


How to complete and submit an application form

August 2018 Natural Resources Access Regulator



This fact sheet describes how to complete and submit an application form to NRAR.

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

- NRAR in Department of Industry – Lands and Water Division, and
- 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.

What applications is NRAR responsible for?

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 submitted by applicants who carry out mining or controlled activities.

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

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

Where do I find NRAR's applications forms?

For information about NRAR's application forms for a new water licence, go to:

www.industry.nsw.gov.au/water > Licensing & trade > Licences > Licence applications and fees

For information about NRAR's application forms for a new approval, or to amend or extend an existing approval, go to:

www.industry.nsw.gov.au/water > Licensing & trade > Approvals > Approval applications and fees

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

Are there 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:

www.industry.nsw.gov.au/water > Licensing & trade > Licences > Licence applications and 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:

www.industry.nsw.gov.au/water > Licensing & trade > Approvals > Approval applications and fees

How do I complete 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](#).

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.

How do I submit my completed application to NRAR?

Downloadable forms

You can submit your application by email or post:

- **Email**

Scan the completed and signed application form, and then email the scanned form 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 which are submitted through *Water Applications Online* will be forwarded to NRAR by WaterNSW.

When do I pay the application fee?

For application fees which 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 which applies. You need to pay the application fee before your application can be assessed. An additional fee applies to applications which take more than 4 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 do I 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.

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.

- **Direct deposit**

Make a direct deposit using the following details:

Bank: Westpac Bank (Sydney)
Account name: Natural Resources Access Regulator
BSB: 032 001
Account number: 18-1786

- **Cheque**

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

Natural Resources Access Regulator
Water Regulation - Receipting 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)

Need help?

We are happy to help you with how to complete and submit an NRAR application form.

- Call 1800 633 362 during business hours

- Email nrar.enquiries@nrar.nsw.gov.au