



Application for a controlled activity approval under Part 3, Chapter 3 of the *Water Management Act 2000* for works on waterfront land

Checklist of items that must accompany this application

Have you included the following information in your application? Your application may be rejected or delayed if the following information is not supplied. Please note that within this document, all references to the Department means the Department of Water and Energy.

- Completed application form including land owner's signature
- Clear description of all proposed works
- Environmental information, assessment or report
- Confirmation from local council that works are approved or that no approval is required
- Any extra information as required in Sections G and H of the application
- Required fee (as advised by the Department)
- Required Security (Bond or Bank Guarantee)
- Copy of property title certificate and a map CLEARLY showing the boundary of all tenures pertaining to the land in question
- Topographic map and/or aerial photo showing where works are to occur
- A sketch, plan or diagram depicting the proposed works – to scale where possible
- If relevant, evidence that you have conferred with Department of Primary Industries regarding the proposal
- If relevant, impact assessment regarding threatened aquatic species - in accordance with the *Threatened Species Conservation Act 1995*

If development was assessed by the Department under the 'Integrated Development Assessment Process' of the *Environmental Planning and Assessment Act 1979* and General Terms of Approval (GTA), were issued then please only submit the following information:

- Completed Sections A to F of the application form
- Copy of the proposed works plan approved or stamped by the Consent Authority
- Required fee
- All information requested in the General Terms of Approval (GTA)

Please forward completed application form to your local Department of Water and Energy office



Application for controlled activity approval

Reference No. (use EA/ERM number, if known))	Office Use Only	File No.
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SECTION A: Applicant's details Please use BLOCK letters if filling out by hand

Title (<i>Mr, Mrs, Ms</i>)	Surname	Given name(s)
Company name (<i>if applicable</i>)		
Postal address		
Town	State	Postcode
Phone	Alternate phone	
Fax	Email	
Is Applicant the approval holder and property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION B: Property owner's details if different from Applicant

1. Title (<i>Mr, Mrs, Ms</i>)	Surname	Given name(s)	
Postal address			
Town	State	Postcode	
Phone	Alternate phone		
2. Title (<i>Mr, Mrs, Ms</i>)	Surname	Given name(s)	
Postal address			
Town	State	Postcode	
Phone	Alternate phone		
OWNER'S CONSENT: As owner(s) of the property described above, I/We have no objections to the 'controlled activity' occurring on my/our property as described in this application and as shown on the attached plans. I/We understand that I/We will be responsible for all 'controlled activities' on my/our land and for any measures required to protect a water source under Part 1 of Chapter 7 of the <i>Water Management Act 2000</i> .			
Signature	Date	Signature	Date

SECTION C: Details of property on which proposed controlled activity will occur

NOTE: Ownership and cadastral details of properties on both sides of watercourse and the consent/s of all property owners must be provided together with a photocopy of the location of the property marked on a topographic map (or equivalent)			
Name of watercourse (if known)			
Lot	DP	Portion	Parish
Lot	DP	Portion	Parish
Lot	DP	Portion	Parish
Lot	DP	Portion	Parish
Local Council		DA No. (if applicable)	
If space provided is insufficient to record property details, please attach additional information.			
Property address			
Town		State	Postcode

SECTION D: Details of controlled activity to be undertaken

DESCRIBE the 'controlled activity' proposed, including stages, site rehabilitation and erosion prevention. Please attach additional pages or a report if necessary. A guide to the information required for assessment should be obtained from the Department.

WHERE do you propose to undertake the controlled activity? Tick box(es)

On waterfront lands adjacent to....	On the banks of...	In the bed of...
<input type="checkbox"/> an intermittent watercourse	<input type="checkbox"/> a perennial watercourse	<input type="checkbox"/> a lake
<input type="checkbox"/> an artificially improved watercourse	<input type="checkbox"/> a realigned watercourse	<input type="checkbox"/> a wetland
<input type="checkbox"/> a drainage channel	<input type="checkbox"/> an abandoned stream channel	<input type="checkbox"/> a weir pool
<input type="checkbox"/> Other (please specify)		

IF EXTRACTING

<input type="checkbox"/> bar on inside of bend	<input type="checkbox"/> mid-channels bar or bend	<input type="checkbox"/> bar along bank on straight section
<input type="checkbox"/> Other (please specify)		

ESTIMATED TOTAL COST to complete all works within, or likely to affect waterfront land or their associated riparian corridors

	\$
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Approximate commencement date	
Approximate completion date	

FOR APPLICANTS CARRYING OUT EXCAVATION

What is estimated maximum depth of excavation below natural surface?	metres
What machines do you propose to use?	

