each question, paying application fees and submitting the application.

You can complete this form by typing directly into the PDF or by printing it out and filling it in by hand using a black/blue ink pen and BLOCK capitals. Ensure the completed application form is signed by all applicants.

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

Attach additional pages to the back of this form, if required.

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.

Section A: Applicant details

First 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 and a copy of your certificate of incorporation)		
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			

Second 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 and a copy of your certificate of incorporation)		
A22 Position held (if applicable)			
A23 Name of company representative (if applicable)			
A24 Suburb	A25 State	A26 Postcode	
A27 Phone	A28 Mobile phone		
A29 Email			
A30 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.			

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.

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Postal address		
B5 Suburb	B6 State	B7 Postcode
B8 Phone	B9 Mobile phone	
B10 Email		

If this section has not been completed, WaterNSW will assume the first applicant listed on the form is the application contact.

Listing an application contact assists WaterNSW in processing your application. We may need to contact the application contact to discuss the details contained in your application or to request additional information about your application. A delay in responding to any such request may result in your application being further delayed or refused. Any information provided by the application contact will be relied upon by us in considering this application.

Changes to any details of an application for an approval must be in writing and signed and dated by all applicants.

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

Tick the appropriate box – 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 <i>Attach documentary evidence of lawful occupation such as a lease agreement or court order</i>
c3	<input type="checkbox"/> Other? <i>Please specify.</i>

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"/> Yes <input type="checkbox"/> No
D2	If Yes, please advise the name of WaterNSW officer and the date the conversation took place.
	Name of WaterNSW officer Date

Section E: Does other legislation apply?

Tick the appropriate box/es.

<p>E1 Does your proposal require development consent from your local council? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, go to Section F.</p>
<p>E2 Has development consent been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>E3 If Yes, provide a copy of the Notice of Determination from Council.</p>

Section F: Flood work

<p>F1 How many flood works do you want to amend? If you are applying to amend more than one work you need to complete section F for each work.</p>					
<p>F2 What is the flood work approval number (under WM Act) for the flood work you want to amend?</p>					
<p>F3 If the work already exists what was the approximate date of construction?</p>					
<p>F4 Describe the existing flood work. You must include information about the length, height, width, shape, borrow, spoil, work purpose and construction material.</p>					
<p>F5 Briefly describe the changes you want to make. You must include information about the length, height, width, shape, borrow, spoil, work purpose and construction material if they are affected by the changes.</p>					
<p>F6 Provide details of the location of the flood work below. If the existing flood work extends across more than two properties provide details of the properties on a separate sheet.</p>					
Name of property 1					
	Lot	Section	DP	Parish	County
Work 1					
Name of property 2					
	Lot	Section	DP	Parish	County
Work 2					

Section G: Environmental issues

Tick the appropriate box/es.

G1 Do any properties where the works are located have any of the following features/characteristics?		
<input type="checkbox"/> Salinity	<input type="checkbox"/> Known acid sulphate soils	<input type="checkbox"/> Potential acid sulphate soils
<input type="checkbox"/> Sodic soils	<input type="checkbox"/> Waterlogging	<input type="checkbox"/> Erosion <input type="checkbox"/> High watertables
<input type="checkbox"/> Land subsidence	<input type="checkbox"/> Contaminated land	<input type="checkbox"/> Known soil structure decline
<input type="checkbox"/> Other	<input type="checkbox"/> Unknown	
If 'Other', please specify		

Information to assess likely impact on threatened species, populations or ecological communities

G2 Do you intend to clear or disturb any native vegetation to amend the work/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G3 Does your proposal require consent to clear native vegetation (incl. grassland)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G4 If Yes, has consent been granted to clear native vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G5 If Yes, provide the consent number.	
G6 Will your proposed amended flood work impact on an area of known Aboriginal cultural significance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G7 Are any threatened species, populations, ecological communities and their habitat found within the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G8 Do you intend to remove bush rock?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G9 Do you intend to remove trees with hollows, dead wood or dead trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G10 Are there any influences on threatened species, populations, ecological communities and their habitat from off-site impacts of the proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G11 Does the area include any 'critical habitat'? * - see Areas of outstanding biodiversity value	<input type="checkbox"/> Yes <input type="checkbox"/> No
G12 Do any recovery plans or threat abatement plans apply#? # - see Saving our species strategies	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please add any other comments (including the occurrence of any of the above features/ characteristics on neighbouring properties, if known)	

Section H: Maps and plans

- 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 amended works. Include pumps, diversion works, flood protection works, bores, storages, channels, etc.
 - rivers and wetlands (including dry river beds and temporary wetlands)
- Attach a detailed plan of the proposed amended work/s showing the height of the full length of the work/s above surrounding ground level.
- 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.
- You may be asked to provide a hydraulic modelling report. See the guide for further information.

Section I: Information required for assessment of application

If you want to amend an approval and the flood work does not comply with your floodplain management plan, or is outside a floodplain management plan area, you may be requested to provide one or more of the following with the application:

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

For further information contact a Water Regulation Officer at your local WaterNSW office for a pre-application consultation to determine what information is required, or if you have any questions.

Section J: Declaration of applicant/s



- Each applicant should sign Section J.
- If there are more than two applicants, photocopy/print multiple copies of the entire form after Sections A to I have been completed (before anyone signs Section J).

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

- a. that I/We apply to amend an approval for a flood work as described in this application;
- b. 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
- c. 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;
- d. 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;

- e. that all information contained in this application is accurate, true and complete and that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State') will rely on such information;
- f. 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;
- g. 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*;
- h. that if this application is incomplete it may not be accepted; and
- i. 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

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 corporation).

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 and a copy of your certificate of incorporation)	
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?

Contact our Customer Service Centre on [1300 662 077](tel:1300662077) Monday to Friday 8am - 5pm or email Customer.Helpdesk@waternsw.com.au