

Annual record of groundwater take – Report form

Reporting form for construction dewatering and aquifer interference activities under a water access licence exemption.

When to use this form

Use this form to record and report groundwater taken through construction dewatering and aquifer interference activities when claiming either of the following **water access licence exemptions**:

- aquifer interference activities taking up to 3 ML per water year per groundwater source
- excavation dewatering within the Botany Sands Groundwater Source, until 5 June 2025
- construction-related dewatering within prescribed coastal water sharing plan areas, from 6 June 2025
- essential infrastructure related dewatering by or on behalf of public authorities
- private water industry infrastructure related dewatering within a scheme approved under the *Water Industry Competition Act 2006*.

To claim any of the exemptions, you must meet the record-keeping and reporting requirements set out in the Water Management (General) Regulation 2025 and in this form. You must also have all other required approvals and authorisations in place and be compliant with them. This record is in addition to any record-making and reporting requirements of any other approvals or authorisations you may hold for your project.

You will need to complete and submit a separate form for each authorised project and each groundwater source you take water from every year until your project ends.

Information needed to complete this form

- details of your activity and project, and the locations where groundwater is taken
- related approvals (for example, work or development approvals, exploration licences)
- details of the meter used to record take **or** the method used to estimate take
- records of groundwater volumes taken throughout the water year
- records of period of take (days/year).

Returning completed forms

Completed forms can be submitted as soon as an activity ends, but you must submit your form within 28 days of the end of each water year (that is by 28 July).

Please return your completed form/s to:

- **WaterNSW customers**
Customer.Helpdesk@waternsw.com.au
PO Box 398, Parramatta NSW 2124
- **Department customers – send to the Natural Resources Access Regulator**
nrar.enquiries@nrar.nsw.gov.au
Locked Bag 5022, Parramatta NSW 2124

Where to get help

Further information is available at:

- **WaterNSW customers:**
1300 662 077
Customer.Helpdesk@waternsw.com.au
www.waternsw.com.au/customer-service/water-licensing/dewatering
- **Department customers**
1800 633 362
water.enquiries@dpie.nsw.gov.au
water.nsw.gov.au/licensing-and-approvals

How to complete and submit this form

Information about how to complete and submit this form is on the first and last two form pages.

Section A – Exemption claimed

Exemption type

- ☐ Aquifer interference activity taking up to 3 ML per water year, per groundwater source
- ☐ Excavation within the Botany Sands Groundwater Source, until 5 June 2025
- ☐ Construction within prescribed coastal water sharing plan areas, from 6 June 2025
- ☐ Essential infrastructure by or on behalf of public authorities
- ☐ Private water industry infrastructure within a scheme approved under the *Water Industry Competition Act 2006*

Total annual volume of groundwater taken under the exemption

Record the water year that applies to this annual record and the total volume of groundwater that was taken for the authorised project under the applying exemption in that water year.

Water year	Total recorded volume ⁱ taken within the water year (ML or L)
1 July – 30 June 20	ML or L

Section B – Proponent details

The proponentⁱⁱ is the person claiming the exemption and submitting the record.

Title		Surname					
Given name/s							
Company name					ABN ⁱⁱⁱ		
Address							
Town				State		Postcode	
Phone			Mobile phone				
Email							
Reference number ^{iv} (if known)							
Office use only	Agency (circle one)	WaterNSW	DCCEEW	Date received			

Section C – Activity details

Activity description

Description of authorised project ^v			
Description of activity ^{vi}			
Groundwater extraction method ^{vii}			
Activity start date		Activity end date ^{viii}	

Activity location

Address ^{ix}				
Town		NSW	Postcode	
Lot/ Deposited Plan/ Section				
GPS coordinates ^x				
Groundwater source ^{xi}				

Landowner contact details

Required if different from proponent

Title		Surname		
Given name/s				
Company name		ABN ^{xii}		
Address				

Town		State		Postcode	
Phone		Mobile phone			
Email					

Section D – Existing project authorisations

You must provide details of existing approvals, permits, or authorisations where held.

If your project does not require any approvals or authorisations, please mark the box.

☐ No approvals or authorisations required

Authorisation type ^{xiii}	Issuer	Number	Annual extraction limit ^{xiv}

Section E – Declaration

I declare all information contained in this form is accurate, true and complete.			
Signature		Date	
Name			
Address		Phone	
Email			
<i>It is an offence under section 91J of the Water Management Act 2000 for a person to make a statement or furnish information in connection with a metering record the person knows to be false or misleading.</i>			

Privacy statement

The information you provide on this form is subject to the *Privacy and Personal Information Protection Act 1998*. It is being collected and used for purposes relating to the water access licence exemptions described in this form. Your personal information will not be disclosed to anybody else unless authorised by law. You have the right to request access to, and correct details of, any personal information held. Further information regarding privacy can be obtained from the NSW DCCEEW website www.nsw.gov.au/departments-and-agencies/dcceew/information-access-governance-and-feedback#toc-privacy-statement

Section F – Record of metered volumes

Complete this section to record **metered** extraction volumes under your nominated exemption, including the excavation dewatering exemption that applied in the Botany Sands Groundwater Source until 5 June 2025.

