

# Groundwater licence under the *Water Act 1912*

Use this form to apply for a new groundwater licence under Part 5 of the *Water Act 1912*.

More information about water access licences can be found on the Department of Planning and Environment's website at [water.dpie.nsw.gov.au/licensing-and-trade/licensing](http://water.dpie.nsw.gov.au/licensing-and-trade/licensing).

A groundwater licence allows you to:

- sink a bore, well or excavation which may connect with an aquifer (known as *aquifer interference activities*)
- take water from an aquifer outside water sharing plan areas,

For information about groundwater licences under the *Water Act 1912*, go to [www.dpie.nsw.gov.au/water/licensing-and-trade](http://www.dpie.nsw.gov.au/water/licensing-and-trade) > Approvals > What is a water supply work approval > How to apply for a water supply work and water use approval.

## Who can apply?

Any person can apply for a groundwater licence under the *Water Act 1912*.

A groundwater licence is deemed to be held by the lawful occupier of the land where the bore, well or excavation is sunk.

## Who can use this application form?

Responsibilities for granting and managing water supply work approvals and water use approvals are shared between the Department of Planning and Environment (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 [www.watarnsw.com.au](http://www.watarnsw.com.au).

## How to use this application form

Fill in all relevant fields as directed in this application form.

In this application form, the term “work” refers to a bore, well, excavation, spearpoint(s), artesian bore or test bore.

## Part 1 – Applicant details

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

### Section A: Applicant details

#### First applicant

A1 Title ( <i>Mr, Mrs, Ms</i> )	FOR INDIVIDUALS ONLY, NOT COMPANIES		FOR INDIVIDUALS ONLY, NOT COMPANIES	
	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> )	FOR INDIVIDUALS ONLY, NOT COMPANIES	FOR INDIVIDUALS ONLY, NOT COMPANIES	
	A16 Surname	A17 Given name(s)	
A18 Company name ( <i>if applicable</i> )			
A19 ACN ( <i>if applicable</i> )		A20 Position held ( <i>if applicable</i> )	
A21 Address			
A22 Town	A23 State	A24 Postcode	A25 Country
A26 Phone		A27 Alternate phone	
A28 Email			
A29 If more than two applicants, specify total number of applicants...			

**Part 2 – Work details**

**Section B: Location of work to be licensed**

The correct location description can be obtained from your rates notice.

B1 Lot	B2 DP	B3 Parish
B4 County	B5 Local Council	

**Section C: Nature of work to be licensed**

- **Proposed** means a new work yet to be constructed
- **Alteration** means physical change to an already constructed work.
- **Existing** means an application for
  - an existing unlicensed work, or
  - a new purpose to be included on a licence for an existing work.

<b>C1 Proposed</b> Is work to replace an abandoned work? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>C2 Alteration</b> Is work that is to be altered already licensed? <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>C3 Existing</b> Is this application replacing an existing licence? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Existing licence no.
C3 Proposed depth in metres		

**Type of work**

C4 Type of work:	<input type="checkbox"/> Bore	<input type="checkbox"/> Well	<input type="checkbox"/> Excavation	<input type="checkbox"/> Well
	<input type="checkbox"/> Spearpoint(s)	<input type="checkbox"/> Artesian bore	<input type="checkbox"/> Test bore	

**Purpose for which water taken from the work is to be used**

- **Recreation** includes bowling greens, Council swimming pools, parks, golf courses, tennis courts, sporting fields.
- **Farming** includes mixing of sprays, washing of dairy sheds and pig styes etc; does not include irrigation or drinking water for stock.

C5	<input type="checkbox"/> Monitoring bores	<input type="checkbox"/> Waste disposal	<input type="checkbox"/> Water bottling
	<input type="checkbox"/> Mining	<input type="checkbox"/> Town water	<input type="checkbox"/> Sand/Gravel Washing
	<input type="checkbox"/> Industrial/Commercial	<input type="checkbox"/> Farming	<input type="checkbox"/> Recreation
	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Irrigation	<input type="checkbox"/> Drainage
	<input type="checkbox"/> Other:		

C6 Estimated annual usage in megalitres:
--

**Application for Town Water Supply**

If application purpose is for town water, please provide details of **all** existing town water bores and wells.

