

How to complete and submit a water licence application form

October 2019 Natural Resources Access Regulator



This fact sheet describes how to complete and submit a water licence application form to the Natural Resources Access Regulator (NRAR).

Responsibilities for granting and managing water licences and approvals is shared between:

- NRAR, in the Department of Planning, Industry and Environment—Water Division
- WaterNSW.

The responsible agency depends on the type of application and the type of applicant.

If you want to make an application, and the responsible agency is NRAR, follow the instructions in this fact sheet about how to complete and submit your application form.

Licensing applications for which NRAR is responsible

NRAR is responsible for applications submitted by:

- 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*
- major developments (state significant developments and state significant infrastructure)
- irrigation corporations
- schools and hospitals
- Aboriginal communities and businesses.

NRAR is also responsible for applications for controlled activities and water licensing for state significant mining operations.

WaterNSW is responsible for managing trade of water access licences, licence entitlements and water allocations for NRAR's customers.

Any application that is not the responsibility of NRAR should be referred to WaterNSW.

Finding NRAR's application forms

For information about NRAR's application forms for a new water licence, go to industry.nsw.gov.au/water/licensing-trade/approvals/applications-fees.

All applications can be accessed from these webpages, either by downloading an application form or accessing the application through the online portal *Water Applications Online*.



Application fees

NRAR charges fees to cover the cost of assessing applications. Most application fees are set at a standard rate. Application fees for controlled activity approvals are calculated based on the amount of time taken to assess the application.

For information about application fees for a **new water licence**, go to industry.nsw.gov.au/water/licensing-trade/licences/applications-fees

For information about application fees for a new approval to amend or extend an existing approval, or to release a security deposit or bank guarantee, go to industry.nsw.gov.au/water/licensing-trade/approvals/applications-fees

Completing the application form

Downloadable forms

There are two options for completing a downloadable application form. You can choose to complete the form electronically before printing, or by hand after printing.

Electronically before printing

1. Download and complete the electronic application form
2. Print the completed form
3. All applicants must sign the completed form.

By hand after printing

1. Download and print the application form
2. Complete the printed application form by hand in capital letters with a blue/black pen
3. All applicants must sign the completed form.

Online forms

To complete the application form online, click on the link *apply and pay online* instead of downloading an application form.

You will be redirected to the webpage for *Water Applications Online*, which is hosted by WaterNSW.

Follow the instructions to complete and submit your online application.

Submitting your completed application

Downloadable forms

You can submit your application by email or post.

Email: scan the completed and signed application form, and then email it to water.referrals@nrar.nsw.gov.au.

Post: post the completed and signed application form to:

Natural Resources Access Regulator
Locked Bag 5123
PARRAMATTA NSW 2124

Online forms

Applications that are submitted through *Water Applications Online* will be forwarded to NRAR by WaterNSW.

When to pay the application fee

For application fees that are a standard rate, you need to pay the application fee before your application will be processed. You can pay a standard application fee at the same time as you submit your application form.

For application fees for controlled activity approvals, once your application has been registered we will advise you of the application fee that applies. You need to pay the application fee before your application can be assessed. An additional fee applies to applications that take more than four hours to assess. We will advise you if the additional fee applies to your application. You need to pay the additional fee before your application can be determined.

How to pay the application fee

Downloadable forms

You can pay the application fee by credit card, direct deposit or cheque.

Credit card

After you have submitted your application form, we will contact you about paying the application fee over the phone by providing your credit card details.



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Do not write your credit card details in your application form or any other correspondence you send to us. This is a security risk if your correspondence is seized by someone else on its way to us.

Cheque

Post a cheque made out to 'Natural Resources Access Regulator' to:

Natural Resources Access Regulator
Water Regulation—Receiving Officer
Locked Bag 5123
PARRAMATTA NSW 2124

You can post a cheque with your application form if the application fee is a standard amount.

If you post a cheque separately to your application form, make sure you provide the following details so we can match your cheque with your application form:

- applicant's name
- contact phone number
- address for proposed development (if relevant)
- NRAR's reference number (if provided).

Online forms

Provide your credit card details within the online portal.

Contact us

To contact NRAR email nrar.enquiries@nrar.nsw.gov.au or phone 1800 633 362.

For more information, including exemptions and guidelines, visit industry.nsw.gov.au/water/licensing-trade/approvals/controlled-activities



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