FOR APPLICANTS CARRYING OUT EXTRACTION What type of material do you intend to excavate?

<input type="checkbox"/> Soil	<input type="checkbox"/> Sand or gravel	<input type="checkbox"/> Quarry rock	<input type="checkbox"/> Other (please specify)
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FOR ONGOING EXTRACTION What is the estimated annual removal rate, in cubic metres per year?

	m ³ per year
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SECTION E: Application fee

Please confirm the fee amount with the relevant Departmental officer prior to finalising payment. Cheques or money orders should be payable to the Department of Water and Energy.

Fee enclosed	\$
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SECTION F: Declaration and application

I/We, the undersigned, apply for an approval described above for the nature and purpose specified in the application. I/We state that the information provided for the purpose of this application is accurate and true.		
For applications made by individuals		
Name	Signature	Date
Name	Signature	Date
For applications made by companies		
Name of company	Position held	
Name of company representative	Signature	Date
Witnessed by (Name)	Signature	Date
<p>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 <i>Water Management Act 2000</i>.</p> <p>Submit your completed form to your local Departmental office. Enclose a cheque or money order for the application fee.</p> <p>Privacy Note: The personal information you provide in this form will be treated in accordance with the <i>Privacy and Personal Information Protection Act 1998</i>, 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.</p> <p>NB: <i>The Water Management Act 2000</i> 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.</p>		

Please forward completed application form to your local Department of Water and Energy office

SECTION G: Information required for proposal assessment

NOTE: Please ignore any items crossed out and initialled by a Departmental officer

All works

If part of the proposed 'works' are on **Crown land**, a letter from the Department of Lands confirming their consent (as land owners) should be provided.

A letter from **council** confirming **development consent** (and including the attached conditions); or existing use rights; or that no consent is required must be provided.

If an **Environmental Impact Statement** was prepared for this proposal, a copy must accompany this application.

If no Environmental Impact Statement was prepared, a written **report** (prepared by a suitably qualified person) that covers the following items must be supplied:

1. Inventory of sites or relics of Aboriginal significance.
2. Inventory of rare, endangered or unusual flora.
3. Inventory of rare, endangered or unusual fauna.
4. Inventory of sites of scientific, recreational, architectural, cultural, historical or social significance.
5. Effects of the operation on water quality and quantity.
6. Effects of the operation on air quality and noise.
7. Visual impact of the operation.
8. Cumulative effects of the operation on the items listed above when added to other similar operations on the same river.

SMALL EXCAVATIONS (stormwater outlets for example)

Please supply a sketch showing the location and size of the proposed excavation in relation to both banks of the river. Indicate the length, width and depth of the excavation and the width of the river between the highest banks. The location of the proposed excavation should be identified with GPS coordinates.

BRIDGE OR CULVERT

Please ensure that survey information (Section H) includes the completed extent of the river crossing (plan) and a cross section showing the designed river bed, banks and structure along the crest or road centre line. Describe your proposed erosion control/s. You must attach a report detailing the hydraulic calculations used to assess the effect of the proposed structure on the water level for natural bank-full discharge (prior to degradation if any). On cross section, show the lowest water level for a flow event that would be carrying debris and indicate the maximum length of such debris.

WEIR, ROCK RAMP, BED LEVEL CONTROL STRUCTURE

Please ensure that survey information (Section H) includes the completed extent of the structure (plan) and a cross section showing the designed river bed, banks and structure along the crest centreline. Describe the proposed erosion control/s. Attach a report detailing the hydraulic calculations used to assess the effect of the whole structure on the water level for natural bank-full discharge (prior to degradation if any).

