


Application form

New or amended controlled activity approval

May 2020 Natural Resources Access Regulator



This application form is for a new or amended controlled activity approval under section 92 of the *Water Management Act 2000*.

The health of river corridors and other waterfront land is vital for many communities and industries, as well as for native plants and animals.

Controlled activities are those that are carried out on waterfront land and defined as a controlled activity in the *Water Management Act 2000*.

For enquiries:

Call NRAR on 1800 633 362 during business hours or email nrar.servicedesk@industry.nsw.gov.au.

What is waterfront land?

'Waterfront land' means the bed of any river, lake or estuary, and the land within 40 metres of the river banks, lake shore or estuary mean high water mark.

What kinds of activities are controlled activities?

'Controlled activity' means the erection of a building, carrying out a work, removing material from waterfront land, depositing material on waterfront land, or any activity which affects the quantity or flow of water in a water source. Examples of controlled activities include:

- modifications to a watercourse, such as erosion control works, bed control structures and channel realignment
- construction of watercourse crossings such as bridges, causeways and bed level crossings, and ancillary works such as roads
- construction of stormwater outlets and spillways
- construction of boat ramps and sea walls
- laying pipes and cables
- sand and gravel extraction.

For information about controlled activities, go to industry.nsw.gov.au/water/licensing-trade/approvals/controlled-activities.

Who can apply?

Any person can apply for a controlled activity approval.

How to complete and submit this application form

Information about how to complete and submit this application form is provided in the guide to complete and submit a new or amended controlled activity approval application form and is available at industry.nsw.gov.au/water/licensing-trade/approvals/applications-fees

Standard checklist

Please ensure that:

- Applicant Fee Section Completed (Section A)
- Applicant and Contact Details – name, address, email address, contact number (Section B & C)
- Owner Details – name, address, email address, contact number (Section D)
- Land owner's signature or consent has been obtained. All owners must provide consent. (Section D)
- The property description being Lot and DP has been provided. (Section E)
- A clear description of the site and all proposed work(s) is included (Section F)
- Application form is signed (Section G)

Part 4: Required supporting information

For applications that require a development consent from your local council please attach:

- A copy of Development Consent
- Council stamped plans
- Plans, documents or costings requested in the General Terms of Approval (GTA), including construction certificate plans for any work or controlled activities in, on or under waterfront land**
- The required Security (Bond or Bank Guarantee) – if security has been requested

Part 5: Required supporting information

For applications that do not require a development consent from your local council please attach:

- Confirmation from local council that no development consent is required
- A topographic map and/or aerial photo(s) showing
 - where the work or controlled activity is to occur
 - the location of waterfront land is attached
- Photographs of the site and waterfront land
 - position the photographs (location and direction for example looking east) on a sketch plan and ensure the top of bank is clearly identified
- Construction plans for any work or controlled activities in, on or under waterfront land. If not available, include a sketch diagram of the proposed work or controlled activity
- Assessment or report detailing the environmental impacts of the work or controlled activity on waterfront land.
Alternatively for minor works complete section E only
- A map that clearly shows the boundary of all tenures (properties) relating to the proposed development
- Evidence (such as a copy of the licence or approval) that you have conferred with any other relevant government agency
- For extractive industry works complete the Part 5 Extractive Industries - Details of Works Form

Your application may be rejected or delayed if the required information and copies of documentation is not provided.

Section A: Payment of application fee

Please refer to the Controlled Activity Approval Fee schedule to confirm fee amounts. An NRAR officer will contact the payee to take payment by credit card. The fee schedule is available at industry.nsw.gov.au/water/licensing-trade/approvals/applications-fees

Payee	A1 Name	A2 Phone	A3 Email	
	A4 Company name (if applicable)		A5 ACN	

Section B: Applicant details

Photocopy/print multiple copies of this blank page, complete it and attach it to this form if there are more than two applicants.