This record must be completed within 24 hours of the end of each period of take.

If the groundwater take was **estimated**, which is permitted under the other exemptions listed in this form, do not complete this section, **go to Section G**.

Meter information

Meter brand and type	Meter serial number

Groundwater take data

No.	Week ending	Start date and time	Start meter reading	End date and time	End meter reading	Volume taken	Units (L, ML)	Date and time record made
1								
2								
3								
4								
5								
6								
7								
8								

Section G – Record of estimated volume

Complete this section to record estimated extraction volumes under the following exemptions:

- aquifer interference activities taking up to 3 ML per water year,
- coastal construction of infrastructure,
- construction of essential infrastructure by or on behalf of public authorities, and
- construction of private water infrastructure within a scheme approved under the *Water Industry Competition Act 2006*.

Complete this record **for each period of take within 24 hours of the end of take^{xv}**.

Method used to **estimate** the volume of groundwater taken^{xvi}:

No.	Period of take – START	Period of take – END	Estimated volume	Units (L, ML)	Date record made
1					
2					
3					
4					
5					
6					
7					

Record of estimated volume – continued

This page provides additional space to record estimated extraction volumes if needed. Print additional pages as required.

No.	Period of take – START	Period of take – END	Estimated volume	Units (L, ML)	Date record made

Notes

ⁱ Record the **total volume of groundwater taken** in the water year for the groundwater source in either megalitres (ML) or litres (L).

ⁱⁱ The **proponent** may be any person who has the care, control or management of the land.

ⁱⁱⁱ Record your Australian Business Number

^{iv} As these exemptions commenced in December 2019, no **reference number** is available for the 2019/20 water year. In following years, please provide the reference number issued to you by WaterNSW or NRAR after submitting an annual record for a previous water year for the exemption being claimed.

^v An **authorised project** means an activity:

- a) that is the subject of a consent, approval or other lawful authority conferred by or under an Act, or
- b) to which Division 5.1 of the *Environmental Planning and Assessment Act 1979* applies, or
- c) that is exempt development under that Act.

Example authorised projects include (but are not limited to):

- constructing or maintaining a building or other infrastructure
- creating an artificial lake that fills from groundwater
- installing and operating a ground source heating or cooling system
- exploring for minerals (including coal or petroleum)
- investigating groundwater resources or geotechnical conditions
- investigating a contaminated site
- laying cables or pipelines.

^{vi} An **activity** describes how groundwater is taken, and the number of works involved.

Example activities include (but are not limited to):

- a battery of 15 spear points to dewater a building construction site
- drilling 25 reverse circulation mineral exploration drill holes
- extracting groundwater from a permanent sump in a building basement
- pump-and-treat of contaminated groundwater using four extraction bores
- evaporation of water from an artificial lake
- extracting groundwater from a temporary trench
- groundwater seepage from a cutting
- water quality sampling from eight monitoring bores using a bailer
- conducting a pumping test
- dewatering from two coal seam gas pilot production bores.

^{vii} Examples of **groundwater extraction methods** include pump, airlift, bailer, removed with ground materials, free draining, evaporation from lake etc. Where several extraction points are involved, please detail the **number and type**.

^{viii} Specify **best estimate of activity end date** if uncertain.

^{ix} For **multiple locations**, please attach a separate list of activity locations and landowner contact details containing information for all fields in Section C of the form.

^x GPS coordinates, please use **Datum GDA94**.

^{xi} If you are unsure which **groundwater source** you are taking water from, please contact WaterNSW or NRAR for assistance.

^{xii} Record your Australian Business Number

^{xiii} **Example authorisations** include (but are not limited to):

- water supply work approvals issued under the *Water Management Act 2000*
- water licences issued under the *Water Act 1912*
- exploration licences issued under the *Mining Act 1992*
- development approvals issued under the *Environmental Planning and Assessment Act 1979*
- environment protection licences issued under the *Protection of the Environment Operations Act 1997*.

^{xiv} Supply the **annual bore extraction limit** if listed on your water supply work approval or other authorisation. Note, it is a requirement of the water access licence exemptions for excavation dewatering in the Botany Sands Groundwater Source and for coastal construction of infrastructure that any water supply work approval be subject to an annual extraction limit.

^{xv} A **record of the total volume of groundwater taken during each period of take must be made within 24 hours of the end of take**. This record must be retained for 5 years. You must make a new record for each period of take during your activity. For the purposes of the exemption you do not need to make a record for the periods during your activity where no groundwater is taken. The **period of take** is either the date groundwater was taken, or the start and end dates for a period of continuous take.

^{xvi} Example **methods used to estimate** the volume of water taken include (but are not limited to):

- v-notch weir or velocity times area
- borehole volumes
- sump volumes
- bailer volumes
- bucket volumes
- evaporation calculations
- seepage calculations
- other (please specify).