



Attach additional pages to back of form, if required.

Application for approval to construct a basic landholder rights (domestic and stock) groundwater works

Application for Minister's consent under section 52 of the *Water Management Act 2000*

Applicants are advised to read the instructions carefully before filling in this form. Step-by-step instructions on each section are included in the "Guide to application for approval to construct a basic landholder rights (domestic and stock) groundwater works".

Section A

Applicant details

(attach/ photocopy extra page if more than 2 holders)

First applicant (or company applicant)

(correspondence in relation to this application will be directed to the person given below)

A1 Title _____ A2 Surname _____
 (Mr, Mrs, Ms)

A3 Given name(s) _____

A4 Company name _____ A5 ACN _____
 (if applicable)

A6 Position held _____
 (if applicable)
 Name of company representative _____
 (if applicable)

A7 Address _____ A8 Town _____

A9 State _____ A10 Postcode _____ A11 Country _____

A12 Phone no. _____ A13 Alternative phone no. _____

A14 Fax no. _____

A15 E-mail _____

Second Applicant

(if applicable)

A16 Title _____ A17 Surname _____
 (Mr, Mrs, Ms)

A18 Given name(s) _____

A19 Address _____ A20 Town _____

A21 State _____ A22 Postcode _____ A23 Country _____

A24 If more than 2 applicants, specify total number of applicants _____
 (attach extra page to list additional applicants)

Section B

Property details

(if different from address in Section A)

B1 Property name _____

B2 Address _____ B3 Town _____

B4 State _____ B5 Postcode _____

Office use only	Fee paid: \$ _____	Customer receipt number: _____	Office Stamp
	Officer signature: _____	Date: _____	
	Application number: _____	Acceptance date: _____	

Is your application made as the:

B6 Owner of the land B7 Lawful occupier of the land

B8 If you are not the owner, have you attached evidence of permission to construct the works? (see the Guide for details) Yes No

Section C Type of works

Is this application relating to a

C1 Bore Spearpoint Excavation Well

C2 If it is a bore, will it access the Great Artesian Basin? Yes No

C3 If you are applying for an excavation give proposed length _____ width _____ depth _____ (m)

C4 Are these works new or are you proposing to alter works that already exist? New works Existing works

C5 If the works already exist, what is the licence or approval number? _____

C6 Are the proposed works for domestic consumption stock watering both

Section D Site details

(Please provide information regarding the known or likely location of the proposed bore)

D1 How many works are you seeking approval for? _____

(If you are applying for more than one works, please photocopy and fill in Section D for each work.)

D2 Lot number _____ DP number _____ County _____ Parish _____

D3 If the proposed works are within 100m of a creek, river, lake or wetland, distance to this waterbody _____ (m)

D4 If Yes what is the name of this water body (if it is named) _____

D5 Distance of the proposed works from property boundary _____ (m or km)

D6 What is the size of the property? _____ Lands to supplied – Lot/DP etc _____

D7 Proposed depth of bore _____ (m)

D8 Are the proposed works within 100m of any septic, sewerage, stormwater or other waste water storage or conveyancing works, or any other waste repository (such as a landfill, dump, burial area), or known site of contamination (such as a sheep or cattle dip site, or petrol station) that has or may have the potential to contaminate the groundwater into which the bore will be constructed? (If yes, indicate type and distance in each case.)

If you need to clear **native** vegetation to access the site and/or construct the works, please provide details of the clearing required e.g.:

D9 Number and description of trees to be removed _____

D10 Method of clearing _____
(eg. chainsaw, bulldozer)

Note: Wherever possible, applicants should avoid cutting down mature trees as part of the construction of these works

D11 Are you in an underground mining area? Yes No

D12 Will your proposed work impact on an area of known Aboriginal cultural significance? Yes No

If yes, write details

Section E

Declaration of applicants

(attach/ photocopy extra page if more than 2 holders)

I/We, the undersigned, apply for an approval to construct the works described above for the purpose of taking groundwater under my/our basic landholder right for domestic and/or stock use.

