

Amend a water supply work approval – inactive works

Use this form to apply to amend a water supply work approval to specify the work is inactive or withdraw the work's inactive status.

For information about water supply work approvals, go to: water.dpie.nsw.gov.au/our-work/licensing-and-approvals/water-supply-work-and-or-water-use-approval

Water supply work approvals allow you to construct and use a work which takes water from a river, lake or aquifer. Examples of water supply works are water pumps, water bores, dams, weirs, irrigation channels, banks and levees.

A water supply work approval may specify that the work is 'inactive' if the work:

- was constructed to take water from a surface water source, such as a river or lake, and
- the work is not capable of taking water.

Having an 'inactive' work

Approval holders who are not using an authorised water supply work to take water may wish to amend their approval to specify that their work is 'inactive', so they do not need to comply with any mandatory condition on the approval that metering equipment be installed, used and properly maintained. This 'inactive' status can be withdrawn by amending the approval.

Who can apply?

An approval holder can apply for the amendment of their water supply work approval to specify that the work is 'inactive', or to withdraw that specification.

Who can use this application form?

Responsibilities for granting and managing water supply work approvals and water use approvals are shared between the NSW Department of Climate Change, Energy, the Environment and Water (the department) and WaterNSW.

This application form is for use by the department's customers:

- government agencies, including other NSW government agencies, local councils and the Commonwealth
- state-owned corporations
- water utilities, water supply authorities and licensed network operators under the *Water Industry Competition Act 2006*
- mining activities
- irrigation corporations
- public schools and hospitals
- Aboriginal communities and businesses.

If you are not a customer of the department, your one-stop-shop for licensing services including water supply work approvals and water use approvals is WaterNSW. Go to waternsw.com.au

How to use this application form

Information about how to use this application form is provided in the [Application guide – Amend a water supply approval — inactive works](#).

Part 1 — Applicant details

Section A: Applicant details

List all applicants — photocopy/print extra pages if more than two applicants.

First applicant

A1 Title (<i>Mr, Mrs, Ms</i>)	A2 Surname		A3 Given name(s)	
A4 Company name (<i>if applicable</i>)				
A5 ACN (<i>if applicable</i>)		A6 Position held (<i>if applicable</i>)		
A7 Address				
A8 Town	A9 State	A10 Postcode	A11 Country	
A12 Phone		A13 Alternate phone		
A14 Email				

Second applicant (if applicable)

A15 Title (<i>Mr, Mrs, Ms</i>)	A16 Surname	A17 Given name(s)	
A18 Address			
A19 Town	A20 State	A21 Postcode	A22 Country
A23 If more than two applicants, specify total number of applicants			

Section B: Contact person for application

Note: if there is only one applicant you do not need to complete this section.

B1 Title (<i>Mr, Mrs, Ms</i>)	B2 Surname	B3 Given name(s)	
B4 Address			
B5 Town	B6 State	B7 Postcode	B8 Country
B9 Phone		B10 Alternate phone	
B11 Email			

Section C: Pre-application discussion

It is recommended you discuss your application with the department.

Please tick the appropriate box.

Have you discussed your application with the department?	
C1 ☐ No ☐ Yes	
C2 If yes, it took place on	with the assistance of

Part 2 — Approval and amendment details

Section D: Approval details

D1 Approval number
D2 How many water supply works does the approval authorise? <i>Tick the appropriate box</i> ☐ 1 work (<i>Go to section E</i>) ☐ More than 1 work <i>Go to next question</i>
D3 Which work/s does this application relate to? <i>Tick the appropriate box</i> ☐ All works authorised by the approval (<i>Go to section E</i>) ☐ Some works authorised by the approval <i>Go to next question</i>
D4 Identify which work/s this application relates to by specifying the work number listed on the approval (e.g. Work 1, Work 2)

Section E: Amendment details

E1 Select which type of amendment you are applying for <i>Tick the appropriate box</i> ☐ Specify the work/s is inactive (<i>Go to section F</i>) ☐ Withdraw specification that the work/s is inactive (<i>Go to section G</i>)
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Part 3 — Declaration and application fee

Section F: Declaration of applicant/s

Each applicant must sign Section F.

Photocopy/print multiple copies of the entire form after Sections A to E have been completed (before anyone signs Section F) if there are more than two applicants.

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

- a) I/We apply for an application to amend an approval as an inactive or active work/s as described in this application
- b) where the purpose of the application is to amend an approval to:
 - i. change the status of a work from active to inactive, I/We confirm that the work is incapable of taking water from the water source. I understand that, once declared inactive, it is an offence to take water from that work under the *Water Management Act 2000*; and/or
 - ii. withdraw an 'inactive' status to make a work 'active', all holders will comply with all mandatory conditions that metering equipment will be installed, used and properly maintained in accordance with the *Water Management Act 2000* and its regulation
- c) the application contact (where applicable) has my/our permission to act for and on my behalf in relation to any aspect of this application unless otherwise notified by me/us, and that the department will rely on information provided by the application contact in its consideration of this application
- d) the Crown in right of the State of New South Wales, including the department 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) all information contained in this application is accurate, true and complete and that 'the State' will rely on such information
- f) 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) 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) if this application is incomplete, it may not be accepted, and
- i) 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

F1 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).

F2 Name of corporation		
F3 Position of signatory		
F4 Name of signatory	Signature	Date
F5 Position of signatory		
F6 Name of signatory	Signature	Date

Section G: Payment of application fee

The department will contact the nominated payee to take payment by card over the phone (Visa and Mastercard accepted).

G1 Payee's name
G2 Payee's contact number

Privacy statement

The personal information you provide on this form is subject to the *Privacy and Personal Information Protection Act 1998*.

It is being collected by the department 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 the department provides.

The department 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 the department.

Further information regarding privacy can be obtained from: nsw.gov.au/departments-and-agencies/dcceew/information-access-governance-and-feedback#toc-privacy-statement

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 license or approval is convicted of an offence under that Act.