Attach a copy of any letter received from Department of Primary Industries (NSW Fisheries) and include details of the proposed design of any *fish passage* required.

EROSION CONTROL STRUCTURES

Please ensure that survey information (Section H) shows the location of the proposed erosion control works (plan and cross sections). Describe materials to be used, including the diameter of any rock etc. Provide details (consultant or engineer's report) of the calculations of flood flow velocities and information on the types of watercraft likely to use the river.

CUTTINGS IN BANKS FOR ACCESS TRACKS, BOAT RAMPS, SUPPLY CHANNEL OFFTAKES

The survey information described in Section H is not required. However, a sketch showing the location and size of the proposed excavation in relation to both banks of the river should be provided. Show overall alignment of the bed of the river and describe the proposed erosion control/s.

EXTRACTIONS

Please ensure that survey information (Section H) includes natural landform pre excavation, final landform post excavation, sedimentation ponds, reject material, stock piles, depth to be excavated, filled or otherwise disturbed. Attach a copy of any permit or approval obtained from the Department of Environment and Climate Change. If water from a river (surface water) or an underground water source (groundwater) is being taken (or proposed to be taken), an approval and/or licence under the *Water Act 1912* or *Water Management Act 2000* must be obtained.

SECTION H: Survey information

Where the proposed works involve significant construction or excavation and/or ongoing works, survey plans must be provided. Three (3) copies of an accurately surveyed plan and cross sections, to an appropriate scale must be provided showing features of the site as listed below. Plans must be legible and should generally be presented in hardcopy as A3 size or greater. If the proposal involves significant works, these requirements should be discussed with the Department's officers before proceeding with any surveys.

PLANS: Plans must show the following:

- title, scale and north arrow
- works area divided into stages to show progression
- property boundaries
- high and low banks, shorelines of existing rivers and lakes
- existing erosion control works
- proposed sites for tree or shrub planting, listing species
- contours at a one metre interval except within the exposed channel or lake bed where a 0.5 metre interval is required
- cross sections and survey pegs
- names of land owners
- low flow and direction of flow
- gravel and sand deposits

And show the following only if present:

- existing weirs, crossings, bridges and culverts
- vegetation and type
- major snags
- water supply pumps and intake pools
- bed rock outcrops
- bore holes
- eroding banks or slopes
- buildings
- access tracks

CROSS SECTIONS: The cross sections must:

- be spaced at 50 metre intervals or as otherwise specified by the Department
- be plotted at a scale of 1:100 vertical and 1:500 horizontal or as specified by the Department
- show all areas covered with water (must be sounded)
- extend at least three metres beyond any disturbed area
- show depth of soil (if any)
- run normal (perpendicular, at right angles) to the channel
- show all changes in slope
- show all water levels at the time of the survey along with the dates they were surveyed
- show all high and low banks, shorelines
- show proposed final rehabilitated surface

SURVEY CONTROL

A permanent bench mark (as identified by survey or GPS) and recovery pegs for each cross section must be installed in suitable locations so that the operation does not disturb them. The Department may require resurveys of the plans and sections at regular intervals.

An assumed datum may be used where an AHD permanent mark is not readily available.

PHOTOS

Please provide panoramic (multiple frame) photos of the watercourse showing both banks and views upstream and downstream. Please orient the photographs (location and direction) on a sketch plan and ensure the top of the highest bank is clearly identified. The Department recommends that the location or point from which the initial photographs are taken, be surveyed or identified by GPS coordinates to ensure that future photographic studies (of the site) can be properly referenced.

SECTION I: Security

The Department may seek 'security' (in the form of a Bond or Bank Guarantee) for the duration of the *controlled activity approval* for the cost of performing the holder's obligations under the approval in the event that the holder fails to perform those obligations.

Security sought by the Department may be in addition to a Bond sought by local council or another agency. The security is to specifically address impacts associated with works approved by the issuing of a *controlled activity approval* under this legislation only. If an applicant can demonstrate that a bond, sought by another agency will adequately address the Department's responsibilities, modification of the security requirements may be considered.