


Application form

Extend controlled activity approval

May 2020 Natural Resources Access Regulator



This is the application form to extend a controlled activity approval under section 105 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.

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

When does an approval need to be extended?

Controlled activity approvals are granted for a period of up to ten years.

A controlled activity approval may need to be extended if the works or activity authorised by the approval will not be completed before the approval is due to expire.

How long can an approval be extended for?

A controlled activity approval can be extended for up to three years.

Who can apply?

The holder of a controlled activity can apply for the extension of the period for which the approval has effect.

If the approval holder is not the owner of the land where the controlled activity is authorised to be carried out, the land owner's consent is required.

How to complete and submit this application form

Information about how to complete and submit this application form is provided in the *Guide to completing and submitting an extension to a controlled activity approval* and is available at industry.nsw.gov.au/water/licensing-trade/approvals/applications-fees

Section A: Approval details

A1	Approval number (CX)
A2	Approval expiry date

Section B: Payment of extension 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	B1 Name	B2 Phone	B3 Email
	B4 Company name (if applicable)		B5 ACN

Section C: Applicant details

If there are more than two approval holders, photocopy/print multiple copies of this blank page, complete it and attach it to this form.

C1	Applicant 1		
C2	Title (<i>Mr, Mrs, Ms</i>)	C3 Family name	C4 Given name(s)
C5	Company name (<i>if applicable</i>)	C6 ACN	
C7	Postal address		
C8	Town	C9 State	C10 Postcode
C11	Phone	C12 Alternate phone/mobile	
C13	Email		
C14	Applicant 2		
	Title (<i>Mr, Mrs, Ms</i>)	Family name	Given name(s)
	Company name (<i>if applicable</i>)	ACN	
	Postal address		
	Town	State	Postcode
	Phone	Alternate phone/mobile	
	Email		

Section D: Contact person for application

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

D1	Title (<i>Mr, Mrs, Ms</i>)	D2 Family name	D3 Given name(s)
D4	Postal address		

D5	Town	D6 State	D7 Postcode
D8	Phone	D9 Email address	

Section E: Property owner's details and consent

If there are more than two owners, photocopy/print multiple copies of this blank page, complete it and attach it to this form.

E1	Owner 1		
E2	Title (<i>Mr, Mrs, Ms</i>)	E3 Family name	E4 Given name(s)
E5	Postal address		
E6	Town	E7 State	E8 Postcode
E9	Phone	E10 Alternate phone	
E11	Owner 2		
	Title (<i>Mr, Mrs, Ms</i>)	Family name	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. 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>			
E12	Signature	Date	E13 Signature
			Date
<p>If owner is a corporation: Executed for and on behalf of the corporation in accordance with section 127 of the <i>Commonwealth Corporations Act 2001</i> (if a company) or by a duly authorised officer for other types of corporation:</p>			
E14	Name of Corporation:	E15 ACN	
E16	Registered business Address:		
E17	Name of Signatory (1):	Signatory:	Date
E18	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 F: Details of progress of controlled activity

F1	<p>What is the status of the controlled activity that is authorised by the approval? <i>(Tick relevant box)</i></p> <p><input type="checkbox"/> The controlled activity has not started</p> <p><input type="checkbox"/> The controlled activity has started but has not been completed <i>Provide details at F3</i></p> <p><input type="checkbox"/> The controlled activity has been completed <i>If the controlled activity has been completed, you may not need to extend the approval. Contact us for more information.</i></p>
F2	<p>What is the status of any rehabilitation and/or maintenance period if required by the approval? <i>(Tick relevant box)</i></p> <p><input type="checkbox"/> The controlled activity approval does not require a rehabilitation and/or maintenance period</p> <p><input type="checkbox"/> The rehabilitation and/or maintenance period has not started</p> <p><input type="checkbox"/> The rehabilitation and/or maintenance period has started but has not been completed <i>Provide details at F3</i></p> <p><input type="checkbox"/> The rehabilitation and/or maintenance period has been completed <i>If the rehabilitation and/or maintenance period has been completed, you may not need to extend the approval. Contact us for more information.</i></p>
F3	<p>Provide details of the progress of the controlled activity, or rehabilitation and/or maintenance period, if applicable. <i>You may attach a progress report, photographs and/ or diagrams to your application.</i></p>

Section G: Extension Time

G1	<p>What timeframe are you requesting the controlled activity approval be extended for? <i>(Tick relevant box)</i></p> <p><input type="checkbox"/> 12 months</p> <p><input type="checkbox"/> 3 years</p>
----	---

Section H: Certification of compliance with approval

This application must be refused if the approval holder has not certified that the terms and conditions of the approval have been complied with.

H1	<p>In relation to the activity you have carried out to date, have you complied with the terms and conditions of the approval? <i>(Tick relevant box)</i></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO – provide details:</p>
----	--

Section I: Declaration of applicant

All approval holders must sign this declaration. If space is insufficient please photocopy or print multiple copies of this page.

I/We, the undersigned, apply to extend the controlled activity approval as described above.		
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 & 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 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.