B1	Applicant 1			
B2	Title (<i>Mr, Mrs, Ms</i>)	B3 Surname	B4 Given name(s)	
B5	Company name (<i>if applicable</i>)		B6 ACN	
B7	Postal address			
B8	Town		B9 State	B10 Postcode
B11	Phone		B12 Alternate phone/mobile	
B13	Email			
B14	Applicant 2			
	Title (<i>Mr, Mrs, Ms</i>)	Surname	Given name(s)	
	Company name (<i>if applicable</i>)		ACN	
	Postal address			
	Town		State	Postcode
	Phone		Alternate phone/mobile	
	Email			

Section C: Contact person for application

Only complete this section if a person other than the applicant will be dealing with this application.

C1	Title (<i>Mr, Mrs, Ms</i>)	C2 Surname	C3 Given name(s)	
C4	Postal address			
C5	Town		C6 State	C7 Postcode
C8	Phone		C9 Email address	

Section D: Property owner's details and consent

IMPORTANT: Ownership of all properties and the consent(s) of **all** property owners on which the proposed controlled activity will occur must be provided. If space provided is insufficient please photocopy or print multiple copies of this page.

D1	Owner 1		
D2	Title (<i>Mr, Mrs, Ms</i>)	D3 Surname	D4 Given name(s)
D5	Postal address		
D6	Town	D7 State	D8 Postcode
D9	Phone	D10 Alternate phone	
D11	Owner 2		
	Title (<i>Mr, Mrs, Ms</i>)	Surname	Given name(s)
	Postal address		
	Town	State	Postcode
	Phone	Alternate phone/mobile	
<p>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>.</p>			
D12	Signature	Date	D13 Signature
			Date
<p>IF OWNER IS A CORPORATION: Executed for and on behalf of the corporation in accordance with section 127 of the Commonwealth <i>Corporations Act 2001</i> (if a company) or by a duly authorised officer for other types of corporation:</p>			
D14	Name of Corporation:	D15 ACN	
D16	Registered business Address:		
D17	Name of Signatory (1):	Signatory:	Date
D18	Position of Signatory: <input type="checkbox"/> company director <input type="checkbox"/> company secretary		
	Name of Signatory: (2)	Signatory:	Date
	Position of Signatory : <input type="checkbox"/> company director <input type="checkbox"/> company secretary		

Section E: Details of property on which proposed controlled activity will occur

Photocopy/print multiple copies of this blank page, complete it and attach it to this form if there are more than five lots to be specified at E6.

E1 Property name (if applicable)					
E2 Property address					
E3 Town			E4 State		E5 Postcode
E6	Lot	DP	Parish	County	
	Lot	DP	Parish	County	
	Lot	DP	Parish	County	
	Lot	DP	Parish	County	
	Lot	DP	Parish	County	
E7 Local Council			E8 DA No. (if applicable)		
E9 Land Status	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Crown reserve <input type="checkbox"/> Other (describe) If the works site is crown or leasehold land then a copy of owners consent must be provided and section D12 signed.				
E10 Is the property – or any part thereof - subject to any Native Title claim(s) IF YES, provide or attach details.				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section F: Details of controlled activity

IMPORTANT: Required supporting information specified in the checklists on page 2 of the application must be provided or your application may be rejected or delayed.

F1 DESCRIBE the controlled activity and list all proposed works to be undertaken on waterfront land.		
F2 DESCRIBE the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out.		
F3 PROPOSED commencement date	/	/ 20
F4 PROPOSED completion date	/	/ 20

Section G: Declaration of applicant/s

ALL APPLICANTS listed in Section A must sign this declaration. If space is insufficient please photocopy or print multiple copies of this page.

I/We, the undersigned, apply for an approval to carry out the controlled activity 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 (1):	Signature	Date
Name (2):	Signature	Date
For applications made by companies		
Name of company:		ACN:
Position of Signatory: <input type="checkbox"/> company director <input type="checkbox"/> company secretary		
Name of signatory (1):	Signature	Date
Position of Signatory: <input type="checkbox"/> company director <input type="checkbox"/> company secretary		
Witnessed by: (Name)	Signature	Date

Privacy statement

The personal information you provide on this form is subject to the *Privacy and 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 the 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 industry.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.

An access licence or approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the licence or approval is convicted of an offence under that Act.