C7 Number of existing works:
C8 Licence no. for existing works:
C9 Annual allocation:            megalitres
C10 Volume of water taken annually:            megalitres

**Other landholders to be supplied with water**

C11 Complete if other landholders are to be supplied with water.

Name	Lot/DP	Parish
County	Purpose of supply	

Name	Lot/DP	Parish
County	Purpose of supply	

**Driller Details**

C12 Name of driller to be used:
C13 Driller’s Licence No.:

**Part 3 – Irrigation**

Complete this section if application includes irrigation.

**Section D: Irrigation details**

**Area to be irrigated**

Description of area to be irrigated (from your rates notice or local council). If the property is leased please attach supporting documentation.

D1 Lot/DP	D2 Parish	D3 County
D4 Total property area (ha)	D5 Is the property leased?	<input type="checkbox"/> No <input type="checkbox"/> Yes

**Crops to be irrigated**

D6 Please supply details of existing or proposed irrigation under this application. If type of crop is unknown an estimate of the area to be irrigated will be sufficient.

Crops to be irrigated	Area to be irrigated      hectares
-----------------------	------------------------------------

**Any other irrigation from bores and wells**

D7 Please include details of any irrigation from bores/wells.

Number of bores and wells:
Type of crop(s):
Area irrigated:      hectares

**Any other irrigation**

Please include details of any irrigation from any other works.

<b>D8 Irrigation from rivers, lakes etc</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Licence No.:      Area authorised (ha):	<b>D9 Irrigation from channels</b> <input type="checkbox"/> No <input type="checkbox"/> Yes → Area authorised:      hectares
--	--

---

## Part 4 – Declaration and application fee

### Section E: Declaration of applicants

Each applicant must sign Section E.

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

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

- a. that I/We apply for a licence to construct and use the works described above and to use the water obtained only for the purpose specified on the application
- b. that this application will be determined in accordance with the *Water Act 1912* 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/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. that 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. that all information contained in this application is accurate, true and complete and that the Crown in right of 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 licence arising out of this application will be recorded in the publicly available Water Access Licence Register 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; and, must be supplied in the prescribed timeframe or the application may be deemed invalid or refused. The requested information must be supplied within the prescribed timeframe.

### Attachments to application

The following documents are attached to this application:

1. **Plans** showing:
  - a. boundaries of the land occupied by me/us
  - b. site of the bore to be licensed
  - c. the boundaries of any land to be irrigated
  - d. the boundaries of the land of any other person to be supplied with water from the proposed works.

### For applications made by individuals

E1 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).

E2 Name of corporation		
E3 Position of signatory		
E4 Name of signatory	Signature	Date
E5 Position of signatory		
E6 Name of signatory	Signature	Date

### Section F: Payment of application fee

Note. The prescribed fee for artesian bores is \$48. The prescribed fee for non-artesian bores is \$151.

F1 Specify method of payment for application fee <input type="checkbox"/> Credit card <input type="checkbox"/> Direct deposit
F2 Payee's name
F3 Payee's contact number

## Appendix 1 – Environmental Impact

Before issuing a licence, the department has a statutory obligation to assess the environmental impact which is likely to result.

### Environmental impact information

Has an environmental impact assessment been undertaken for the proposed work(s) <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach copy of assessment.)
Has any other approval for the work(s) or associated activities been obtained or applied for?
Will there be any return flows to the watercourse?
Will any vegetation be removed to install the licensed work(s)?
Are there any known Aboriginal areas of interest or relic sites or heritage areas in the immediate vicinity of the proposed work(s) or the lands to be developed?

### Tenure

<input type="checkbox"/> Leasehold	<input type="checkbox"/> Freehold	<input type="checkbox"/> Other:
------------------------------------	-----------------------------------	---------------------------------

### Environmental impact assessment

Is any of the land that is subject to or affected by the development within a State forest or flora reserve?
Is any of the land that is subject to or affected by the development on Crown land?
Describe associated works and activities for the development that do not form part of this application (attach detailed drawings if available)
Is any of the land that is subject to or affected by the development subject to “profit à prendre” under the <i>Forestry Act 2012</i> ?