I/We state that the information provided for the purpose of this application is accurate and true.

For applications made by individuals:

E1 Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

For approvals held by companies:

E2 Name of company _____ E3 Position held _____

E4 Name _____ Signature _____ Date _____

Witnessed by

E5 Name _____ Signature _____ Date _____

Note: Groundwater accessed under this approval may only be used for domestic and/or stock purposes.

Please note that it is an offence to provide misleading or incorrect information. This approval (should it be granted) may be cancelled or suspended if you are convicted of an offence under the *Water Management Act 2000*.

Submit your completed form to your local DNR office. Enclose a cheque or money order for the application fee if you are applying for a bore accessing the Great Artesian Basin.

Privacy Note: The personal information you provide in this form will be treated in accordance with the *Privacy and Personal Information Protection Act 1998*, under which you have rights of access and correction. Your personal information will be used for assessing and processing your application and may be disclosed to public authorities and other parties as required.

NB The *Water Management Act 2000* requires that some details of your application appear in a public application register. Should your application be approved, details of the approval will also appear in a public approval register.



Guide to the application for an approval to construct a basic landholder rights (domestic and stock) groundwater works

Application for Minister's consent under section 52 of the *Water Management Act 2000*

Introduction

This guide is provided to assist you in completing the *Application for approval to construct a basic landholder rights (domestic and stock) groundwater works*.

You are required to complete this application form if you seek approval to construct a bore, well, spearpoint or excavation to access groundwater for domestic and stock purposes under the basic landholder rights of the *Water Management Act 2000*.

The application should also be used to apply to change or remove a condition on an existing approval in relation to your domestic and stock works.

In most cases, constructing your groundwater works for domestic consumption or stock watering is unlikely to significantly harm the environment or other water users. However, if the information supplied in your application indicates that constructing the proposed works is likely to cause more than minimal harm, the Department of Natural Resources (DNR) will need to assess your application in more detail.

All bores must be constructed by drillers licensed by the NSW DLMB (Drillers' Licensing Management Board) or a National class licence by ADIA (Australian Drilling Industry Association) who are required to provide DNR with the precise locations and other information about the bores.

About these guidelines

The *Application for approval to construct a basic landholder rights (domestic and stock) groundwater works* has several sections, A-E, which are divided into a series of questions. The questions are identified by a number on the left hand side of the page, for example, B4, which is question 4 in section B. This guide provides detailed explanations of each section and question to help you fill in the application form. We recommend you read this carefully before completing the application form. However, if you require further assistance, please contact your local office of DNR.

General instructions

To make sure that your application is processed efficiently please note these general instructions: use BLOCK letters as they are easier to read;

- if there is not enough space on the form for all your information, complete the answer on a separate sheet of paper and attach it to application form (remember to include this page when numbering your pages);
- ensure that you fully complete the form as all the information is necessary to verify and process your application – it may be rejected if all the information is not available for the assessment; and
- include the appropriate fee with your application – your local DNR office will be able to advise you on the current fee.

Section A: Applicant details

These are the details of either the owner(s) or the owners' representative that will appear on your approval.

- A1-4. The name can be a person's name or the name of a legal entity, such as a corporation, that is either the owner or legal occupier of the land to which the application relates. The application for an approval must be by an individual (or individuals), a company, body corporate or public authority, but not a partnership or joint venture. If the approval is to be registered under the names of more than one person, provide the names in the spaces provided, or if more than two owners, provide the additional names on a separate sheet of paper and attach it to application form.
- A5: Insert your Australian Company Number (ACN) if it is a company application. Note that an ABN (Australian Business Number) is not permitted.
- A6: Insert the position of the person who will represent the company as the holder the approval, should it be granted.