Please describe the associated works and activities for the development that do not form part of this application (attach detailed drawings if available)
If the work is a bore, describe bore design (depth, diameter, casing, exposed intervals, if available)

**Planning permissions**

Does the proposed development require Development Consent from the Council? <input type="checkbox"/> No <input type="checkbox"/> Yes
Has the development consent been granted?
What is the land use zoning of the site of the proposed development e.g., rural/residential?
Have you applied for any other permits which are related to the proposed development? (if so, please provide copies)

**Timing**

Please note: no development is to occur until approval has been granted

Expected commencement:
Expected completion:

**Existing environment**

Is there any native vegetation growing on the site and the area immediately surrounding the site that would be affected by the proposed development?

Trees	Species e.g., red river gum, yellow box etc:
	Number on whole site:
	Number per hectare:
Shrubs	Species e.g., silver wattle, hop bush:
	Cover: <input type="checkbox"/> Continuous <input type="checkbox"/> Scattered <input type="checkbox"/> Sparse

Groundcover	<input type="checkbox"/> Exotic <input type="checkbox"/> Native <input type="checkbox"/> More than 50% native If native, specify species:
	Cover: <input type="checkbox"/> Continuous <input type="checkbox"/> Scattered <input type="checkbox"/> Sparse
Is the vegetation to be cleared, damaged or removed by this proposal?	
In the area affected by the proposed development, is there remnant vegetation?	

Describe your soil type – tick one or more from each column

Soil texture	Soil colour	Soil category / group (if known)
<input type="checkbox"/> Sandy <input type="checkbox"/> Loam <input type="checkbox"/> Clay loam <input type="checkbox"/> Clay	<input type="checkbox"/> Red / Red brown <input type="checkbox"/> Yellowish Brown <input type="checkbox"/> Grey	<input type="checkbox"/> Alluvial soils (extremely variable, layered profile with sandy, clay etc.) <input type="checkbox"/> Cracking clays (deep uniform clays with seasonal cracking when dry) <input type="checkbox"/> Sandy soils (deep, uniform, coarse or fine textured sandy soil) <input type="checkbox"/> Earthy soils (gradual texture change – increase in clay content) <input type="checkbox"/> Duplex soils (texture contrast between surface soil and sub soil-loam over clay)

What are the groundwater conditions below the proposed development, if known?

Water table depth
Groundwater salinity
Groundwater contamination / pollutants
Rate of rise / fall
Distance to nearest bore piezometer

How is the site, and the area immediately surrounding the site, of the proposed development currently used?

Describe (e.g., crop cultivation, grazing etc.)
Any land degradation issues (e.g., acid soils, salinity etc.)

What cultural features are there on the site, or immediately surrounding the site, of the proposed development?

Archaeological features (e.g., middens)
Heritage features (e.g., historic homes)
Areas of significance to Indigenous people
How might these be affected?

Are there any known records of threatened species on the site or in the surrounding areas?

<input type="checkbox"/> No <input type="checkbox"/> Yes → Describe:
How might they be affected?

Are there any wetlands / swamps / marshes / depressions on the site that will be affected by the proposed works?

<input type="checkbox"/> No <input type="checkbox"/> Yes → Describe:
--

Is there a stream on the site of the proposed development?

<input type="checkbox"/> No <input type="checkbox"/> Yes → Describe:
--

If yes, describe the stream on the site of the proposed development.

Bank material (e.g., clay)
----------------------------

Bed material (boulders, clay, gravel, etc.)
Bank slope (e.g., steep, gradual, flat)
Are there any snags in the channel?
Describe the bank vegetation (e.g., grassed, bare, timbered)
Width and depth of the watercourse
How might it be affected by the proposed development?

What are the flows or water levels like in the stream or water body associated with the proposed development?

Name of stream or water body
Is it intermittent or ephemeral?
How often does over bank flow occur?
At what gauge level does significant flooding occur (nearest gauge)?

How will flow be affected by the development?
---

## Maps and diagrams

Maps and diagrams must accompany this form showing the following details:

- Proximity to water course including floodplain
- Drainage lines, surface and sub-surface, both natural and constructed
- Contours of property to be developed
- Diagram showing location of **all** works including supply channels and disposal sites

Please attach any other information that may be useful in assessing your application.

---

## Privacy statement

The personal information you provide on this form is subject to the *Privacy & 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 the department's website at [www.dpie.nsw.gov.au/privacy](http://www.dpie.nsw.gov.au/privacy).

---

## 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.