- A7-11: Insert the usual address of the applicant. If a corporation is applying, you should fill in the details of the contact person to whom all correspondence will be sent.
- A16-23: More than one person may hold an approval. This form makes provision for 2 applicants. If there are more than 2 applicants, please attach additional pages.
- A24: This is the total number of applicants to be listed on the approval and includes applicants listed on any additional pages.

Section B: Property Details

Before applying for approval for a domestic and stock works, you must demonstrate that you have secure tenure of the works site. Secure tenure includes:

- ownership, or anticipated ownership within a reasonable period of time of the date of application (please append explanation of anticipated ownership together with documentary evidence);
- an easement; or
- permissive occupancy, licence or lease.

If you want to construct works on land you own, as well as works on land where you are the lawful occupier, then you will need to tick more than one of the boxes (B5 and B6). In order to demonstrate that you are the lawful occupier, you are required for example to have either:

- an easement;
- a power arising under legislation; or,
- an agreement or other legally binding permission with the owner (eg. a lease, a permissive occupancy or enclosure permit), that permits you to construct works. The agreement may be a specific authorisation or an appropriate clause in a lease or other document.

You must attach a copy of the relevant documentation.

Section D: Site details

Groundwater works can have serious impacts on other people and the environment. Information in this part of the form will help DNR decide whether approval can be granted quickly or whether a more detailed assessment of your application will be required. If detailed assessment is required, you will be asked to provide more information.

- D3: If the proposed works is within 100m of a river, creek or wetland (or other water body) that is marked on the largest scale topographic map you should answer this question. Your proposal may be approved with special conditions attached to it, or it may be rejected if there is a risk of it damaging a riverbank or a wetland. If approved, you may still need to obtain a separate permit under the *Rivers and Foreshores Improvement Act 1948*. Your local DNR office will be able to advise you on this.

- D5: In areas where constructing a bore close to another one could have an impact on the existing bore (for instance, by affecting the level of the water table) DNR may suggest options to reduce any potential impacts on the nearby bores.
- D8: If the works are constructed in a contaminated aquifer, DNR must ensure that the risk to the groundwater from constructing the bore and the risk to human health are minimised. Answering yes to this question does not mean that your approval will not be granted – DNR may be able to put conditions on your approval to minimise the risk that water from your bore is polluted. Sources of pollutants that could contaminate groundwater include:
- household septic;
 - sewerage or other wastewater storage or conveyancing facilities;
 - nearby or on-farm waste repositories (such as landfills, dumps, or burial grounds);
 - feedlots;
 - on-site chemical storage areas;
 - old or existing livestock dip or spray control areas; or
 - a neighbouring petrol station or industrial complex.

In general you should include any possible contamination sources that you know of that are within 100m of your proposed works. You may also choose to include other sources/sites that are beyond this radius. In such instances, it is important that you clearly note the distance of the feature to the proposed works.

- D9: Answer these questions if you need to clear native vegetation to construct your proposed works. If DNR gives you approval for the works, you will not need to obtain separate approval under the *Native Vegetation Act 2003*.
- D11&12: Answering yes to either of these questions does not mean that your approval will not be granted. DNR may be able to put conditions on your approval to minimise safety concerns with regard to mining operations or to avoid impacting on Aboriginal heritage.

Submitting your application

Submit your completed form to your local office of DNR, enclosing your cheque or postal order.

If the application is complete and correct it will be registered on DNR's database and the fee processed. You will receive an acknowledgment letter providing an application reference number and a receipt for the fee. The application will be delayed if it is incomplete or incorrect, as further information will be requested. If this information is not received within the specified time, DNR will reject the application and return it with an explanation and the fee will be refunded.

For more information

Contact the water licensing officer at your local Department of Natural Resources office (contact details are available on the website) or

free call: 1800 353 104
Information Centre: 02 9228 6333

email: wma.info@dnr.nsw.gov.au
web: www.naturalresources.nsw.gov.au